

TOWN BOARD MINUTES  
TOWN OF POESTENKILL  
YEAR-END MEETING  
December 29, 2016  
(Not approved at time of distribution)

ROLL CALL AS FOLLOWS

Councilwoman Butler	Present
Councilman Hass	Present
Councilman Van Slyke	Present
Councilman Wohlleber	Present
Supervisor Jacangelo	Present

NON VOTING MEMBERS

Susan Horton, Town Clerk  
Patrick Tomaselli, Attorney

Motion by Hass, seconded by Butler and carried that the year-end bills had been audited for payment.

Supervisor Jacangelo opened the meeting with the Pledge of Allegiance and opened the floor for comments at 6 p.m. However, there was no audience but the Supervisor felt that perhaps the Board might have some comments but they did not.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes to accept the Town Clerk's minutes of the December 15, 2016 Town Board meeting as amended.

Action Items:

Town Hall Lift- Supervisor Jacangelo stated that he only received two complete proposals for the lift with the one from Easy Lift being substantially lower than the second one with the same equipment for both. Easy Lift's proposal is for approximately \$24,000. Discussion followed among Board Members pertaining to the installation of a moisture barrier in the elevator lift area. There were also questions as to when the lift would be installed. Supervisor Jacangelo stated that the equipment will not even be delivered until at least February and then there is no guarantee of that date either. However, when the equipment is delivered, Supervisor Jacangelo stated he would then get a commitment as to when it would be installed. Motion by Hass, seconded by Van Slyke and an oral vote of 5 ayes accepting the bid from Easy Lift in the amount of approximately \$24,000 for the Town Hall Elevator Lift.

RESOLUTIONS # 36-40-2016 were formally voted on at the December 15, 2016 meeting but the paperwork was part of tonight's meeting.

RESOLUTIONS #41-2016—IN THE MATTER OF ACCEPTING THE BID FROM EASY LIFT IN THE AMOUNT OF APPROXIMATELY \$24,000 FOR THE ELEVATOR LIFT

MOVED BY: Councilman Hass

SECONDED BY: Councilman Van Slyke

VOTED UPON AS FOLLOWS:

Councilwoman Butler	YES
Councilman Hass	YES

Councilman Van Slyke	YES
Councilman Wohlleber	YES
Supervisor Jacangelo	YES

## Budget Transfers:

Resolution #42-2016-IN THE MATTER OF THE TRANSFER OF CERTAIN WATER BUDGET FUNDS- RESOLVED, that it is hereby authorized and directed as follows: That the sum of \$1,293.60 be transferred from Water Budget fund line item 8310.1 (Water Manager) to Water Budget fund line item 8310.11 (Water Assistant).

MOVED BY: Councilman Hass  
 SECONDED BY: Councilman Van Slyke

## VOTED UPON AS FOLLOWS:

Councilwoman Butler	YES
Councilman Hass	YES
Councilman Van Slyke	YES
Council man Wohlleber	YES
Supervisor Jacangelo	YES

Resolution # 43-2016-IN THE MATTER OF THE TRANSFER OF CERTAIN HIGHWAY BUDGET FUNDS-RESOLVED, that it is hereby authorized and directed as follows: That the sum of \$2,126.30 be transferred from Highway Budget fund line item 25110.4 (General Repairs) to Highway Budget fund line item 25130.4 9Machinery).

MOVED BY: Councilman Wohlleber  
 SECONDED BY: Councilman Hass

## VOTED UPON AS FOLLOWS:

Councilwoman Butler	YES
Councilman Hass	YES
Councilman Van Slyke	YES
Councilwoman Wohlleber	YES
Supervisor Jacangelo	YES

Resolution #44-2016-IN THE MATTER OF THE TRANSFER OF CERTAIN GENERAL BUDGET FUNDS-RESOLVED, that it is hereby authorized and directed as follows: That the sum of \$117.49 be transferred from General Budget fund line item 11990.4 (Contingent) to General Budget fund line items 13620.1 (Code Enforcement Clerk); and That the sum of \$852.60 be transferred from General Budget fund line item 11990.4 (Contingent) to General Budget fund line item 11240.1 (Secretarial); and That the sum of \$279.05 be transferred from General Budget fund line item 11990.4 (Contingent) to General Budget fund line item 11355.1 (Assessor); and that the sum of \$570.36 be transferred from General Budget fund line item 11420.4 (Attorney Contractual) to General Budget fund line item 11420.1 (Attorney); and That the sum of \$275.00 be transferred from General Budget fund line item 11990.4 (Contingent) to General Budget fund line item 13510.4 (Dog Control-Contractual); and That the sum of \$1,103.03 be transferred from General Budget fund line item 19060.8 (Emp. Med. Hospital) to General Budget fund line item 15010.1 (Highway Superintendent).

MOVED BY: Councilwoman Butler  
 SECONDED BY: Councilman Wohlleber

## VOTED UPON AS FOLLOWS:

Councilwoman Butler	YES
Councilman Hass	YES
Councilman Van Slyke	YES
Councilwoman Wohlleber	YES
Supervisor Jacangelo	YES

## Payment of Bills:

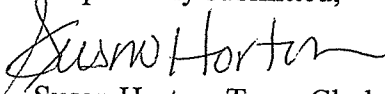
Motion by Hass, seconded by Van Slyke and an oral vote of 5 ayes to pay Warrant #25 -2016 in the amount of \$31,439.25. Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes to pay Warrant #26-2016 in the amount of \$1,818.50.

Supervisor Jacangelo reported that D. Niebhur owner of the Town's Animal Shelter, Creekside Kennel was in to talk to him about the issues that are occurring at the shelter when people come in to retrieve their pet and the dog is not licensed; the workers at the Shelter are being threatened. Dogs cannot be released without a license. Supervisor Jacangelo stated that he would add the rules and regulations of getting the owners animal back from Creekside Kennel on the Town's website.

Organizational Meeting will be on January 5, 2017 at 7 p.m.

Motion by Hass, seconded by Butler and an oral vote of 5 ayes to adjourn this meeting at 7:02 p.m.

Respectfully submitted,

  
Susan Horton, Town Clerk

ORGANIZATIONAL MINUTES  
TOWN OF POESTENKILL  
JANUARY 5, 2017  
(Not approved at time of distribution)

ROLL CALL AS FOLLOWS:

Councilwoman Butler	Present
Councilman Hass	Present
Councilman Van Slyke	Present
Councilman Wohlleber	Present
Supervisor Jacangelo	Present

NON VOTING MEMBERS:

Susan Horton, Town Clerk  
Patrick Tomaselli, Town Attorney

Supervisor Jacangelo opened the meeting at 7 p.m. with the Pledge of Allegiance and asked if there were any comments and no one wanted to speak.

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes to appoint Patrick Tomaselli Town Attorney at an annual salary of \$35,473 to be paid monthly, for normal and usual affairs of the Town. To the extent that Mr. Tomaselli performs legal services on special matters, he is entitled to and shall receive compensation at the rate of \$150 per hour plus expenses. Special matters are defined as follows: Preparation for prosecution or defense of, negotiation and settlement efforts related to and any other reasonable and necessary services in connection with any actual or threatened litigation, administrative proceeding, special proceeding or arbitration, including such matters as notices of claim, pre-litigation hearings and discovery proceedings, tax certiorari matters, administrative and judicial appeals, representation of special districts for the providing of municipal services, and such other matters as the Town Board shall from time to time determine.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes to set the annual salary of the Town Supervisor, Dominic J. Jacangelo at \$16,000 to be paid monthly.

Motion by Van Slyke, seconded by Wohlleber and an oral vote of 5 ayes to recognize the Supervisor's appointment of June Butler as Deputy Town Supervisor, and set the annual salary for said position at \$2,000 to be paid monthly.

Motion by Supervisor Jacangelo, seconded by Butler and an oral vote of 5 ayes, to set the annual salary for the four Councilmembers (June Butler, David Hass\*, Harold Van Slyke and Eric Wohlleber at \$4,120 each to be paid monthly. \*Councilmember Hass stated that he does not want a salary.

Motion by Butler, seconded by Hass and an oral vote of 5 ayes, to recognize the Supervisor's appointment of Michelle Asquith, as Secretary to the Town Supervisor and bookkeeper, at an hourly rate of \$25.75, to be paid weekly.

