

REGULAR TOWN BOARD MEETING

RESOLUTION # - JANUARY 9, 2017

ADOPT TOWN-WIDE GENERIC ENVIRONMENTAL IMPACT STATEMENT (TWGEIS)

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the Town Board of the Town of Malta has prepared an update to the Town-Wide Generic Environmental Impact Statement (2006 TWGEIS) evaluating the cumulative impacts of growth on the Town's natural and built environment; and

WHEREAS the Town Board of the Town of Malta prepared a Draft Supplemental Environmental Impact Statement (DSEIS), subsequently determined the DSEIS to be complete for purposes of commencing public review on June, 15, 2015, and issued the required notices and intent to conduct a public hearing on the DSEIS; and

WHEREAS the Town Board of the Town of Malta held a public hearing on the DSEIS July 6, 2015, and accepted public comment on the DSEIS until July 24, 2015; and

WHEREAS the Town Board of the Town of Malta accepted a Final Supplemental Environmental Impact Statement at its June 20, 2016 meeting; and

WHEREAS subsequent to concerns raised an amended Final Supplemental Environmental Impact Statement has been drafted to address these concerns, and

WHEREAS the Town Board of the Town of Malta reviewed comments from the public and involved and interested agencies, and prepared a Final Supplemental Environmental Impact Statement ("FSEIS") addressing the substantive comments; and

WHEREAS the Town Board of the Town of Malta (1) adopted the Notice of Completion of FSEIS on November 14, 2016, (2) caused a copy of the Notice of Completion and the FSEIS in the Environmental Notice Bulletin (625 Broadway, Rm. 538, Albany, NY 12233-1750) for publication therein, (3) posted copies of the Notice of Completion and the FSEIS on the official website of Town of Malta; and (4) distributed copies of the Notice of Completion and the FSEIS to the Involved and the Interested Agencies as identified on the notice and as required by SEQRA; and

WHEREAS the Town Board of the Town of Malta has prepared a *Statement of Findings Supplemental Environmental Impact Statement to the Malta Townwide Generic*

Environmental Impact Statement; now, therefore, it is

RESOLVED that Town Board of the Town of Malta adopts the *Statement of Findings Supplemental Environmental Impact Statement to the Malta Townwide Generic Environmental Impact Statement* in the form annexed hereto; and it is further

RESOLVED that the Town Clerk, with the assistance of the Building and Planning Department, cause the *Statement of Findings* to be published, posted and/or distributed as provided by law.

Name Yes No _____

DATED: Malta, New York
January 9, 2017

RESOLUTION # - JANUARY 9, 2017

**COMMERCIAL CORRIDOR DESIGN STANDARDS & GUIDELINES – SET
DATE FOR PUBLIC HEARING**

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the Town Board of the Town of Malta wishes to amend Chapter 167 of the Code of the Town of Malta (“Zoning”) in order to adopt design standards and guidelines for portions of the Town of Malta deemed commercial corridors by local law in the form annexed hereto (henceforth the “proposed Amendments”); now, therefore, it is

RESOLVED that the Town Board of the Town of Malta names itself lead agency for purposes of administration of the State Environmental Quality Review Act (“SEQRA”) with respect to the Proposed Amendments; and it is further

RESOLVED that copies of the Proposed Amendments shall be provided to the County Planning Board and all other entities entitled to notice by law or regulation for their review and recommendation; and it is lastly

RESOLVED that a public hearing with respect to the Proposed Amendments will be held on the 6th day of February, 2017, at 6:00 o’clock P.M at the Town Hall of the Town of Malta, 2540 Route 9, Malta, New York 12020, and at which hearing all persons desiring to be heard thereon will be heard; and it is lastly

RESOLVED that the Town Clerk is directed to publish notice of the public hearing as required by law.

**PUBLIC NOTICE
TOWN OF MALTA**

PUBLIC NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Malta will hold a public hearing pertaining to the proposed amendment to the Zoning Law of the Town of Malta to provide for Commercial Corridor Design Standards & Guidelines on the 6th day of February, 2017, at 6:00 o'clock P.M at the Town Hall of the Town of Malta, 2540 Route 9, Malta, New York 12020, and at which hearing all persons desiring to be heard thereon will be heard.

