



GUILDERLAND TOWN BOARD
TOWN BOARD ORGANIZATIONAL AND REGULAR MEETING
P A C K E T
JANUARY 3, 2023
07:00 PM

A G E N D A
GUILDERLAND TOWN BOARD
TOWN BOARD ORGANIZATIONAL AND REGULAR MEETING
JANUARY 3, 2023
07:00 PM

Pledge of Allegiance

Roll Call

Swearing-in Ceremony

Jacob Crawford (Town Board member)

2023 ORGANIZATIONAL MEETING

Organizational Agenda

1. Consider approving Schedule A's listing of appointments and authorizing the Town Supervisor to make provisional appointments.

Attachment: [Agenda 1.pdf](#)

2. Consider adopting Schedule B's meeting schedules for 2023 for the Town Board, Planning Board, Zoning Board of Appeals, Conservation Advisory Council, Industrial Development Agency, and Traffic Safety Committee.

Attachment: [Agenda 2.pdf](#)

3. Consider adopting Schedule C's designation of Fire Wardens, Fire Investigation Team, and Fire Inspectors for 2023.

Attachment: [Agenda 3.pdf](#)

4. Consider adopting Schedule D's designation of Town Board members and officials as liaisons for 2023.

Attachment: [Agenda 4.pdf](#)

5. Consider approving Schedule E's 2023 holiday schedule for non-union employees (except Transfer Station). The holiday schedule of union employees is per collective bargaining agreements.

Attachment: [Agenda 5_6.pdf](#)

6. Consider approving Schedule F's 2023 holiday schedule for the Transfer Station.

Attachment: [Agenda 5_6.pdf](#)

7. Consider authorizing the use of 2023 IRS approved mileage rates for reimbursing Town employees when authorized to use private vehicles on Town business.

8. Consider authorizing 2023 vendor overtime rates for the Police Department as recommended by the Town Comptroller.

Attachment: [Agenda 8.pdf](#)

9. Consider designating Adirondack Mountain Engineering, PC; Barton & Loguidice, DPC, Boswell Engineering; CHA Consulting, Inc; Creighton Manning; Delaware Engineering, DPC; Greenman-Pedersen, Inc.; Insite Northeast Engineering & Land Surveying, P.C.; Lansing Engineering, PC; and Spectra Environmental Group, Inc. as Town-designated engineers.

10. Consider designating First National Bank of Scotia, Key Bank, Citizens Bank, Pioneer Commercial Bank, NBT Bank and M&T Bank as the Town's official depositories.

11. Consider authorizing the Town Supervisor and Town Comptroller to invest Certificates of Deposit in designated official depositories with a third party holding the securities.

12. Consider authorizing the Town Supervisor and Town Comptroller to sign checks for the Town.

13. Consider designating the Town Supervisor as Affirmative Action Officer.

14. Consider designating the Town Supervisor as Emergency Response Officer.

15. Consider adopting the list of Town officers and employees who are required to file an annual statement of disclosure under the Town's Ethics Law ("Exhibit A").

Attachment: [Agenda 15.pdf](#)

16. Consider designating The Altamont Enterprise and Times Union as the Town's official newspapers.

Regular Meeting

Public Comment

Approval of minutes for the Board's December 6, 2022 meeting

Regular Meeting Agenda

1. Consider approving the following appointments as recommended by the Chief of Police:

- | | |
|-----------------------------------|-------------------------|
| • Sgt Joseph DeVoe | Lieutenant |
| • Officer Todd Roberts | Sergeant |
| • David Grant | Patrolman |
| • Grayson Heyward | Patrolman |
| • Justin Farrenkopf | Patrolman |
| • Phillip DiNovo | Patrolman |
| • Telecommunicator Stephen Witham | Senior Telecommunicator |
| • David DeBianco | Telecommunicator |
| • Catrini Caringi | Telecommunicator |

Attachment: [Agenda Item 1.pdf](#)

2. Consider the permanent appointment of Andrew Ostrowski to the position of Laborer in the Parks & Rec Department as recommended by the Personnel Assistant.

Attachment: [Agenda Item 2.pdf](#)

3. Consider approving the provisional appointment of Dana Rapp as Keyboard Specialist in the Parks & Rec Department as recommended by the Personnel Assistant.

