

The Town of Rotterdam Town Board Meeting will be held in person; however, the public may access the meeting electronically via conference call. Members of the public may listen to the board meeting by dialing 1 (929) 205-6099, then enter the conference ID NO. 867 0373 0307, followed by the pound symbol. Video of the town board meeting will be posted on the Town of Rotterdam website (www.rotterdamny.org) the following Friday after the meeting.

MEETING OF THE
ROTTERDAM TOWN BOARD
March 23, 2022
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/PRESENTATIONS

PUBLIC HEARING

- Public hearing on Introductory Local Law No. 5 of 2022 to prohibit parking on a portion of Thew Street

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

MOTIONS

RESOLUTIONS

- 116.22** To enact introductory Local Law No. 5 of 2022
- 117.22** To adopt call-in and payment procedure for part time water treatment plant operators
- 118.22** To amend Resolution No. 21-22 of the year 2022
- 119.22** Appoint a Senior Building Inspector
- 120.22** Appoint Account Clerk for the Highway Department
- 121.22** Authorize stipulation of settlement with RRA Apartments, LLC
- 122.22** Authorize a modification of professional services for Well No. 6
- 123.22** Authorize a modification of professional services for purposed Burdeck Street sewer district ext.
- 124.22** To approve budget transfers to the 2022 budget
- 125.22** To amend Resolution No. 65.22 extending the contract with Paul C. Sebesta for financial consulting services
- 126.22** To accept Town Board Meeting minutes of March 9, 2022

COMMITTEE REPORTS

MISCELLANEOUS

EXECUTIVE SESSION

ADJOURNMENT

Mollie A. Collins, Supervisor

03/23/2022

PUBLIC HEARING

1. Public Hearing on Introductory
Local Law No. 5 of 2022 to prohibit
parking on a portion of Thew Street.

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 100.22

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. 5
OF 2022 TO PROHIBIT PARKING ON A PORTION OF THEW STREET AND
SCHEDULING A PUBLIC HEARING THEREON**

THEREFORE, UPON MOTION OF Councilmember DODSON,
seconded by Supervisor **COLLINS, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby recognizes the introduction of Introductory Local Law No. 5 of 2022 to prohibit parking on both sides of Thew Street from Barton Avenue/Gray Street to the southernmost dead-end of Thew Street.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to publish in the official newspaper of the Town of Rotterdam (not less than ten 10 days prior to the date designated for the public hearing provided by the following notice) that:

The Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 at 7:00p.m. on the 23rd day of March 2022 for the following purpose:

For the enactment of Introductory Local Law No. 5 of 2022 relating to prohibiting parking on a portion of Thew Street.

SECTION 3. This resolution shall become effective March 9, 2022

Daily Gazette: Please publish once on March 12, 2022
Town Clerk Post

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.

Diane M. Marco

Diane M. Marco, Town Clerk





**ROTTERDAM POLICE DEPARTMENT
UNIFORM DIVISION
TRAFFIC SURVEY**



January 19, 2022

TO: Chief Brown, Deputy Chief Male, Lieutenant Collins, Lieutenant Girard

FROM: Sergeant Varrone

RE: Traffic Plan for parking on the dead end of Thew Street

COMPLAINT

The Rotterdam Police Department received a traffic related complaint from a resident of the Town of Rotterdam, regarding concerns he has for vehicles being parked on Thew Street between Barton Avenue and the dead end of Thew St.

The resident states that his driveway is on Thew Street between the above-mentioned locations. He states that the neighbors across the street on Thew St. have friends, family and delivery vehicles that occasionally park on Thew Street directly behind his driveway. As a result of the vehicles and trailers being parked in this area, residents of the home are unable to safely enter/exit their driveway.

Additionally, at times when there are vehicles parked on the north and south side of the roadway it makes vehicular traffic unpassable. The resident also claims the roadway has also been narrowed over time in the area closest to his residence and directly in front of his neighbors. The resident also advises when vehicles are parked at the dead end it makes snow removal for the Town Highway Department more difficult.

SURVEY

A visual traffic survey of the roadway was completed on 01/19/2022.

CONCLUSION

In conclusion, I recommend that a no parking zone be instituted in the above-mentioned area on Thew Street. This is due to the narrowness of the roadway not allowing passage of vehicular traffic when both sides of the roadway are being utilized by parked vehicles. Also, the locations of traffic control devices, fire hydrants, and the driveways needed to be accessed by residents there, hinder a respectable parking area to be allowed. Therefore, one side only parking is not a reasonable option to be recommended at this location.



**ROTTERDAM POLICE DEPARTMENT
UNIFORM DIVISION
TRAFFIC SURVEY**



Respectfully Submitted,

Sgt. Anthony Varrone

Sgt. Anthony Varrone
Traffic Sergeant, Rotterdam Police Department



1st

Neil St

Neil St

Neil St

Thew St

Thew St

Hegeman St

Hegeman St

Hegeman St

Gray St

Gray St

Gray St

Barton Ave

Barton Ave



Thew St

Cleveland Ave

Barton Ave

Gullott Dr

Gullott Dr

Gullott Dr

Google

Map data ©2022 50 ft

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐County ☐City ☒Town ☐Village
(select one)

of Rotterdam

Introductory Local Law No. 5 of the year 2022

**A LOCAL LAW TO AMEND CHAPTER 266, § 266-52, SCHEDULE XII: NO PARKING
AT ANY TIME, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM**

Be it enacted by the Town Board of the Town of Rotterdam as follows:

See attached.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF ROTTERDAM

INTRODUCTORY LOCAL LAW NO. 5 OF THE YEAR 2022

A LOCAL LAW TO AMEND CHAPTER 266, § 266-52, SCHEDULE XII: NO PARKING AT ANY TIME, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM

SECTION 1 – TITLE

This local law shall be referred to as “A Local Law to Amend Chapter 266, § 266-52, Schedule XII: No Parking at Any Time, of the Town Code of the Town of Rotterdam”.

SECTION 2 – AUTHORITY

This local law is enacted by the Town Board of the Town of Rotterdam pursuant to the N.Y. Municipal Home Rule Law and N.Y. Vehicle and Traffic Law § 1660 (a) (18).

SECTION 3 – AMENDMENT

Chapter 266, § 266-52, Schedule XII: No Parking at Any Time, shall be amended to add the following entry:

Name of Street	Side	Location
Thew Street	Both	From Barton Avenue/Gray Street to southernmost dead-end of Thew Street

SECTION 4 – EFFECTIVE DATE

This Local Law shall become effective upon filing with the New York Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as Local Law No. ____ of 2022 of the (County)(City)(Town)(Village) of Rotterdam was duly passed by the Town Board of the Town of Rotterdam on _____, 2022 in accordance with the applicable provisions of law.

2. ~~(Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)~~

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20____ in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____.

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. ~~(Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)~~

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____.

Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.) _____

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.) _____

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____, State of New York, having been submitted to the electors at the General Election of _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Diāne Marco, Town of Rotterdam Town Clerk
Clerk of the county legislative body, City, Town or Village
Clerk or officer designated by local legislative body

(Seal)

Date: _____

RESOLUTION NO. 116.22

TO ENACT INTRODUCTORY LOCAL LAW NO. 5 OF 2022

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby enacts Introductory Local Law No. 5 of 2022

SECTION 2. The Town Clerk is directed, following consultation with the Attorney to the Town, to file said Local Law in final form with the New York State Department of State.

SECTION 3. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 Ext. 393 • Fax: 518-355-7976 • Website: www.rotterdamny.org



DATE: March 16, 2022

TO: Mollie A. Collins, Supervisor

FROM: Megan Griffin, Confidential Secretary

TITLE OF LEGISLATIVE REQUEST: To enact Introductory Local Law No. 5 of 2022, a local law to amend chapter 266, § 266-52, schedule XII: no parking at any time, of the town code of the Town of Rotterdam.

ON TOWN BOARD MEETING: March 23, 2022

Background Information: See attached Local Law No. 5

Evaluation/Analysis: N/A

Recommendation(s): To approve Local Law No.5 of 2022

Attachment/Document(s): Attached

Compliance with Purchasing Policy: N/A

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

Legislation will be prepared by: Supervisor's Office

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☐ County ☐ City ☒ Town ☐ Village
(select one:)

of Rotterdam

Introductory Local Law No. 5 of the year 2022

**A LOCAL LAW TO AMEND CHAPTER 266, § 266-52, SCHEDULE XII: NO PARKING
AT ANY TIME, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM**

Be it enacted by the Town Board of the Town of Rotterdam as follows:

See attached.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF ROTTERDAM

INTRODUCTORY LOCAL LAW NO. 5 OF THE YEAR 2022

A LOCAL LAW TO AMEND CHAPTER 266, § 266-52, SCHEDULE XII: NO PARKING AT ANY TIME, OF THE TOWN CODE OF THE TOWN OF ROTTERDAM

SECTION 1 – TITLE

This local law shall be referred to as “A Local Law to Amend Chapter 266, § 266-52, Schedule XII: No Parking at Any Time, of the Town Code of the Town of Rotterdam”.

SECTION 2 – AUTHORITY

This local law is enacted by the Town Board of the Town of Rotterdam pursuant to the N.Y. Municipal Home Rule Law and N.Y. Vehicle and Traffic Law § 1660 (a) (18).

SECTION 3 – AMENDMENT

Chapter 266, § 266-52, Schedule XII: No Parking at Any Time, shall be amended to add the following entry:

Name of Street	Side	Location
Thew Street	Both	From Barton Avenue/Gray Street to southernmost dead-end of Thew Street

SECTION 4 – EFFECTIVE DATE

This Local Law shall become effective upon filing with the New York Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as Local Law No. ____ of 2022 of the (County)(City)(Town)(Village) of Rotterdam was duly passed by the Town Board of the Town of Rotterdam on _____, 2022 in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 ____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20 ____ in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 ____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20 ____.

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20 ____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 ____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20 ____.

Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20 ____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. — (City local law concerning Charter revision proposed by petition.) —

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. — (County local law concerning adoption of Charter.) —

I hereby certify that the local law annexed hereto, designated as local law No. ____ of 20____ of the County of _____, State of New York, having been submitted to the electors at the General Election of _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Diane Marco, Town of Rotterdam Town Clerk
Clerk of the county legislative body, City, Town or Village
Clerk or officer designated by local legislative body

(Seal)

Date: _____

RESOLUTION NO. 117.22

**TO ADOPT CALL-IN AND PAYMENT PROCEDURE
FOR PART-TIME WATER TREATMENT PLANT OPERATORS.**

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby adopts the attached "Water Treatment Plant Operator Call In and Payment Procedure", to be effective beginning upon the adoption by the Town Board of any resolution appointing Clark Collins as Water Treatment Plant Operator, and ending upon the earlier of the effective date of Clark Collins' separation from employment as Water Treatment Plant Operator or the separation from office of Mollie Collins as Town Supervisor.

SECTION 2. The attached "Water Treatment Plant Operator Call In and Payment Procedure" shall be distributed and posted in the Water Treatment Plant, the Department of Public Works, the Finance/Comptroller's Office, the Supervisor's Office, and the Deputy Supervisor's Office, and all such offices and personnel therein shall comply therewith.

SECTION 3. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

Water Treatment Plant Operator Call In and Payment Procedure

I. Time Off Requests

- a. Upon receipt of a time off request from Justin Peterson, DPW shall forward the request to **Deputy Supervisor Charles Jack Dodson¹** for review/approval in accordance with current procedures.
- b. **Supervisor Mollie Collins shall not have any review or approval authority over time off requests made by Justin Peterson.**

II. Call in Procedures

- a. Upon a determination that the absence of Justin Peterson necessitates call-in of a backup Water Treatment Plant Operator (maintaining a 1B license):
 - i. **No call-in attempts shall be made or directed by Supervisor Mollie Collins as long as Clark Collins is employed as a call-in Water Treatment Plant Operator.**
 - ii. **Where Need Known 24 Hours in Advance:** Where the need for a backup Water Treatment Plant Operator arises at least 24 hours in advance of when the backup's services will be needed:
 - 1. At least **3** phone call attempts will be made to contact Ian Bonthron to determine whether Ian Bonthron is available to provide services.
 - 2. If Ian Bonthron denies availability to provide services or contact with Ian Bonthron is unsuccessful after 3 phone call attempts, Clark Collins may be contacted to provide services.
 - iii. **Where Need is an Emergency/Less Than 24 Hours in Advance:** Where the need for a backup Water Treatment Plant Operator arises less than 24 hours in advance of when the backup's services will be needed:
 - 1. Contact with Ian Bonthron shall be first attempted by telephone and if available, Ian Bonthron will provide services as needed.
 - 2. If Ian Bonthron is not available or the attempted telephone contact with Ian Bonthron is not successful, Clark Collins may be contacted to provide services.

III. Time Sheet/Voucher Procedures

- a. All Time Sheets for Ian Bonthron and Clark Collins will be submitted separately from other Time Sheets to **Deputy Supervisor Charles Jack Dodson¹** for approval and signature.
- b. All vouchers relating to payment to Ian Bonthron and Clark Collins will be submitted to **Deputy Supervisor Charles Jack Dodson¹** for approval and signature.
- c. **No payment to Clark Collins will be authorized based on any time sheet or voucher executed by Supervisor Mollie Collins.**

¹ In the absence or unavailability of Deputy Supervisor Dodson, any of the following may act in his place: Councilmember Joseph Mastroianni, Councilmember Evan Christou, or Councilmember Samantha Miller-Herrera.

March 18, 2022

By Email

Town Board of the Town of Rotterdam

Town Clerk of the Town of Rotterdam

Re: Appointment, call ins, supervision, and payment for services, etc., of Clark Collins

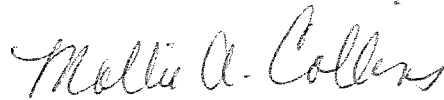
Dear Town Board Members and Town Clerk:

In accordance with the N.Y. General Municipal Law and the Town of Rotterdam Code of Ethics, I am disclosing to you that any resolution or other action concerning the appointment, call in, supervision, or payment of Clark Collins, including (but not exclusively) Resolution Numbers 117.22 and 118.22, could benefit my husband, Clark Collins.

Because these actions could benefit my husband, I am providing this written disclosure that I may be deemed to also have an interest in these matters. This disclosure is being sent to the Town Board, the Town Clerk, and I am asking that it be included within the agenda materials in advance of the March 23, 2022 meeting. I am also asking that this letter be included in the official record of the Town Board's March 23, 2022 meeting.

Finally, in addition to making written disclosure in this letter, I have also chosen to recuse myself from any discussion, vote, or other action relating to any appointment, call in, supervision or payment of Clark Collins.

Very truly yours,

A handwritten signature in cursive script that reads "Mollie A. Collins". The signature is written in dark ink and is positioned below the "Very truly yours," text.

