



# Town of Ballston

## Town Board Agenda\* Jan. 10, 2023

*Board Meeting 6:30 p.m.*

*Meeting is in person in the Meeting Room at Town Hall*

Pledge of Allegiance

1. Reports
2. Financial Report for December 2022
3. Supervisor's Report
4. Council Members' Reports

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

*Privilege of the floor ONLY on items for consideration and action this evening. (Limit 3 mins.)  
Please state your name, address, and the resolution number you are referring to when speaking*

### **NEW BUSINESS FOR CONSIDERATION AND ACTION THIS EVENING**

Resolution 23-01

Consider approving the Appointments and Organizational Resolutions 2 to 25.

#### **Supervisor Appointments:**

Deputy Supervisor: Joe Whalen

Comptroller: David Urkevich

Deputy Comptroller: Erin Hadcock

#### **Town Board Committee Appointments for 2023:**

Buildings and Grounds: Curtiss

Personnel: Supervisor, Jasinski, Whalen

Insurance: Carota

Court Audit: Fendrick

Audit: Town Board

Library: Carota

Parks: Fendrick

Jenkins Park: Fendrick

Sewer: Supervisor and Jasinski

Water: Supervisor, Whalen, E. Hadcock, and D. Kaelin

Collective Bargaining: Supervisor and Whalen

Farmland: Curtiss

Planning/Zoning: Town Board  
Emergency Services: Carota  
Ballston Lake Management Plan & Protection: Supervisor  
Debris Committee: John VanVorst, Annetta Dunham, Supervisor  
Sidewalk Committee: Supervisor  
Clean Energies Committee: Jasinski

RESOLUTION #2 - BE IT RESOLVED by the Town Board of the Town of Ballston that all meetings of the Town Board shall be held in accordance with the latest edition of Robert's Rules of Order.

RESOLUTION #3 - BE IT RESOLVED by the Town Board of the Town of Ballston that the meetings of the Town Board shall be held in the Town Offices located at 323 Charlton Road, Town of Ballston, Saratoga County. The regular meeting shall be held at 6:30 p.m. on the second Tuesday of each month. The agenda meeting will be held the last Tuesday of the month at 6:30 p.m.

RESOLUTION #4 - BE IT RESOLVED by the Town Board of the Town of Ballston that the Town Comptroller, David Urkevich, is authorized to be the accounting officer and shall assume the accounting duties of the supervisor. The supervisor will remain treasurer of the Town and pay out Town moneys upon warrant of the Town Comptroller.

RESOLUTION #5 - BE IT RESOLVED by the Town Board of the Town of Ballston that the Ballston Spa National Bank shall be the official depository for Town funds and, BE IT FURTHER RESOLVED that the funds may be withdrawn, and checks may be signed by Supervisor Eric Connolly or by Deputy Supervisor Joseph Whalen, in accordance with the provisions of the Town Law and the procedures established by the Town Board and BE IT FURTHER RESOLVED that dual signatures from Supervisor Eric Connolly, Deputy Supervisor Joseph Whalen and/or Town Clerk Carol Gumienny will be required on all checks greater than \$5,000 and BE IT FURTHER RESOLVED that electronic transfers may be made in accordance with Town Law and the procedures established by the Town Board and, BE IT FURTHER RESOLVED that checks drawn on the Town Clerk's account may be signed by the Town Clerk, Carol Gumienny, or the Deputy Town Clerk I, Jodi Hollowood, in accordance with the provisions of the Town Law and the procedures established by the Town Board and, BE IT FURTHER RESOLVED that checks drawn on the Tax Collector's account may be signed by the Tax Collector, Patricia E. Mazza and, BE IT FURTHER RESOLVED that checks drawn on the Town Justice accounts may be signed by the Justice assigned to that account or the Town Supervisor and BE IT FURTHER RESOLVED that the Town Supervisor and the Deputy Town Supervisor be additional signatories on all accounts allowed by Town Law and BE IT FURTHER RESOLVED that investments of cash shall be placed with the investment cooperative known as NYCLASS according to the executed contract, and BE IT FURTHER RESOLVED that such investments may only be authorized by the Supervisor, Eric Connolly and the Town Comptroller, David Urkevich, and that such investment transactions will be in accordance with procedures established by the Town Board.