Dated: January 9, 2017

**BY ORDER OF THE TOWN
BOARD OF THE TOWN OF MALTA
PATRICIA RUGGLES, TOWN CLERK**

RESOLUTION # - JANUARY 9, 2017

MILEAGE REIMBURSEMENT – ESTABLISH 2017 RATE

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the Town of Malta *Town Manual* states that the Town of Malta's mileage reimbursement rate shall be established by the Town Board of the Town of Malta; and

WHEREAS the Internal Revenue Service has revised the standard business mileage reimbursement rate to **\$.53.5** per business mile effective January 1st, 2017; now, therefore, it is

RESOLVED the Town Board of the Town of Malta hereby revises the Town's mileage reimbursement rate to **\$.53.5** per business mile for Town employees using their private vehicles for official business of the Town of Malta, effective January 1st, 2017.

RESOLUTION # - JANUARY 9, 2017

ESTABLISH RETIREMENT STANDARD WORK DAY AND REPORTING FOR ELECTED & APPOINTED OFFICIALS

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the New York State Retirement System has enacted regulations for reporting of elected and/or appointed officials service time for those who do not participate in an employer’s time keeping system and the Town of Malta desires to comply with those requirements; now, therefore, be it

RESOLVED the Town Board of the Town of Malta hereby established the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the current time studies or recertification of activities that were originally maintained and submitted by these officials:

Title	Name	Standard Work Day	Social Security Number	NYS Reg. Number	Term Begins/Ends	Participates in Employer’s Time Keeping System	Days/Month (based on Record of Activities)
Elected Officials							
Town Justice	James Fauci	6	9921	43178805	01/01/2017-12/31/2020	No	7.19
Appointed Officials							

Date enacted: On this ___ day of ___, 2017

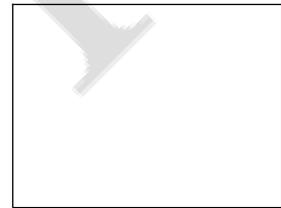
(Signature of clerk)

I, Patricia Ruggles, clerk of the governing board of the Town of Malta, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 9th day of January 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that ___ of such members were present at such meeting and that ___ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the

(Name of Employer)



(seal)

Affidavit of Posting: I, Patricia Ruggles, being duly sworn, deposes and says that the posting of the resolution began on January 9, 2017 and continued for at least 30 days. That the Resolution was available to the public on the

- ___ Employer's website at www.malta-town.org
- ___ Official sign board at the Town of Malta Town Hall
- ___ Town Clerk's Office at 2540 Route 9, Malta, NY

RESOLUTION # - JANUARY 9, 2017

APPROVE VILLAGE OF ROUND LAKE ROAD AGREEMENT

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the Town of Malta and the Village of Round Lake entered into an intermunicipal Agreement providing for cooperation in road maintenance matters in the form annexed hereto, which agreement has expired; and

WHEREAS the Agreement has proven beneficial to the Town; now, therefore, it is

RESOLVED that Town Supervisor is authorized and directed to enter into an Agreement containing the same provisions as the expired Agreement in a form acceptable to the Town attorney.

RESOLUTION # - JANUARY 9, 2017

APPROVE 2017 MALTA/STILLWATER AMBULANCE CONTRACTS

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

IT IS RESOLVED that the Town Board of the Town of Malta hereby approves the 2017 Malta/Stillwater Ambulance Agreement in the form annexed hereto, and authorizes and directs the Town Supervisor to execute the same. A copy of the Agreement shall be maintained in the Town Clerk's Office.

RESOLUTION # - JANUARY 9, 2017

APPROVE 2017 ENGINEERING SERVICES – CHAZEN COMPANIES

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS The Chazen Companies has proposed providing Engineering Services to the Town of Malta during 2017 at the rates set forth in its proposal dated December 21, 2016, annexed hereto; now, therefore, it is

RESOLVED that the Supervisor of the Town of Malta is authorized and directed to execute a contract with The Chazen Companies for the provision of engineering services for the Town of Malta at the rates set forth in its proposal dated December 21, 2016, annexed hereto, in a form approved by the Town Attorney, which proposal is also on file in the Town Clerk's Office.