Mollie A. Collins, Supervisor

RESOLUTION NO. 118.22

**TO AMEND RESOLUTION NO 21.22 OF THE YEAR 2022
APPOINT WATER TREATMENT PLANT OPERATORS FOR AN AS NEEDED BASIS**

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Section 1 of Resolution 21.22, as amended, is hereby amended and restated to read as follows: The following individuals are hereby appointed/reappointed to various additional duties and/or part time positions at the indicated rates of pay, on an as needed basis as directed by the Supervisor or his/her designee, with no employee benefits for the year 2022 as follows:

ADA Compliance Officer/Safety Officer

James Keith Annual Stipend \$ 3,000

Grant Coordinator

Peter Comenzo Annual Stipend \$ 3,500

Clerk- Part Time

Donna Larsen Hourly Rate \$ 19.50

Traffic Liaison

VACANT

School Traffic Officer

Floyd Rorick Hourly Rate \$ 15.00

(Maximum of 4 hours daily)

COVID Compliance

Megan Griffin Annual Stipend \$2,500

Administrative Records Specialist – Part Time

Lynn Fiorillo Hourly Rate \$19.50

Public Works Advisor – Part Time

Michael T. Maher

Hourly Rate \$38.50

(Maximum of 17.5 hours per week)

Assistant Director to Public Works

Matt Lupi

Annual Stipend \$3,500

Social Media/Live Stream Administrator

Megan Griffin

Annual Stipend \$2,000

Clerk- Part Time

Phyllis Horvath

Hourly Rate \$19.00

Storm Water Officer

Ryan Coulter

Annual Stipend \$3,500

Storm Water Manager – Part-Time

Mary Barrie

Hourly Rate \$25.00

Senior Payroll Audit Clerk

Carol Connelly

Hourly Rate \$35.00

(Not to exceed 12 hours per week)

Water Treatment Plant Operator(1st on call)

Ian Bonthron

Hourly Rate \$35.00

Water Treatment Plant Operator(2nd on call)

Clark Collins

Hourly Rate \$35.00

SECTION 2. This resolution shall become effective March 23, 2022

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: March 16, 2022

TO: Mollie A. Collins, Town Supervisor

FROM: Megan Griffin, Confidential Secretary

TITLE OF REQUEST: Amend Resolution 21.22, Appoint two Water Treatment Plant Operators for an as needed basis.

TOWN BOARD MEETING: March 23, 2022

Background Information: Ian Bonthron and Clark Collins both have 1B Licenses and have previously worked within the treatment plant.

Evaluation/Analysis: See attached documents regarding payments for service given by an outside company previously.

Recommendation(s): Recommend to hire Ian Bontron and Clark Collins to fill in as needed when the operator is out of the facility for an extended amount of time at an hourly rate of \$35.00 per hour.

Attachment/Document(s): See attached licenses and background; also, a formal letter from Supervisor Collins recusing herself from the meeting during the resolution.

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Water Treatment Plant Operator Call In and Payment Procedure

I. Time Off Requests

- a. Upon receipt of a time off request from Justin Peterson, DPW shall forward the request to **Deputy Supervisor Charles Jack Dodson¹** for review/approval in accordance with current procedures.
- b. **Supervisor Mollie Collins shall not have any review or approval authority over time off requests made by Justin Peterson.**

II. Call in Procedures

- a. Upon a determination that the absence of Justin Peterson necessitates call-in of a backup Water Treatment Plant Operator (maintaining a 1B license):
 - i. **No call-in attempts shall be made or directed by Supervisor Mollie Collins as long as Clark Collins is employed as a call-in Water Treatment Plant Operator.**
 - ii. **Where Need Known 24 Hours in Advance:** Where the need for a backup Water Treatment Plant Operator arises at least 24 hours in advance of when the backup's services will be needed:
 1. At least **3** phone call attempts will be made to contact Ian Bonthron to determine whether Ian Bonthron is available to provide services.
 2. If Ian Bonthron denies availability to provide services or contact with Ian Bonthron is unsuccessful after 3 phone call attempts, Clark Collins may be contacted to provide services.
 - iii. **Where Need is an Emergency/Less Than 24 Hours in Advance:** Where the need for a backup Water Treatment Plant Operator arises less than 24 hours in advance of when the backup's services will be needed:
 1. Contact with Ian Bonthron shall be first attempted by telephone and if available, Ian Bonthron will provide services as needed.
 2. If Ian Bonthron is not available or the attempted telephone contact with Ian Bonthron is not successful, Clark Collins may be contacted to provide services.

III. Time Sheet/Voucher Procedures

- a. All Time Sheets for Ian Bonthron and Clark Collins will be submitted separately from other Time Sheets to **Deputy Supervisor Charles Jack Dodson¹** for approval and signature.
- b. All vouchers relating to payment to Ian Bonthron and Clark Collins will be submitted to **Deputy Supervisor Charles Jack Dodson¹** for approval and signature.
- c. **No payment to Clark Collins will be authorized based on any time sheet or voucher executed by Supervisor Mollie Collins.**

¹ In the absence or unavailability of Deputy Supervisor Dodson, any of the following may act in his place: Councilmember Joseph Mastroianni, Councilmember Evan Christou, or Councilmember Samantha Miller-Herrera.

March 18, 2022

By Email

Town Board of the Town of Rotterdam

Town Clerk of the Town of Rotterdam

Re: Appointment, call ins, supervision, and payment for services, etc., of Clark Collins

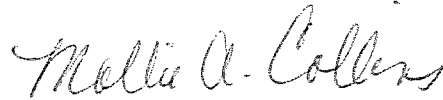
Dear Town Board Members and Town Clerk:

In accordance with the N.Y. General Municipal Law and the Town of Rotterdam Code of Ethics, I am disclosing to you that any resolution or other action concerning the appointment, call in, supervision, or payment of Clark Collins, including (but not exclusively) Resolution Numbers 117.22 and 118.22, could benefit my husband, Clark Collins.

Because these actions could benefit my husband, I am providing this written disclosure that I may be deemed to also have an interest in these matters. This disclosure is being sent to the Town Board, the Town Clerk, and I am asking that it be included within the agenda materials in advance of the March 23, 2022 meeting. I am also asking that this letter be included in the official record of the Town Board's March 23, 2022 meeting.

Finally, in addition to making written disclosure in this letter, I have also chosen to recuse myself from any discussion, vote, or other action relating to any appointment, call in, supervision or payment of Clark Collins.

Very truly yours,

A handwritten signature in cursive script that reads "Mollie A. Collins".

Mollie A. Collins, Supervisor

Public Water System Operator Certification



**STATE OF NEW YORK
DEPARTMENT OF HEALTH**

**Bureau of Water Supply Protection
ESP - Corning Tower RM 1168
Albany, NY 12237**

Ian Bonthron

**possesses the qualifications prescribed by Subpart 5-4 of the State
Sanitary Code, for the following grades of Water System
Operator; IB-GW or SW with Filtration Avoidance Plant, D-
Distribution System**

***Certificate Number*
NY0030585**

***Expiration Date*
5/31/2023**

***Issuance Date*
6/1/2020**

Public Water System Operator Certification



STATE OF NEW YORK
DEPARTMENT OF HEALTH
Bureau of Water Supply Protection
ESP - Corning Tower RM 1168
Albany, NY 12237

Clark A. Collins

possesses the qualifications prescribed by Subpart 5-4 of the State
Sanitary Code, for the following grades of Water System
Operator: IB-GW or SW with Filtration Avoidance Plant, C-Plant
or Distribution System

Certificate Number	Expiration Date	Issuance Date
NY0031552	1/31/2023	1/2/2020

This is to certify that the person named on the reverse side
certified pursuant to Subpart 5-4 of Part 5 of the State
Sanitary Code.

Issued for the State Commissioner of Health

Tina Hunt

By
Tina Hunt, P.E., Assistant Director
Bureau of Water Supply Protection

**Barton
& Loguidice, D.P.C.**

443 Electronics Parkway
Liverpool, NY 13088
315-457-5200

Mickey Maher
Building Inspector
Town of Rotterdam
John F. Kirvin Governmental Center
1100 Sunrise Boulevard
Rotterdam, NY 12306

September 23, 2021
Project No: 904.042.001
Invoice No: 120095

Project 904.042.001 Operations Assistance - WTP

Professional Services thru August 21, 2021

Professional Personnel

	Hours	Rate	Amount
Executive Manager	██████	██████	██████
Manager III	██████	██████	██████
Manager I	██████	██████	██████
Totals	██████		██████
Total Labor			5,093.50
Total Amount Due			<u><u>\$5,093.50</u></u>

RESOLUTION NO. 119.22

APPOINT A SENIOR BUILDING INSPECTOR

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. James Keith, of Rotterdam New York 12306, is hereby appointed and promoted to the position of Senior Building Inspector for the Department of Public Works, full time, with full employee benefits; with an annual salary of eighty-eight thousand dollars (\$88,000.00) effective March 23, 2022

SECTION 2. This resolution shall become effective March 23, 2022

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: March 14, 2022

TO: Mollie A. Collins, Supervisor

FROM: Megan Griffin, Confidential Secretary

TITLE OF REQUEST: SENIOR BUILDING INSPECTOR (TOWN)

TOWN BOARD MEETING: To be placed on the Town Board Agenda, and Town Board Meeting of March 23, 2022.

Background Information: Mr. Keith has 15 years of experience at the NYS Thruway with heavy equipment, has run his own construction/renovation company and has been a code enforcement officer/building inspector for the town of Rotterdam since 2012.

Evaluation/Analysis: This position will delegate the work for the building/code/zone officers and the clerical staff.

Recommendation(s): To promote Mr. James Keith as the Senior Building Inspector

Attachment/Document(s): See attached

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

NOTICE
(As of March 3, 2022)

PROMOTIONAL POSITION

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:

<u>Job Title</u>	<u>Compensation</u>
Senior Building Inspector	\$88,000.00 Annual Salary

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

Location:

Town of Rotterdam

Qualifications:

See attached Civil Service Job Description.

Possession of a New York State Driver's license and valid Building Inspector/Code Enforcement license/certification, which must be maintained throughout duration of appointment. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072>. Application forms must be filed with the Town Supervisor's Office no later than close of business on March 14, 2022. Applications can be sent via USPS or by email to mcollins@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
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments

SENIOR BUILDING INSPECTOR (TOWN)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town building department and involves responsibility for supervising the overall operation of the building department including building construction, engineering functions, zoning enforcement and building inspection. Duties are performed under the general supervision of the Town Supervisor in accordance with established policies and procedures with allowance for the exercise of independent judgment in carrying out details of the work. Direct supervision is exercised over the work of Building Inspectors and a small clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews, checks and approves, plans and inspects building construction which includes single family dwellings, multiple family dwellings, commercial buildings and industrial complexes;
- Oversees and examines various acoustical, lighting, heating, ventilation, safety and electrical aspects of construction as prescribed and required by New York State Uniform Fire Prevention and Building and Energy Code, as well as local laws and ordinances;
- Oversees, coordinates, and supervises municipal projects such as landfill expansion, design, sewage and water treatment plant modifications and recreational facility construction;
- Directs any necessary surveying, field layout or design related to municipal projects as well as the compiling of detailed reports and presentations as required;
- Directs the inspection of plumbing, sewer, and drainage installation;
- Interprets and applies town ordinances to new construction, alterations and occupancies;
- Directs the issuance of building permits and furnishes the prescribed certificates of occupancy upon application;
- Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body;
- Directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and requirements of applicable laws and ordinances;
- Explains the requirements of local building code, local zoning ordinance and the New York State Multiple Residence Law and other applicable ordinances to building contractors or the general public;
- Provides for removal of illegal and unsafe conditions and secures the necessary safeguards for construction;
- Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
- Directs the inspection of existing buildings and structures to insure their conformity with code safety standards;
- Directs the investigation of complaints and assists in prosecuting violations of the building code, zoning ordinance, housing standards and the New York State Multiple Residence Law;
- Answers questions dealing with Building or Zoning Codes;
- Performs a variety of related duties.

CHARACTERISTICS: Thorough knowledge of the modern practices, principles, materials and tools used in building construction or structure alteration; thorough knowledge of local building codes and ordinances; Thorough knowledge of the New York State Multiple Residence Law and Building, Fire and Energy Codes; Ability to prepare calculations and review engineering drawings plans and specifications; ability to apply relevant provisions of applicable codes and laws in inspection procedures; ability to supervise the work of Building Inspectors.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Construction, Engineering or Architectural Technology or related field and four years' experience in the construction and/or repair of buildings which shall have involved the review and interpretation of plans, sketches and blueprints; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Construction, Engineering or Architectural Technology and six years experience as outlined in (A) above; OR
- C. Eight years of experience as outlined in (A) above; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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

Adopted
CSC 03/10/92

JC: COMPETITIVE

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION
SCHENECTADY COUNTY PERSONNEL DEPARTMENT
620 STATE STREET
SCHENECTADY, NEW YORK 12305

RECEIVED

MAY 09 2016

Town of Rotterdam
SUPERVISOR'S OFFICE

APPLICATION FOR EMPLOYMENT
TITLE: Code Enforcement Officer / Building Insp
APPLICATION FOR EXAMINATION #

TITLE:
This application is part of your examination. Answer all questions fully and carefully. Print in ink or use typewriter. Attach additional sheets if necessary in order to give complete and detailed information.

1. NAME (Please Print)
Last Keith First James M.I. R

2. PERMANENT LEGAL RESIDENCE: State your permanent legal residence. If your mailing address is different, please note in Remarks on Page 4. Note: It is your permanent legal residence that will determine eligibility for examination and appointment. Specific residency requirements are stated on the exam announcement.

Shardor Ct
Street Address
Schenectady N.Y. 12306
City or Post Office State Zip Code
Phone (include Area Code)

Home Business
E-mail Address

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		
School District <u>Schalmont High</u>		

3. SOCIAL SECURITY NUMBER

4. If age limits are established for the position applied for, enter your date of birth here:
Mo. Day Year

5. VETERANS' CREDITS (See Instruction F)
If, for this examination, you wish to claim additional credit as an honorably discharged veteran, check the appropriate box below and if yes, answer questions 11 A-D.
☐ YES ☒ NO

6. RELIGIOUS ACCOMMODATION (See Instruction D)
I cannot be tested on the scheduled date and require a religious accommodation. ☐ Required ☐ Not Required

7. SPECIAL ACCOMMODATIONS (See Instruction E)

8. If you are not a citizen of the United States, do you have the legal right to accept employment in the United States?
☐ YES ☐ NO
(Non-citizens may be required to produce I-151 or I-551 Alien Registration Cards at time of appointment)

9. FOR CIVIL SERVICE USE ONLY
☐ Approved ☐ Conditioned ☐ Disapproved

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

If you answer "YES" to any of the Questions 9 A-F above, you may give specifics under "Remarks" on page 4 of this application. If you elect not to provide specifics, however, 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 duties and responsibilities of the position(s) for which you are applying.

11. Answer questions 11 A-D only if you are claiming additional credits as a disabled or non-disabled veteran for the examination(s) indicated on this application. Be sure that you read Instruction F relating to "Veteran's Credits" and have claimed these credits in question 5.