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes to set the annual salary of the Town Clerk/Tax Collector, Susan Horton, at \$40,787 to be paid bi-weekly.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes, to appoint Susan Horton, Receiver of Water Charges at \$3,090, with a term to expire 12/31/17 and paid bi-weekly.

Motion by Van Slyke, seconded by Bulter and an oral vote of 5 ayes to recognize the Town Clerk's appointment of Vivian Kelly as Deputy Town Clerk and also Deputy Tax Collector with an hourly wage of \$18.29 for said positions to be paid monthly with a term to expire 12/31/17.

Motion by Supervisor Jacangelo, seconded by Butler and an oral vote of 5 ayes, to appoint Susan Horton, Registrar of Vital Statistics at \$2,627 with a term to expire 12/31/17 and paid bi-weekly.

Motion by Butler, seconded by Hass and an oral vote of 5 ayes, to recognize the appointment of Vivian Kelly as Deputy Registrar of Vital Statistics at no salary, term to expire 12/31/17.

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes, to set the annual salary of the Superintendent of Highways, Toby Chadwick, at \$60,711 to be paid weekly. He is also entitled to the same benefits as described in the current highway employee agreement with monthly reports submitted to the Town Board.

Motion by Wohlleber, seconded by Hass and an oral vote of 5 ayes, to set the annual salary of the Town Justices, Thomas F. Slavin, Jr. and Gregory Kronau, at \$8,550.39 each, to be paid monthly with reports submitted monthly.

Motion by Van Slyke, seconded by Hass and an oral vote of 5 ayes to appoint Terry Houser, as Clerk to the Town Justices, at an hourly rate of \$19.62 for a maximum of 20 hours per week, to be paid weekly.

Motion by Supervisor Jacangelo, seconded by Hass and an oral vote of 5 ayes to appoint Lana Cassidy as Clerk to the Building Inspector at an annual salary of \$5,150 to be paid monthly.

Motion by Butler, seconded by Hass and oral vote of 5 ayes to appoint Lana Cassidy, Clerk to the Assessor at an annual salary of \$15,701.

Motion by Hass, seconded by Wohlleber and oral vote of 5 ayes to appoint Lana Cassidy Clerk to the Water Superintendent at an annual salary of \$2,060 to be paid monthly.

Motion by Butler, seconded by Hass to appoint Paul Barringer Building Inspector/Code Enforcement Officer at an hourly rate of \$30 to be paid bi-weekly with monthly reports submitted.

Motion by Van Slyke, seconded by Butler and an oral vote of 5 ayes to appoint Paul Barringer as MS4 Liaison at no salary with a term to expire 12/31/17. If it gets to the point where their budget line is depleted there will be a budget transfer.

Motion by Jacangelo, seconded by Butler and an oral vote of 5 ayes to appoint Brian Jackson as Data Collector with the use of the town vehicle at no salary.

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes, to appoint Leonard Clapp, Water Superintendent at an hourly rate of \$25 to be paid monthly with monthly reports to be submitted.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes to appoint Leonard Clapp as the 811 Coordinator at no salary with a term to expire 12/31/17. If it gets to the point

where their budget line is depleted there will be a budget transfer.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes recognizing the following members of the Board of Assessment Review which are 5-year terms:

William Weber	Term to expire	9/30/2021
Philip LaRocque	Term to expire	9/30/2020
Donna Young	Term to expire	9/30/2018

The salary is to be paid by voucher at \$100 per member per year.

Motion by Van Slyke, seconded by Butler and an oral vote of 5 ayes, to appoint Lisa Bouchard as Town Hall Custodian at an hourly rate of \$14.35 for 10 hours per week (with 2 extra hours when needed) to be paid monthly.

Motion by Supervisor Jacangelo, seconded by Van Slyke and an oral vote of 5 ayes, to appoint Linda Sagendorf Town Historian at an annual salary of \$4,126 to be paid quarterly, with a term to expire 12/31/17. Monthly reports to be submitted to the Town Board.

Motion by Butler, seconded by Van Slyke and an oral vote of 5 ayes to appoint Tom Russell as Chairperson to the Planning Board at an annual salary of \$1,406 to be paid quarterly and to expire 12/31/17 and set the annual salary of the Planning Board Members at \$1,043.46 each to be paid quarterly. Also, to appoint William Daniel as Planning Board Member to a new 7-year term to expire 12/31/2023. Planning Board Members with their expiration dates are as follows:

William Daniel	12/31/2023
Judy Grattan	12/31/2022
Tom Russell	12/31/2021 (as member)
Robert Dore	12/31/2020
Harvey Teal	12/31/2019
Jeffrey Briggs	12/31/2018
Donald Heckelman	12/31/2017
(Vacant)	12/31/2017 (as alternate)

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes, to appoint Lynn Kane as Secretary to the Planning Board at an hourly rate of \$13.75 to be paid bi-weekly.

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes, to appoint Robert Ryan as Planning Board Attorney at an annual salary of \$5,411.10 to be paid monthly.

Motion by Van Slyke, seconded by Butler and an oral vote of 5 ayes, to re-appoint Paul Jamison as Chairman to the Zoning Board with a term to expire 12/31/17 at an annual salary of \$1,044, to be paid quarterly. Set the annual salary of Zoning Board Members including the Alternate Member at \$652 each to be paid quarterly and appoint Timothy Hoffay as a new 5-year member to the Zoning Board with a term to expire 12/31/2021

Other ZBA Members and term expiration dates are:

Timothy Hoffay	12/31/2021
Kevin McGrath	12/31/2020
Cheryl Sarjent	12/31/2019
Paul Jamison	12/31/2018 (member)
Terry Lantry	12/31/2017
(Vacant)	12/31/2017 (alternate)

Supervisor Jacangelo reported that Frank Burzesi had exceeded his term limits and was thanked for his service to the town.

Motion by Butler, seconded by Hass and an oral vote of 5 ayes, to appoint Lynn Kane as Secretary to the ZBA at an hourly rate at \$13.75 to be paid bi-weekly.

Motion by Supervisor Jacangelo, seconded by Wohlleber and an oral vote of 5 ayes to appoint Paul Kietzman Chairman of the Ethics Board with a term to expire 12/31/17 and to reappoint him to a new 5-year term to expire 12/31/2021. Motion by Supervisor Jacangelo, seconded by Wohlleber and an oral vote of 4 ayes with 1 abstention from Councilman Van Slyke to re-affirm the following members of the Ethics Board and their term expirations as members are:

Paul Kietzman	12/31/2021
Susan Pattenaude	12/31/2020
Patrick Tomaselli	12/31/2019
Connie Van Slyke	12/31/2018
Jill Gresens	12/31/2017
Paul Kietzman	12/31/2017 (Chairman)

T. Jacangelo questioned whether Mrs. Van Slyke serving on this Board would be a conflict and it was stated by several Town Board members that this had been discussed last year and they found no conflict.

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes to designate Ryan-Biggs Associates as Engineer to the Town as an independent contractor on an as needed basis at an hourly rate to be agreed upon between the Town and Ryan-Biggs Associates Engineering.

Motion by Wohlleber, seconded by Hass and an oral vote of 5 ayes, to appoint Catherine Crawmer as the Dog Control Officer at an annual salary of \$7,409 to be paid monthly with complete monthly reports submitted.

Motion by Van Slyke, seconded by Hass and an oral vote of 5 ayes, to appoint Katie Anthony as Recreational Director/Camp Director at an annual salary of \$6,180/\$3,090 to be paid monthly with reports to be submitted monthly.

Motion by Supervisor Jacangelo, seconded by Hass and an oral vote of 5 ayes, to set the mileage reimbursement at \$.53.5 per mile.

Motion by Butler, seconded by Hass and an oral vote of 5 ayes to appoint the following to the Water Benefit Review Board. As provided by Local Law #5-2010, Municipal Water Use Law of the Town. The members serve for a 3-year term. Members of the Water Benefit Review Board are as follows:

Linda Emery	term to expire 12/31/2019
Keith Davis	term to expire 12/31/2018
Tim Anastasio	term to expire 12/31/2017

Such members to serve without compensation but are entitled to re-imbusement of their actual and necessary expenses which shall be a charge to the Water District. They may elect from its members a person to act as Chair until 12/31 of each year.

Motion by Wohlleber, seconded by Butler and an oral vote of 5 ayes, to set the water rates for 2017 at \$4.55 per 1000 gallons of water, \$40 minimum on hydrant water sale and \$225 residential meter cost, \$300 on wet tap inspection fee.