RESOLUTION # - JANUARY 9, 2017

APPROVE ASSESSMENT CONTRACT – GAR ASSOCIATES

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

BE IT RESOLVED that the Supervisor of the Town of Malta is authorized and directed sign the annexed contract for professional services with GAR Associates, Inc., by which GAR Associates, Inc. shall provide reassessment services to the Town of Malta in 2017, in a form approved by the Town Attorney.

RESOLUTION # - JANUARY 9, 2017

**ESTABLISH POSITION AND APPOINT PARKS & RECREATION PROGRAM
EVENTS COORDINATOR**

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner

Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner

Action: Enacted; Defeated; Tabled to next meeting; No action

Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS the Director of Parks, Recreation and Humans Services has reviewed the Department’s staffing as a result of recent staff turnover; and

WHEREAS the Director of Parks, Recreation and Human Services has recommended the establishment of a full time program events coordinator position in the Department rather than fill the vacant assistant director of parks, recreation and human services position;

WHEREAS the Director of Parks, Recreation and Human Services has drafted a job description for said position which is attached and made a part hereof; and

WHEREAS the Director of Parks, Recreation and Human Services has conducted employment interviews for the programs event coordinator position from the civil service list provided by the Saratoga County Department of Personnel; and

WHEREAS the Town Board of the Town of Malta desires to approve said

recommendation of the Director of Parks, Recreation and Human Services; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta hereby creates the full time position of program events coordinator in the Town of Malta;

AND BE IT FURTHER RESOLVED that the Town Board of the Town of Malta be and hereby appoints Alyssa Dausman as a program events coordinator at the hourly rate of \$____ with said position to be full time at 40 hours per week, with said appointment subject to a probationary period of not less than eight weeks and not more than fifty-two weeks, and subject to a background check.

Town of Malta Job Description

Job Title: Program Events Coordinator
Department: Parks, Recreation and Human Services
Report to: Director of Parks, Recreation & Humans Services
Civil Service Class: Competitive
Full/Part-Time: Full-Time
Prepared by: Audrey Ball 1/17

JOB SUMMARY:

Position is responsible for planning, designing, organizing, monitoring and administration of special programs, events and activities for the Town of Malta Department of Parks, Recreation and Human Services. In performing this function, the individual in this position will exercise independent judgment in the application of prescribed procedures and methods to routine duties and participate in planning and implementing recreation programs suitable for the interests and needs of a community. This position also oversees the administrative duties of the summer programs with in the Town. General supervision is received from Director of Parks, Recreation and Human Services or higher ranking Town official with flexibility allowed for the carrying out of the details of work.

TYPICAL WORK ACTIVITIES:

- Assist in the development and administration of programs and events that address the needs of all ages of the population.
- Composes press releases and other informational materials to publicize events.

- Working from rough draft or from data personally developed, assist in the preparation of accounting and financial statements, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other material.
- Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures.
- Processes accounts, registrations, facility rentals and permits.
- Supervises and participates in the data processing, issuing and recording of facility rentals and permits.
- Recruits independent contractors to develop new programs.
- Assists in the administration of summer programs and events.
- Plan, develop, design and distribute marketing information, advertisements and press releases
- Maintains complex records of activity registrations and recreational related reports and assists in the analysis of these reports.
- Communicate with public by phone, e-mail or in person and gives out routine information.
- Maintain files of contractual agreements with recreational subcontractors, current and archived.
- Create and maintain databases, spreadsheets, seating and organization charts and desktop publishing projects.
- Operate a variety of office equipment including a computer, typewriter, copier, postage meter, credit card machine and other office machines.
- Perform any other duties as assigned by the Director of Parks, Recreation and Human Services.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND PERSONAL CHARACTERISTICS:

Thorough knowledge of community program organization; good knowledge of recreation principles and practices; good knowledge of the methods, procedures and objectives of an organized recreation service; working knowledge of techniques to publicize programs and events; ability to communicate effectively and establish good working relationships with groups and individuals; ability to communicate clearly both orally and in writing; ability to follow both oral and written instructions.