- A. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" 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 United States pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes.) YES ☐ NO ☐
- B. Did you serve in the Armed Forces of the United States during any of the following periods? YES ☐ NO ☐
- Dec. 7, 1941 - Dec. 31, 1946
 - June 27, 1950 - Jan. 31, 1955
 - Feb. 28, 1961 - May 7, 1975
 - Aug. 2, 1990 - end of hostilities
 - *Lebanon: June 1, 1983 - Dec. 1, 1987
 - *Grenada: Oct. 23, 1983 - Nov. 21, 1983
 - *Panama: Dec. 20, 1989 - Jan. 31, 1990
 - U.S. Public Health Service:
July 29, 1945 - Sept. 2, 1945; June 26, 1950 - July 3, 1952
- *Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal or the Marine Corps Expeditionary Medal. The DD-214 form should contain verification of possession of Expeditionary medals for Lebanon, Grenada or Panama.
- C. Are you currently a resident of New York State? YES ☐ NO ☐
- D. Since January 1, 1951, 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? YES ☐ NO ☐

NOTE: When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplete application may result in its disapproval.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION

THIS AFFIRMATION MUST BE COMPLETED

I affirm that the statements made on this application (including any attached papers) are true under the penalties of perjury.

James R Keith
Signature of Applicant

5/9/16
Date

Indicate any other surname (last name) by which you are or have been known.

(Please Print)

DO NOT
WRITE
IN THIS
COLUMN

-2-

DO NOT WRITE IN THIS SPACE
Training and Experience

Rated By:
Checked By:

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. Do NOT send transcript unless required by announcement.

Have you graduated from high school? Yes ☒ No ☐ If Yes, Name and Location of High School Schalmont High School Duaneburg Rd

If you have a high school equivalency diploma, indicate: Issuing Governmental Authority

Number

	Name of School and City in which located	Dates of Attendance (Month and Year)		Day or Night	Full or Part Time	No. of Years Credited	Were You Graduated?	Type of Course or Major Subject	Number of College Credits Received	Type of Degree Received	Date Degree Rec'd. or Expected
		From	To								
College, University, Professional Or Technical School											
Other Schools or Special Courses	<u>NYS DOS</u>			<u>DAY</u>	<u>PT</u>	<u>yes</u>	<u>code building</u>	<u>certificate</u>	<u>7/12/12</u>		

13. EDUCATION LOANS: Section 50-b of the New York State Civil Service Law requires that all applicants for examination be asked the following questions:

1. Have you any loans made or guaranteed by the New York State Higher Education Services Corporation which are currently outstanding? Yes ☐ No ☐
2. If so, are you presently in default on any such loan? Yes ☐ No ☐

14. 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, complete the following question: If not currently licensed check this box. ☐

Name of Trade or Profession <u>CEO / Building Inspector</u>	License Number	Granted by (licensing agency) <u>NYS DOS</u>	City of / State of <u>New York</u>
Specialty	Date License First Issued	Registered From: (Mo./Yr.) To: (Mo./Yr.)	

15. If required on the announcement, do you have a valid license to operate a motor vehicle in New York State? YES ☐ NO ☐

16. DESCRIPTION OF EXPERIENCE: FOR EXAMINATION:

Beginning with the most recent, describe below in detail ALL employment that is pertinent to the position applied for. If the examination announcement states that volunteer or unpaid experience is acceptable as qualifying, describe it in the same way as paid work, showing its volunteer nature in the "Earnings" box. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. If you have had military service which includes experience pertinent to the position(s), describe such experience as a separate employment. If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment. (If more space is needed, attach 8 1/2" x 11" sheets of paper.) Under "Duties" for each employment describe the nature of the work personally performed by you, with estimated percentage of time spent on each type of work. State size and kind of working force, if any, supervised by you and the extent of such supervision.

FOR EMPLOYMENT: Describe under the headings given below any employment or occupation you have ever had which includes experience that tends to qualify you for the position sought, and as far as possible every other employment, including war service. Begin with your most recent employment and work backward consecutively to your first one. Applicants may be required to furnish satisfactory proof of experience claimed.

LENGTH OF EMPLOYMENT MO YR FROM 1 83 TO 1 98	FIRM NAME <u>NYS Thruway Auth</u>	ADDRESS <u>200 Southern Blvd</u>	CITY AND STATE <u>ALBANY NY.</u>
EARNINGS (Circle One) \$ <u>38,000</u> /WK /MO /YR	DESCRIBE DUTIES BELOW: <u>Construction Equipment operator (Heavy)</u>		
TYPE OF BUSINESS <u>CEOH</u>			
YOUR EXACT TITLE <u>Tim Gilbert</u>			
NAME OF YOUR SUPERVISOR <u>Super II</u>			
SUPERVISOR'S TITLE <u>40-</u>			
No. of hours worked per week (exclusive of overtime)	REASON FOR LEAVING:		
LENGTH OF EMPLOYMENT MO YR FROM 1 98 TO 1 204	FIRM NAME <u>Immaculate Contracting & Remodel LLC</u>	ADDRESS <u>PO Box 149</u>	CITY AND STATE <u>ROTTERDAM Jct NY.</u>
EARNINGS (Circle One) \$ <u>35,000.00</u> /WK /MO /YR	DESCRIBE DUTIES BELOW: <u>Home Builder / Remodeler</u>		
TYPE OF BUSINESS <u>Contractor / Builder</u>			
YOUR EXACT TITLE <u>OWNER</u>			
NAME OF YOUR SUPERVISOR	<u>Working with Architect & Home Owners</u>		
SUPERVISOR'S TITLE	<u>Building Producer</u>		
No. of hours worked per week (exclusive of overtime)	<u>Custom Homes</u>		
	REASON FOR LEAVING:		

LENGTH OF EMPLOYMENT FROM <u>MO 1 YR 12</u> TO <u>MO 1 YR 12</u> EARNINGS (Circle One) \$ _____ /WK/MO/YR TYPE OF BUSINESS YOUR EXACT TITLE <u>Code Enforcement officer</u> NAME OF YOUR SUPERVISOR <u>Jim Longo</u> SUPERVISOR'S TITLE <u>DPU Supervisor</u> No. of hours worked per week (exclusive of overtime) <u>37.5</u>	FIRM NAME <u>Town of Rotterdam</u> ADDRESS <u>1100 Sunrise Blvd</u> CITY AND STATE <u>Schenectady N.Y.</u>	DESCRIBE DUTIES BELOW: <u>Code Enforcement officer</u> <u>HAVE ALL CERTIFICATIONS that are needed for</u> <u>Building inspector/Code Enforcement officer</u>
LENGTH OF EMPLOYMENT FROM / / TO / / EARNINGS (Circle One) \$ _____ /WK/MO/YR TYPE OF BUSINESS YOUR EXACT TITLE NAME OF YOUR SUPERVISOR SUPERVISOR'S TITLE No. of hours worked per week (exclusive of overtime)	FIRM NAME ADDRESS CITY AND STATE	DESCRIBE DUTIES BELOW: REASON FOR LEAVING:
LENGTH OF EMPLOYMENT FROM / / TO / / EARNINGS (Circle One) \$ _____ /WK/MO/YR TYPE OF BUSINESS YOUR EXACT TITLE NAME OF YOUR SUPERVISOR SUPERVISOR'S TITLE No. of hours worked per week (exclusive of overtime)	FIRM NAME ADDRESS CITY AND STATE	DESCRIBE DUTIES BELOW: REASON FOR LEAVING:
LENGTH OF EMPLOYMENT FROM / / TO / / EARNINGS (Circle One) \$ _____ /WK/MO/YR TYPE OF BUSINESS YOUR EXACT TITLE NAME OF YOUR SUPERVISOR SUPERVISOR'S TITLE No. of hours worked per week (exclusive of overtime)	FIRM NAME ADDRESS CITY AND STATE	DESCRIBE DUTIES BELOW: REASON FOR LEAVING:

ALL STATEMENTS ARE SUBJECT TO VERIFICATION.

INSTRUCTIONS AND INFORMATION

A. ANNOUNCEMENT OF EXAMINATION

Before filling out your application, read carefully the announcement for this examination. Refund of fees will not be made to disqualified candidates.

When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing.

B. ADMISSION TO EXAMINATION

Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Notify this agency immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

C. CHANGE OF ADDRESS

Notify this agency immediately of any change of address. When writing, give the number and title of examination.

D. RELIGIOUS OBSERVERS

- Most written examinations are held on Saturday. If you are unable to take a test on the date indicated in the examination announcement due to a conflict with a religious observance or practice, check the box "Required" in question 6. We will send you an admission notice with the special arrangements for the time, date and place of your written examination(s).

E. SPECIAL ACCOMMODATIONS

If you are a person with a disability or if you are in the military and need a reasonable accommodation in order to participate in the examination, you may either describe the accommodation you need in the remarks section below or write to or call the Schenectady County Civil Service Department on (518) 388-4233 no later than the last date of filing for this examination. Your request must include examination number and title and the type of special arrangements required.

F. VETERANS CREDITS

If you are making a claim for veterans credits with this application, be sure you read the following information very carefully:

Any claim for additional credits as a disabled or non-disabled war veteran for the examination should be made with this application. If you are claiming veterans credits, you must check (✓) the appropriate category in question 5 and answer all questions 11 A-D. Failure to do so, accurately and completely, may result in a denial of your claim.

If you are claiming credits as a disabled war veteran, you must in addition to meeting the requirements as indicated by a "YES" answer to question 11 A-C and a "NO" answer to question 11D, be certified by the veteran's administration as being disabled in the actual performance of duty in any war, that the disability is rated at ten (10) percent or more and that the disability exists at the time of application for appointment or promotion.

All claims and grants of veterans credits are tentative and must be verified through inspection of discharge papers and other related documents, as necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification. All

statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.

NOTE:

Effective 1/1/98 any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veteran's Credit on an examination prior to the list being established.

Additional Veteran's Credit will be granted to qualifying candidates (proof of Active Duty must be provided) on a conditional basis. A candidate receiving conditional Veteran's Credits must be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to Civil Service in order to have the restriction removed and be certified at a score including the Veteran's Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veteran's Credits.

In conformance with Section 85-a (effective 9/17/02) of Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the State Department of Civil Service and/or local Civil Service agency. (Check with Civil Service personnel for more information.)

Individuals serving on active duty in the armed forces during the filing period for a Civil Service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later. A special make-up examination will be provided under the terms and conditions deemed appropriate by the State Department of Civil Service and/or local Civil Service agency. (Check with Civil Service personnel for more information.)

No Veteran's Credit may be granted after the establishment of the eligible list.

THE NEW YORK STATE HUMAN RIGHTS LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD. ACCORDINGLY, NOTHING IN THIS APPLICATION FORM SHOULD BE VIEWED AS EXPRESSING, DIRECTLY OR INDIRECTLY, ANY LIMITATION, SPECIFICATION, OR DISCRIMINATION AS TO AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR CRIMINAL RECORD IN CONNECTION WITH EMPLOYMENT.

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 sheets).

ALL STATEMENTS ARE SUBJECT TO VERIFICATION.

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. Sr. Building Inspector

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

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

Last Name KEITH First Name JAMES Middle Initial R

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

County Schenectady City, Town, Village NY State 12306 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:			
Village of:			
Town of:	<u>ROTTERDAM</u>		
City of:			
School District	<u>Schalman</u>		

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:	<u>4/24/2030</u>
Endorsements:	<u>N</u>
Class of License:	<u>A</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? (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
Did you serve in the Armed Forces during any of the following periods:		X
February 28, 1961 – May 7, 1975		X
August 2, 1990 – end of hostilities		X
*Lebanon: June 1, 1983 – December 1, 1987		X
*Granada: October 23, 1983 – November 21, 1983		X
*Panama: December 20, 1989 – January 31, 1990		X
*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.		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:	Building Inspector / code off.	Specialty:	
License Number:			
Granted by (Licensing Agency):	DOS	City/State:	N.Y.
Date License First Issued:	6/20/2013 7/25/2012	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:			Schelmant High School Duaneburg Rd			
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
From: 2016 1		Firm Address:	1100 Sunrise Blvd
To: CURRANT		Description of Duties: Building Inspections Review Building Plans Issue Building Permits Code Enforcement Respond to Emergency Call outs Issue CofC and CofO	
Month/Year (mm/yyyy)			
Month/Year (mm/yyyy)			
Employment Details			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)		35/wk	
Reason for Leaving			
Length of Employment		Firm Name:	Town of Rotterdam
From: 1/2012		Firm Address:	1100 Sunrise Blvd
To: 6/16		Description of Duties: Code Enforcement	
Month/Year (mm/yyyy)			
Month/Year (mm/yyyy)			
Employment Details			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
Hours worked / wk. (exclusive of overtime)		35/wk	
Reason for Leaving			

Length of Employment	Firm Name:	Innovative Contracting + Remodeling LLC
From: 98 Month/Year (mm/yyyy)	Firm Address:	PO Box 149 Rotterdam NJ 12150
To: 12 / 2011 Month/Year (mm/yyyy)	Description of Duties: Home builder / Remodeler working with Architect / Home Owners Building Producer Custom Homes	
Employment Details		
Your Exact Title	OWNER	
Name of Your Supervisor	Self	
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)	40+	
Reason for Leaving		

Length of Employment	Firm Name:	N.Y.S. Thruway Authority
From: 83 Month/Year (mm/yyyy)	Firm Address:	200 Sunrise Blvd. ALBANY NY
To: 99 Month/Year (mm/yyyy)	Description of Duties: Construction Equipment operator (Heavy)	
Employment Details		
Your Exact Title	Heavy Equip operator	
Name of Your Supervisor	Jim Gilbert	
Supervisor's Title	Supervisor I	
Hours worked / wk. (exclusive of overtime)	40	
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.

James R Keith
Signature of Applicant

JAMES R KEITH
Print Name

2/18/2022
Date

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

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. A fee of \$20.00 (\$25.00 for uniformed service exams) is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send certified check or money order payable to the Schenectady County Civil Service Commission. **Cash and personal checks will not be accepted.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used **Non-Disabled** Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

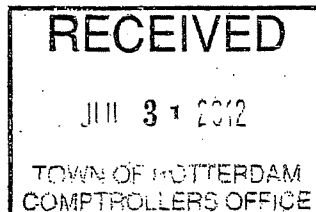


STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001

ANDREW M. CUOMO
GOVERNOR

CESAR A. PERALES
SECRETARY OF STATE

July 25, 2012



Mr. James R. Keith
[REDACTED] Shardon Court
Schenectady, NY 12306

Dear Mr. Keith:

Congratulations! You have successfully met the requirements necessary for New York State certification as a:

Code Enforcement Official

Your certification number for the above listed certification is [REDACTED] Your New York State Training certificate is enclosed.

We encourage you to keep your expertise in this field current by obtaining 24 hours of Division of Code Enforcement and Administration (DCEA) approved in-service training on an annual basis. The annual in-service training will be required the following calendar year after certification.

Please feel free to contact DCEA, Education and Information Services Unit at (518) 474-4073 if you have any questions.

Sincerely,

Ronald Piester, A.I.A., Director
Division of Code Enforcement and Administration (DCEA)

Enclosure

RESOLUTION NO. 120.22

**TO APPOINT AMANDA LAWSON TO THE POSITION OF ACCOUNT CLERK FOR
THE HIGHWAY DEPARTMENT**

THEREFORE, UPON MOTION OF Board Member _____,

seconded by Board member _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Amanda Lawson of Rotterdam New York, is hereby appointed to the position of Account Clerk, for the Town of Rotterdam's Highway Department, full time, probationary, with full time employee benefits, at an annual salary of forty-one thousand nine hundred eleven and 85/100 dollars (\$41,911.85) commencing March 23, 2022.

