

An agenda meeting was held by the Town Board of the Town of Ballston on Tuesday evening, March 29, 2016 at the Town Hall on Charlton Road, Ballston Spa, New York.

PRESENT: Timothy Szczepaniak ----- Supervisor  
 William Goslin ----- Councilman  
 John Antoski ----- Councilman  
 Chuck Curtiss ----- Councilman  
 Carol Gumienny ----- Clerk  
 ABSENT: Kelly Stewart ----- Councilwoman  
 James Walsh ----- Counsel

Supervisor Szczepaniak called the meeting to order at 6:30 p.m.

**COMMUNITY SOLAR PRESENTATION**

Mark Bomba from Veteran Solar Systems spoke on behalf of the company along with Jean Howard from NYSERTA. NYSERTA is a partner with Veteran Solar Systems and gives funding based on the system size. Each project must have a sponsor, who owns or operates the project, organizes the membership, and interfaces with the utility. The sponsor may be the project developer, a private company, or other entity. The sponsor provides the utility with a list of members and their percent allocation of the project’s net metering credit prior to interconnection and may update that list on a monthly basis. Any utility customer may be a member of a project in the same utility and NYISO zone. Each project must have at least 10 members, and each member must be allocated at least 1,000kWh per year (not to exceed their historic average annual consumption). No more than 40% of the Community Distributed Generation (also known as shared renewables) host’s excess generation may serve members with an average monthly peak demand of 25kW or greater. The terms of membership, including payment structure and provisions for exiting membership are set by the agreement between the member and sponsor.

Councilman Goslin would like to ask the supervisor to see if there are any examples where municipalities have partnered with sponsors to follow as a model. There may possibly be grants available. This could be an opportunity for the Town to be able to reduce the cost of electricity to Town residents and businesses.

Jean stated there is training for solar municipalities on April 19<sup>th</sup> in Washington County that is open to the public. There will be information available on financing, planning and zoning.

Supervisor Szczepaniak mentioned there are several solar companies sending “lease agreements” to land owners which is causing a lot of confusion. Counsel is drafting language to put on the website to address these concerns. The Town currently does not have the legislation to allow solar farms.

**RESOLUTION 16-059**  
**AUDIT OF CLAIMS**

A motion was made by Councilman Goslin and seconded by Councilman Curtiss to approve the payment of the bills on the March Abstract. The bills were approved for payment as follows:

General Fund	No. 110 – 160	\$38,316.41
Highway Fund	No. 100 - 152	44,861.28
Gravel Pit Fund	-----	0.00
Park Fund	-----	0.00
Library	No. 75 - 116	33,006.17
Water Fund District 2 (SW)	No. 31 - 51	13,968.72
Brookline Rd Rte. 67 No.2 Ext#12 (BRW)	-----	0.00
Paradowski Rd Water Dist. No.5 (RW)	No. 9 - 20	77.98
Scotchbush Water Dist. No.6 (WW)	No. 9 - 20	165.98
Silver Ln Water Dist. No.6 Ext#1 (WX)	No. 9 - 20	77.98
Morningdale Court No.2 Ext#24	No. 25 – 40	83.95
Trust and Agency	No. 8 - 7	11,332.75

ADOPTED: Ayes 4 Supervisor Szczepaniak, Councilman Curtiss, Councilman  
Goslin, and Councilman Antoski  
Nays 0

Council enters the meeting at 6:45 p.m.

## **COMMITTEE REPORTS**

### **EMERGENCY MANAGEMENT COMMITTEE**

Dennis Pokrzywka, co-chair of the Emergency Management Committee, stated the Committee is still reviewing all documents for the Emergency Plan. They hope to have it to the Town Board in two weeks. They may have an intern to assist with IT through Skidmore College.