Attachment: [Agenda Item 3.pdf](#)

4. Consider authorizing the Water & Wastewater Department to solicit bids for granulated activated carbon for 2023-24 for producing potable water as recommended by the Superintendent of Water & Wastewater Department.

Attachment: [Agenda Item 4.pdf](#)

5. Consider authorizing the Water & Wastewater Department to solicit bids for chemicals for producing potable water as recommended by the Superintendent of Water & Wastewater Department.

Attachment: [Agenda Item 5.pdf](#)

6. Consider approving, pursuant to NYS Town Law § 112, modifications to the 2022 adopted budget as recommended by the Fiscal Officer.

Attachment: [Agenda Item 6.pdf](#)

Attachment: [SSupervisor23010313260.pdf](#)

7. Consider directing the Planning Board to suspend review of the Gun Club Road subdivision application until matters cited in the Town-issued cease and desist orders and other potential violations are resolved and authorize the Town Attorney to seek injunctive relief against further violations.

Adjournment

SCHEDULE A
APPOINTMENTS 2023
ALL ONE YEAR TERMS UNLESS NOTED

1. Rosemary Centi – Deputy Supervisor
2. James Melita, Esq – Town Attorney (term expires Dec. 31, 2024)
3. Patricia Wilson, Esq – Assistant Town Attorney (term expires Dec. 31, 2024)
4. Dr. Don Doynow - Medical Director
5. Heather Weinhold - Marriage Officer
6. Ann C. Wemple-Person - Town Historian
7. Stephen Feeney - Planning Board Chair
8. Christopher Longo - Planning Board Member (term expires Dec. 31, 2029)
9. Elizabeth Lott - Zoning Board of Appeals Chair
10. Nicole Ventresca-Cohen - Zoning Board Member (term expires Dec. 31, 2027)
11. Kevin McDonald- Zoning Board Member (term expires Dec. 31, 2024)
12. Stephen Albert - Zoning Board of Appeals Alternate Member
13. John Wemple - Conservation Advisory Council Chair
14. Cody Arana - Conservation Advisory Council Member
15. Caitlin Ferrante - Conservation Advisory Council Member
16. Elizabeth Markham - Conservation Advisory Council Member
17. Darrell McKnight - Conservation Advisory Council Member
18. Matthew Minnifield - Conservation Advisory Council Member
19. Margaretann Paczkowski - Conservation Advisory Council Member
20. Sindi Saita - Conservation Advisory Council Member
21. Steve Sawicki - Conservation Advisory Council Member
22. Sergeant Todd Roberts - Traffic Safety Committee Chair
23. Frank Casey - Traffic Safety Committee Member
24. Ken Kennedy - Traffic Safety Committee Member
25. Ellen Manning - Traffic Safety Committee Member
26. Erin Neiles - Traffic Safety Committee Member
27. Patricia Slavick - Traffic Safety Committee Member
28. Brian Wilson - Traffic Safety Committee Member
29. Shelley Johnston - Industrial Development Agency Chair
30. Christopher Bombardier - Industrial Development Agency
31. Daniel Centi - Industrial Development Agency Member
32. Vera Dordick - Industrial Development Agency Member
33. Kevin Hicks - Industrial Development Agency Member
34. Paul Pastore - Industrial Development Agency Member
35. William Smart - Industrial Development Agency Member
36. Joseph Scott, Esq. - Bond Counsel to Town