SECTION 2. This resolution shall become effective March 23, 2022

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: **March 14, 2022**
TO: **Mollie A. Collins, Supervisor**

FROM: Larry Lamora, Highway Superintendent

TITLE OF REQUEST: Account Clerk for Highway Department

TOWN BOARD MEETING: March 23, 2022

Background Information: The Highway Department is in need for an Account Clerk to operate effectively and efficiently.

Evaluation/Analysis: Five (5) applicants were interviewed and had found Amanda Lawson to be the best candidate for the position.

Recommendation(s): Appoint Amanda Lawson to the position of Account Clerk for the Highway Department.

Attachment/Document(s): Job posting notice from October 8, 2021, Civil Service Application, Town of Rotterdam Canvass Response.

Compliance with Purchasing Policy: Yes, Budget line is A5010-110018

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

LEGISLATION WAS PREPARED BY: Supervisor's Office

NOTICE
(As of October 8, 2021)

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:

<u>Job Title</u>	<u>Compensation</u>
Account Clerk	\$41,911.85

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

Location:
Town of Rotterdam

Qualifications:
See attached Civil Service Job Description.

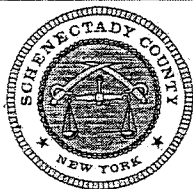
Possession of a New York State Drivers License, which must be maintained throughout duration of appointment. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://rotterdamny.org/blob/form-files.ashx?ID=2072> Application forms must be filed with the Town Supervisor's Office no later than close of business on October 22, 2021. 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

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

CIVIL SERVICE DEPT.
USE ONLY

Date Received _____ Approved _____

Conditional _____ Disapproved _____

1. *Account Clerk (Highway)* *300-2000/10/10/2021*
POSITION TITLE EXAM NUMBER

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

Lawson *Amanda* *M.*
Last Name First Name Middle Initial

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

Schenectady *N.Y.* *12300*
County City, Town, Village State Zip

Home Phone Number Cell Phone

Email Address

If mailing address

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:	<i>New York</i>		
County of:	<i>Schenectady</i>		
Village of:			
Town of:	<i>Rothbardam</i>		
City of:			
School District	<i>Schal mont</i>		

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
Did you serve in the Armed Forces during any of the following periods:		
February 28, 1961 – May 7, 1975		
August 2, 1990 – end of hostilities		
*Lebanon: June 1, 1983 – December 1, 1987		
*Granada: October 23, 1983 – November 21, 1983		
*Panama: December 20, 1989 – January 31, 1990		
*Credit for Lebanon, Grenada and Panama is limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.		
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?		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:			Schalmont Central School District			
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	
Saratoga County Community College		A.S.	Human Services	X		
Suny Oneonta		B.S.	Psychology	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:	Golub Corp.
From: 08 / 2021 Month/Year (mm/yyyy)		Firm Address:	501 Duaneburg Rd.
To: present Month/Year (mm/yyyy)		Description of Duties:	
Employment Details		- scheduling Backhauls for Price Chopper fleet to pick-up. - schedule outside carriers to deliver product - answer phones - communicate w/ all depts. in Dist. Center Transportation, Vendor locations, & buyers - organize schedules using Retalix	
Your Exact Title			
Traffic Clerk			
Name of Your Supervisor			
Mark Moyer			
Supervisor's Title			
Traffic Manager			
Hours worked / wk. (exclusive of overtime)			
40 hrs/wk			
Reason for Leaving			
Length of Employment		Firm Name:	Schalmon Central School District
From: 10/2018 Month/Year (mm/yyyy)		Firm Address:	4 Sabre Dr. Schady, N.Y. 12306
To: 06/2021 Month/Year (mm/yyyy)		Description of Duties:	
Employment Details		- provide classroom support w/instruction of the students - modify lesson plans based on needs of the students - provide 1 to 1 support for students w/ special needs. - Implement de-escalation strategies for students w/ behaviors	
Your Exact Title			
Teaching Assistant			
Name of Your Supervisor			
Shari Rosato			
Supervisor's Title			
Director of Social Ed			
Hours worked / wk. (exclusive of overtime)			
30 hrs/wk			
Reason for Leaving			
Lay-offs due to Covid			

Length of Employment *	Firm Name:	Golub Corp.
From: 09/2016 Month/Year (mm/yyyy)	Firm Address:	501 Duaneburg Rd
To: 09/2018 Month/Year (mm/yyyy)	Description of Duties:	
Employment Details	- analyze & enter data bascal off driver trip sheets - communicate & work effectively w/ Dispatch, store managers, traffic dept, truck shop & warehouse supervisors. - Answer phones & file paperwork - Routing - use XRS & CAMS/Prospero	
Your Exact Title Transportation Clerk		
Name of Your Supervisor Keith Roekensture		
Supervisor's Title Superintendent of Transportation		
Hours worked / wk. (exclusive of overtime) 40hrs/wk		
Reason for Leaving needed day hours (worked 2nd Shift)		
Length of Employment	Firm Name:	Jonathan's Pizza & Cuisine
From: 10/2014 Month/Year (mm/yyyy)	Firm Address:	
To: 08/2018 Month/Year (mm/yyyy)	Description of Duties:	
Employment Details	- Expedited customer requests - maintain a clean, stable, and friendly work environment - monetary exchanges w/ customer and business - effective communication skills w/ guests & employees	
Your Exact Title Waitress/Bartender		
Name of Your Supervisor Vincent Sigand		
Supervisor's Title Owner		
Hours worked / wk. (exclusive of overtime) 25hrs/wk		
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.

[Signature]
Signature of Applicant

Amanda Lawson
Print Name

3/12/2022
Date

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

Application Forms. Applications may be obtained at the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.

Application Deadline. Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.

Change of Address. You must notify the Civil Service Office of any change of address.

Special Rights for Military Personnel.

- **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
- **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.

Examination Fee. A fee of \$20.00 (\$25.00 for uniformed service exams) is required for each separately-numbered examination for which you apply. The required fee must accompany your application. If you wish to pay by credit card, please use our online application or send certified check or money order payable to the Schenectady County Civil Service Commission. Cash and personal checks will not be accepted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Examination Fee Waiver. The examination fee will be waived for (1) those applicants who are unemployed and primarily responsible for the support of a household; (2) those applicants who are receiving SSI or public assistance (Family Assistance or Safety Net Assistance); (3) those applicants certified as Workforce Innovation and Opportunity Act (WIOA). If you wish to apply for a fee waiver, you must complete the Fee Waiver Form and attach it to your application. This form can be obtained at the Civil Service Office or on the website at www.schenectadycounty.com.

Notice to Appear for Examination. Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.

Use of Calculators. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference material to the test site.

Failure to Appear for Exam. Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.

Examination Preparation and Rating. This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Eligible List. The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will remain in force for at least four years and may expire when a new eligible list is established.

Seniority Credits (Promotional Exams Only). Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of the examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty. If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. You must contact this office regarding these credits upon submission or your application for examination.

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, "killed in the line of duty" shall mean having died in the performance of duty as the natural and proximate result of participation in the rescue effort that was conducted in response to such attack.

Special Testing Arrangements. If you are in need an accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.

- **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
- **Reasonable Accommodation for Individuals With a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.
- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.

Application Verification and Background Checks – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.

Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

Veterans Credits. The following information and instructions pertain to those candidates who are claiming Veterans Credits. Please note that Veterans Credits will not be granted after the establishment of the eligible list.

- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the *Application for Examination* form and answer all questions accurately and completely. You must also complete the *Application for Veterans Credits* (obtained in the Schenectady County Civil Service Office or on the website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
- If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
- All claims and grants for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
- Any candidate who is currently serving in the Armed Forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination prior to the list being established.
- **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
- **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

CERTIFICATION OF ELIGIBLES

TO: Mollie Collins Title: Town Supervisor	FROM: Schenectady County Civil Service 620 State Street, Schenectady, NY Schenectady County Civil Service
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CERTIFICATION EXPIRES ON AND APPTS MUST BE MADE BY: 03/25/2022

NOTE:

THIS IS NOT A COMPLETE LIST

TITLE: ACCOUNT CLERK	AGENCY: TOWN OF ROTTERDAM	EXAM NUMBER/ESTABLISHED: 300-26AC/10/27/2021
# POS / TYPE / TIME / MOS / GR 1 / /F /	SALARY:	DATE OF CERTIFICATION: 02/23/2022

READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

When an appointment is made, any eligible candidate who was interviewed should be notified per section 61.3 of New York State Civil Service Law.

Final rating includes any veteran or disabled veteran credits shown.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION / SALARY / EFFECTIVE DATE OF APPOINTMENT
1.	LOTT, KATY 	90.00	0.00 /0.00	
2.	MEMMERTH, TRISTA 	90.00	0.00 /0.00	
3.	LEVASSEUR, DONNA 	85.00	0.00 /0.00	
4.	NAJAFIPOUR, SUSANN 	85.00	0.00 /0.00	

5.	LAWSON, AMANDA [REDACTED] SCHENECTADY, NY 12306 [REDACTED]	85.00	0.00 /0.00	
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Barbara Leonard , Personnel Technician

Issuing Authority Signature

Appointing Authority Signature

RESOLUTION NO. 121.22

**AUTHORIZE STIPULATION OF SETTLEMENT WITH
RRA Apartments, LLC**

WHEREAS, the Town of Rotterdam has litigated this Article 7, Real Property Tax Certiorari proceeding with RRA Apartments, LLC, regarding real property taxes upon premises located at 610 Mariaville Rd, respectively known as Tax Map No. 48.-3-4.121 for the 2021 tax roll; and

WHEREAS, the Town's tax certiorari defense counsel, the attorney for the Petitioner, and the Assessor have conferenced this matter and agreed, subject to Town Board approval, to a reduction of assessed value for the above-referenced year, from three million two hundred thousand and 00/100 dollars (\$3,200,000) to two million four hundred thousand and 00/100 dollars (\$2,400,000) for Tax Map No. 48.-3-4.121 for the 2021 tax roll, with RPTL 727 to apply in accordance with its terms to the 2021 tax roll assessed value established hereunder; and

WHEREAS, it is deemed in the Town's best interest to settle the case for the above stated amount;

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Beebe Law Firm, LLC to enter into a stipulation of settlement on behalf of the Town of Rotterdam, in the matter of RRA Apartments, LLC v. Town of Rotterdam, et al., Index Number 2021-1515, Article 7 Real Property Tax Certiorari proceedings for the tax year 2021 consistent with the terms set forth above.

SECTION 2. This resolution shall become effective March 23, 2022

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: March 17, 2022

TO: Town Board

FROM: Brad Canning, Assessor

TITLE OF LEGISLATIVE REQUEST: RRA Apartments Article 7

TO BE PLACED ON TOWN BOARD AGENDA OF:

TO BE PLACED ON TOWN BOARD MEETING OF: March 23, 2022

Background Information: Applicant had filed Article 7 tax certiorari for the property located at 610 Mariaville Rd, SBL 48.-3-4.121 in 2021.

Evaluation/Analysis: Based on discussions between counsels and the Assessor's office a reduction is agreed upon.

Recommendation(s): Approval.

Attachment/Document(s): Order of Stipulation, potential refund calculation

Compliance with Purchasing Policy: n/a

Effect(s) on Existing Law(s): RPL 727 shall be enforced.

LEGISLATION WILL BE PREPARED BY: Town Attorney

MOTION 16-22

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following motion passed:

THEREFORE, UPON MOTION OF Councilmember MASTROIANNI,
seconded by **MILLER-HERRERA, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. I make a motion to table resolution 103.22

SECTION 2. This motion shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing motion is a true and correct transcript of the original motion and of the whole thereof and that said motion is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.

Diane M. Marco

Diane M. Marco, Town Clerk



RESOLUTION NO. 103.22

**AUTHORIZE STIPULATION OF SETTLEMENT WITH
RRA Apartments, LLC**

WHEREAS, the Town of Rotterdam has litigated this Article 7, Real Property Tax Certiorari proceeding with RRA Apartments, LLC, regarding real property taxes upon premises located at 610 Mariaville Rd, respectively known as Tax Map No. 48.-3-4.121 for the 2021 tax roll; and

WHEREAS, the Town's tax certiorari defense counsel, the attorney for the Petitioner, and the Assessor have conferenced this matter and agreed, subject to Town Board approval, to a reduction of assessed value for the above-referenced year, from three million two hundred thousand and 00/100 dollars (\$3,200,000) to two million four hundred thousand and 00/100 dollars (\$2,400,000) for Tax Map No. 48.-3-4.121 for the 2021 tax roll, with RPTL 727 to apply in accordance with its terms to the 2021 tax roll assessed value established hereunder; and

WHEREAS, it is deemed in the Town's best interest to settle the case for the above stated amount;

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

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Beebe Law Firm, LLC to enter into a stipulation of settlement on behalf of the Town of Rotterdam, in the matter of RRA Apartments, LLC v. Town of Rotterdam, et al., Index Number 2021-1515, Article 7 Real Property Tax Certiorari proceedings for the tax year 2021 consistent with the terms set forth above.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

Petitioner	Roll Year	Eq Rate	AV	Stip'd AV	Difference	Town	Highway	Election	County	Fire	Water
RRA Apartments	2021	95	\$3,200,000	\$2,400,000	\$800,000	\$4,626.00	\$1,982.42	\$204.99	\$5,419.55	\$852.49	\$0.00
Tax Rates	2021					5.782495	2.478022	0.256233	6.774435	1.065609	na

STATE OF NEW YORK
SUPREME COURT

COUNTY OF SCHENECTADY

IN THE MATTER OF THE APPLICATION OF
RRA APARTMENTS, LLC,

PETITIONER,

-against-

THE TOWN OF ROTTERDAM ASSESSOR, AND
THE TOWN OF ROTTERDAM BOARD OF
ASSESSMENT REVIEW, TO REVIEW
ASSESSMENT MADE FOR THE YEAR 2021
AGAINST REAL PROPERTY IN THE TOWN
OF ROTTERDAM,

INDEX NO.: 2021-1512

RJI NO.: 46-1-2021-0610

Hon. Michael R. Cuevas, JSC

RESPONDENTS.

(PARCEL ID #48.-3-4.121)

WHEREAS, pursuant to Real Property Tax Law, Article 7, Petitioner duly and timely commenced the above-captioned real property tax assessment review proceedings for the years in issue; and,

WHEREAS, with respect to this proceeding copies of the Notice of Petition and Petition were duly and timely served on the Schenectady County Commissioner of Finance and the Superintendent of the Schalmont School District; and,

WHEREAS, these proceedings relate to Petitioner's property in the Town of Rotterdam, Schenectady County, identified and known as tax map number 48.-3-4.121; and,

WHEREAS, the parties are desirous of settling and discontinuing this proceeding;

NOW, THEREFORE, the parties, through their attorneys, hereby stipulate and agree as follows:

1. The Petitioner's tax parcel under review shall have its assessment reduced for the year 2020 pursuant to Article 7 of the Real Property Tax Law of the State of New York from \$3,200,000.00 to an Assessed Value of \$2,400,000.00.