## **DEPARTMENT REPORTS**

### **LIBRARY REPORT**

Library Director Karen DeAngelo, reported the following:

- The library roof was leaking. Cooper Construction will use a new silicone product to seal the leak.
- Ms. DeAngelo will be in Denver next week attending the Library Association Annual Conference.
- Supervisor Szczepaniak read a library report from Councilwoman Stewart sent prior to the meeting that stated: The roof is leaking again. The town needs to consider the long term capital needs of the building we own. The roof has been an issue for years and we need to address it so that the library board can complete their five year plan this coming fall. The library also has concerns about the impact of raising the minimum wage as many of their staff are at that level. The Library Board and the Town Board need to consider whether the library should increase its budget, scale back on programs and resources, or cut hours.

## **BUILDING DEPARTMENT**

Tom Johnson, Building Inspector reports:

- The Board needs to have someone come and give an estimate for a new sound system in the Meeting Room.
- There is a single family home on Route 50 that has been illegally converted into a three family home without a building permit or Planning Board approval. Issues involved are septic system upgrade, fire separation and the requirement of the installation of a sprinkler system. A notice of violation was sent to the owner. A property management company stated they would handle the matter for the owner. After numerous attempts to get the company moving on these issues, an email was received stating that all ties have been severed with the owner of the property. A process server was hired to serve the owner an appearance ticket with a court date set for March 31st. If it is not possible to get the owner into court, it is requested the Town Board consider the possibility of condemnation. This is a safety hazard for the people living there without a sprinkler system. It is the Board's obligation to protect the residents; therefore they will have to meet as a Board of Health to decide the next step.

Council asked how much money does the Board want to spend to track down the owner to go to court. The Board can act as a Board of Health and condemn the property. Council will take a look at this and report at the next meeting.

Moving forward, Tom Johnson will get a list of the violations for the Board in preparation of meeting as a Board of Health.

## **WATER/HIGHWAY DEPARTMENT**

Water/Highway Superintendent Joe Whalen reported the following:

- Superintendent meetings: Saratoga County Town Highway Superintendents' meeting, Homeland Security training South Glens Falls fire house; County Waste, County Board

of Supervisors, Park Committee 6:30 p.m. Town Hall; Assemblyman Tedisco SWAP Fund, Advocacy Day in Albany; Energy broker w/Supervisor, Councilmen, Employee Union contract signing; Peckham on paving, reclamation, Tom Johnson, Stewarts on Church Ave., Thomas Ave. re: building in right of way, LEPC, auditors on 2014-15 road work, National Grid Municipal, Pallette Stone, Gorman Bros on paving, road work; Lynette on Jenkins Park trees, topsoil, Kathryn C.T. Male core samples of Beacon St., Saratoga County Emergency Service Comm.; Jacob Smith Eagle Scout project

- Worked on prices for top soil, order pipe, order tables for Community Room, paperwork for NYS Federal Surplus Property Assistance Program in order to purchase from it; schedule CPR/First Aid Training/AED for March 29<sup>th</sup> as union contract specifics.
- Work in garage on maintenance and repair of machinery and equipment and keep trucks ready for winter usage including sweeper and shoulder machine; clean garage, floor and drain, organize parts room, store and prepare seasonal equipment for use
- Build lift for Eastline Rd. pump house for lifting pumps when service, repairs needed.
- Work in Outlet Rd. brush dump removing construction debris and material dumped contrary to policy and push up
- Continue work on mounting brine tank on 904 for salt brine system
- Change batteries in radar signs
- Order, receive and stockpile salt and plow, salt and/or sand all Town roads when necessary including Town parking lots, firehouses, bike path, pump houses, library
- Alarm and Suppression- tests fire alarms Town Hall, Highway cold storage
- Work with Earth Care and Cut trees, limbs, brush in right of ways and over-hanging roads on Randall Rd., Devils, Diamond, Benedict, Mann, Tiffault, Lasher, Buell, Orchard, Jenkins Park with safety set up, chip and dump chips at garage
- Make and deliver loads of mulch to Highway parking lot and Outlet Rd.
- Prepare sweeper broom truck and start sweeping all Town roads and Town Hall parking lot keeping track of loads for MS4 report. The sweeper truck has been out the last two weeks and should finish in another couple of weeks.
- CPR, AED, First Aid training being held on March 29<sup>th</sup>.
- Check/inspect catch basins, culverts, drainage swales and ditches for flooding/freezing and clean out debris when necessary including thawing out frozen culverts
- Pothole repairs throughout Town
- Sign repairs and/or replacement throughout Town including installation of radar signs
- Mailbox repairs/replacement from damage done by plowing
- Superintendent review and signature of time cards, leave requests, reports, accounts payable and receivable vouchers
- Water employee training, lab
- Flush hydrants throughout Town have started and keep track of length of flow time
- Read meters Scotchbush, Paradowski pits, take pictures, pressure flow test.
- Respond to routine and/or emergency UFPO dig requests and do inspections.
- Deliver and obtain water samples; daily chlorine residuals, usage checks at pump station.
- Issue meters and permits for new water connections and do inspections.
- Prepare and send out spring water bills, revise when necessary and begin input of payments received.