WORK IMPACT:

This position must insure that the delivery of the Department's programs are done in the manner which is consistent with the goals and objectives established by the Town of Malta. It is extremely important that employees in this position have a solid understanding of recreational program administration. To facilitate departmental operations the individual should have strong organizational, communication, and computer skills as well as being able to be multi-task oriented and very detailed oriented.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

Ability to perform stooping, reaching, sitting, standing, walking lifting, fingering, talking and hearing. Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

MENTAL AND VISUAL DEMAND:

Moderate mental and visual applications required for performing work such as dealing primarily with preparing and analyzing data, figures and reports.

ENVIRONMENTAL CONDITIONS:

The worker is not subject to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university with an Associates Degree and two (2) years of full-time experience or its part-time /volunteer equivalent experience working with youth and or adults in a recreational or educational capacity or been directly involved in program development one year of which must have been in a supervisory capacity; OR
- B. Graduation from High School or possession of a GED and (4) years of full-time experience or its part-time /volunteer equivalent experience working with youth and or adults in a recreational or educational capacity or been directly involved in program development one year of which must have been in a supervisory capacity; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

EMPLOYER'S DISCLAIMER:

- * This Job Description is intended for the internal use by the Town of Malta and does not replace the Job Specification, if any, that has been adopted by the Saratoga County Civil Service Department.
- * All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- * This Job Description in no way states or implies that these are the only duties to be performed by the employee holding this position. The employee will be required to perform any other duties necessary to fulfill the requirements of his/her position.
- * This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

DRAFT

RESOLUTION # - JANUARY 9, 2017

BUDGET TRANSFERS AND COMPTROLLER'S REPORT

Motion by: Hartzell; Dunn; Ruisi; DeLucia; Warner
Seconded: Hartzell; Dunn; Ruisi; DeLucia; Warner
Action: Enacted; Defeated; Tabled to next meeting; No action
Vote: Unanimous; Hartzell; Dunn; Ruisi; DeLucia; Warner

WHEREAS, the Town Comptroller has submitted his Comptroller's Report which identifies the disbursements for the Town; and

WHEREAS the Town Board of the Town of Malta has adopted the 2016 Town Budget; and

WHEREAS the Town Board of the Town Board of Malta desires to amend the 2016 Town Budgets for estimated revenues and appropriations and amend budgetary appropriations between department and intradepartment line items; now, therefore, be it

RESOLVED that the Town Board of the Town of Malta hereby authorizes the 2016 Town-wide General Fund, Part-Town General Fund, and Highway Fund to be amended as follows:

Increase Highway Computer	A1680.45	\$ 400
Decrease Tax Receiver Computer	A1680.44	\$ 400
Increase Bldg/Planning Computer	B8010.49	\$ 300
Decrease Bldg Dept Truck Cont.	B8010.46	\$ 300
Increase Youth Computer	A1680.49	\$ 300
Decrease Court Computer	A1680.48	\$ 300
Increase CC Senior Discounts	A7989.52	\$ 500
Decrease CC Programs	A7989.50	\$ 500
Increase Supervisor Contractual	A1220.4	\$ 100
Decrease Supervisor Admin Payroll	A1220.160	\$ 300
Increase Highway Admin Payroll	A5010.120	\$ 200
Increase Garage Maintenance	A5132.46	\$ 2,000
Decrease Garage Utilities	A5132.41	\$ 2,000
Increase Other Employee Benefits	A9089.8	\$ 2,300
Decrease Dental Insurance	A9070.8	\$ 2,300
Increase Building Inspector Payroll	B8010.110	\$ 1,000
Decrease Code Enforcement Payroll	B8010.150	\$ 1,000
Increase Other Employee Benefits	B9089.8	\$ 2,000
Decrease Social Security	B9030.8	\$ 2,000
Increase General Repairs	DB5110.4	\$ 5,000

Increase Machinery Contractual	DB5130.4	\$ 5,000
Increase Snow Removal Contractual	DB5142.4	\$ 20,000
Decrease Insurance	DB1910.4	\$ 2,500
Decrease Highway Improvements	DB5112.2	\$ 27,500
Increase Hospitalization	DB9060.8	\$ 5,000
Decrease Social Security	DB9030.8	\$ 5,000
Increase Other Employee Benefits	DB9089.8	\$ 2,000
Decrease Dental Insurance	DB9070.8	\$ 2,000
Increase Snow Removal Payroll	DB5142.1	\$ 5,000
Decrease General Repairs Payroll	DB5110.1	\$ 5,000

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