Motion by Hass, second by Wohlleber and an oral vote of 5 ayes recognizing the following members to the Workplace Violence Committee. The members are as follows:

- Paul Kietzman
- Patrick Tomaselli
- Sue Pattenaude
- Jill Gresens
- Connie Van Slyke

Motion by Wohlleber, seconded by Van Slyke and an oral vote of 5 ayes, designating THE RECORD as the official newspaper for the Town of Poestenkill.

Motion by Van Slyke, seconded by Wohlleber and an oral vote of 5 ayes, designating Key Bank, M&T Bank, Trustco Bank, Citizens, HSBC, Chase, and Bank of America as town depositories.

Motion by Supervisor Jacangelo, seconded by Van Slyke and an oral vote of 5 ayes, designating the third Thursday of each month at 7:00 p.m. as the regular Town Board Meeting night immediately following the audit committee meeting and any Town Board public hearing as scheduled. Workshop/Special Meetings will be held the first Thursday of the month at 7 p.m. as needed.

Motion by Butler, seconded by Hass and an oral vote of 5 ayes designating the following Town Board Committee assignments:

- |                                    |   |
|------------------------------------|---|
| Town Emergency Plan-Town Play Book | Councilman Wohlleber                          |
| ZBA                                | Councilmember Butler                          |
| Planning Board                     | Councilmember Van Slyke                       |
| Youth Advisory                     | Councilmember Wohlleber                       |
| Website                            | Councilmember Wohlleber                       |
| CAC                                | Supervisor Jacangelo                          |
| Highway                            | Councilmember Butler                          |
| Records Advisory                   | Town Clerk Horton                             |
| Water Committee                    | Councilmember Hass                            |
| National Grid                      | Councilmember Hass                            |
| Fire Company                       | Councilmember Hass                            |
| Library                            | Councilmember Van Slyke                       |
| Twin Town League                   | Councilmember Wohlleber                       |
| Street Lighting                    | Councilmember Butler&Hass                     |
| Cable                              | Supervisor Jacangelo and Councilmember Butler |

Motion by Hass, seconded by Wohlleber and an oral vote of 5 ayes, designating the entire Town Board to the Audit Committee.

Supervisor Jacangelo wanted to update the Town Board on the elevator. He has met with representatives from Albany Lift and found out that due to carpentry work that is needed the cost will be increased however no estimates were given.



Councilwoman Butler distributed information pertaining to the Highway Inventory and a discussion followed among Board Members as to what procedure to follow in regards to the purchasing of several vehicles for the Highway Dept. This will be discussed further in detail at the next Board Meeting. T. Jacangelo wanted some information put on the website regarding the food pantry.

Supervisor Jacangelo stated that he is going to do a story on the food pantry and put it on the website.

Motion by Wohlleber, seconded by Van Slyke and carried to adjourn this meeting at 8 p.m.

Respectfully submitted,  
Susan Horton Town Clerk

Handwritten signature of Susan Horton in cursive script.



**Planning Board**

## **TOWN OF POESTENKILL**

38 Davis Drive / P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-5100 Phone  
(518) 283-7550 Fax

### **PLANNING BOARD AGENDA**

**January 5, 2017**

**7:30 Meeting Opens – Pledge of Allegiance**

**Minutes of the December Meeting**

**Public Comment Period**

**Organizational Items**

**Other:**

<b>Judith Grattan</b>	<b>to attend January Meetings</b>
<b>Bill Daniel</b>	<b>to attend February Meetings</b>
<b>Tom Russell</b>	<b>to attend March Meetings</b>



## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

(518) 283-5100 Phone

(518) 283-7550 Fax

### Planning Board

#### PLANNING BOARD

January 3, 2017 Minutes

(Distributed before approval)

#### Attendees:

Judy Grattan, Chairwoman

Robert Dore

William Daniel

Harvey Teal

Jeffrey Briggs

Don Heckelman

Tom Russell

Steve Valente, Alternate

Robert Ryan, Attorney

Chairwoman Grattan called the meeting to order at 7:30 pm with the Pledge of Allegiance.

#### Minutes

The minutes of the Board meeting on December 6, 2016 were reviewed, motion by Member Daniel to accept as written, seconded by Member Dore, 7 ayes, 0 nays, 0 abstentions.

#### Public Comment Period

There being no comments from the public, the public comment period was closed.

#### Organizational Items:

Chairwoman Grattan outlined the duties of the Chairman. Chair is to run the meetings, signs plats and resolutions, set agenda, answer questions from public, works with Code Enforcement Officer, attend occasional DEC meeting. Attorney Ryan says to be aware of potential issues in future, items to be addressed at the meeting. Chairman – Tom Russell: motion by Member Briggs, seconded by Member Dore, six (6) ayes, zero (0) nays and one (1) abstention (Russell).

Chairwoman Grattan outlined the duties of the Vice Chair position. Vice Chair fill in to run meeting, sign documents, etc. if Chair is unavailable. Vice Chairman – Don Heckelman: motion by Member Grattan, seconded by Member Russell, six (6) ayes, zero (0) nays and one (1) abstention (Heckelman).

Chairwoman Grattan outlined the duties of the Secretary position. Secretary makes certain meeting minutes are done, to take minutes if Clerk unavailable. Attorney Ryan said that should the Chair and Vice Chair be unavailable, the Secretary is the third Officer in succession and would run the meeting, fill in to run meeting, sign documents, etc. Secretary – Harvey Teal: motion by Member Grattan, seconded by Member Heckelman, six (6) ayes, zero (0) nays and one (1) abstention (Teal).

Clerk directed to send memo to Town Board with above noted recommendations.

Chairwoman Grattan read email from Code Enforcement Officer questioning whether a garage can be built (as an accessory structure) before the house (the principle structure)? Discussion among Members – garage likely to be used as storage during construction of house, similar to a contractor's trailer. Attorney Ryan said as long as house is built per plan and all regulations, should not be an issue.

Chairwoman Grattan followed up on the Solar Farm issue. Prior to upcoming meeting with Supervisor, this usage must be in the "schedule of allowable uses" first, would indicate which zones such would be allowed. Commercial zone is easy distinction, becomes more difficult with the Residential zones.

There being no further business, a motion to adjourn was made by Member Briggs, seconded by Member Daniel, and approved by all members. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Lynn E. Kane  
Planning Board Clerk



## TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

(518) 283-5100 Phone

(518) 283-7550 Fax

### Zoning Board of Appeals

### MEMORANDUM

To: Poestenkill Town Board

From: Zoning Board of Appeals

Re: Staffing Recommendations

Date: December 20, 2016

Please be advised that at the December 13, 2016 meeting, the Zoning Board of Appeals recommended the following:

Paul Jamison serve as Chairman for the 2017.

Tim Hoffay to fill the ZBA Member vacancy with the term running from 1/1/2017 to 12/31/2021. (Frank Burzesi has met the term limits for serving.)

The Alternate position with the term running from 1/1/17 to 12/31/17 should be advertised in the Advertiser.