RESOLUTION #6 - BE IT RESOLVED by the Town Board of the Town of Ballston that salaries for elected officials for 2023 are approved and established in the 2023 budget and that all other salaries and hourly rates for the 2023 budget and any subsequent resolutions be approved with longevity awards to be applied during the year as earned as follows:

Assessor Peter Hotaling	\$45,678.36
Valuation Assistant Michael Pandolfo	\$49,220.00
Board of Health Officer Gayle Buckley	\$3,339.68
Court Clerk I Shannon Brooks	\$12,070.88
Town Justice Brandi Burns	\$18,204.55
Town Justice Michael Morrissey	\$18,204.55
Court Clerk I Kathleen O'Donnell	\$12,070.88
Dog Control Officer David Brown	\$13,428.50
Dog Control Officer Tom Shambo	\$6,420.00
Highway Custodian Eleanor Ellis	\$27.29/HR
Highway Clerk Leslie Zorn	\$22.49/HR
Highway Superintendent Joseph Whalen	\$76,616.28
Town Historian Richard Reynolds	\$3,380.07
Park Supervisor Joseph Whalen	\$10,700.00
Administrative Assistant Victoria O'Malley	\$21.83/HR
Building Senior Clerk Erica Collins	\$48,150.00
Assistant Building Inspector Wayne Howe	\$35,310.00
Planning/Zoning Board Secretary Kerri Mains	\$15,840.00
Building Inspector Jeffrey Stickles	\$77,040.00
Assistant Building Inspector Matthew Vaverchak	\$70,406.00
Town Supervisor Eric Connolly	\$24,654.73
Deputy Comptroller Erin Hadcock	\$72,225.00
Comptroller David Urkevich	\$100,045.00
Deputy Supervisor Joseph Whalen	\$8,185.50
Assistant Tax Collector Mary Ellen Sweeter	\$17.00/HR
Tax Collector Patricia Mazza	\$10,700.00
Town Attorney Debra Kaelin	\$83,492.10
Town Board Member Michael Carota	\$10,957.66
Town Board Member Charles Curtiss	\$10,957.66
Town Board Member Robert Fendrick	\$10,957.66
Town Board Member Kelly Jasinski	\$10,957.66
Town Clerk Carol Gumienny	\$64,200.00
Deputy Town Clerk I Jodi Hollowood	\$47,615.00
Deputy Town Clerk II Kerri Mains	\$28,160.00
Water Clerk Debora Bradt	\$23.54/HR
Deputy Water Superintendent Henry Shatley	\$8,185.50
Water Superintendent Joseph Whalen	\$38,520.00

and BE IT FURTHER RESOLVED that the payroll schedule be biweekly for all hourly, elected officials and salaried employees.

RESOLUTION #7 - BE IT RESOLVED by the Town Board of the Town of Ballston that the Planning and Zoning Board Chairpersons receive \$65 per meeting and the Planning and Zoning Board Members, and Alternates receive \$50 per meeting and to be paid upon the proper submission of a completed Town voucher.

RESOLUTION #8 - BE IT RESOLVED by the Town Board of the Town of Ballston that the Water Superintendent, Joseph Whalen, is authorized to make purchases for necessary water main break repairs without prior Town Board approval in accordance with Town Code Section 30-6 and, BE IT FURTHER RESOLVED that the Water Superintendent will notify the Water Commissioners (Town Board) of said expenditures within 24 hours and, BE IT FURTHER that the Water Superintendent will notify the Water Commissioners (Town Board) of any overtime within 24 hours.

RESOLUTION #9 - BE IT RESOLVED by the Town Board of the Town of Ballston that petty cash accounts of \$300.00 be authorized for use by the Town Clerk and \$150 for the Tax Collector. The petty cash account for the Building Department be authorized in the amount of \$100.