2. The provisions of NYS Real Property Tax Law §727 shall apply in this proceeding.

3. The officials of the Town of Rotterdam, the Schalmont School District, and County of Schenectady, and any and every other taxing entity, district or municipal corporation having custody of or levying taxes and special *ad valorem* levies upon the assessment rolls for the above referenced tax year be and hereby are directed and so ordered to make or cause to be made on the proper books and records the entries and changes necessary to correct said assessment in accordance with this Stipulation of Settlement and Order..

4. Refunds shall be paid by the Town of Rotterdam, Schalmont School District, and County of Schenectady and any and every other taxing entity, district or municipal corporation for the overpayment of taxes and special *ad valorem* levies resulting from the previous assessment.

4. All refund payments shall be made payable to Brick Law Firm, P.C., IOLA Attorney Escrow, 2 Computer Drive West, Suite 100, Albany, New York 12205.

5. Petitioner shall have the right to seek specific enforcement of the terms of this Stipulation of Settlement, and of any Order entered thereupon, to otherwise enforce such terms by whatever means provided by law.

6. The parties acknowledge that this Stipulation of Settlement and Order is entered into for good and valuable consideration on the part of and received by all parties hereto and constitutes the entire agreement among the parties and there are no costs or allowances awarded to, by or against the parties and that upon compliance with the terms of this Stipulation of Settlement and Order the above-entitled proceeding shall be and the same is settled and discontinued.

7. It is hereby stipulated and agreed that the Assessor of the Town of Rotterdam be directed and ordered to correct the assessment in accordance with the terms of this Stipulation, and this Stipulation of Settlement and Order shall be filed among the records of the Assessor.

8. The subject proceeding is hereby discontinued with prejudice subject to the terms and conditions contained herein.

DATED: December __, 2021

BRICK LAW FIRM, P.C.

BY: _____

Andrew Brick, Esq.
Attorneys for Petitioner
2 Computer Drive West, Suite 100
Albany, NY 12205
(518) 489-9423

DATED: September __, 2021

TOWN OF ROTTERDAM

BY: _____

Scott Ronda, Special Counsel for Town
Attorney for Respondents
John F. Kirvin Govt Center
1100 Sunrise Blvd.
Rotterdam, NY 12306

SO ORDERED:

Hon. Michael R. Cuevas, J.S.C.
Supreme Court, Schenectady County

Dated this ____ day of _____, 2021.
SCHENECTADY, NEW YORK

RESOLUTION NO. 122.22

**TO AUTHORIZE AN AMENDMENT OF PROFESSIONAL SERVICES FOR WELL
NO. 6**

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 Supervisor to sign an agreement with KB Group of NY, Inc. not to exceed \$13,900 for the modifications of their professional services for well No. 6.

SECTION 2. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: March 14, 2022

TO: Mollie Collins, Town Supervisor

FROM: Michael T. Maher, DPW Advisor

TITLE OF REQUEST: Authorize Supervisor to enter into agreement with KB Group of NY, Inc. for the Professional Services for Well #6 Amendment No. 4: Funding Application Services

TOWN BOARD MEETING: March 23, 2022

Background Information: KB Group of NY, Inc. is presenting a proposal for Professional Engineering Services amendment related to Funding Application services for Well #6 at the Rotterdam Well Field.

Evaluation/Analysis: KB Group of NY, Inc. is the Engineer for Well #6 at the Rotterdam Well Field.

Recommendation(s): Authorize the Supervisor to enter into an agreement with KB Group of NY, Inc. not to exceed \$13,900.00.

Attachment/Document(s): Agreement dated March 14, 2022 from KB Group of NY, Inc.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): None

LEGISLATION WILL BE PREPARED BY: Supervisors Office



Albany Office
100 Great Oaks Boulevard | Suite 114 | Albany, New York 12203
P: 518.382.1774

March 14, 2022

Mollie Collins, Supervisor
Town of Rotterdam
1100 Sunrise Blvd.
Rotterdam, NY 12306

**Re: Town of Rotterdam
Rotterdam Well Field
Engineering Services Contract – Well #6
Amendment No. 4: Funding Application Services
Our Project Number: GNY02WD-18522**

Dear Supervisor Collins:

KB Group of NY, Inc. dba PRIME AE Group of NY (PRIME AE) is pleased to present this proposal for a professional engineering services amendment related to funding application services for Well #6 at the Rotterdam Well Field.

Background

In accordance with our Engineering Services Agreement dated August 24, 2018, we had prepared and submitted an application for a modification to the Consolidated Water District No. 5 (WD#5) Well Field Water Withdrawal Permit to NYSDEC. The requested modification was for an increase from 10 MGD to 12 MGD, with an anticipated future request for up to 15 MGD. The future request would follow testing of the well field to indicate if the aquifer can support the increase. The NYSDEC recommended proceeding with the two-step increases to streamline the process and the Town agreed to proceed accordingly.

With the approved increase, the Town must meet NYSDOH requirements for the well field having adequate capacity to meet the permitted demand of 12 MGD, with the largest well out of service. If the Town continues to pursue an increase to 15 MGD, the same rule will apply. To add capacity, either the existing wells need to be upgraded, or new well(s) will need to be constructed. Our evaluation indicated that the existing wells are close to being maximized and the improvements needed to increase capacity of the existing wells are not cost effective. The recommended and accepted approach was to design a new well (#6) to increase capacity and provide the necessary redundancy.

PRIME AE completed the design of the improvements needed to increase the well field capacity in accordance with the new water withdrawal permit (WWP) and regulatory requirements under our scope of work for Amendment #1. The Well #6 Contract No. 1 plans and specifications were submitted to NYSDOH for review and approval was granted in a letter dated January 22, 2021. NYSDEC approval was granted on March 1, 2022.



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www.primeeng.com

Amendment #2 involved preparation of a Metering Plan Outline described under Condition #19 of the WWP, which was submitted to NYSDEC on December 30, 2019. Comments were received and addressed, and a revised Plan was submitted on June 15, 2020. The Town received final approval of the plan from NYSDEC on January 6, 2022.

Amendment #3 was an amendment to add construction phase engineering and inspection services for the Well #6 project to our contract.

Amendment #4

PRIME AE proposes the following scope of work for the preparation and submission of a funding application for the Well #6 construction project:

Complete the following items for submission by the anticipated **June 17, 2022** deadline to be included on the next EFC Annual DWSRF IUP list:

1. PRIME AE will prepare a Preliminary Engineering Report (PER), Smart Growth Assessment form and Engineer's Certification that are required to be included as part of the funding submittal package. The PER will be developed based on the requirements of the NYS Environmental Facilities Corporation (EFC) PER Outline Table of Contents and will include the project background and history, alternatives analysis, project cost estimates and recommendations.
2. PRIME AE to complete a New Drinking Water State Revolving Fund (DWSRF) Project Listing Form and submit by the deadline.

Assist with follow-up items – Once the project is listed on the DWSRF Annual List Intended Use Plan (IUP), it is eligible for funding through the DWSRF & Water Infrastructure Initiative Act (WIIA) Programs. In order to be ready for the WIIA Grant Application once it is announced by EFC, the following items need to be completed as part of the application process:

1. PRIME AE will prepare the DWSRF full application (15 pages) and the NYS WIIA application (11 pages). The Town will have to adopt a resolution authorizing the Town Supervisor to sign the funding application.
2. As part of the funding application, it will be necessary for the Town to complete and submit the SEQRA review of the project. Required elements include: Lead Agency Resolution, Full Environmental Assessment Form Parts 1, 2, & 3, Negative Declaration Resolution, Negative Declaration Statement, NYSDEC Environmental Notice Bulletin (ENB) Proof of Publication, SEQRA package submitted to involved agencies, & all SEQRA response letters (including State Historic Preservation Office (SHPO) letter). PRIME AE will assist the Town in completing these items, however, the Town Board will need to adopt the resolutions and provide certified copies within the required timelines.
3. The Town will need to adopt a bonding resolution based on the total project cost and provide a certified copy, along with the Estoppel Notice and proof of publication. Please note that the adoption of the bond resolution does not commit the Town to actually borrowing or spending any money.
4. PRIME AE will prepare the Engineering Services Agreement and resolution required as part of the funding application.



Prior rounds of the funding program provided up to a 60% grant and required a 40% local match for eligible applicants. The next round of EFC WIIA grant funding is expected to be announced later this year.

We recently spoke with David Phillips, PE at the NYSDOH regarding the project schedule and funding timing to ensure that the Town can meet deadlines imposed by NYSDEC and that the project will still be eligible for financing through NYSEFC. The Following tasks will be necessary based on this discussion:

- PRIME AE will prepare a change order to Well #6 Contract No. 1 – Well Construction to add the most recent version of the Davis Bacon wage rates and the EFC Program Requirements and Bid Packet for Construction Contracts to the contract. This change order will be executed by all parties and reviewed and approved by NYSDOH to become eligible for funding.
- The Town will need to obtain short term financing for Well #6 Contract No. 1 so that the construction work may begin by the NYSDEC deadline of August 1, 2022.
- PRIME AE will add the above referenced documents to Well #6 Contracts #2 and #3 and submit for NYSDOH review and approval. This will greatly increase the projects 'readiness' score for the future WIIA funding.

Fee Schedule

For the services described in this proposal, PRIME proposes to complete the work for a lump sum fee total amount of **\$13,900.00**, billed monthly on a percent complete basis.

If this proposal is acceptable, with the previously executed Contract Standard Terms and Conditions, please sign and return the attached Engineering Contract Amendment #4. We look forward to continuing our longstanding relationship with the Town.

As always, if you have any questions, please feel free to contact me.

Sincerely,

KB Group of NY, Inc. dba PRIME AE Group of NY



Douglas P. Cole, P.E.
Senior Director of Engineering

Enclosure: Amendment #4

Cc: Jack Dodson, Deputy Supervisor
Jonathon Tingley, Esq., Town Attorney
Mickey Maher, Assistant Project Manager
Peter Comenzo, Senior Planner



AGREEMENT MODIFICATION #4

KB GROUP OF NY, INC. and THE TOWN OF ROTTERDAM

This Agreement Modification #4 (hereinafter referred to as the "Amendment 4") is made and entered into this ___ day of March, 2022, by and between **KB GROUP OF NY, Inc. dba PRIME AE Group of NY** having an address at 100 Great Oaks, Boulevard., Suite 114, Albany, NY 12208 ("KB Group") and **TOWN OF ROTTERDAM**, having an address at 1100 Sunrise Blvd., Rotterdam, NY 12306 collectively referred to as "Parties".

RECITALS

- A. WHEREAS, the Parties have entered into an Agreement dated 09/21/2018 (hereinafter referred to as the "Agreement") for KB Group to provide engineering services;
- B. WHEREAS, KB Group provided CLIENT a proposal dated 08/24/2018 for engineering services for the Phase 1 Services for a fee of \$25,200.00 ("Project");
- C. WHEREAS, KB Group provided CLIENT a proposal dated 07/15/19 for engineering services for the Amendment No. 1 Design Phase Engineering Services for a fee of \$94,500.00 ("Project");
- D. WHEREAS, KB Group provided CLIENT a proposal dated 07/15/19 for engineering services for the Amendment No. 2 Compliance Plan Outline for a fee of \$24,500.00 ("Project");
- E. WHEREAS, KB Group provided CLIENT a proposal dated 08/26/21 for engineering services for the Amendment No. 3 Construction Phase Services for a fee of \$69,900.00 ("Project");
- F. WHEREAS, the Parties hereby further agree to amend the said Agreement in accordance with the terms and conditions contained in this Amendment 4.

AMENDMENT

NOW THEREFORE, in consideration of the mutual agreement of the Parties to amend the Agreement and for other good and valuable consideration, which is acknowledged by the Parties, the Parties agree that the Agreement be amended as follows:

- 1. CLIENT has requested additional service for the Project and agrees to increase the not to exceed fee for KB Group from \$214,100.00 to include additional services in the amount of \$13,900.00 for a total not to exceed fee of \$228,000.00;
- 2. KB Group agrees to provide additional services for the Project as follows:
 - a. Well #6 Funding Application preparation for \$13,900.00.

TERMS & CONDITIONS

The Parties agree that all of the terms and conditions of the Agreement shall remain in full force and effect.

ENTIRE AGREEMENT

The Agreement, as amended by this Amendment 4, contains the entire agreement of the Parties hereto with respect to the subject matter hereof. Any representations, inducements, or agreements, oral or otherwise, between the Parties not contained in this Amendment 4 shall be of any force and effect. This Amendment 4 may not be modified, changed or terminated, in whole or in part, in any manner other than by an agreement in writing signed by duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be duly executed as of the day and year hereinbefore first written.

KB GROUP OF NY, Inc. dba PRIME AE Group of NY



By: Kerry Hogan, P.E.
Title: Senior Vice President

CLIENT -TOWN OF ROTTERDAM

By: Mrs. Mollie Collins
Title: Supervisor

RESOLUTION NO. 123.22

**TO AUTHORIZE A MODIFICATION OF PROFESSIONAL SERVICES FOR
BURDECK STREET SEWER DISTRICT EXTENSION**

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 Supervisor to sign an agreement with KB Group of NY, Inc. not to exceed \$13,900 for the modifications of their professional services for Burdeck Street Sewer Extension.

SECTION 2. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: March 9, 2021

TO: Mollie Collins – Town Supervisor

FROM: Michael T. Maher-DPW Advisor

TITLE OF REQUEST: Burdeck Street Sewer District Sewer Extension-Proposal for Engineering Services Agreement Amendment #2.

TOWN BOARD MEETING: March 23, 2022

Background Information: KB Group of NY, Inc. has submitted an amendment to their original proposal to provide additional Professional Engineering Services for the formation of the Burdeck Street Extension

Evaluation/Analysis: KB Group of NY, Inc. will develop a revised sewer district extension boundary map between Thompson Street and the railroad crossing, Conceptual sanitary sewer layout, compose the legal description of the proposed sewer district extension, update projected flows and loadings that would be generated, develop updated project cost estimates, attend one public informational meeting, prepare the Map, Plan & Report, Coordinate SEQRA and send letters.

