

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

The monthly meeting of the Sand Lake Town Board was held on February 9, 2011 at 7:30 P.M. at the Sand Lake Town Hall. After the Pledge of Allegiance, the following answered roll call:

**PRESENT:** Councilman Splain  
Councilwoman Kronau  
Councilman Glasser (Arrived at 7:40)  
Councilman Turner  
Supervisor Rounds  
Town Attorney Donna Cole-Paul

**RECORDING SECRETARY:** Barbara A. Biittig, Town Clerk

**OTHERS PRESENT:** John Mac McEvelly, Russ Bennett, Joe Phillips, and others.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:**

Councilman Turner made the motion to approve the minutes of January 12, 2011. This was seconded by Supervisor Rounds.

**MOTION CARRIED = UNANIMOUS**

**MONTHLY REPORTS:**

**TOWN CLERK-** Barbara A. Biittig

- Total fees paid to the Supervisor for the month of January 2011 - \$16,241.05
- Money Given to NYS Ag. & Markets for spay/neuter program - \$140.00
- Money Given to NYS Environmental Conservation - \$257.94
- Paid to NYS Health Department for Marriage Licenses - \$22.50

A large amount of money was given to the Supervisor this month in connection with the Convenience Facility. Our office has been extremely busy with the new fee schedule and the issuing of Permits. Please note that in order to use the Convenience Facility in any way you must have a Permit sticker that can only be purchased at the Town Clerk's Office. You can only use garbage bags with the Town of Sand Lake name on them that are purchased at the Town Clerk's Office. You can not use your own bags. In order to bring items to the convenience facility you need to have a Permit Sticker, garbage bags and a punch card. No money is taken at the Convenience Center

A grace period was given for the month of January. This gave residents time to adhere to the new regulations. Most people are not happy with the new Permit sticker but realize that these steps were necessary as the surrounding towns have long ago gone to a sticker policy. Reminder: Failure to comply with the new regulations can result in a fine. If you have any questions, please call my office at 674-2026 ext 22.

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

Our new Dog Licensing program stated on January 1, 2011 and bills, reminders etc. were mailed out for this first month. Bills and reminders will be mailed out on a monthly basis. The new fee is \$8.00 for spayed and neutered dogs and \$11.00 for unneutered. You will be issued a new dog tag with your renewal. If you receive a bill for a dog that you no longer have, please let me know so that we can correct our data base.

Our passport services continue to be very busy. This year begins with several new rules and laws regarding passports. My office does do passports, and also we take passport pictures. We can provide you with forms to renew your passport by mail. If you qualify to renew by mail all you would need is a picture that we can take. We do hope to be part of the National Passport Day again this year. I will keep you informed as soon as that date is available. Reminder, in order to do a passport you must come in to my office ½ hour before closing and a group must allow ½ hour for each person applying. If you have questions, please call me at 674-2026 ext. 22.

**SUPERVISOR'S REPORT** – On file in the Town Clerk's Office.

**COMMITTEE REPORTS:**

**ENGINEERS REPORT** – Mark Kestner – On file in the Town Clerk's Office.

**PLANNING BOARD** - None

**BUILDING/ZONING** - Fred Schreyer - On File in the Town Clerk's Office.

**YOUTH** – None at this time.

**BOARD MEMBERS REPORTS:**

**PUBLIC WORKS** – Burton Rounds - On file in the Town Clerk's Office.

**HIGHWAY** – Burton Rounds - On file in the Town Clerk's Office.

**VETERANS** – Burton Rounds- On file in the Town Clerk's Office.

**PARKS AND RECREATION** – None at this time.

**CABLE** – None at this time

**PHYSICAL FACILITIES** – None at this time.

**INTERNAL CONTROL** – Paul Splain- On file in the Town Clerk's Office

**CULTURE AND ARTS** - Christine Kronau - On file in the Town Clerk's Office.

**PLANNING OVERSIGHT/LINKAGE STUDY** – Christine Kronau – On file in the Town Clerk's Office.

**YOUTH** – Christine Kronau – On file in the Town Clerk's Office

**SENIORS/SENIOR VAN** – Christine Kronau – On file in the Town Clerk's Office.

**ANIMAL CONTROL** – John Glasser - On file in the Town Clerk's Office.

**STREET LIGHTS** – John Glasser - On file in the Town Clerk's Office.

**BEACH** – John Glasser – None at this time

**LIBRARY** – Ray Turner - On file in the Town Clerk's Office.

**AMBULANCE/PUBLIC SAFETY** – Ray Turner - On file in the Town Clerk's Office.

**ZONING UPDATE** – Ray Turner - On file in the Town Clerk's Office.

**APPROVAL OF THE AGENDA**

Councilwoman Kronau motioned to Table resolution #5 section:

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

*“Increase appropriation A 7620.4 Adult Recreation Contractual in the amount of \$1881.00 by appropriating the General Fund Fund balance A599”*

Supervisor Rounds made the motion to approve the agenda. Councilman Turner seconded the approval of the agenda

**MOTION CARRIED = UNANIMOUS**

**RESOLUTION#13-10**

**Adoption of Uniform Assessment Standards**

Councilman Splain moved and Supervisor Rounds seconded the following resolution:

**WHEREAS**, the Assessor for the Town of Sand Lake provided a memo and request to the Town Board for the acceptance of Uniform Assessment Standards to be followed by that office; and

**WHEREAS**, the Real Property Tax Administration Committee (RPTAC), including members from the New York State Assessor’s Association, the New York State Association of County Directors of Real Property Tax Services, the New York State Office of Real Property Services and several members of the State Board of Real Property Services, have developed a set of Uniform Assessment Standards; and

**WHEREAS**, the Uniform Assessment Standards have no implication of enforcement, rather it provides assessing units with a set of principals to guide local governments in the administration of the real property tax; and

**WHEREAS**, the State Board of Real Property Services adopted the Uniform Assessment Standards unanimously on February 9, 2010; and

**WHEREAS**, the Town of Sand Lake has reviewed the Uniform Assessment Standards, and believe that the standards are being met by this assessing unit and recommended that the Town endorse the standards, including them in the future Assessor orientation training; now therefore

**BE IT RESOLVED**, that the Sand Lake Town Board, upon recommendation of the Sand Lake Assessor, endorses the Uniform Assessment Standards as appropriate guidelines for policy and practice issues relating to providing the highest level of equity, consistency, and transparency to the property taxpayers of the Town of Sand Lake and across the State of New York; and be it further

**RESOLVED**, that a certified copy of this resolution be sent to the regional office of the New York State Department of Taxation and Finance, Office of Real Property Services.

**ADOPTED = AYES 5 NAYS 0**

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

Judith Goodyer the Town Assessor, thanked the Board for the Adoption of the Uniform Assessment Standards. She addressed changes in the Star Program and other general changes with State regulations.

**RESOLUTION#14 - 10**  
**Approval of Elevator Service Agreement**

Councilman Glasser moved and Supervisor Rounds seconded the following resolution:

**WHEREAS**, the Town of Sand Lake in accordance with the fire regulations for the State of New York is in need of an annual inspection of the elevator in Town Hall; and

**WHEREAS**, Albany Elevator, Inc. has proposed an elevator service agreement which will include four (4) examinations per year on the equipment, including cleaning, oiling and making any minor adjustments to the equipment; now therefore

**BE IT RESOLVED**, that the Town of Sand Lake will enter into a one year service agreement with Albany Elevator, Inc. at an annual cost of \$930.00.

**ADOPTED = AYES 5 NAYS 0**

**RESOLUTION#15 – 10**  
**Authorization of Veterans Grant**

Councilman Turner moved and Councilman Glasser seconded the following resolution:

**WHEREAS**, Councilman Splain was successful in renewing and extending the grant application for the Veterans Memorial to allow for the engraving of the names on the monument in the amount of \$5,000 until September 2011, now therefore

**BE IT RESOLVED**, that Councilman Splain is hereby authorized to execute the paperwork for the extension of said grant application after review of the same by the Town Attorney.

**ADOPTED = AYES 5 NAYS 0**

**RESOLUTION#16- 10**  
**Amendment of Insurance Contract**

Councilman Splain moved and Councilman Glasser seconded the following resolution:

**WHEREAS**, Burton Rounds, of the Town of Sand Lake, Rensselaer County, New York, has been elected to the office of Supervisor of the Town of Sand Lake; and

**WHEREAS**, Barbara A. Biittig, of the Town of Sand Lake, Rensselaer County, has been elected to the office of Town Clerk, of the Town of Sand Lake; and

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

**WHEREAS**, Jill Quell, of the Town of Sand Lake, Rensselaer County, has been elected to the office of Receiver of Taxes of the Town of Sand Lake; and