RESOLUTION #10 - BE IT RESOLVED by the Town Board of the Town of Ballston that the official newspaper as required by Town Law shall be The Daily Gazette.

RESOLUTION #11 - BE IT RESOLVED by the Town Board of the Town of Ballston that Town officers/employees shall be compensated at the mileage rate established by the Internal Revenue Service (IRS) or the applicable collective bargaining agreement for the use of their personal automobiles in the performance of their official duties; specifying mileage will be measured based on the shortest distance as calculated by Google Maps.

RESOLUTION #12 - BE IT RESOLVED that all Planning Board members and alternates shall be authorized to attend the Saratoga County Planning Conference and shall be reimbursed for necessary expenses at the approved rate upon submission of a proper voucher.

RESOLUTION #13 - BE IT RESOLVED that the Building Department Fee Schedule will be used for the 2023 calendar year through the January Organizational Meeting in 2024.

RESOLUTION #14 - BE IT RESOLVED by the Town Board of the Town of Ballston that all overnight trips shall require prior approval by the Town Board and, BE IT FURTHER RESOLVED that all other conference attendance shall require prior authorization of the Supervisor and BE IT FURTHER RESOLVED that reasonable expense reimbursements (any purchases for alcohol shall not be reimbursed) for conferences shall be approved by the Supervisor. Any conference enrollee who cannot attend without cause will reimburse the Town for any costs incurred by the Town. Any late fee is the sole responsibility of the conference enrollee.

RESOLUTION #15 - BE IT RESOLVED by the Town Board of the Town of Ballston that the tentative agendas be posted on the Town Website and the Town Bulletin Board 5 days

prior to the meeting and in accordance with the Open Meetings Law, documents be posted 24 hours in advance where practicable.

RESOLUTION #16 - BE IT RESOLVED by the Town Board of the Town of Ballston that the following individuals are appointed to the following positions for a term of one year beginning January 10, 2023, said term ending at the Organizational Meeting of the Town of Ballston held in January 2024.

Town Attorney: Debra Kaelin  
Attorneys for Planning and Zoning Board of Appeals: Tabner, Ryan and Keniry, LLP  
Building Inspector: Jeff Stickles  
Assistant Building Inspector: Matt Vaverchak  
Building Department Clerk: Erica Collins  
Assistant Building Inspector: Wayne Howe  
Administrative Assistant: Vicki O'Malley  
Fire Inspector: Matt Vaverchak  
Stormwater Management Coordinator: Jeff Stickles  
Animal Control/Dog Control Officer: Dave Brown  
Animal Control/Dog Control Officer: Tom Shambo  
Deputy Town Clerk I: Jodi Hollowood  
Deputy Town Clerk II: Kerri Mains  
Town Historian: Richard Reynolds  
Court Clerks: Kathleen O'Donnell and Shannon Brooks  
Deputy Highway Superintendent: John Hollowood  
Highway Clerk: Leslie Zorn  
Water Superintendent: Joseph Whalen  
Deputy Water Superintendent: Henry Shatley  
Water Clerk: Debora Bradt  
Assessor Valuation Assistant: Michael Pandolfo  
Representative to the Ballston Area Recreation Commission: Erin Hadcock  
Chairman, Planning Board: John VanVorst  
Vice-Chair, Planning Board: David Blair  
Planning and Zoning Board Clerk: Erica Collins  
Planning and Zoning Board Secretary: Kerri Mains  
Health Officer: Dr. Gayle Buckley  
Zoning Enforcement Officers: Jeff Stickles/Matt Vaverchak  
Ethics Board Chairperson: James Towne, Esq.  
Ballston Clear Water Committee (Sewer Committee) Members: Drew Hamelink, Jim DiPasquale, Wes DeVoe, and Dick Doyle. Chairperson: Drew Hamelink.  
Ballston Lake Water Quality Protection & Management Committee Members: David Pierce, Blue Neils, Dustin Lewis, Scott Reese, Robert Duncan, Dean Long, Joe Whalen, Dr. Gayle Buckley, Chairperson David Pierce.  
Hillside Cemetery Committee Member: Rick Reynolds  
Town Emergency Services Review Committee Members: Iain Holmes, Greg Winkler  
Emergency Management Committee: Rob Davis, Erica DeBie, Herb Jackson, Mike Fowler. Chairperson: Rob Davis