Recommendation(s): Authorize the Supervisor to enter into agreement with KB Group of NY, Inc. for an amount not to exceed \$13,900.00

Attachment/Document(s): KB Group of NY, Inc. proposal dated March 8, 2022

Compliance with Purchasing Policy: N/A

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

LEGISLATION WILL BE PREPARED BY: Town Attorney



Albany Office
100 Great Oaks Boulevard | Suite 114 | Albany, New York 12203
P: 518.382.1774

March 8, 2022

Mollie Collins, Supervisor
Town of Rotterdam
1100 Sunrise Blvd.
Rotterdam, NY 12306

**Re: Town of Rotterdam
Burdeck Street Sewer District Extension
Proposal for Engineering Services Agreement Amendment #2
Our project #GNY02WD-18521-01**

Dear Mrs. Collins:

We are pleased to submit this Proposal for Amendment #2 to our contract to provide Professional Engineering Services to the Town of Rotterdam for the formation of the Burdeck Street Extension to the Town's Sewer District No. 2. The Town has requested that we revise the proposed service area to only include Phase 1 for the sewer extension. We will utilize prior Engineering Reports that we prepared as the foundation for this work. We propose the following scope of engineering services:

- Develop a revised sewer district extension boundary map based on current tax parcel information. It is our understanding that the proposed Extension Boundary will encompass all properties fronting on Burdeck Street between Thompson Street and the railroad track crossing. Town to approve the included parcels before moving on to the next step.
- Develop a revised conceptual sanitary sewer layout that lends itself to a phased construction approach.
- Compose the legal description of the proposed sewer district extension.
- Update projected flows and loadings that would be generated in this service area.
- Develop updated project cost estimates for the project and proposed user costs. Town to provide current SD#2 user figures, debt and O&M costs.
- Attend one public informational meeting to explain more details about the project, answer questions and obtain feedback from property owners.
- Prepare a final Map, Plan and Report suitable for use in district formation proceedings.
- Coordinate the SEQRA environmental review including completion of the FEAF Part 1, identify involved parties, and send letters requesting comments on the proposed project.
- A PRIME AE representative will attend the Public Hearing on the district extension formation.



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We propose to complete the above work for a lump sum fee not to exceed \$13,900.00, to be billed monthly on a percentage complete basis. Our work under this Proposal will be performed in accordance with our Standard Terms & Conditions, which are still in effect from the original agreement dated February 10, 2021. If you are in agreement with this Proposed Amendment, please return an executed copy of this proposal.

We anticipate the completion of the revised Map, Plan and Report draft will be completed within four (4) weeks after PRIME AE is provided with the updated Sewer District #2 user count, debt and O&M costs from the Town.

We look forward to continuing our long-standing relationship with the Town. If you have any questions, please feel free to contact me.

Sincerely,

KB Group of NY, Inc. dba PRIME AE Group of NY



Douglas P. Cole, P.E.
Senior Director of Water and Wastewater

Cc: Jack Dodson, Deputy Supervisor
Jonathon Tingley, Town Attorney
Mickey Maher, Acting DPW Superintendent
Peter Comenzo, Senior Planner

AGREED TO BY TOWN OF ROTTERDAM:

Mollie Collins, Supervisor

Date: _____

AGREED TO BY KB GROUP OF NY, INC. DBA
PRIME AE GROUP OF NY:



Kerry Hogan, P.E. Sr. Vice President

Date: 3/8/2022



RESOLUTION NO. 124.22

TO APPROVE BUDGET TRANSFERS OF THE 2022 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 transfers to the various accounts for 2022 are hereby audited and approved:

Comptroller's Office

From: A 1315 4100 Office Supplies Amount \$275.00

To: A 1315 2000 Office Equipment Amount \$275.00

Traffic Control

From: A 3310 4115 Traffic Safety Lights & Cones Amount \$840.00

To: A 3310 2000 Equipment Amount \$840.00

Traffic Control

From: A 3310 4305 Auto Repair Amount \$1,000.00

To: A 3310 2000 Equipment Amount \$1,000.00

Comptroller's Office

Modifications relating to the use of contractual services in lieu of personal services in the office of the Town Comptroller and Town Attorney.

FUND	ORG	OBJECT	DESCRIPTION	FROM	TO
A	A1315	100027	DIRECTOR OF FINANCE	69,166.00	
A	A1315	4850	CONSULTANT		56,000.00
A	A1420	100009	TOWN ATTORNEY	96,681.00	
A	A1420	110009	PARALEGAL PT	50,224.00	

A	A1420	4402	REFERENCE & LEGAL MANUALS	4,000.00	
A	A1420	4352	LABOR ATTORNEY FEES		36,600.00
A	A1420	4366	TOWN ATTORNEY FEES		144,000.00
A	A9030	800003	SOCIAL SECURITY	16,529.00	
				236,600.00	236,600.00

SECTION 2. This resolution shall become effective March 23, 2022

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

TOWN OF ROTTERDAM

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Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: **March 18, 2022**

TO: **Mollie A. Collins, Supervisor**

FROM: **Paul Sebesta, Financial Advisor**

TITLE OF REQUEST: To approve a budget transfer from the 2022 budget.

TOWN BOARD MEETING: To be placed on the Town Board Agenda, and Town Board Meeting of March 23, 2022

Background Information: Please transfer the following amount:

Evaluation/Analysis:

Modifications relating to the use of contractual services in lieu of personal services in the office of the Town Comptroller and Town Attorney.

Recommendation(s): To be placed on the Town Board agenda and Town Board meeting of March 23, 2022.

Attachment/Document(s): Budget line Descriptions and amounts

Compliance with Purchasing Policy: Yes

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

Modifications relating to the use of contractual services in lieu of personal services
in the office of the Town Comptroller and Town Attorney.

FUND	ORG	OBJECT	DESCRIPTION	FROM	TO
A	A1315	100027	DIRECTOR OF FINANCE	69,166.00	
A	A1315	4850	CONSULTANT		56,000.00
A	A1420	100009	TOWN ATTORNEY	96,681.00	
A	A1420	110009	PARALEGAL PT	50,224.00	
A	A1420	4402	REFERENCE & LEGAL MANUALS	4,000.00	
A	A1420	4352	LABOR ATTORNEY FEES		36,600.00
A	A1420	4366	TOWN ATTORNEY FEES		144,000.00
A	A9030	800003	SOCIAL SECURITY	16,529.00	
				236,600.00	236,600.00

TOWN OF ROTTERDAM

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Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: **March 11, 2022**

TO: **Mollie A. Collins, Supervisor**

FROM: **Paula Diamante, Purchasing Coordinator**

TITLE OF REQUEST: To approve a budget transfer from the 2022 budget.

TOWN BOARD MEETING: To be placed on the Town Board Agenda, and Town Board Meeting of March 23, 2022

Background Information: Please transfer the following amount:

<i>From:</i>	<i>A 1315 4100 Office Supplies</i>	<i>Amount \$275.00</i>
<i>To:</i>	<i>A 1315 2000 Office Equipment</i>	<i>Amount \$275.00</i>

Evaluation/Analysis: Dual monitor stand and a new monitor was needed for computer monitors to be positioned properly on the desk of the Benefits/Personnel Coordinator.

Recommendation(s): To be placed on the Town Board agenda and Town Board meeting of March 23, 2022.

Attachment/Document(s): Memorandum from Purchasing Coordinator and purchased item.

Compliance with Purchasing Policy: Yes

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

Memorandum

To: Mollie Collins, Supervisor

From: Paula Diamante

Re: Budget Transfer

Date: 3/8/22

From:

A1315 4100	Office Supplies	\$275.00
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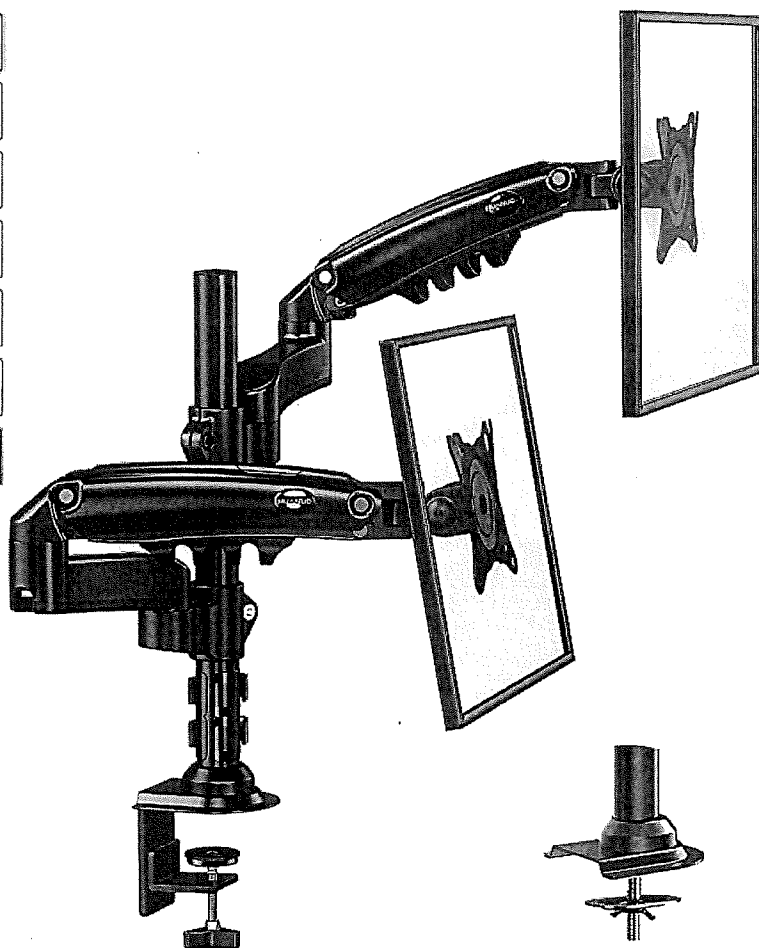
To:

A1315 2000	Office Equipment	\$275.00
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Purchased 3 times.

Last purchased Mar 11, 2022.

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Stand Fits Two
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\$42.85

FREE delivery: **Monday,
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Sold by: Amazon Warehouse

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Dell Purchase ID: 2007172640354
Purchase Order: 3112022
Deal ID: 20702441
Purchased On: Mar. 11, 2022
Total (USD): \$207.22

Company Name: TOWN OF ROTTERDAM
Customer Name: ACCOUNTS PAYABLE
Customer Number: 5447001

Contract Name: NYS OGS Aggregate Hardware Buy 20-01 Agreement
Contract Code: C000000886542
Customer Agreement #: NYS Aggregate Buy Hardware 20-01, PM20820

Sales Representative: Patrick McGee
Email: Patrick_D_McGee@Dell.com
Telephone Number: (800) 456-3355, 6179287

Bill To:
ACCOUNTS PAYABLE
TOWN OF ROTTERDAM
1100 SUNRISE BLVD
SCHENECTADY, NY. 12306-2936
(518) 393-1131

Payment Method	Amount
Net Terms	\$207.22

Price Summary

	Qty	Unit Price	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	2	\$101.41	\$202.82

Price Summary

	Qty	Unit Price	Subtotal
C2G 6ft 4K HDMI Cable with Ethernet - High Speed - UltraHD Cable - M/M	2	\$2.20	\$4.40
- HDMI with Ethernet cable - 6 ft			

Subtotal:	\$207.22
Shipping &/or Handling:	\$0.00
Non-Taxable Amount:	\$207.22
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
Total:	\$207.22

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Consumers: Your order is subject to Dell's Consumer Terms of Sale (the terms include a binding arbitration provision).

Other Customers: Unless you have a separate written agreement that specifically applies to this order, your order is subject to the following agreements, each of which is available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale, which incorporate Dell's U.S Return Policy and Warranty. If this purchase is intended for resale: Dell's Reseller Terms of Sale. If this purchase includes services: Dell's service contracts, in addition to Dell's Terms of Sale. If this purchase includes software: your use of the software is subject to Dell license agreements), in addition to Dell's Terms of Sale. You acknowledge having read and agree to be bound by the foregoing applicable terms. Any terms and conditions in your purchase order or any other correspondence that are in addition to, inconsistent or in contact with, the foregoing applicable terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms. If you are a department, agency, division, or office or any district, state, country or municipal government within the United States, if any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by applicable law, such portion shall not apply to you.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.

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LEGISLATIVE REQUEST FORM

DATE: **March 14, 2022**

TO: **Mollie A. Collins, Supervisor**

FROM: **Morgan Coryer, Coordinator of Parks and Senior Programs**

TITLE OF REQUEST: To approve a budget transfer from the 2022 budget.

TOWN BOARD MEETING: To be placed on the Town Board Agenda, and Town Board Meeting of March 23, 2022

Background Information: Please transfer the following amount:

Traffic Control

From: A 3310 4115 Traffic Safety Lights & Cones Amount \$840.00

To: A 3310 2000 Equipment Amount \$840.00

Traffic Control

From: A 3310 4305 Auto Repair Amount \$1,000.00

To: A 3310 2000 Equipment Amount \$1,000.00

Evaluation/Analysis: Mr. Isabella has requested a "Sign Post Installer". This tool will make work more efficient, and will help get through frozen grounds better.

Recommendation(s): To be placed on the Town Board agenda and Town Board meeting of March 23, 2022.

Attachment/Document(s): Memorandum from Purchasing Coordinator and three options to choose from are provided as back up.

Compliance with Purchasing Policy: Yes

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

LEGISLATION WILL BE PREPARED BY: Supervisor's Office

Memorandum

To: Mollie Collins
From: Morgan Coryer, Coordinator of Parks & Senior Programs
Subject: Budget Transfer
Date: March 14, 2022

Please transfer the following funds to cover expenses:

From	A3310 4115 Traffic Safety Lights & Cones	Amount \$840.00
To	A3310 2000 Equipment	Amount \$840.00

Thank you.



Memorandum

To: Mollie Collins
From: Morgan Coryer, Coordinator of Parks & Senior Programs
Subject: Budget Transfer
Date: March 14, 2022

Please transfer the following funds to cover expenses:

From	A3310 4305 Auto Repair	Amount	\$1000.00
To	A3310 2000 Equipment	Amount	\$1000.00

Thank you.



Town of Rotterdam Purchase Order Request

Purchase Order Number: 2022-_____

Date: 3/14/22

Vendor: Card end 8023 (amazon)

Vendor #: 3594

Appropriation Account Number(s):

A 3310 2000

Amount to pay from line:

\$ 2840.00

Description of items or services to be purchased:

Sign post installer

Reason for purchase:

To make work more efficient. Gets through
frost in ground.