**Poestenkill Fire Company**  
**Custom Summary Report**  
 December 2016

	Dec 16
Income	
GRANT MONEY	1,500.00
Total Income	1,500.00
Gross Profit	1,500.00
Expense	
Building Fuel (heating)	
Main Station (Propanel)	1,270.96
Total Building Fuel (heating)	1,270.96
Building Maintenance	
Cleaning Supplies	165.78
Main Station	210.41
Refuse	124.03
Total Building Maintenance	500.22
Electric	
East Poestenkill	94.28
Main Station	21.02
Total Electric	115.30
Equipment	
New Equipment	164.98
Repair & Maintenance	413.32
Total Equipment	578.30
FCC License	1,833.00
Fire Trucks	
Fuel	383.76
Repair & Maintenance	24.44
Total Fire Trucks	408.20
Insurance	
Accident & Sickness	3,225.00
Auto	493.00
Buildings	1,150.00
Total Insurance	4,868.00
Medical Supplies	65.94
Memorial Donation	50.00
Office Supplies	39.20
Physicals	120.00
Security Alarm	65.00
Solar	160.60
Telephone	
Cell Phones	107.34
East Poestenkill	59.53
Main Station	195.72
Total Telephone	362.59
Town Water	27.21
Total Expense	10,464.52
Net Income	-8,964.52

**Poestenkill Fire Company**  
**Custom Summary Report**  
 January through December 2016

	Jan - Dec 16
<b>Income</b>	
Bank Reverse Charge	65.95
GRANT MONEY	1,500.00
Reverse Monthly Charge	1.00
Town Contract Money	288,179.98
Trans.to Loan Account	-345,000.00
Truck Loan Money	345,000.00
<b>Total Income</b>	<b>289,746.93</b>
<b>Gross Profit</b>	<b>289,746.93</b>
<b>Expense</b>	
Awards	2,616.90
Bank Service Charge	1.00
Building Fuel (heating)	
East Poestenkill (fuel oil)	272.55
East Poestenkill (propane)	1,833.83
Main Station (Propanel)	7,290.27
<b>Total Building Fuel (heating)</b>	<b>9,396.65</b>
Building Maintance	
Cleaning Supplies	1,142.05
East Poestenkill	410.10
Main Station	4,870.23
Refuse	1,366.66
Building Maintance - Other	497.85
<b>Total Building Maintance</b>	<b>8,286.89</b>
Code 100	232.29
Electric	
East Poestenkill	957.18
Main Station	1,227.17
<b>Total Electric</b>	<b>2,184.35</b>
Equipment	
New Equipment	67,881.09
Repair & Maintance	12,054.35
<b>Total Equipment</b>	<b>79,935.44</b>
FCC License	1,833.00
Fire Prevention	1,493.34
Fire Tax & DMV FEE	30.77
Fire Trucks	
Fuel	3,339.20
Repair & Maintance	9,608.62
Fire Trucks - Other	2,253.66
<b>Total Fire Trucks</b>	<b>15,201.48</b>
Funerals	200.00
Hospital Stay	49.95
Insurance	
Accident & Sickness	3,225.00
Auto	6,917.00
Buildings	13,702.00
Workman's Compensation	12,804.70
<b>Total Insurance</b>	<b>36,648.70</b>
Internet Service	250.00
Management Grant Application	0.00
Medical Supplies	3,346.13
Membership Dues	100.00
Memorial Day	75.00
Memorial Donation	500.00
NYS Chiefs Assoc.	95.00

8:05 PM  
12/30/16  
Accrual Basis

**Poestenkill Fire Company**  
**Custom Summary Report**  
**January through December 2016**

	<u>Jan - Dec 16</u>
Office Supplies	
Postage	210.50
Safety Deposit Box	131.25
Office Supplies - Other	862.80
	<hr/>
Total Office Supplies	1,204.55
Physicals	480.00
Professional Services	10,128.00
Reimbursement	-3,417.36
Security Alarm	780.00
Solar	4,088.61
Sponsorship	250.00
Telephone	
Cell Phones	1,291.67
East Poestenkill	692.60
Main Station	2,247.43
	<hr/>
Total Telephone	4,231.70
Town Water	111.15
Training	1,304.36
TRansfer to Equipment Replaceme	30,000.00
Transfer to Memorial Fund	30,000.00
Transfer to Vechicle Replacemen	80,000.00
Truck Trip	117.65
Uniforms	208.93
Water	112.45
Water Tax	352.51
	<hr/>
Total Expense	322,429.44
	<hr/>
Net Income	<u><u>-32,682.51</u></u>



At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Poestenkill Town Hall at 7:00 P.M. on the 19th day of January, 2017.

RESOLUTION NO. \_\_\_\_\_ OF 2017

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**IN THE MATTER OF THE TOWN BOARD ADOPTING THE LOCAL HIGHWAY INVENTORY (LHI) AS IDENTIFIED, ESTABLISHED AND VERIFIED BY THE POESTENKILL SUPERINTENDENT OF HIGHWAYS PURSUANT TO SECTION 140 OF THE HIGHWAY LAW**

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*WHEREAS*, under the New York State Department of Transportation (NYSDOT) Statewide GIS Public Road Network Project, the NYSDOT sent the Poestenkill Superintendent of Highways a Local Highway Inventory (LHI) including new geospatial data for each road on the Town's LHI; and

*WHEREAS*, the Poestenkill Superintendent of Highways has reviewed the provided list and, pursuant to his powers under Section 140 of the Highway Law, seeks to update the previous 2014 LHI to correct and clarify the existence, designation and length of some of the listed roads to match actual current and historical use, maintenance and conditions; and

*WHEREAS*, the Town Board agrees with the Town Superintendent's proffered corrections and clarifications of the LHI and wishes to formally confirm same;

***NOW, LET IT THEREFORE BE***

*RESOLVED*, that the following Town roads are "new roads" (i.e., roads that appear to exist but are not claimed in the Town's previous LHI) which are hereby added to the new LHI:

Weatherwax Road Spur (from Weatherwax Road to CR 130), having a length of 0.02 miles  
Willow Lane Extension (from Willow Lane to dead end), having a length of 0.05 miles  
Big Toad Road (from dead end to Hinkle Road), having a length of 0.08 miles  
Stage Coach Road (from Sand Lake Town Line to dead end), having a length of 0.10 miles;

and it is further

*RESOLVED*, that the following Town roads appear to be longer than what is claimed in the Town's previous 2014 LHI, with the currently stated lengths and the lengths as hereby corrected and added to the new LHI being as follows:

NYSDOT ID 108727: Deer Creek Road (from NY 351 to dead end), having a stated length of 0.17 miles, corrected to be 0.27 miles  
NYSDOT ID 108741: Heather Ridge Road (from Snake Hill Road to Vosburgh Road), having a stated length of 0.42 miles, corrected to be 0.77 miles;

and it is further

**RESOLVED**, that the following Town roads appear to be shorter than what is claimed in the Town's LHI, with the currently stated and the lengths as hereby corrected being as follows:

NYSDOT ID 108711: Bermas Road (from CR 43 to Tymeson Road), having a stated length of 1.09 miles, corrected to be 0.63 miles

NYSDOT ID 108712: Beeker Road (from Stop 13 Road to dead end), having a stated length of 0.50 miles, corrected to be 0.18 miles

NYSDOT ID 108719: Clement Drive (from end to NY 355), having a stated length of 0.50 miles, corrected to be 0.49 miles

NYSDOT ID 108761: Lynn Road (from Sand Lake Town Line to CR 43), having a stated length of 1.54 miles, corrected to be 1.14 miles

NYSDOT ID 108763: Swankey Road (from Bermas Road to Hicks Pond Road), having a stated length of 1.03 miles, corrected to be 0.43 miles;

and it is further

**RESOLVED**, that the following Town road cannot be located on a map and is hereby removed from the new LHI:

NYSDOT ID 108765: New Road, having a stated length of 0.11 miles;

and it is further

**RESOLVED**, that the following Town road appears to be private and therefore is hereby removed from the new LHI:

NYSDOT ID 108792: Weyrick Road, having a stated length of 0.11 miles;

and it is further

**RESOLVED**, that the following Town road which NYSDOT has indicated as appearing to be private is in fact is a Town road and is therefore hereby retained on the new LHI:

NYSDOT ID 108709: Banner Hill Lane (from Blue Factory Road to dead end), having a measured length of 0.22 miles;

and it is further

**RESOLVED**, that, as required by NYSDOT, the aforesaid information for the following new or extended Town roads is set forth on the accompanying New and Extended Road Template (the form provided by NYSDOT for such purpose:

NYSDOT ID 108727: Deer Creek Road (from NY 351 to dead end), having a corrected length of 0.27 miles

NYSDOT ID 108712: Beeker Road (from Stop 13 Road to dead end), having a corrected length of 0.49 miles

NYSDOT ID: 108741: Heather Ridge Road (from Snake Hill Road to Vosburgh Road), having a corrected length of 0.77 miles

NYSDOT ID 108709: Banner Hill Lane (from Blue Factory Road to dead end), having a measured length of 0.22 miles;

and it is further

**RESOLVED**, that, except as provided above, the 2014 Local Highway Inventory (LHI) submitted on behalf of the Town of Poestenkill, remains in full force and effect;

and it is further

**RESOLVED**, that the Town Board hereby acknowledges that all of the foregoing roads are Town roads for which the Town of Poestenkill has maintenance and legal responsibility and that said roads are open to the traveling public without restriction;

and it is further

**RESOLVED**, that the Town Clerk is hereby directed and authorized to transmit a certified copy of this Resolution and the New and Extended Road Template in support thereof to the NYSDOT by mailing or delivering same to Caitlin J. Clark, P.E., Civil Engineer 2, Highway Data Section, NYSDOT Highway Data Services Bureau, 50 Wolf Road, 4-2, Albany, New York 12232.