Carpenters Acres Sewer Committee Members: Danielle Yeager, Jason Poirier, Kevin Wheeler. Chairperson: Danielle Yeager  
 Farmland Protection Committee Members: Sara Curtiss, Emilia Medick, Scott Draina, Zach Boekeloo, Jeremy Knight, Stephen Merchant, Kevin Draina, Kathy Knight, Linda Voehringer. Chairperson: Emilia Medick.  
 Sidewalk Committee: Harry Darling, Tom Minnick and Jessica Mishaga  
 Clean Energies Committee: Jon Mesh, Silver Gudbrandsen, Gerry Gauthier, Ben Baskin  
 Parks & Rec Committee: Chairperson Sally Draina  
 Zoning Board of Appeals Alternate: Justin Zampella

RESOLUTION #17 - BE IT RESOLVED by the Town Board of the Town of Ballston the following committee member positions are available:  
 (1) Alternate member for Parks & Rec Committee and (1) Planning Board Alternate member.

RESOLUTION #18 - BE IT RESOLVED by the Town Board of the Town of Ballston that the dates observed for official holidays for the Town are:

HOLIDAY	DATE OBSERVED
New Year's Day (2023)	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Washington's Birthday	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth National Independence Day	Monday, June 19, 2023
Day before Independence Day	Monday, July 3, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Columbus Day	Monday, October 9, 2023
Veterans Day	Friday, November 10, 2023
Day before Thanksgiving	Wednesday, November 22, 2023, close at
Noon Thanksgiving Day	Thursday, November 23, 2023
Day After Thanksgiving	Friday, November 24, 2023
Friday before Christmas	Friday, December 22, 2023, close at Noon
Christmas Day	Monday, December 25, 2023
New Year's Day (2024)	Monday, January 1, 2024

RESOLUTION #19 - BE IT RESOLVED by the Town Board of the Town of Ballston, for Town Holidays observed on Fridays, employees following a standard 4-day workweek shall receive a floating holiday to be used within the same calendar year.

RESOLUTION #20 BE IT RESOLVED by the Town Board of the Town of Ballston that all official meeting minutes must be written and mailed or electronically distributed to appropriate parties within 14 days of applicable meeting. Town Board minutes must, at a minimum, be sent to: all Town Board members, Town Attorney, Highway Superintendent,

Building Inspector, Water Superintendent, Zoning Enforcement Officer, Assessor, Tax Collector, Town Justices, Town Librarian, Dog Control Officer, Town Historian, Zoning Board of Appeals Chairperson, Planning Board Chairperson, Parks and Recreation Committee Chairperson, Farmland Protection Committee Chairperson, Engineer to the Town, Attorney to the Zoning Board of Appeals and Planning Board, and others as required by the Town Board in special circumstances and, BE IT FURTHER RESOLVED the Zoning Board of Appeals (ZBA) minutes must be sent to all ZBA members, all Town Board Members, Town Clerk, Chairperson and Secretary of the Planning Board, Highway Superintendent, Building Inspector, Zoning Enforcement Officer, Assessor, Engineer to the Town, Attorney to the ZBA, Town Attorney, Water Superintendent, applicants before the ZBA, Chairperson of the Parks and Recreation Committee, Chairperson of the Farmland Protection Committee and, BE IT FURTHER RESOLVED the Planning Board minutes must be sent to all Planning Board members, Town Board members, Town Clerk, Chairperson and Secretary to the ZBA, Highway Superintendent, Building Inspector, Zoning Enforcement Officer, Assessor, Engineer to the Town, Attorney to the Planning Board, Town Attorney, Water Superintendent, applicants before the Planning Board, Chairperson of the Parks and Recreation Committee, and Chairperson of the Farmland Protection Committee. BE IT FURTHER RESOLVED that all other committee minutes must be sent to the Town Clerk within 14 days.