Requested by: Mike Isabella

Department Head Approval: _____

Comptroller's Office Approval of funds available: \$ 1573.00

Date: 3/14/22

Budget Transfer Request Attached: Yes ☒

No ☐

Approved by:

Supervisor Collins me

Yes

No

Date: 3/15/2022

Deputy Supervisor Dodson

Yes

No

Date: _____

Deliver to michael
Schenectady 12306

All ▾ rhino multipro

Hello, michael
Account & Lists ▾ Returns
& Orders

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- **Ergonomically designed** handle with an integrated throttle.
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Questions Prior to Purchase Call 833-860-7137

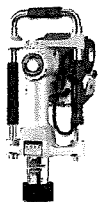
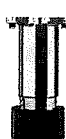
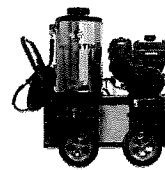
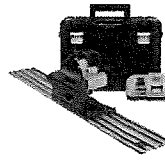
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DON'T FORGET

 RHINO TOOL-301003 Multi-Pro XA... \$3,000.00 ADD TO CART >>	 RHINO TOOL-301001 GPD-40 Fence... \$2,300.00 ADD TO CART >>	 RHINO TOOL-801018 Gas Post Dri... \$220.00 ADD TO CART >>
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YOU MAY ALSO LIKE

 RHINO TOOL-301003 Multi-Pro \$3,000.00 Questions Prior to Purchase Call 833-860-7137 ADD TO CART >>	 RHINO TOOL-301001 GPD-40 \$2,300.00 Questions Prior to Purchase Call 833-860-7137 ADD TO CART >>	 RHINO TOOL-801018 Gas Post \$220.00 Questions Prior to Purchase Call 833-860-7137 ADD TO CART >>	 HOT STING-HSGPW-3000 Free Shipping List: \$6,640.00 \$3,899.00 ADD TO CART >>	 MILWAUKEE-2786-22HD M18 FUEL™ 9 Free Shipping List: \$1,582.00 \$899.00 ADD TO CART >>	 DEWALT-DC5520ST1 60V Free Shipping List: \$639.00 \$619.00 Save 10% on DEWALT With Code: POWER10 in Your Shopping Cart PRE-ORDER >>
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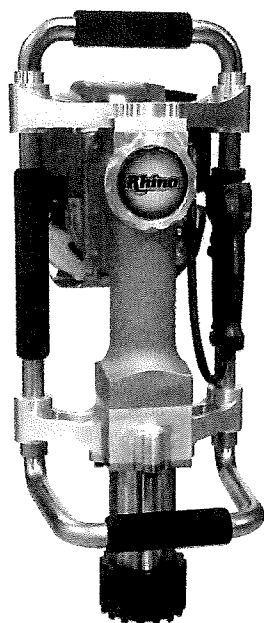
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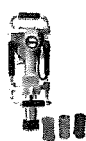
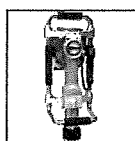
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Save time, energy and back-breaking strain with the Rhino Multi-Pro Gas-Powered Post Driver. This top-of-the-line post driver delivers the power you need for tough jobs, including erosion control, agriculture, livestock, sign installation, rental tent installation, grape stakes, T-posts, ground rods, form pins and more.

- **Portable:** Lightweight for easy handling and transporting
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- **Rugged:** The 2.5" I.D. heavy wall chuck has Rhino's Chuck-Lok™ interchangeable adapter system and includes 1", 1.75" and 2" adapters for the ultimate in flexibility

Requires special handling due to DOT regulations. Additional shipping charges will apply. Cannot be shipped by air.

RESOLUTION NO. 125.22

TO AMEND RESOLUTION NO 65.22 EXTENDING THE CONTRACT WITH PAUL C. SEBESTA FOR FINANCIAL CONSULTING SERVICES

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 Supervisor of the Town of Rotterdam to negotiate and execute an amendment between the Town of Rotterdam and Paul C. Sebesta of Niskayuna, New York for financial consulting services at a rate of \$100.00 per hour, not to exceed \$55,500.00 commencing March 23, 2022.

SECTION 2. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
Collins			

This Agreement made as of the 12th day of January, 2022 by and between the TOWN OF ROTTERDAM, NEW YORK (the "Town"), a municipal corporation organized and existing under the laws of the State of New York, with offices at John F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, New York, 12306 (hereinafter "Town") and PAUL C. SEBESTA (the "Consultant"), an individual residing at [REDACTED], Niskayuna, New York, 12309.

WITNESSETH, the Town and Consultant, for consideration hereinafter named, agree as follows:

1. During the term of this Agreement, Consultant shall provide professional services to the Town Board and Town Supervisor, at the direction of the Supervisor and subject to any duly adopted contrary action of the Town Board, with respect to those duties and responsibilities of the Town Board and Town Supervisor existing in the absence of a duly appointed Town Comptroller as set forth in Town Law § 34 and as may be otherwise provided by law. Such professional services shall include, without limitation, the following:
 - a. Consultation, advice and assistance concerning auditing, allowing or rejecting accounts, charges, claims or demands against the Town or improvement districts thereof;
 - b. Consultation, advice and assistance regarding the examining, auditing and certification of accounts and receipts of town officers;
 - c. Consultation, advice and assistance concerning making provision for preparing and publishing or posting lists of all such accounts, charges, claims or demands after the audit or rejection thereof;
 - d. Consultation, advice and assistance concerning auditing and approving certain claims pursuant to Highway Law §§ 284 and 285;
 - e. Consultation, advice and assistance concerning performing any annual audit of the fiscal affairs of each improvement district in said Town operating under Article 13 of the Town Law, if any, and reporting thereon;
 - f. Consultation, advice and assistance to the Supervisor in keeping of separate appropriation accounts and preventing funds or appropriation accounts from being overdrawn; and
 - g. Consultation, advice and assistance to the Supervisor in drawing upon funds or appropriations.
2. The parties agree and acknowledge that notwithstanding Consultant's provision of professional services in the form of consultation, advice and assistance as set forth above, the Town Board and Supervisor retain the authority, duties and obligations imposed upon them in the absence of a duly appointed Town Comptroller under Town Law § 34 and any other applicable provision of law.
3. For the services provided by Consultant, the Town agrees to pay Consultant on an hourly basis at a rate of \$100.00 per hour, with total charges during the term of this Agreement not to exceed \$38,500.00. No payment shall be due to Consultant until Consultant submits a properly completed and executed itemized voucher (hereinafter, the

"Consultant's claim") and the Town Board has duly audited and allowed the Consultant's claim. Consultant agrees to submit a properly completed and executed itemized voucher with invoice on a generally monthly basis. Upon Town Board audit and allowance of Consultant's claim, payment shall thereafter be made in accordance with the Town's standard procedures.

4. The term of this Agreement shall begin on January 13, 2022 and shall terminate on March 31, 2022.
5. The parties agree that the Consultant shall provide the professional services as an independent contractor and shall not be acting or determined to be an employee.
6. Notwithstanding anything contained herein to the contrary, this Agreement may be cancelled and terminated by either party upon provision of 48 hours written notice, one to the other, at the addresses set forth above. No such cancellation or termination shall relieve the Town of paying for services rendered by Consultant prior to the effective date of such cancellation or termination.
7. Consultant agrees to maintain \$1,000,000.00 of Professional Liability coverage throughout the term of this Agreement and to provide a copy of such certificate to the Town of Rotterdam, as named certificate holder. Consultant agrees to name the Town as an Additional Insured under such policy pursuant to the Blanket Additional Insured endorsement thereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 7th day of February, 2022, to be effective as of the date of this Agreement set forth at the beginning hereof.

TOWN OF ROTTERDAM

By: Mollie A. Collins

Mollie A. Collins, Supervisor

PAUL C. SEBESTA

By: Paul C. Sebesta

Paul C. Sebesta



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com
INSURED Paul Sebesta Niskayuna, NY 12309	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10200

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		UDC-5059411-EO-22	01/18/2022	01/18/2023	Each Claim: \$1,000,000 Aggregate: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Rotterdam is an additional insured.

CERTIFICATE HOLDER**CANCELLATION**

Town of Rotterdam 1100 Sunrise Blvd Rotterdam, NY 12306	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, January 12, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 65.22

TO ENTER INTO A CONTRACT WITH PAUL C. SEBESTA FOR FINANCIAL CONSULTING SERVICES

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor of the Town of Rotterdam to negotiate and execute a contract between the Town of Rotterdam and Paul C. Sebesta of Niskayuna, New York for financial consulting services at a rate of \$100.00 per hour, not to exceed \$38,500.00 commencing January 13, 2022.

SECTION 2. This resolution shall become effective January 12, 2022.

DATED: January 12, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on January 12, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this January 14, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

RESOLUTION NO. 126.22

TO ACCEPT TOWN BOARD MEETING MINUTES FROM MARCH 9, 2022

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 adopts the minutes of the March 9, 2022 town board meeting as attached.

SECTION 2. This resolution shall become effective March 23, 2022.

DATED: March 23, 2022

NAME	AYES	NOES	ABSTAIN
Christou			
Miller-Herrera			
Dodson			
Mastroianni			
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: March 15, 2022

TO: Mollie A. Collins, Supervisor

FROM: Diane M. Marco, Town Clerk

TITLE OF LEGISLATIVE REQUEST: To adopt meeting minutes from the March 9, 2022, Town Board Meeting.

TO BE PLACED ON TOWN BOARD AGENDA OF: March 23, 2022

TO BE PLACED ON TOWN BOARD MEETING OF: March 23, 2022

Background Information: Attached. To adopt the meeting minutes from the March 9, 2022, Town Board Meeting.

Evaluation/Analysis: N/A

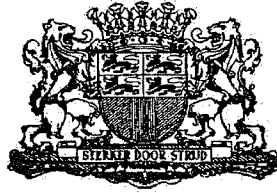
Recommendation(s): To place on Town Board agenda and Town Board meeting of March 23, 2022.

Attachment/Document(s): Attached

Compliance with Purchasing Policy: N/A

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

LEGISLATION WAS PREPARED BY: Town Clerk Diane M. Marco



TOWN OF ROTTERDAM

DIANE M. MARCO

Town Clerk

John F. Kirvin Government Center * 1100 Sunrise Boulevard * Rotterdam, NY 12306
Telephone: (518) 355-7575 Ext: 352 * Fax: (518)355-7837* Website: www.rotterdamny.org
Email * dmarco@rotterdamny.org

March 11, 2022

Certified Resolutions: #100.22-#102.22, and #104.22-#115.22 for the year 2022 were duly adopted. **Resolution # 103.22 was tabled** at the Town Board Meeting held at J.F. Kirvin Government Center, 1100 Sunrise Boulevard, Rotterdam, NY 12306 that was held Wednesday, March 9, 2022. The Town Board Agenda review started at approximately 6:32 p.m. and at approximately 6:43 p.m. the agenda review was adjourned. All agreed to adjourn the agenda review meeting. **Motion#16** was made by Councilmember Mastroianni and seconded by Councilmember Miller-Herrera to table Resolution #103.22 all agreed to table.

The Town Board regular scheduled meeting started at approximately 7:00 p.m. The Town Board meeting was adjourned at approximately 7:25p.m. by Councilmember Dodson and seconded by Councilmember Christou. All agreed to adjourn the Town Board Meeting.

All Councilmembers were present

Diane M. Marco

Diane M. Marco, Town Clerk

The Town of Rotterdam Town Board Meeting will be held in person; however, the public may access the meeting electronically via conference call. Members of the public may listen to the board meeting by dialing 1 (929) 205-6099, then enter the conference ID NO. 867 0373 0307, followed by the pound symbol. Video of the town board meeting will be posted on the Town of Rotterdam website (www.rotterdamny.org) the following Friday after the meeting.

MEETING OF THE
ROTTERDAM TOWN BOARD
March 9, 2022
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/PRESENTATIONS

PUBLIC HEARING

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

MOTIONS

16.22 Motion made to table resolution #103.22

RESOLUTIONS

100.22 To recognize the introduction of Introductory Local Law No. 5 of 2022 to prohibit parking on a portion of Thew Street and scheduling a public hearing thereon

101.22 Authorize an agreement with C.T. Male Associates

102.22 Authorize stipulation of settlement with Wood Stone Holdings IV Rotterdam, LLC

103.22 Authorize stipulation of settlement with RRA Apartments, LLC **TABLED**

104.22 Authorize stipulation of settlement with Metro Ten Hotel, LLC

105.22 Approve budget transfers to the 2022 budget

106.22 Amend and restate section one of the resolution 21.22 of the year 2022

107.22 Establish the position of senior building inspector

108.22 Authorize the Town Supervisor to execute the memorandum of agreement between the Town of Rotterdam and the civil service employees' association recognizing the new job title of Senior Building Inspector

109.22 To allow operation of a kiosk at Kiwanis Park boat launch by Cornell University Cooperative Extension Saratoga County

110.22 Authorize the supervisor to negotiate and execute a first amendment to developer's agreement dated November 14, 2020

111.22 Accept revenue for town clerk office for February of 2022

112.22 Accept town board meeting minutes of February 23, 2022

113.22 To fill vacancies and ratify current membership on the Town of Rotterdam Comprehensive Plan Advisory Committee

114.22 To appoint Bruce W. Bonacquist as a member of the Zoning Board of Appeals

115.22 To accept bids and award contracts for Carmen Road Sewer 7 EXT. 2

COMMITTEE REPORTS

MISCELLANEOUS

EXECUTIVE SESSION

ADJOURNMENT

Mollie A. Collins, Supervisor

MOTION 16-22

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following motion passed:

THEREFORE, UPON MOTION OF Councilmember MASTROIANNI,
seconded by **MILLER-HERRERA, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. I make a motion to table resolution 103.22

SECTION 2. This motion shall become effective March 9, 2022

DATED: March 9, 2022jjj

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing motion was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing motion is a true and correct transcript of the original motion and of the whole thereof and that said motion is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.

Diane M. Marco

Diane M. Marco, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 100.22

**TO RECOGNIZE THE INTRODUCTION OF INTRODUCTORY LOCAL LAW NO. 5
OF 2022 TO PROHIBIT PARKING ON A PORTION OF THEW STREET AND
SCHEDULING A PUBLIC HEARING THEREON**

THEREFORE, UPON MOTION OF Councilmember DODSON,

seconded by Supervisor **COLLINS, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby recognizes the introduction of Introductory Local Law No. 5 of 2022 to prohibit parking on both sides of Thew Street from Barton Avenue/Gray Street to the southernmost dead-end of Thew Street.

SECTION 2. The Town Clerk of the Town of Rotterdam is hereby directed to publish in the official newspaper of the Town of Rotterdam (not less than ten 10 days prior to the date designated for the public hearing provided by the following notice) that:

The Town Board of the Town of Rotterdam will hold a public hearing at the John F. Kirvin Government Center, Town Hall, 1100 Sunrise Boulevard, Rotterdam, New York 12306 at 7:00p.m. on the 23rd day of March 2022 for the following purpose:

For the enactment of Introductory Local Law No. 5 of 2022 relating to prohibiting parking on a portion of Thew Street.

SECTION 3. This resolution shall become effective March 9, 2022

Daily Gazette: Please publish once on March 12, 2022
Town Clerk Post

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.

Diane M. Marco

Diane M. Marco, Town Clerk



At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 101.22

A RESOLUTION TO AUTHORIZE AN AGREEMENT WITH C.T. MALE ASSOCIATES

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **CHRISTOU**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Authorize the Supervisor to enter into an agreement with C.T. Male Associates, 50 Century Hill Drive, Latham, New York 12110 for landfill monitoring services at the Town of Rotterdam MSW Landfill, as set forth by NYSDEC, for the year 2022, in an amount not to exceed fifteen thousand ten and 00/100 dollars (\$15,010.00).