AGENDA ITEM #2

Schedule B
2023 Board and Committee Meeting Dates

Town Board at 7:00pm	Planning Board at 7:00pm	Zoning Board of Appeals at 7:00pm	Conservation Advisory Council at 7:00pm	Industrial Development Agency at 7:00pm	Comprehensive Plan Update Committee at 7:00pm	Development Planning Committee at 10:00am	Traffic Safety Committee at 7:00pm
January 3	January 11	January 18	January 9	January 24	January 10	January 18	February 21
January 17	January 25	February 1	February 13	February 28	March 14	February 15	May 30
February 7	February 8	February 15	March 13	March 28	May 9	March 15	June 13
March 7	February 22	March 1	April 17	April 25	July 11	April 19	August 8
March 21	March 8	March 15	May 8	May 23	September 12	May 17	
April 4	March 22	April 19	June 12	June 27	November 14	June 21	
April 18	April 26	May 3	July 10	July 25		July 19	
May 2	May 10	May 17	August 14	August 22		August 16	
May 16	May 24	June 7	September 11	September 26		September 20	
June 6	June 14	June 21	October 16	October 24		October 18	
June 20	June 28	July 19	November 13	November 28		November 22	
July 18	July 12	August 16	December 18	December 26		December 20	
August 15	August 9	September 6					
September 5	September 13	September 20					
September 19	September 27	October 4					
October 3	October 11	October 18					
October 10	October 25	November 1					
October 17	November 8	November 15					
October 17	December 20	December 6					
October 19							
November 2							
November 21							
December 5							
December 19							

	Budget Workshop-Meeting starts at 6:00pm.
	Budget Public Hearing and Town Board Meeting.
	Tentative Dates-Subject to change. All changes will be posted on the website.

AGENDA ITEM #3

SCHEDULE C
Fire Operations Cars
Fire Investigators
Fire and Building Inspectors

Town of Guilderland Chiefs Association

- Car 1 Chairman – Mike Dempsey
- Car 2 Secretary – Scott Jill
- Car 3 Training – Guy Comparetta
- Car 4 Tower / Field Comm. - Ted Raymond
- Car 5 Communications – John Mahoney
- Car 6r -Resource / Logistics - Mike Costabile
- Car 7 Fire Prevention -Ted Raymond
- Car 8 Public Information – Nicholas Fahrenkopf
- Car 9 Safety Officer – David Juron
- Car 10 Treasurer- Paul Fuino

Town of Guilderland Fire Investigators

- Car 71 Zac Collen
- Car 72 Joe Normandin
- Car 73 Don Jones
- Car 74 Dan McNally
- Car 76 Ted Raymond
- Car 77 Paul Miller
- Car 78 Dave Juron
- Car 79 Jackie Coons

***Town of Guilderland Fire Inspectors /
Code Enforcement***

- Car 75 Kevin Efaw
- Car 76 Ted Raymond
- Car 77 Paul Miller

Town of Guilderland Building Inspectors

- Car 33 Jackie Coons
- Car 55 Lou Vitelli

AGENDA ITEM #4

SCHEDULE D
LIAISONS

Animal Control/Animal Shelter	Jacob Crawford & Christine Napierski
Assessor	Rosemary Centi
Building/Zoning/Fire Protection/Planning	Peter Barber & Christine Napierski
Chamber of Commerce	Amanda Beedle
Community Caregivers/Food Pantries	Peter Barber & Amanda Beedle
Community Gardens	Rosemary Centi
Comptroller/Human Resources	Peter Barber
Conservation Advisory Council	Peter Barber & Jacob Crawford
Court	Jacob Crawford & Christine Napierski
Emergency Medical Services	Peter Barber & Jacob Crawford
Ethics Board	Town Attorney
Federal, State & Municipal	Peter Barber
Fire Chiefs	Rosemary Centi
Golf Course	Christine Napierski
Guilderland Central School District/Library	Peter Barber & Amanda Beedle
Highway/Transfer Station	Peter Barber & Christine Napierski
Industrial Development Agency	Amanda Beedle
Information Technology	Christine Napierski
Neighborhood Associations	Peter Barber & Jacob Crawford
Parks & Rec	Peter Barber & Amanda Beedle
Police/Dispatch	Peter Barber & Rosemary Centi
Senior Services	Jacob Crawford
Town Attorney	Peter Barber
Town Clerk/Receiver of Taxes	Rosemary Centi
Town Historian	Rosemary Centi
Traffic Safety Committee	Amanda Beedle & Christine Napierski
Village of Altamont/Altamont Library	Peter Barber & Amanda Beedle
Water & Wastewater Management	Jacob Crawford & Christine Napierski
YMCA	Christine Napierski

AGENDA ITEM #5

**Schedule E
Town of Guilderland
2023 Holidays**

Town Facilities will be closed to observe the following holidays.