**MOVED BY:** \_\_\_\_\_

Prepared and approved as to form by:  
Patrick J. Tomaselli, Esq., Town Attorney

**SECONDED BY:** \_\_\_\_\_

**VOTED UPON AS FOLLOWS:**

Councilwoman June Butler: \_\_\_\_\_

Councilman David Hass: \_\_\_\_\_

Councilman Harold Van Slyke: \_\_\_\_\_

Councilman Eric Wohlleber: \_\_\_\_\_

Supervisor Dominic Jacangelo: \_\_\_\_\_



# TOWN OF POESTENKILL

POESTENKILL, NEW YORK 12140

AREA CODE (518)  
283-5100

Office of the  
Town Attorney

May 10, 1983

Town Board  
Town of Poestenkill  
Poestenkill Town Hall  
Poestenkill, New York

RE: ABANDONMENT OF LEGENBAUER ROAD, HICKS ROAD, HINKLE ROAD AND NEW ROAD

Dear Board Members,

Pursuant to your request and that of the Town Superintendent of Highways, I have undertaken and completed the investigation and research of the question regarding the abandonment of certain highways in the Town of Poestenkill. It is my opinion that the questionable areas of Legenbauer Road, Hicks Road, Hinkle Road and New Road do not have to be formally abandoned by the Town as they never formally or informally became town roads.

I am attaching herewith a copy of a research memorandum prepared by my law intern which should explain the reasoning behind my opinion.

In light of the aforesaid opinion is also my opinion that this letter should serve as notice that the Town has no intention of, and will not in the future, assume control over or repair or maintain these roads. And by copy of this letter, I am notifying the Town Superintendent of Highways that he or his employees are not to assume control over or repair or maintain these roads.

If there are any questions on the matter, please let me know.

Very truly yours,

Mark B. Harris, Esq.  
Town Attorney

MH/lm

enclosure

cc: Lawrence Nichols,  
Town Superintendent

At a regular meeting of the Town Board of the Town of Poestenkill, Rensselaer County, New York held at the Town Hall in Poestenkill, New York on the 9th day of June, 1983.

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IN THE MATTER OF

REPAIR, MAINTENANCE AND CONTROL BY THE TOWN OF POESTENKILL OF CERTAIN SECTIONS OF LEGENBAUER ROAD, HICKS POND ROAD, HINKLE ROAD AND NEW ROAD.

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WHEREAS, it has come to the attention of the Town Board that there are certain sections of roads and roadways and alleged roads and roadways located in the Town of Poestenkill, in particular sections of Legenbauer Hinkle, Hicks <sup>Pond</sup> and New Roads that are not presently in use by the general public as highways and have not for some time or have never been used by the general public as highways, and

WHEREAS, the Town Superintendent of Highways and the Town Attorney have been consulted in regard to the situation of these roadways and

WHEREAS, the Town Superintendent of Highways has indicated these sections of roadways have never been regularly repaired or maintained by the Town of Poestenkill, nor has the Town ever exercised control over these sections of roadways, and

WHEREAS, the Town Attorney by letter dated May 10, 1983 with an accompanying memorandum has given the opinion that the aforesaid sections of roadways do not have to be formally abandoned by the Town as they never either formally or informally became town roads or highways, now therefore it is

RESOLVED, that the following sections of roads in the Town of Poestenkill are formally declared not to be town highways and will not be either repaired or maintained by the Town of Poestenkill, nor will the Town exercise control over them. The sections are;

NEW ROAD - That unused section of road, approximately 5776 feet in length, which extends from Bailey Road to the gate.

LEGENBAUER ROAD - That unused section of road traveling in an easterly direction, beginning just past DePhilips house at a point approximately 5745 feet on Legenbauer Road from the edge of Plank Road where Legenbauer Road begins.

HINKLE ROAD - That unused section of road traveling in an easterly direction from a point on the Hinkle Road approximately 4483 feet on the Hinkle Road from the edge of the White Church Road ( Rte. 351 ) where Hinkle Road begins.

HICKS POND ROAD - That unused section of road traveling in an easterly direction from a point approximately 3161 feet on the Hicks Pond Road from the edge of the Plank Road where Hicks Pond Road begins.

and it is further,

RESOLVED that the Town Board hereby directs the Town Superintendent of Highways to no longer, and to never, in any way maintain, repair or exercise control over the aforesaid sections of road, and it is further

RESOLVED that this resolution will serve as formal notice of the Town's position and intention regarding the aforesaid sections of road.

MOVED BY Fisher

SECONDED BY Amadon

VOTED UPON AS FOLLOWS

COUNCILMAN DALEY Yes

COUNCILMAN FISHER Yes

COUNCILMAN WASKOUN Yes

COUNCILWOMAN MITCHELL Yes

SUPERVISOR AMADON Yes

**Attention: All Employees, Contractors, Visitors**  
**TOWN OF POESTENKILL**  
**Workplace Violence Policy Statement**

The Town of POESTENKILL is committed to providing a safe work environment and to fostering the health and well-being of its employees. This commitment is jeopardized when any Town employee commits any act of violence in the workplace. Violence can include any behavior that threatens the safety of employees, co-workers, or any other individuals involved with Town of POESTENKILL business. Workplace violence can be, but is not limited to homicide, physical attacks, emotional abuse, verbal abuse, harassment, sexual assaults, property damage, sabotage or theft.

Therefore, the Town of POESTENKILL has established the following policy:

The Town of POESTENKILL will not tolerate (zero tolerance) or condone violence, including homicide, physical attacks, emotional abuse, verbal abuse, harassment, sexual assaults, property damage, sabotage, or theft by employees. It is the policy of the Town of POESTENKILL to maintain a workplace free of violence.

It is the policy of the Town of POESTENKILL that employees who engage in violence in the workplace will be subject to disciplinary action up to and including termination.

It is the policy of the Town of POESTENKILL to commit the resources necessary to achieve and maintain a violence-free environment. The Town of POESTENKILL expects the full support of this policy by all employees and all persons doing business with the Town.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town property will be removed from premises as quickly as safety permits and shall remain off Town premises pending the outcome of an investigation. The Town of POESTENKILL's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Town personnel are responsible for notifying the contact person designated below of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on a Town-controlled site.

An employee who applies for or obtains a protective or restraining order that lists Town of POESTENKILL locations as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted. The Town of POESTENKILL has confidentiality procedures that recognize and respect the privacy of the reporting employee(s)

**Designated Contact Persons:**

**Dominic Jacangelo, Poestenkill Town Supervisor**  
**Susan Horton, Poestenkill Town Clerk**  
**Poestenkill Town Hall**  
**38 Davis Drive - P.O. Box 210**  
**Poestenkill, New York 12140**

**Phone: 518-283-5101**

***Post Conspicuously***

## TOWN OF POESTENKILL EMPLOYEE SECURITY SURVEY

This survey is designed to identify hazards arising from a person's job duties and/or assignment in the workplace.

NAME: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Does either of these two conditions exist at your workplace in your building, or at any other location where you work?

Y\_\_ N\_\_

Work alone during working hours.

Y\_\_ N\_\_

No notification given to anyone when you finish work.

Are these conditions a problem? If so when, please describe. (For example, Mondays, evening, daylight savings time) \_\_\_\_\_

2. Do you have any of the following complaints that may be associated with causing an unsafe worksite? (Check all that apply)

\_\_\_ Does your work place have a written policy to follow for addressing general problems?

\_\_\_ Does your work place have a written policy on how to handle a violent client

\_\_\_ When and how to request the assistance of a co-worker

\_\_\_ When and how to request the assistance of police

\_\_\_ What to do about a verbal threat

\_\_\_ What to do if a domestic dispute erupts in the workplace

\_\_\_ What to do about a threat of violence

\_\_\_ What to do about harassment

\_\_\_ Working alone

\_\_\_ Alarm System(s)

\_\_\_ Security in and out of building

\_\_\_ Security in parking lot

\_\_\_ Have you been assaulted by a co-worker?