**WHEREAS**, Melissa Elacqua, of the Town of Sand Lake, Rensselaer County, has been appointed Comptroller for the Town of Sand Lake; and

**WHEREAS**, the insurance policy for the Town of Sand Lake needs to be modified to remove the name of Charlotte Foster as Receiver of Taxes; now therefore

**BE IT RESOLVED**, that the Town of Sand Lake shall maintain insurance coverage presently with Marshall and Sterling in the sum of \$20,000 for each employee plus an additional \$500,000 for the Receiver of Taxes, \$500,000 for the Town Supervisor, \$100,000 for the Town Clerk and \$500,000 for the Town Comptroller to indemnify against losses through the failure of the officers, clerks and employees covered there under faithfully to perform their duties or to account properly for all monies and property received by virtue of their positions or employment and through fraudulent or dishonest acts committed by the officers, clerks, and employees covered hereunder and be it further

**RESOLVED**, that the insurance policy will be amended to include the aforementioned names conditioned upon the following:

1. That the respective officers above, do hereby undertake with the Town of Sand Lake that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all monies or property received as a Town Officer, in accordance with law;
2. That this undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all monies and property, including any special district funds, belonging to and coming into his hands as such Supervisor;
3. That the undertaking of the Town Receiver of Taxes is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Receiver of Taxes and Assessments.

**ADOPTED = AYES 5 NAYS 0**

**RESOLUTION#17- 10**  
**Budget Amendments and Fund Transfers**

Councilman Turner moved and Councilwoman Kronau seconded the following resolution:

**Budget Amendment**

Increase appropriation A 7989.4 Culture and Recreation Contractual in the amount of \$2707.00 by appropriating the General Fund fund balance A599 in the amount of \$2707.00

**Authorize Supervisor to Encumber Appropriations**

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

**WHEREAS**, each department head is required to file with the Supervisor a list of unpaid obligations as of the close of the fiscal year pursuant to Section 110 of Town Law; and

**WHEREAS**, in turn the Supervisor is required to encumber the applicable appropriation account balances; now therefore

**BE IT RESOLVED**, that the Supervisor is authorized to encumber the following in the 2010 Budget:

**AMOUNT: FROM: DESCRIPTION:** DA 5130.2 Machinery Equipment - \$9,625 to Zwack for Plow, \$7,220.00 A 1460.4 Records Management Contractual to General Code for Zoning Update to Town Code.

**ADOPTED = AYES 5 NAYS 0**

**RESOLUTION#TABLED**

**Approval to Transfer Money for Water Project**

**RESOLUTION#18 - 10**

**Approval of Funds for Circle Theater Players**

Councilwoman Kronau moved and Councilman Glasser seconded the following resolution:

**WHEREAS**, the Town of Sand Lake is committed to providing art and cultural activities to the residents in our community; and

**WHEREAS**, the Town has allocated money in the 2011 Town budget to sponsor such activities and events,

**BE IT RESOLVED**, that the Town will sponsor the Squire Jacob Coffeehouse Concert Series for the 2011 Season, in the amount of \$1,000.00 and \$1,500.00 for Sundays at the Center programming.

**BE IT FURTHER RESOLVED**, that the Town Supervisor is authorized to expend from the Culture and Recreation Fund (A7110.4) up to a sum of \$2,500.00 for the Sand Lake Center for the Arts.

**ADOPTED = AYES 5 NAYS 0**

**COMMENTS FROM RESIDENTS: NONE AT THIS TIME**

Councilman Glasser moved and Councilman Turner seconded to adjourn to Executive Session to discuss an ongoing personnel issue at 8:50 P.M.

TOWN OF SAND LAKE TOWN BOARD MEETING  
FEBRUARY 9, 2011

**MOTION CARRIED = UNANIMOUS**

Supervisor Rounds reopened the meeting at 9:28 P.M. Councilman Glasser stated that the person in the personnel issue would be receiving a memo signed by the Town Board.

He also wanted it stated for the record, "That Supervisor Rounds had refused to sign the memo."

Supervisor Rounds remarked that he had not signed because he thought that there was a better way to approach this. When it was not from here but down in Florida.

Supervisor Rounds motioned to adjourn the meeting at 9:30 P.M. This was seconded by Councilman Glasser.

**MOTION CARRIED = UNANIMOUS**

A complete accounting of all discussions on agenda is available for review on audio tape in the Town Clerk's Office.

Respectfully submitted,

Barbara A. Biittig  
Town Clerk