Monday, January 16	Martin Luther King Day
Monday, February 20	Presidents Day
Friday, April 7	Half Day - Good Friday/Passover (Town Hall closing at 12:30 P.M.)
Monday, May 29	Memorial Day
Monday June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Tuesday, November 7	Election Day (Floater)
Friday, November 10	Veterans Day (Observed)
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day After Thanksgiving
Monday, December 25	Christmas Day
Monday, January 1	New Year's Day 2024

**Schedule F
Guilderland Transfer Station
2023 Holidays**

AGENDA ITEM #6

The Transfer Station will be closed to observe the following holidays.

Tuesday, January 17	Martin Luther King Day
Tuesday, February 21	Presidents Day
Saturday, April 8	Half Day - Good Friday/Passover (Transfer Station closing at 11:30 A.M.)
Saturday, May 27	Memorial Day
Saturday June 17	Juneteenth
Tuesday, July 4	Independence Day
Saturday, September 2	Labor Day
Tuesday, October 10	Columbus Day
Tuesday, November 7	Election Day (Floater)
Saturday, November 11	Veterans Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day After Thanksgiving
Saturday, December 23	Christmas Day
Saturday, December 30	New Year's Day 2024

AGENDA ITEM #5

**Schedule E
Town of Guilderland
2023 Holidays**

Town Facilities will be closed to observe the following holidays.

Monday, January 16	Martin Luther King Day
Monday, February 20	Presidents Day
Friday, April 7	Half Day - Good Friday/Passover (Town Hall closing at 12:30 P.M.)
Monday, May 29	Memorial Day
Monday June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Tuesday, November 7	Election Day (Floater)
Friday, November 10	Veterans Day (Observed)
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day After Thanksgiving
Monday, December 25	Christmas Day
Monday, January 1	New Year's Day 2024

**Schedule F
Guilderland Transfer Station
2023 Holidays**

AGENDA ITEM #6

The Transfer Station will be closed to observe the following holidays.

Tuesday, January 17	Martin Luther King Day
Tuesday, February 21	Presidents Day
Saturday, April 8	Half Day - Good Friday/Passover (Transfer Station closing at 11:30 A.M.)
Saturday, May 27	Memorial Day
Saturday June 17	Juneteenth
Tuesday, July 4	Independence Day
Saturday, September 2	Labor Day
Tuesday, October 10	Columbus Day
Tuesday, November 7	Election Day (Floater)
Saturday, November 11	Veterans Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day After Thanksgiving
Saturday, December 23	Christmas Day
Saturday, December 30	New Year's Day 2024

AGENDA ITEM #8

2023 Vendor OT

Job Class	TTL HRLY RATE
POLICE 1ST SERGEANT	133.31
POLICE DETECTIVE	122.28
POLICE SERGEANT	120.68
POLICE OFFICER	96.92
SENIOR TELECOMMUNICATOR	87.01
TELECOMMUNICATOR	53.76

S:\HR\PAYROLL\Vendor OT Rates\Vendor OT Rates - 2023

Summary

AGENDA ITEM #15

EXHIBIT A
Town Officers and Employees Required to File
Annual Statement of Disclosure

The following employees and members of the listed boards, agency, and council are required to file an Annual Statement of Disclosure:

- | | |
|---|--|
| Supervisor | Chief of Police |
| Town Board | Deputy Police Chief |
| Town Attorney | Captain |
| Assistant Town Attorney | Lieutenant |
| Town Clerk | Clerk to the Justice |
| Receiver of Taxes | Medical Director |
| Town Planner | EMS Director |
| Town Historian | Director of EMS Operations |
| Assessor | Director of Human Resources |
| Comptroller | Personnel Administrator |
| Fiscal Officer | Superintendent of Highways |
| Zoning & Building Inspector | Superintendent of Water and Wastewater |
| Building Inspector | Superintendent of Transfer Station |
| Fire Inspector | Town Park Foreman |
| Zoning Board of Appeals | Water & Sewer Maintenance Foreman |
| Planning Board | Highway Foreman |
| Conservation Advisory Council | Transfer Station Foreman |
| Conservation Easement Program Committee | Coordinator, Senior Services |
| Board of Assessment Review | Registrar |
| Ethics Board | Golf Professional |
| Industrial Development Agency | Public Relations Officer |
| Counsel, Industrial Development Agency | Grants Writer |
| CEO, Industrial Development Agency | Clerk to the Supervisor |
| CFO, Industrial Development Agency | Confidential Secretary to the Supervisor |
| Comprehensive Plan Update Committee | |