## **COUNCIL MEMBERS REPORTS**

**Councilwoman Stewart** was absent but sent her report to Supervisor Szczepaniak to read:

**Parks:** The Parks & Rec Committee met on March 23<sup>rd</sup>. We separated into two groups and worked on a town-wide survey of park interests and infrastructure needs. Committee-member Mike Allocco is working on putting together that material. I will speak to the former land conservancy members and the library board regarding how they conducted their surveys. The second group worked on a proposal for a parking lot and repairs and reconstruction of the bridges. Bill Hagan provided a draft drawing of the parking area. It is for 20 cars with a turn-around area and a space for a kiosk and a bike rack. The County was OK with the proposed curb cuts. I will walk the area with Joe Whalen hopefully next week. I will file a request with PLAN. We need to arrange for a transfer of funds for the project. Mr. Hagan also had a proposal to repair the smaller bridge based upon work the Scouts had done in Onderdonk Park. The Town will pay about \$500 in materials and the Scouts will do the work as part of a community service project. The second bridge is larger and may require a different design. We need to complete these soon and prior to the historian's archeology project in July. After the survey is complete, we will work on finalizing a Master plan for Hawkwood and an over plan for parks and rec in the Town. Those documents will take longer to create and we can't wait to install parking and repair the bridges, both for safety concerns. A larger parking area can be done as the park becomes more actively used. It was decided not to attempt "truck worthy" bridges in the short term.

**Personnel:** The request to create a stormwater management officer position was sent to the County. We need a salary number. There will be list for assistant building inspectors soon. We need to post job descriptions on our website. I would request Executive Session at some point to discuss salary considerations for all those positions.

**Councilman Curtiss** reports the Farmland Protection Committee is still editing the language for the TDR. It is in the final stages for the Board's approval. He is requesting a continuation on TDR for the next meeting and also a discussion of a moratorium.

**Councilman Antoski** stated there have been issues with the rental of the Community Room. One of the issues is the room is not being left in the condition it was prior to renting and checklists not being done. Councilman Antoski states the current paperwork needs streamlining. The cleaning deposit fees may have to increase and non-for profits will be required to leave a deposit. The Community Room has had a fresh coat of paint and a new chair rail. The room needs to be taken care of. A closer look will be given at the issues and recommendations will be made in the near future.

**Councilman Goslin** would like to thank Highway Superintendent Whalen and Supervisor Szczepaniak for taking time from their busy day to go to Albany to represent the Town. He also thanked Highway Superintendent Whalen for making the mulch in the parking lot. Councilman Goslin conveyed an appreciation from Charlton Building Inspector, Bob Gizzi for the assistance of our Building Inspector, Tom Johnson, filling in while he was on vacation. At the Hawkwood property, an artifact has been found that dates back to late 1800s and early 1900s. It will be presented at the Town Board Meeting. He also found another well on the property.