\_\_\_ To your knowledge have incidents of violence ever occurred between your co-workers? If so, please explain \_\_\_\_\_

3. Are violence related incidents worse during shift work, on the road or in other situations. Please specify: \_\_\_\_\_



4. Where in the building or worksite would a violence related incident most likely to occur? (Check all that apply)

- Employee lounge or cafeteria
- Exits
- Deliveries
- Private offices
- Parking lot
- Bathroom
- Entrance
- Other Specify \_\_\_\_\_

Have you ever noticed a situation that could lead to a violent incident? If yes, please describe: \_\_\_\_\_

5. Have you missed work because of a potential violent act(s) committed during your course of employment?
6. Do you receive workplace violence related training or assistance of any kind?
7. Has anything happened recently at your worksite that could have lead to violence? If so, can you comment about the situation?
8. Has the number of violent clients increased?

If you answered yes to any of the above, please describe: \_\_\_\_\_

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**ADD ANY ADDITIONAL CONCERNS OR COMMENTS BELOW AND/OR ON A SEPARATE SHEET**

At a duly convened meeting of the Town Board of the Town of Poestenkill conducted at 7:00 P.M. on the 19th day of January, 2017, at the Poestenkill Town Hall

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**IN THE MATTER OF THE TOWN BOARD OF THE TOWN OF POESTENKILL ADOPTING A WRITTEN WORKPLACE VIOLENCE PREVENTION POLICY AND PROVIDING FOR THE POSTING OF A STATEMENT THEREOF**

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*WHEREAS*, effective April 29, 2009, the State of New York adopted 12 NYCRR Part 800.6, entitled "Public Employer Workplace Violence Prevention Programs" relating to requirements of public employers to develop and implement programs to prevent and minimize the hazards of workplace violence to public employees, the purpose and intent of which is to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such public employers design and implement protection programs to minimize the hazard of workplace violence to employees; and

*WHEREAS*, section (k) of Part 800.6 established dates for compliance by public employers with various sections of said part and expressly provided that employers shall be in compliance with the entire Part within 120 days of the effective date thereof, i.e., no later than August 28, 2009; and

*WHEREAS*, in compliance therewith, and pursuant to section (e) of said Part, the Town of Poestenkill as a public employer has developed a written policy on its workplace violence prevention program goals and objectives, as well as a brief statement of said policy (hereinafter referred to as the Workplace Violence Prevention Policy and the Workplace Violence Policy Statement, respectively), copies of which are annexed hereto and made a part hereof;

***NOW, LET IT THEREFORE BE***

*RESOLVED*, that the Town Board hereby adopts the annexed Workplace Violence Prevention Policy as the official Workplace Violence Prevention Policy of the Town of Poestenkill, effective immediately, and it is further

*RESOLVED*, that a copy of the annexed Workplace Violence Policy Statement be prominently posted where notices to employees are normally posted and that a copy of the Workplace Violence Prevention Policy itself shall be made available to all Town employees by contacting the Town Supervisor's Office.

MOVED BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

Prepared and approved as to form by  
Patrick J. Tomaselli, Esq., Town Attorney

VOTED UPON AS FOLLOWS:  
Councilwoman Butler \_\_\_\_\_  
Councilman Hass: \_\_\_\_\_  
Councilman Van Slyke: \_\_\_\_\_  
Councilman Wohlleber: \_\_\_\_\_  
Supervisor Jacangelo: \_\_\_\_\_

# **TOWN OF POESTENKILL WORKPLACE VIOLENCE PREVENTION POLICY**

The Town of Poestenkill (Town) is the provider of municipal and related community services. The Town strives to provide a safe work environment to all of its employees and to those that it serves.

The Town is committed to providing a safe work environment for all employees. The Town will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others.

The term “workplace violence” is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. The Town of Poestenkill prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace. Complaints of workplace violence will be given serious attention. Security and safety in the workplace requires the cooperation of every employee.

This policy sets forth standards for employee conduct and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence should they occur in the workplace whether in a Town facility or while performing duties in the Town.

The term “workplace” is defined as any location away from an employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment.

The term “employee” is defined as a public employee working for an employer.

The Town response may also include removal of third party vendors/contractors from buildings or termination of contracts with such vendors/contractors.

## **PART I**

### **Prohibited Conduct, Policy Implementation, Training and Retaliation**

#### **SECTION 1: Prohibited Conduct**

- A. The Town will not tolerate any act or threat of violence made in the workplace, on Town property, or while in work status for the Town.
- B. No person may engage in violent conduct or make threats of violence, implied or direct, on Town property or in connection with Town business. This includes but is not limited to:
  - 1. The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects;
  - 2. Acts or threats which are intended to intimidate, threaten, coerce, or cause fear of harm whether directly or indirectly;
  - 3. Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
  - 4. No person, without legal authority, may carry, possess or use any dangerous weapon on Town property or in Town buildings or facilities.

## **SECTION 2: Town Supervisor**

The Town Supervisor shall be responsible for the implementation of this policy. The responsibility includes distribution of this policy to members of the Town workforce, ensuring appropriate investigation and follow-up of reported incidents of workplace violence, appointing a Workplace Violence Advisory Team, and ensuring that administrators, managers and supervisors are aware of their responsibilities under this policy through internal communications and training.

## **SECTION 3: Workplace Violence Advisory Team**

- A. The Town Supervisor will establish a Workplace Violence Advisory Team. This team, working with the Town Supervisor, will assist/advise the Town Supervisor to:
1. Perform a risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
  2. Assess the readiness for dealing with workplace violence;
  3. Facilitate appropriate responses to reported incidents of workplace violence;
  4. Assess the potential problem of workplace violence and recommend policy, training issues, or security procedures that should be implemented to maintain a safe working environment;
  5. Evaluate incidents to prevent future occurrences;
  6. Utilize prevention, intervention, and interviewing techniques in responding to workplace violence;
  7. Develop workplace violence prevention tools (such as pamphlets, guidelines and handbooks) to assist in recognizing and preventing workplace violence.
  8. Arrange regularly scheduled workplace violence prevention training sessions for employees.
- B. It is recommended that this Team include the Town Clerk, Town Attorney, the local Fire Chief, the Town Safety Officer (if such office now or hereafter exists or is created), the Town's municipal insurer/risk appraisal agent and others, as may be deemed appropriate by the Town Supervisor.

## **SECTION 4: Workplace Violence Prevention Program**

The Town of Poestenkill shall develop and implement a written Workplace Violence Prevention Program for its workplaces that includes the following:

1. A definition of workplace violence;
2. Commitment to zero tolerance of workplace violence;
3. Techniques on how to recognize and avoid workplace violence situations;
4. Identification of the high risk occupations;
5. The importance of reporting all workplace violence incidents and the procedure to do so;
6. Investigations of incidents by the employer; and
7. Employee assistance.

## **SECTION 5: Information and Training for Employees**

- A. The Town shall make the written workplace violence prevention program available, upon request, to its employees and their designated representatives.
- B. At the time of employees' initial assignment and annually thereafter, the Town shall provide its employees with the following information and training on the risks of violence in their workplace(s):
  1. be informed of the requirements of NYS Labor Law 27-b;
  2. the risk factors in their workplace(s);
  3. the location and availability of the written workplace violence prevention program; and
  4. training sessions that outline:
    - a. the measure employees can take to protect themselves from such risks, including specific procedures the Town has implemented to protect employees and
    - b. the details of the written workplace violence prevention program developed by the Town.