AGENDA ITEM #1

PETER G. BARBER
SUPERVISOR

DANIEL P. MCNALLY
CHIEF OF POLICE

To: Supervisor Barber
Town Board Members

From: Chief Daniel P. McNally

Re: 2023 Promotional and Hiring Memo

Date: December 19, 2022

I concur with the recommendations presented by the respective interview committees and therefore please consider the following proposal to fill 2023 vacant positions and to address promotions within the Guilderland Police Department:

Consider promoting Sgt Joseph DeVoe to the rank of Lieutenant. This position will fill the vacant command position created by the retirement of Deputy Chief Curtis Cox.

Consider promoting Officer Todd Roberts to the rank of Sergeant to fill the vacancy created by the promotion of Sgt DeVoe to Lieutenant.

Consider hiring Officer David Grant to the position of patrolman to fill the vacancy created by the promotion of Officer Roberts to Sergeant. Officer Grant is a lateral transfer from the Troy Police Department.

Consider hiring Deputy Grayson Heyward to the position of patrolman to fill the vacancy created by the retirement of Officer Nicholas Ingle. Deputy Heyward is a lateral transfer from the Albany County Sheriff's Department.

Consider hiring Officer Justin Farrenkopf to the position of patrolman to fill the vacancy created by the resignation of Officer Kasey Straus. Officer Straus accepted a position as a NYS Trooper. Officer Farrenkopf is a lateral transfer from the Walkkill Police Department.

Consider hiring Officer Phillip DiNovo to a position of patrolman created by the addition of a fifth sergeant. This new position was previously approved by the board and included in the 2023 budget. Officer DiNovo is a lateral transfer from the Albany Police Department. The promotion of the fifth sergeant will be made in April which allows time

for the new officer to be fully trained and out of the Field Training Program.

Consider promoting Telecommunicator Stephen Witham to the position of Senior Telecommunicator. This supervisory position will provide oversight and training needs on the Afternoon Shift.

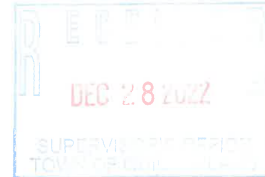
Consider hiring David DeBacco to the position of Telecommunicator to fill the vacancy created by the resignation of Katlain Cullpepper.

Consider hiring Catrini Caringi to the position of Telecommunicator to fill the vacancy created by the resignation of Jordan Alburger.

If approved a formal swearing in ceremony will be held on January 6, 2023. Thank you for your continued support and for your time and consideration in this proposal.

AGENDA ITEM #2

TOWN OF GUILDERLAND
P.O. BOX 339
GUILDERLAND, NY 12084
(518) 356-1980

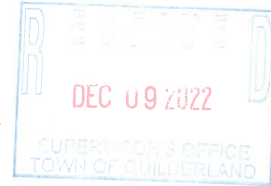


INTER-OFFICE MEMORANDUM

TO: Peter G. Barber, Town Supervisor and Board Members
FROM: Kaitlyn Craig, Personnel Assistant I
DATE: December 27, 2022
RE: Town Board Agenda item(s)

Please consider the Permanent Appointment of Andrew Ostrowski for the position of Laborer in the Parks and Recreation Department.

AGENDA ITEM #3



TOWN OF GUILDERLAND
P.O. BOX 339
GUILDERLAND, NY 12084
(518) 356-1980

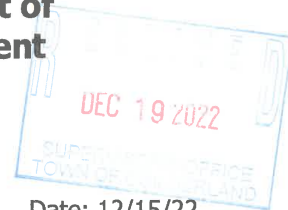
INTER-OFFICE MEMORANDUM

TO: Peter G. Barber, Town Supervisor and Board Members
FROM: Kaitlyn Craig, Personnel Assistant I
DATE: December 5, 2022
RE: Town Board Agenda item(s)

Please consider the Provisional Appointment of Dana Rapp for the position of Keyboard Specialist in the Parks and Recreation Department.