As a member of the Eagle-Matt Lee Fire Co., No.1, he asks the Town to spend \$150 to purchase an ad in the 200th Anniversary Ad Journal to support the 200<sup>th</sup> anniversary of the fire company with their upcoming events. On June 25<sup>th</sup> there will be a parade through the village ending at the fairgrounds, refreshments, rides, games and entertainment are planned. There will be a golf tournament on May 16<sup>th</sup> at the Ballston Spa Country Club and needs sponsorships.

## **DISCUSSION:**

**Proposed Local Law 6** - residency change for Deputy Highway Superintendent. The procedure will be the same as Local Law 1 (residency change for Deputy Town Clerk II). A public hearing will be set tonight.

## **Katz PUDD**

Jason Dell, from Lansing Engineering, spoke on behalf of project developer, Mark Katz. This project is before the Planning Board and their next step is to be able to connect to water. They are here tonight to ask the Town Board's permission to connect to water. Mr. Dell explained where the project was located and what it entailed.

**Cornerstone Condos - Water Main Easement.**

This easement is for the Town to take over the water line. Kathryn Serra, engineer for C.T. Male, has given her approval. This is beneficial so hydrants are flushed and maintained properly.

**IT Systems/Accounting Intern**

There have been a few issues at Town Hall, but have been rectified by our current IT person. The Board showed an interest for an IT intern. Supervisor Szczepaniak did reach out to Ballston Spa and Burnt Hills-Ballston Lake High Schools. He did not hear anything back regarding an IT intern; however; he did hear from Burnt Hills-Ballston Lake High School about an accounting intern. Kaitlynn Kennedy-Loos will be our accounting intern and a discussion regarding her duties will be conducted.

Councilman Goslin would like to see a monthly financial report in a very simple format that shows exactly what money is taken in and what is being paid. An intern will be able to assist with this.

**RESOLUTON 16-060**

**AUTHORIZE THE SUPERVISOR TO SIGN THE ADDENDUM WITH SARATOGA COUNTY WATER AUTHORITY.**

A motion was made by Councilman Goslin and seconded by Councilman Antoski.

ADOPTED: Ayes 4 Supervisor Szczepaniak, Councilman Curtiss, Councilman Goslin and Councilman Antoski  
Nays 0

**RESOLUTION 16-061**

**APPROVE THE AGREEMENT TO SPEND HIGHWAY FUNDS FOR 2016**

A motion was made by Councilman Curtiss on the condition of deleting #3 (Equipment Purchases, Repairs) this amount of \$213,384 was already approved last year for the purchase of a new dump truck and deleting #4 (Snow and Ice Removal) which was approved earlier in the 2016 budget. Councilman Antoski seconded the motion.

ADOPTED: Ayes 4 Supervisor Szczepaniak, Councilman Curtiss, Councilman Goslin, and Councilman Antoski  
Nays 0

**RESOLUTION 16-062**

**APPROVE SETTING A PUBLIC HEARING FOR APRIL 12<sup>TH</sup> AT 6:20 P.M. FOR LOCAL LAW 6 OF 2016- RESIDENCY CHANGE FOR DEPUTY HIGHWAY SUPERINTENDENT.**

A motion was made by Councilman Curtiss and seconded by Councilman Antoski.

ADOPTED: Ayes 4 Supervisor Szczepaniak, Councilman Curtiss, Councilman Goslin, and Councilman Antoski  
Nays 0

Supervisor Szczepaniak mentions to the Board he received sign request from the Saratoga County Fairgrounds. The sign request currently does not meet our zoning. The request is for permission to have a 32 sq. ft. sign that will commemorate the 175th anniversary of the Saratoga County Fair. Fair staff will install and remove it. The sign will be placed the week of June 20th through the week of July 25th.

Councilman Goslin suggests turning this matter to Building Inspector Tom Johnson and the Zoning Board to see if this is an issue.

Councilman Curtiss announced it was recently declared at the Village of Ballston Spa meeting, the month of July will be Saratoga County Fair Month.

A motion was made by Councilman Antoski and seconded by Councilman Curtiss to adjourn the meeting. The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Carol A. Gumienny  
Town Clerk