## **SECTION 6: Retaliation**

Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

1. For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health's (NIOSH) definition in NYS Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for NYS Public Employers at <http://www.labor.ny.gov/home>
2. For a description of a risk evaluation see the NYS Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for NYS Public Employers at <http://www.labor.ny.gov/home>
3. From the New York State Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for New York State Public Employers at <http://www.labor.ny.gov/home>

## **PART II Workplace Violence Prevention Procedures**

### **SECTION 7: Process**

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any employee of the Town of Poestenkill (Town). Workplace violence should promptly be reported to the appropriate Town official (see below). Additionally, all members of the community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

### **SECTION 8: Definitions**

For the purposes of this part:

- A. "Employer" means: (1) The Town of Poestenkill; (2) any political or administrative subdivision of the Town of Poestenkill; and (3) any special or improvement district of the Town of Poestenkill.
- B. "Employee" means a public employee working for an employer.
- C. "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.
- D. "Supervisor" means any person within an employer's organization who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
- E. "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

### **SECTION 9: Reporting Procedures**

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the Poestenkill Town Supervisor or Town Clerk, the Rensselaer County Sheriff's Department, the New York State Police or 911 immediately.
- B. Any person who is the subject of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to any of the persons or entities named in paragraph (A) above.
- C. Employees are expected to report any threat or act of violence that they have witnessed, received, or been informed of, to his or her supervisor, or in lieu thereof, to any of the persons or entities named in paragraph (A) above.
- D. Employees who commit a violent act or threaten to commit a violent act may be subject to disciplinary action, criminal prosecution and/or civil prosecution as appropriate.
- E. Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on Town property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

### **SECTION 10: Employees**

- A. All employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including but not limited to the following examples:

## **Precautions**

- In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with the supervisor.
- Never leave money, credit card, travel documents or anything else of value in an unlocked desk or cabinet.
- If something is stolen, report it immediately to the Town Supervisor, Town Clerk and/or local law enforcement authorities, as appropriate.

## **Indicators**

- Direct or veiled threats of harm;
  - Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
  - Numerous conflicts with supervisors and other employees;
  - Bringing a weapon to the workplace, brandishing a weapon in the workplace making inappropriate references to guns, or fascination with weapons;
  - Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
  - Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
  - Drug/alcohol abuse; and
  - Extreme changes in behavior.
- B. Orders of Protection: Employees are expected to notify the local law enforcement authorities whenever a protective restraining order is granted which mentions Town property, or involves a Town employee, or a person working at or attending the Town, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor.
- C. Domestic Violence: Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor as well as local law enforcement authorities. Confidentiality will be maintained to the extent possible.
- D. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to their supervisor or local law enforcement authorities immediately.
- E. Any employee or representative of employees who believes that a serious violation of a workplace violence prevention program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice. If following written notice, the matter has not been resolved and the employee or representative believes that the violation still exists or that an imminent danger still exists, the employee or representative should contact local law enforcement authorities

- F. Individuals found to be in violation of this policy may be removed from the Town property. Employees may be subject to disciplinary action up to and including dismissal, pursuant to applicable Personnel Policies or Collective Bargaining Agreements. Further, all individuals who violate criminal law may be subject to criminal prosecution.
- G. No employee shall be subjected to criticism, reprisal, retaliation or disciplinary action from the college for good faith reporting pursuant to this policy. Employees who engage in violent conduct should be reported to local law enforcement authorities or 911.
- H. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action and/or referral to appropriate authorities for criminal and/or civil action as appropriate.

### **SECTION 11: Supervisors**

- A. Each department head, executive officer, administrator, or other person with supervisory responsibility (hereinafter “supervisor”) is responsible within his/her area of jurisdiction for the implementation of this policy.
- B. Supervisors are required to contact local law enforcement authorities immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- C. Supervisors must report to local law enforcement authorities any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the local law enforcement authorities and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and /or subsequent proceedings.
- D. Every supervisor is obligated to report any knowledge of such conduct to the Office of Town Supervisor immediately. Failure of a supervisor to investigate and initiate appropriate action may result in administrative action including possible discipline.

### **SECTION 12: Designated Contact Person(s)**

- A. The designated contact person(s) shall be responsible for:
  - Responding to;
  - Intervening; and
  - Documenting all incidents of workplace violence in the workplace reported to him/her/them.
- B. The designated contact person(s) will immediately log all incidents of workplace violence reported to it and will notify the respective department head and the Town Supervisor's Office of any incident with the employee.



- C. The designated contact person(s) shall be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.
- D. When informed, the Town Clerk will maintain a record of any Orders of Protection.

### **SECTION 13: Civil Service Office**

- A. The Civil Service Office (CSO) is responsible for:
  - Assisting local law enforcement authorities and supervisors in responding to workplace violence;
  - Facilitating appropriate responses to reported incidents of workplace violence;
  - Notifying local law enforcement authorities of workplace violence incidents reported to CSO as appropriate; and,
  - Consulting with the Employee Assistance Program to offer professional intervention.
- B. The Civil Service Office will maintain an internal tracking system of all threats and incidents of violence reported. Annual reports will be submitted to the Town Supervisor and the Workplace Violence Advisory Team detailing the number and description of workplace violence incidents and the disposition of the incidents.
- C. The Civil Service Office is responsible for providing new employees with a copy of the Workplace Violence Policy and Procedure and insuring that employees receive appropriate training pursuant to NYS Labor Law 27b.
- D. The Civil Service Office will also be responsible for annually disseminating this policy to all employees, as well as posting this policy throughout all Town departments and on the Town's Website, as appropriate.

### **SECTION 14: Employee Assistance Program**

The facilitator of the Employee Assistance Program in each department is responsible for ensuring that subjects of workplace violence have access to counseling services, should they request it. They are also responsible for assisting and speaking with employee victims.


1. For what constitutes Workplace Violence see the National Institute for Occupational Safety and Health's (NIOSH) definition I NYS Department of Labor Division of Safety and Health's, Workplace Violence Prevention Requirements for NYS Public Employers at <http://www.labor.ny.gov/home>
2. Identified by the FBI's National Center for the Analysis of Violent Crime, Profiling and Behavioral Assessment Unit in Dealing with Workplace Violence; A Guide for Agency Planners by the United States Office of Personnel Management, Workforce Relations, February 1998
3. For recordkeeping requirements see NYS Labor Law 27-a. Safety and health standards for public employees.

**TOWN CLERK'S MONTHLY REPORT**  
**Town of Poestenkill, New York**  
**December 2016**

TO THE SUPERVISOR: Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the payment of which is otherwise provided for by law:

Conservation Fees to the Town:		\$ 2.49
Marriage License	1 @ \$ 7.50 each	\$ 7.50
Marriage Certificate	1 @ \$10.00 each	\$ 10.00
Marriage Transcript	@ \$10.00 each	\$
A1255 Total Town Clerk Fees		\$ 19.99
Peddler's Permit		
A1289 Registrar		
A2655 Minor Sales - Copies		\$ 10.00
A2530 Games of Chance (Bell Jar)		\$ 20.00
A2544 Local Fee for 4 dogs		\$ 32.00
A2115 Planning Board Fees/ZBA fees		\$ 82.34
A2555 Building Permits		\$ 578.15
A2501 Junkyard License		
A2268 Impoundment fees from Creekside Kennel		\$
A2720 Water Meter Fee - 1001 Water Benefit Charge -		\$
A2240 Misc. Water Charges -		
A2710 Water Permit Fee		\$
1001 Water billing	\$11,237.00	
Total Water Charges		\$ 11,237.00
<b>REVENUE TO SUPERVISOR</b>		<b>\$ 11,979.48</b>
Amount paid to State Comptroller for Games Chance License		30.00
Amount paid to DEC for Conservation Licenses		\$ 42.51
Amount paid to AG. And Markets for fee for unsprayed/unneutered Dog program		\$ 8.00
Amount paid to State Health Dept. for Marriage Licenses		\$ 22.50
<b>TOTAL DISBURSED</b>		<b>\$ 103.01</b>
<b>January 3, 2017</b> <b>Dominic Jacangelo, Supervisor</b>		
<b>TOTAL AMOUNT RECEIVED BY CLERK</b>		<b>\$ 12,082.49</b>
State of New York, County of Rensselaer, Town of Poestenkill, Susan Horton, being duly sworn says that she is the Clerk of the Town of Poestenkill the foregoing is a full and true statement of all Fees and Moneys received by her during December only such Fees the application and payment of which are otherwise provided by law subscribed and sworn to before me this 3rd day of January 2017.		

