

**TOWN OF BRUNSWICK  
REGULAR TOWN BOARD MEETING  
NOVEMBER 10, 2016, 7:00 P.M.  
TOWN HALL**

**Board Members Present:** Supervisor Herrington, Councilman Sullivan, Councilman Casale and Councilman Balistreri.

**Board Members Absent:** Councilman Christian

**Also Present:** Town Attorney, Thomas Cioffi, and Town Clerk, William J. Lewis.

Supervisor Herrington called the meeting to order at 7:05 p.m.

All joined in with the salute to the flag.

**VISITORS WHO WISH TO SPEAK:**

None

**BUSINESS MEETING:**

**MINUTES OF THE PREVIOUS MEETING:**

Councilman Sullivan made a motion to accept the Minutes of the previous meetings, seconded by Councilman Casale. Approved.

**REPORTS:**

*Town Clerk:* William J. Lewis

Mr. Lewis gave his report for the month of October. \$5,943.26 will be remitted to the Supervisor's office. Recycling fees accounted for ~ \$4,500.00 of monies received, with the balance being miscellaneous fees. Motion to accept the Town Clerk's Report was made by Councilman Casale and seconded by Councilman Balistreri. Approved. A copy of the written report is on file in the Town Clerk's Office.

*Highway Superintendent:* Doug Eddy

Mr. Eddy gave his report for the month of October. Road work included road patching and paving, vacuuming catch basins, mowing Forest Park Cemetery and ballfields, culvert replacements, monthly brush pickup preparing vehicles for leaf pickup and road sanding. Fall leaf vacuuming and bag pickup was begun. Fencing was removed from the Community Center pond and shale removed to stockpile at the landfill. They assisted Rensselaer County, paving and supplying trucks for hauling asphalt. The Town of Berlin also received assistance for road sweeping. Motion to accept the report was made by Councilman Sullivan and seconded by Councilman Casale. Approved. A copy of the written report is on file in the Town Clerk's Office.

*Water & Sewer Report:* Bill Bradley

Mr. Bradley was unable to attend the meeting. His report for October will be submitted at a later date.

*Code Enforcement:* Karen Guastella

Ms. Guastella gave her report for the month of October. The report showed \$9,686.15 was collected for Building Permit and Zoning Variance/Planning Board Fees. 10 new building permits were issued, 217 building inspections were performed and active permits totaled 384. The department had 0 code call outs, 2 code complaints and 2 code complaint inspections were made. Additionally, 10 follow

up inspections were completed. Motion to accept the report was made by Councilman Casale and seconded by Councilman Balistreri. Approved. A copy of the written report is on file in the Town Clerk's Office.

Town Attorney: Thomas Cioffi

Mr. Cioffi gave his report for the month of October. Other than routine matters, his work included the following: had discussions with and attended a meeting of town officials concerning the 2017 budget; worked with the Supervisor's office toward final completion of the revised Employee Handbook; attended the public hearing on the proposed Zoning Law and forwarded draft edits to the involved consulting firm; participated in meetings concerning the upcoming labor negotiations and health insurance matters; reviewed and prepared comments and revisions for the proposed Assistant Bookkeeper job opening publication; prepared resolutions for this evenings meeting. Motion to accept the report was made by Supervisor Herrington and seconded by Councilman Casale. Approved.

Town Historian: Sharon Zankel

Mrs. Zankel was unable to attend the meeting. Her report for October has been submitted. Of particular note, she hosted the 11<sup>th</sup> annual tour of Forest Park Cemetery. At least 102 people turned out for the event. She wished to thank the Rensselaer County Auxiliary Police, volunteers and the Town Highway Department for all their efforts. A copy of the written report is on file in the Town Clerk's Office.

Recycling Coordinator: Thomas Engster

Mr. Engster gave his report for the month of October. After expenses, there were revenues of \$2,732.27. 39.85 tons of materials were recycled and landfilled. Motion to accept the report was made by Councilman Sullivan and seconded by Councilman Balistreri. Approved. A copy of the written report is on file in the Town Clerk's Office.

Library Report: Ms. Natalie Schipano

Ms. Schipano gave her report for the month of October. The month saw a slight decrease in print circulation (2638) and an increase in patron visits, Computer sessions, WIFI connections, e-books and digital audio books since last month. The regular programs will continue. Several lectures have been scheduled, provided by the Health Department and Sheriff's Department. A fine forgiveness program, "Can Your Fines" is being held in November allowing fine reductions by donating food items which will go to the Brunswick Cares Food Pantry. Holiday events are now being planned for December. The Annual Appeal has been completed and is out for mailing. Full schedules, special events and news items are available at [www.brunswicklibrary.org](http://www.brunswicklibrary.org). Motion to accept the report was made by Councilman Casale and seconded by Councilman Sullivan. Approved. A copy of the written report is on file in the Town Clerk's Office.