SECTION 2. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 102.22

**TO AUTHORIZE STIPULATION OF SETTLEMENT WITH:
Wood Stone Holdings IV Rotterdam, LLC**

WHEREAS, the Town of Rotterdam has litigated this Article 7, Real Property Tax Certiorari proceeding with Wood Stone Holdings VI Rotterdam, LLC, regarding real property taxes upon premises located at 1400-1428 Altamont Ave, respectively known as Tax Map Nos. 59.6-6-3.111/1 and 59.6-6-3.111/3 for the 2020 and 2021 tax rolls; and

WHEREAS, the Town's tax certiorari defense counsel, the attorney for the Petitioner, and the Assessor have conferenced this matter and agreed, subject to Town Board approval, to a reduction of assessed values for the above-referenced years, from eleven million six hundred fifty-five thousand and 00/100 dollars (\$11,655,000) to ten million seven hundred eighty thousand and 00/100 dollars (\$10,780,000) for Tax Map No. 59.6-6-3.111/1 for the 2020 tax roll; and from two hundred seventy thousand and 00/100 dollars (\$270,000) to two hundred forty-five thousand and 00/100 dollars (\$245,000) for Tax Map No. 59.6-6-3.111/3 for the 2020 tax roll; and from eleven million six hundred fifty-five thousand and 00/100 dollars (\$11,655,000) to ten million four hundred fifty thousand and 00/100 dollars (\$10,450,000) for Tax Map No. 59.6-6-3.111/1 for the 2021 tax roll; and from two hundred seventy thousand and 00/100 (\$270,000) to two hundred thirty-seven thousand five hundred and 00/100 dollars (\$237,500) for Tax Map No. 59.6-6-3.111/3 for the 2021 tax roll; with RPTL 727 to apply in accordance with its terms to the 2021 tax roll assessed values established hereunder; and

WHEREAS, it is deemed in the Town's best interest to settle the case for the above stated amount;

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Beebe Law Firm, LLC to enter into a stipulation of settlement on behalf of the Town of Rotterdam, in the matter of Wood Stone Holdings VI Rotterdam, LLC v. Town of Rotterdam, et al., Index Numbers 2020-0936 & 2021-1547, Article 7 Real Property Tax Certiorari proceedings for the tax years 2020 and 2021, consistent with the terms set forth above.

SECTION 2. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was tabled:

RESOLUTION NO. 103.22 TABLED

**AUTHORIZE STIPULATION OF SETTLEMENT WITH
RRA Apartments, LLC**

WHEREAS, the Town of Rotterdam has litigated this Article 7, Real Property Tax Certiorari proceeding with RRA Apartments, LLC, regarding real property taxes upon premises located at 610 Mariaville Rd, respectively known as Tax Map No. 48.-3-4.121 for the 2021 tax roll; and

WHEREAS, the Town's tax certiorari defense counsel, the attorney for the Petitioner, and the Assessor have conferenced this matter and agreed, subject to Town Board approval, to a reduction of assessed value for the above-referenced year, from three million two hundred thousand and 00/100 dollars (\$3,200,000) to two million four hundred thousand and 00/100 dollars (\$2,400,000) for Tax Map No. 48.-3-4.121 for the 2021 tax roll, with RPTL 727 to apply in accordance with its terms to the 2021 tax roll assessed value established hereunder; and

WHEREAS, it is deemed in the Town's best interest to settle the case for the above stated amount;

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**,
seconded by Councilmember **MILLER-HERRERA, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Beebe Law Firm, LLC to enter into a stipulation of settlement on behalf of the Town of Rotterdam, in the matter of RRA Apartments, LLC v. Town of Rotterdam, et al., Index Number 2021-1515, Article 7 Real Property Tax Certiorari proceedings for the tax year 2021 consistent with the terms set forth above.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

TO TABLE

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was tabled by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing tabled resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution tabled is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 104.22

**AUTHORIZE STIPULATION OF SETTLEMENT WITH
Metro Ten Hotel, LLC**

WHEREAS, the Town of Rotterdam has litigated this Article 7, Real Property Tax Certiorari proceeding with Metro Ten Hotel, LLC, regarding real property taxes upon premises located at 3081 Carman Rd, respectively known as Tax Map No. 71.6-5-1.31 for the 2016, 2017, 2018, 2019, 2020 and 2021 tax rolls; and

WHEREAS, the Town's tax certiorari defense counsel, the attorney for the Petitioner, the Town's valuation consultant, and the Assessor have conferenced this matter and agreed, subject to Town Board approval, to a reduction of assessed value for Tax Map No. 71.6-5-1.31 on the 2018, 2020 and 2021 tax rolls from three million and 00/100 dollars (\$3,000,000) to two million eight hundred twenty-two thousand and 00/100 dollars (\$2,822,000), and with no reduction in assessed value for Tax Map No. 71.6-5-1.31 on the 2016, 2017, and 2019 tax rolls, with RPTL 727 to apply in accordance with its terms to the 2021 tax roll assessed value established hereunder; and

WHEREAS, it is deemed in the Town's best interest to settle the case for the above stated amount;

THEREFORE, UPON MOTION OF Councilmember **MASTROIANNI**, seconded by
Councilmember **DODSON**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby authorizes the Beebe Law Firm, LLC to enter into a stipulation of settlement on behalf of the Town of Rotterdam, in the matter of Metro Ten, LLC v. Town of Rotterdam, et al., Index Numbers 2016-1706, 2017-1541, 2018-1553, 2019-1569, 2020-0937 & 2021-1548, Article 7 Real Property Tax Certiorari proceedings for the tax years 2016, 2017, 2018, 2019, 2020, and 2021, consistent with the terms set forth above.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 105.22

TO APPROVE BUDGET TRANSFERS TO THE 2022 BUDGET

THEREFORE, UPON MOTION OF Councilmember **CRISTOU**,
seconded by Councilmember **MASTROIANNI**, **NOW**

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 transfers to the various accounts for 2022 are hereby audited and approved:

Comptroller's Office

From: A 1315 4100 Office Supplies Amount \$ 700.00
To: A 1315 2000 Office Equipment Amount \$ 700.00

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 106.22

**TO AMEND AND RESTATE SECTION ONE OF RESOLUTION NO. 21.22 OF THE
YEAR 2022**

**THEREFORE, UPON MOTION OF Councilmember DODSON,
seconded by Councilmember MASTROIANNI, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Section 1 of Resolution 21.22, as amended, is hereby amended and restated to read as follows: The following individuals are hereby appointed/reappointed to various additional duties and/or part time positions at the indicated rates of pay, on an as needed basis as directed by the Supervisor or his/her designee, with no employee benefits for the year 2022 as follows:

ADA Compliance Officer/Safety Officer

James Keith Annual Stipend \$ 3,000

Grant Coordinator

Peter Comenzo Annual Stipend \$ 3,500

Clerk- Part Time

Donna Larsen Hourly Rate \$ 19.50

Traffic Liaison

Edward H. Scholz, Jr. Hourly Rate \$ 29.86

(Maximum of \$12,500.00 for the year 2022)

School Traffic Officer

Floyd Rorick Hourly Rate \$ 15.00

(Maximum of 4 hours daily)

COVID Compliance

Megan Griffin Annual Stipend \$2,500

Administrative Records Specialist – Part Time

Lynn Fiorillo Hourly Rate \$19.50

Michael T. Maher Hourly Rate \$38.50
(Maximum of 17.5 hours per week)

Matt Lupi Annual Stipend \$3,500

Megan Griffin Annual Stipend \$2,000

Phyllis Horvath Hourly Rate \$19.00

Ryan Coulter	Annual Stipend \$3,500
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Mary Barrie Hourly Rate \$25.00

Carol Connelly Hourly Rate \$35.00
(Not to exceed 12 hours per week)

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 107.22

TO ESTABLISH THE POSITION OF SENIOR BUILDING INSPECTOR

WHEREAS, on January 20, 2022, the Schenectady County Civil Service Commission voted to establish the title of Senior Building Inspector in the Town of Rotterdam in the competitive class of the civil service;

THEREFORE, UPON MOTION OF Councilmember **DODSON**,

seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby establishes the position of Senior Building Inspector, a position in the competitive class of the civil service.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou		X	
Miller-Herrera		X	
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 108.22

TO AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE THE MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF ROTTERDAM AND THE CIVIL SERVICE EMPLOYEES' ASSOCIATION RECOGNIZING THE NEW JOB TITLE OF SENIOR BUILDING INSPECTOR

WHEREAS, on January 20, 2022, the Schenectady County Civil Service Commission voted to establish the title of Senior Building Inspector in the Town of Rotterdam in the competitive class of the civil service;

THEREFORE, UPON MOTION OF Councilmember **DODSON**,
seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes The Supervisor to execute the memorandum of agreement between the Town of Rotterdam and the Civil Service Employees' Association recognizing the position of Senior Building Inspector, a position in the competitive class of the civil service, as a CSEA bargaining unit position covered under the Collective Bargaining Agreement between the Town of Rotterdam and the CSEA Town of Rotterdam Unit #8504.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 109.22

**TO ALLOW OPERATION OF A KIOSK AT KIWANIS PARK BOAT LAUNCH BY
CORNELL UNIVERSITY COOPERATIVE EXTENSION SARATOGA COUNTY**

THEREFORE, UPON MOTION OF Councilmember DODSON,

seconded by Councilmember **CHRISTOU, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby approves the request of Cornell University Cooperative Extension Saratoga County, 50 West High Street, Ballston Spa, New York, 12020, to operate a kiosk at Kiwanis Park boat launch from May 27, 2022 through September 6, 2022, pursuant to the terms and conditions set forth in its request dated February 9, 2022, at no cost to the Town, on the following condition: that Cornell University Cooperative Extension Saratoga County provide proof of insurance covering the subject period and naming the Town of Rotterdam as an additional insured thereunder.

SECTION 2. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 110.22

TO AUTHORIZE THE SUPERVISOR TO NEGOTIATE AND EXECUTE A FIRST AMENDMENT TO DEVELOPER'S AGREEMENT DATED NOVEMBER 14, 2020

WHEREAS, the Town Board of the Town of Rotterdam is a party to a certain Developer's Agreement with Lecce Senior Living, LLC, dated November 14, 2020;

THEREFORE, UPON MOTION OF Supervisor **COLLINS**,

seconded by Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Supervisor to negotiate and execute the First Amendment to Developer's Agreement dated November 14, 2020 annexed hereto.

SECTION 2. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 111.22

TO ACCEPT REVENUE FOR TOWN CLERK'S OFFICE FOR FEBRUARY 2022

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by

Councilmember **MASTROIANNI**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The town clerk's report for the month of February 2022, has been placed on file and the town clerk's check in the amount of four thousand three hundred twenty five dollars and 28/100 (\$4,325.28) has been submitted to the supervisor for deposit.

SECTION 2. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 112.22

**A RESOLUTION ACCEPTING TOWN BOARD MEETING MINUTES OF THE
FEBRUARY 23, 2022 TOWN BOARD MEETING**

THEREFORE, UPON MOTION OF Councilmember **CHRISTOU**, seconded by
Councilmember **DODSON**, **NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby adopts the minutes of the February 23, 2022 town board meeting as attached.

SECTION 2. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 113.22

TO FILL VACANCIES AND RATIFY CURRENT MEMBERSHIP ON THE TOWN OF ROTTERDAM COMPREHENSIVE PLAN ADVISORY COMMITTEE

WHEREAS, the Town Board of the Town of Rotterdam passed Resolution No. 107.19 appointing individuals as members of the Town of Rotterdam Comprehensive Plan Advisory Committee for a one (1) year term commencing April 10, 2019 through April 11, 2020;

WHEREAS, Milan Jackson submitted a resignation from the committee on January 19, 2021;

THEREFORE, UPON MOTION OF Councilmember **DODSON**, seconded by Councilmember **MASTROIANNI, NOW**

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board hereby ratifies the continued membership of Milan Jackson on the Town of Rotterdam Comprehensive Plan Advisory Committee from April 11, 2020 to January 19, 2021, accepts the resignation of Milan Jackson from such committee retroactive to January 19, 2021, and appoints Victor Murdock to fill the vacancy created by such resignation, with a term to commence March 9, 2022 and to expire September 30, 2022.

SECTION 2. The Town Board hereby recognizes that the term of Kathleen Curtis as a member of the Town of Rotterdam Comprehensive Plan Advisory Committee expired on April 11, 2020, and appoints Steve Grandstaff to fill the vacancy created thereby with a term to commence March 9, 2022 and to expire September 30, 2022.

SECTION 3. The Town Board hereby extends the term of Comprehensive Plan Advisory Committee Members David Ahl; Lynn Flansburg; Jonathon Tingley; James Trigger; and Greg Campoli to September 30, 2022, and hereby ratifies their continued membership on such Comprehensive Plan Advisory Committee retroactively from April 11, 2020 through the present.

SECTION 4. By virtue of the foregoing, the Town Board hereby recognizes that the Town of Rotterdam Comprehensive Plan Advisory Committee consists of the following seven (7) members, each having terms expiring on the dates set forth below:

<u>Member</u>	<u>Term Expiration Date</u>
David Ahl	September 30, 2022
Lynn Flansburg	September 30, 2022
Jonathon Tingley	September 30, 2022
James Trigger	September 30, 2022
Greg Campoli	September 30, 2022
Victor Murdock	September 30, 2022
Steve Grandstaff	September 30, 2022

SECTION 5. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 114.22

TO APPOINT BRUCE W. BONACQUIST AS A MEMBER OF THE ZONING BOARD OF APPEALS

THEREFORE, UPON MOTION OF Councilmember CHRISTOU, seconded by Councilmember DODSON, NOW

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby accepts the resignation of Rachel Rappazzo from the Zoning Board of Appeals retroactive to February 18, 2022.

SECTION 2. Bruce W. Bonacquist of Rotterdam, New York, is hereby appointed as a member of the Town of Rotterdam Zoning Board of Appeals to fill the unexpired term of Rachel Rappazzo, with such term ending December 31, 2024.

SECTION 3. This resolution shall become effective March 9, 2022

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk

At the regularly scheduled public meeting of the Town Board of the Town of Rotterdam, held at the John F. Kirvin Government Center 1100 Sunrise Blvd. Rotterdam, New York on Wednesday, March 9, 2022, at 7:00 p.m., the following resolution was duly adopted:

RESOLUTION NO. 115.22

TO ACCEPT BIDS AND AWARD CONTRACTS FOR CARMAN ROAD SEWER 7 EXT 2

THEREFORE, UPON MOTION OF Councilmember **CHRSITOU**, seconded by Councilmember **DODSON**,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam does hereby accept the bid and award Contract No. 1, General Construction (C Contract) for Carman Road Sewer 7 Ext 2 to WM J. Keller and Sons Construction Corp., 1435 Route 9, Castleton, NY 12033, in the lump sum amount not to exceed \$2,491,286.00.

SECTION 2. The Town Board of the Town of Rotterdam does hereby accept the bid and award Contract No. 2, Electrical Contract (E Contract) for Carman Road Sewer 7 Ext 2 to B&D Industries, Inc., 65 Washington Street, Rensselaer, NY 12144, in the lump sum amount not to exceed \$333,000.00.

SECTION 3. This resolution shall become effective March 9, 2022.

DATED: March 9, 2022

NAME	AYES	NOES	ABSTAIN
Christou	X		
Miller-Herrera	X		
Dodson	X		
Mastroianni	X		
Collins	X		

I, Diane M. Marco, Town Clerk of the Town of Rotterdam, Schenectady County, New York, **DO HEREBY CERTIFY** that the foregoing resolution was approved by the Town Board of the Town of Rotterdam on March 9, 2022, and that the foregoing resolution is a true and correct transcript of the original resolution and of the whole thereof and that said resolution is on file in the Town Clerk's office.

I DO FURTHER CERTIFY that each of the members of the Town Board had due notice of the said Town Board meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Rotterdam this March 11, 2022.



Diane M. Marco

Diane M. Marco, Town Clerk