AGENDA ITEM #4

Memo
Town of Guilderland Department of
Water & Wastewater Management



From: Timothy McIntyre, Superintendent
Department of Water & Wastewater Management

Date: 12/15/22

To: Peter Barber

Re: Board Agenda Jan. 10th 2023 – (Granulated Activated Carbon)

Consider the department of Water and Wastewater to solicit bid for the supply of Granulated Activated Carbon. (GAC), for 2023 -2024 to be use in the production of potable water.

Thank you for your consideration with this request.

AGENDA ITEM #5

Memo
Town of Guilderland Department of
Water & Wastewater Management



From: Timothy McIntyre, Superintendent
Department of Water & Wastewater Management

Date: 12/19/22

To: Peter Barber

Re: Board Agenda Jan. 10th 2023 – (Chemical Bids)

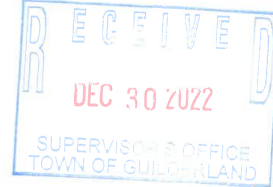
Consider the department of Water and Wastewater to solicit bid for the supply of Chemicals, for 2023 -2024 to be use in the production of potable water.

Thank you for your consideration with this request.

AGENDA ITEM #6

Memorandum

TO: TOWN SUPERVISOR, TOWN BOARD MEMBERS
FROM: FISCAL OFFICER
SUBJECT: BUDGET MODIFICATIONS
DATE: TOWN OF GUILDERLAND BOARD MEETING
 JANUARY 3, 2023



► In accordance with authority in Town Law Section 112, consider authorizing the following budget modifications to provide additional funding for amounts made or to be made in excess of the appropriation provided in the 2022 adopted budget.

Department	Object	Code	Increase/ (Decrease)
1 <i>To amend the budget for the following ARPA purchases: EMS Fly-car upfit, IT mobile presentation system, IT fuel integration system for EMS, Court security door, Police VMS sign and body cameras, first payment for Police Motorola Console. Note these were all previously approved by the Town Board.</i>			
EMS	Equip/Capital Outlay	A3121.2	12,809.92
IT	Equip/Capital Outlay	A1669.2	1,511.95
IT	Contractual	A1669.4	24,328.13
Court	Equip/Capital Outlay	A1110.2	2,437.50
Police	Equip & Capital Outlay	B3120.2	178,122.96
Transfer to Other Fund	Transfer to Other Fund	A9901.9	178,122.96
General Fund Revenue	Interfund Revenue	B5031	178,122.96
General Fund A Revenue	Federal Aid (ARPA)	A4089	219,210.46
2 <i>To amend the budget for money received from the IDA for the comprehensive plan and work done through the end of the year.</i>			
Other Econ & Develop	Contractual	A6989.4	50,000.00
General Fund A Revenue	Community Development Incc	A2170	50,000.00
3 <i>To amend the budget to actual amount received and spent for CHIPS funding.</i>			
Highway- CHIPS	Contractual	DB5112.4	40,717.00
Highway Fund Revenue	State Revenue- CHIPS	DB3501	40,717.00
4 <i>To amend the budget per the attached request from the Highway Superintendent for salt purchase.</i>			
Highway- Repairs	Contractual		(40,000.00)
Highway- Snow	Contractual		40,000.00
5 <i>To amend the budget to account for audit costs incurred during 2022. Note prior year budget line was not spent or transferred.</i>			
Auditor	Contractual	A1320.4	16,750.00
General Fund	Fund Balance	A0909	(16,750.00)



Peter G. Barber
Town Supervisor

Gregory J. Wier
Highway Superintendent

TOWN OF GUILDERLAND
HIGHWAY DEPARTMENT
P.O. BOX 162
6338 FRENCH'S MILL RD.
GUILDERLAND CENTER, NY. 12085

To:
Jessica Olszowy
MaryJo Leonard

1/3/2023

Re: Transfer Request

Please make the following adjustments to the Highway Department budget lines. If any of the transfers need town board approval, please have them added to the next Town Board agenda.

Move from DB5110.604401 \$40,000.00 to DB5142.604110

Respectfully Submitted

Gregory J. Wier