## **RESOLUTIONS:**

**Resolution No. 71** Resolution Finally Adopting Preliminary Budget as 2017 Annual Budget of the Town of Brunswick. The foregoing Resolution, offered by Supervisor Herrington and seconded by Councilman Casale, was duly put to a roll call vote as follows: Councilman Sullivan, Voting Aye; Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**Resolution No. 72** Resolution Accepting and Awarding Mini Bid for the Sale and Purchase of Two (2) 2017 Ford E-150 XLT Reg. Cab 4X4, 8 FT. Box, 4WD, in Accordance with the New York State Office of General Services Vehicle Marketplace. (OGS Group 40500, Award 22904, Class 3-8 Vehicles) . The foregoing Resolution, offered by Councilman Sullivan and seconded by Councilman Balistreri, was duly put to a roll call vote as follows: Councilman Christian, Voting Absent; Councilman Sullivan, Voting Aye; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted

**Resolution No. 73** Resolution Authorizing Supervisor to Purchase One (1) 2017 Cat 246D Skid Steer, with Attachments, Under New York OGS State Contract – Highway Department. The foregoing Resolution, offered by Councilman Sullivan and seconded by Supervisor Herrington, was duly put to a roll call vote as follows: Councilman Sullivan, Voting Aye; Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**Resolution No. 74** Resolution Accepting Proposal to Conduct Independent Audit of Town Finances for Fiscal Years 2016, 2017 and 2018. The foregoing Resolution, offered by Councilman Sullivan and seconded by Councilman Casale, was duly put to a roll call vote as follows: Councilman Sullivan, Voting Aye; Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**Resolution No. 75** Resolution Approving and Adopting Brunswick Workplace Violence Prevention Policy Statement and Program. The foregoing Resolution, offered by Supervisor Herrington and seconded by Councilman Casale, was duly put to a roll call vote as follows: Councilman Sullivan, Voting Aye; Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**Resolution No. 76** Resolution Approving and Adopting Revised and Updated Town of Brunswick Employee Handbook. The foregoing Resolution, offered by Councilman Casale and seconded by Supervisor Herrington, was duly put to a roll call vote as follows: Councilman Sullivan, Voting Aye; Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**Resolution No. 77** Resolution Authorizing and Ratifying Brook Hill Subdivision Agreement. The foregoing Resolution, offered by Councilman Sullivan and seconded by Councilman Casale, was duly put to a roll call vote as follows: Councilman Christian, Voting Absent; Councilman Casale, Voting Aye; Councilman Sullivan, Voting Aye; Councilman Balistreri, Voting Aye; Supervisor Herrington, Voting Aye. The foregoing Resolution was thereupon declared duly adopted.

**CORRESPONDENCE:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**WARRANTS:**

Warrants No. 161185 through 161299, No. 10211601 through 10211613 and No. 11041601 through 11041612 were presented. Councilman Sullivan made a motion to approve the warrants, seconded by Supervisor Herrington. Approved.

**FURTHER COMMENTS FROM VISITORS:**

Mr. Jim Tkacik addressed the Board. First, he wished to share, for the record, his appreciation of the Brunswick Community Library. He commended Head Librarian Natalie Schipano and her staff for offering a wide variety of programs to town residents of all ages, and their continuing efforts to expand, update and improve services. They are hardworking and very involved in the community. He urges everyone to utilize their services and also support their mission. Next he addressed the matter of the requirement of escrow accounts on specific buildings/installations to cover decommissioning of same, which is included in the proposed Zoning Law. He felt that there were many other structures other than those addressed that would qualify, for example gas stations, among others. There was general agreement by the board. He then inquired about the status of the proposed Zoning Law and how the contract with the engineering firm was set up. In particular were there specific costs, benchmarks or time limitations, and if the contract was put out for bid. He was advised that due to the nature of the project it was difficult to set a completion date. The time for reviews, communications, changes and additions could not be predicted before a final draft was agreed upon. Mr. Tkacik described this as a "Labor Plus Materials" contract. The draft has been completed, a public hearing was held and a time period for further written comment was adopted. After consideration of comments/concerns any needed changes will be made. If changes are made which significantly alter the proposed document, a new public hearing may be scheduled. Legally, bidding was not required for this service and there was consideration of the fact that Laberge Engineering, hired for this project, had also developed our Comprehensive Plan and therefore was already acquainted with the current Zoning and the plans for the Town into the future. This was seen as more desirable than a firm starting from scratch.

**ADJOURNMENT:**

Supervisor Herrington made a motion to adjourn the meeting, seconded by Councilman Balistreri. Approved. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

William J. Lewis  
Town Clerk