RESOLUTION #21 - BE IT RESOLVED by the Town Board of the Town of Ballston that the Town Attorney (representing the Town Board) and the Attorney to the ZBA and Planning Board, appointed or contracted for services by the Town Board, will not represent clients before any of the standing boards of the Town or undertake criminal defense before the Courts of the Town of Ballston.

RESOLUTION #22 - BE IT RESOLVED by the Town Board of the Town of Ballston that the fee schedule be amended to include a fee for checks returned by any bank for insufficient funds is to be \$20.00.

RESOLUTION #23 - BE IT RESOLVED by the Town Board of the Town of Ballston that the facility rental policies be used for the 2023 calendar year through the 2024 January Organizational Meeting and may be subject to change within this timeframe by Board resolution.

RESOLUTION #24 - BE IT RESOLVED that the Supervisor and Deputy Supervisor are designated as compliance officers for sexual harassment and workplace violence, to receive and act on any complaints that may be filed under the direction of the Town Attorney and in accordance with the Town of Ballston Sexual Harassment and Workplace Violence policies.

RESOLUTION #25 - WHEREAS the Town Board of the Town of Ballston requires engineering services from a professional engineering corporation appropriately licensed and registered in New York State; and, WHEREAS the Planning Board, Zoning Board of Appeals, Town Highway Superintendent, and Town Water Superintendent may also require

professional engineering services; and, BE IT RESOLVED by the Town Board of the Town of Ballston designates the firm of M.J. Engineering and Land Surveying, PC, subject to approval of contract by the Town Attorney, is hereby appointed as Engineer to the Town and BE IT FURTHER RESOLVED the Engineer to the Town agrees not to represent any clients within the Town of Ballston before any duly established Town Board (i.e. Town Board, Planning Board, Zoning Board of Appeals).

Resolution 23-26

Consider approving the 2023 junk yard licenses for William Davey (Round Lake Road) and Mangino Buick GMC (Route 50).

Resolution 23-27

Consider approving a supplemental appropriation to the 2023 Final Budget to increase A Fund's "Budgeted Fund Balance Draw" revenue account and "Dog Control – Personal Services" expense account by \$4,000 to adjust for higher than anticipated staffing costs in 2023. The source of the funding will be A Fund, fund balance.

Resolution 23-28

Consider approving a supplemental appropriation to the 2022 Final Budget to increase Highway Fund's "Budgeted Fund Balance Draw" revenue account and "Snow Removal – Salt Purchases" expense account by \$8,200 to adjust for higher than anticipated rock salt cost and use in December 2022. The source of the funds will be Highway Fund, Fund Balance.

Resolution 23-29

Consider approving a supplemental appropriation for A Fund, Consolidated Water, Morningdale Court Water, and Paradowski Water 2022 Final Budgets to increase the "Budgeted Fund Balance Draw" revenue accounts and the "Highway Admin – Personal Service" expense account for \$15,000 for A fund, the "Water Transmission & Distribution Personal Services" expense account for \$10,000 for Consolidated Water, \$40 for Morningdale Court Water, and \$150 for Paradowski Water to adjust for higher than anticipated overtime costs. The source of the funding will be each fund's respective fund balance.

Resolution 23-30

Consider approving the Notice to Bid and bid documents submitted by M.J. Engineering for the replacement of exterior windows, doors, and soffits to the original portion of Town Hall with a bid opening date of February 1, 2023, at 11 a.m.

Resolution 23-31

Consider approving a supplemental appropriation for Consolidated Water, Morningdale Court Water, and Paradowski Water 2022 Final Budgets to increase the "Budgeted Fund Balance Draw" revenue accounts and the "Water Purchases from Others" expense account for \$150,000 for Consolidated Water, \$600 for Morningdale Court Water, and \$1,500 for Paradowski Water to adjust for higher than anticipated water usage in 2022. The source of the funding will be each fund's respective fund balance.

*Privilege of the Floor on any topic ((limit 3 minutes))*



\*Agenda subject to change.

Meeting documents can be found here: [January 10, 2023 Meeting](#)