*Susan Horton*

TO: TOWN BOARD MEMBERS/SUPERVISOR JACANGELO  
FROM: TOWN CLERK   
RE: 2016 REVENUES AND DISBURSEMENTS IN THE CLERK'S OFFICE  
DATE: JANUARY 6, 2017

TOTAL REVENUE FOR 2016 \$123,086.25

DISBURSEMENTS

SUPERVISOR \$ 18,012.83

WATER MONIES FOR 2016 remitted  
To Supervisor \$ 92,134.61

Total remitted to Supervisor including  
Water monies \$110,147.44

NYS DEPT. OF ENCON \$ 12,280.31

NYS COMPTROLLER FOR BELL  
JAR LICENSES \$ 30.00

NYS HEALTH DEPT FOR SHARE  
OF MARRIAGE LICENSES \$ 337.50

NYS DEPT. OF AG& MARKETS FOR  
SPAYING/NEUTERING PROGRAM \$ 291.00

TOTAL DISBURSEMENTS: \$123,086.25



# Town of Poestenkill

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

518.283.5100 (Phone)

518.283.7550 (Fax)

OFFICE OF THE  
ASSESSOR

TO: POESTENKILL TOWN BOARD

FROM: BRIAN M. JACKSON/ ASSESSOR  
ASSESSOR'S REPORT FOR DECEMBER 2016

The renewal applications are being mailed out at the end of the month. These are due by March 1<sup>st</sup> so that any changes or corrections can be applied to the tentative roll. Starting last year, the State has taken over any new applicants for STAR and they need to call Tax and Finance directly. For anyone currently receiving the Basic STAR and might qualify for the Enhanced they contact our office still and any that currently receive the Enhanced still need to renew each year. The changes the State has implemented seems to be still a work in progress with, from our office standpoint, has been unclear as to who has registered and who has not.

We continue to receive any corrections/changes from the county so that can be addressed for value for the tentative roll. We are starting to do data collection so that new construction/changes can be added to the tentative roll as well.

Constituent relations are considered good during the report period.

Respectfully submitted,

Brian M. Jackson  
Assessor  
Town of Poestenkill

cc: Town Board  
Susan Horton, Town Clerk



## TOWN OF POESTENKILL

38 Davis Drive, P.O. 210  
Poestenkill, NY 12140

Office of the  
Water Superintendent

### Monthly Report for December 2016

#### Water

Had a new water service on the corner of Spring Ave. Ext. and Skyview.

Another job meeting at Lockvue (to find water line and power line) The water line from Fire Hyd. 150' to Spring Ave Ext. is approx. 30-36" below the road surface. It looks like they raised the water line to get it above the ground water (the ground water as at 48") But the power line is at 18-24" below the surface above the water line. Very bad, if we have a water leak we need the power company at the scene, we don't have the room to work around the electric/telephone lines.

#### 811

Had two more markouts

Submitted by:



## TOWN OF POESTENKILL

38 Davis Drive, P.O. 210  
Poestenkill, NY 12140

January 12, 2017

To: Dominic Jacangelo

From: Paul Barringer – Acting Code Enforcement Officer

Re: December 2016 work activities

My work hours for the month totaled 30 1/2 hours and one training class (8 hours) for the required professional development continuing education. Fees collected through this office totaled \$244.00 for work permits, building permits (new and renewals), and Certificate of Occupancy inspections.

Activities included:

- Fielded numerous complaints concerning non-conforming property issues with various degrees of resolution
- Reviewing existing files on ongoing building permits with the long term intent of closing out files
- Issued one building permit for a new garage
- Issued one Stop Work Order for an abandoned property that initially was issued a new construction work permit in 2012 for a single family residence. After meeting with a potential buyer and a contractor hired by the buyer, it was determined the work completed potentially compromised the standards from the engineer's stamped plans.
- Performed one footing inspection for a new home construction
- Performed one wall inspection for a new home construction
- Performed one inspection for a work permit issued in November. Advising home owner for the criteria for major alterations to a single family residence to meet current codes for a certificate of occupancy to be issued upon completion of work
- Performed one Certificate of Occupancy inspection for a single family residence constructed in 2014. C.O. not issued due to lack of electrical inspection certificate and water quality inspection report from Rens. Co.

Submitted by

Paul F. Barringer

Town of Poestenkill

Dog Control

December 2016

2<sup>nd</sup> Resident saw a loose dog. Owner located.

15<sup>th</sup> Neighbor dog running loose regularly

15<sup>th</sup> Lost dog

17<sup>th</sup> Lost dog

18<sup>th</sup> Driver saw two loose dogs

18<sup>th</sup> Resident captured 2 loose dogs. Owner located

19<sup>th</sup> Lost dog. Later found

25<sup>th</sup> Stray dog found. Took to kennel

25<sup>th</sup> Driver found dog and took to kennel

28<sup>th</sup> Owner of dog running loose calls about complaint

31<sup>st</sup> Stray dog found. Took to kennel

Creekside Kennel Ltd.

TO: Poestenkill Town Board

From: Dawn Niebuhr, shelter provider

Date: December 27, 2016

Re: Shelter report

The following animals were brought to Creekside Kennel for shelter services.

2016-20 - Older, Male, Sheltie found running at large on Plank Road by driver. 2<sup>nd</sup> time this dog was turned into the shelter for running at large. Owner, Alisha Lang of Poestenkill, did not redeem dog this time. We notified DCO this was the 2<sup>nd</sup> time dog turned into us. Additionally, owner not answering her phone when we attempted to notify her dog Dakota (14 yr old dog) was in the shelter. DCO notified we could not reach owner by phone. DCO has stated she sent owner a registered letter per Ag & Markets, Article 7 law informing owner of dog's location. It's our understanding the registered letter was returned undeliverable. Law states we are required to hold said dog 9 days. Dog held 9 days. After not being redeemed by his owner, Dakota came into the AARC program for care & placement. Since that time we have gotten him into a loving Sheltie home, despite his advanced age.

2016-21 Older, Female Shep / Lab mix found running at large on Rt 351. Owner redeemed, license 0658. (Nichols)

2016-22 Adult, Female Lab mix found running at large on Lynn Rd. Owner redeemed, license 0300. (Wiss)

While we hope each dog entering the shelter is cherished enough to be redeemed by his / her owner, sadly, that is not always the situation. To date we've adopted out 72 dogs that were picked up in our towns but not redeemed. 72 dogs got



another chance in loving, furever, homes. While it is costly (far exceeding the Release & Rescue fee we receive), time consuming, and not without peril at times, we're grateful to be able to help animals in need.

To that end I believe Town Boards must do more to communicate to their residents dog licensing in NY State is mandatory. We (my staff and I) are verbally assaulted, sometimes physically, by an angry public who wrongly believes we have nothing better to do than go around picking up dogs at large. As you all are aware, we do not pick up dogs, that service is performed by the Dog Control Officer, we provide shelter services. Additionally, we've been told more often than not we should provide food, water & shelter – and maintain a staff to do so, at no charge! For free! Social media is the worst for attacking us for 'keeping dogs from their owners'. We would love to hear your thoughts on providing more public awareness on the subject.

Finally, the goal of all rescues and shelters is to have empty shelters, someday.

Happy New Year!

Sincerely,

  
Dawn Niebuhr



Town of Poestenkill  
Office of the Highway Superintendent  
P.O. Box 210  
Poestenkill, NY 12140  
(518) 283-4144

To: Town supervisor- Dominic Jacangelo  
Town Board Members Butler, Wohlleber, Hass, Van Slyke

From: Highway Superintendent- Toby Chadwick

Date: January 17, 2017

RE: Highway Activities  
December 9, 2016-January 13, 2017

1. Crew been out picking up brush and Christmas trees.
2. Crew been out plowing and sanding road.
3. Crew been welding on equipment and shop repairs.
4. Crew been out chipping brush from wind storm.

At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Poestenkill Town Hall at 7:00 P.M. on the 19th day of January, 2017.

RESOLUTION NO. \_\_\_\_\_ OF 2017

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**IN THE MATTER OF THE TRANSFER OF CERTAIN  
GENERAL BUDGET FUNDS**

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*WHEREAS*, the Town bookkeeper has advised that it has become necessary to effect certain General Budget fund transfers in order to properly fund certain Town expenses;

*NOW, LET IT THEREFORE BE*

*RESOLVED*, that it is hereby authorized and directed as follows:

That the sum of \$105.00 be transferred from General Budget fund line item 11990.4 (Contingent) to General Budget fund line item 18160.41 (Landfill/Water).

**MOVED BY:** \_\_\_\_\_

Prepared and approved as to form by:  
Patrick J. Tomaselli, Esq., Town Attorney

**SECONDED BY:** \_\_\_\_\_

**VOTED UPON AS FOLLOWS:**

Councilwoman June Butler: \_\_\_\_\_  
Councilman David Hass: \_\_\_\_\_  
Councilman Harold Van Slyke: \_\_\_\_\_  
Councilman Eric Wohlleber: \_\_\_\_\_  
Supervisor Dominic Jacangelo: \_\_\_\_\_