

Town of Greenville
SCHEDULED TOWN BOARD MEETING AGENDA
March 18th, 2024
This meeting will be held in person at Pioneer Hall.

7:00 pm Regular Monthly Meeting

Approval of minutes

OLD BUSINESS

- a) Rescue Squad
- b) Highway
- c) Buildings and Grounds
- d) Code Enforcement
- e) Sewer
- f) Water
- g) Recycling
- h) Assessor
- i) Planning Board
- j) Dog Control Officer
- k) Beautification Committee
- l) Events
- m) Greg Davis, District #4 County Legislator

NEW BUSINESS

- a) Job Descriptions
- b) AOT Finance School
- c) Circus 3/23/24, GCS
- d) PERMA Report
- e) NYSTCA Conference
- f) Clerk-Collector Office Furniture
- g) Misc.

OPEN MEETING

Supervisors Report

Bill paying/audit of bills

OFFICIAL MEETING TIMES, ONCE MOVED UPON, CAN BE FOUND IN THE MINUTES, ON THE
OFFICIAL SIGNBOARD AT TOWN HALL AND POSTED IN THE OFFICIAL TOWN NEWSPAPER AS IS
REQUIRED BY TOWN LAW

**Town of Greenville
Building Department
Monthly Report**

Month of FEB., 2024

Building Permits: 3

Inspections: 19

Title Searches: 6

Septic Permits: 0

Sign Permits: 0

Fire Calls: 0

Violations: 0

Notes

M. R. Canby

03/06/2024
09:30:16
Jessica Lewis

Town of Greenville
Miscellaneous Cash Report
For Transaction Type: Permits
For: All Fee Types
Date Range: 02/01/2024 to 02/28/2024

Page: 1

Transaction Type	Fee Type	Receipt #	Date	Customer	Qty	Total
Permits	CO Search		02/01/2024	Integrity,	1	\$50.00
Permits	CO Search		02/09/2024	Kcs, 9 Mohawk Place Amsterdam, NY 12010	1	\$50.00
Permits	CO Search		02/14/2024	Datatrace,	1	\$50.00
Permits	CO Search		02/23/2024	Hunter-windham, Abstract 6193 Main Street Po Box 908 Tannersville, NY 12485	1	\$50.00
Permits	CO Search		02/26/2024	Corp, Windham Abstract	1	\$50.00
Permits	CO Search		02/26/2024	Svcs, Municipal Data 25 Hyatt Street Suite 301 Staten Island, NY 10301	1	\$50.00
Permits	Building	B24-006	02/01/2024	Acquisitions, Capital Three	1	\$150.00
Permits	Building	B24-008	02/23/2024	Hogan, Daniel 81 T M Elliott Lane Greenville, NY 12083	1	\$100.00
Permits	Building	B24-009	02/23/2024	Hogan, Daniel 81 T M Elliott Lane Greenville, NY 12083	1	\$100.00
					Total Quantity:	9
					Grand Total:	\$650.00

Planning Board report to Town Board – March 2024
March 6, 2024

The Planning Board met with a four person quorum and PB Clerk Nugent present. Town Attorney Rappleyea was available on conference call. Agenda reps and three community members were also present.

The agenda held three items:

First: A public hearing was held for the Greenhouse, a greenhouse structure to be used as an event place. The results of a site walk-over by two PB members were discussed. Conditions of noise, hours, and wetlands were primary topics. PB conducted SEQR before approving the application.

Second: Miracle Resort (former Miracle Mountain) came back with more details and another map of their summer camp for boys and girls application, also to be utilized as an event place. PB wanted more details, more detailed maps, a look at MR's engineering report when ready, and a report from CEO (possibly Town engineer). MR plans on returning next month.

Three: Sky Solar (Freehold Flats) appeared with a new map. It has been several months since they have appeared. PB will conduct a site walk-over and will need input from Town engineers. This project appears to be finally moving ahead. Escrow appears to now be established.

Minutes from February were approved.

Respectfully submitted,
Don Teator
PB Chair



2024 Town Finance School

Schedule of Events

41 Lakefront Hotel | 41 Lakefront Drive | Geneva, NY | May 7-8

Marriott Albany | 189 Wolf Road | Albany, NY | May 14-15



Co-sponsored by the Association of Towns of the State of New York (AOT) and the Office of the State Comptroller (OSC), Division of Local Government and School Accountability.

Tuesday

8:00 a.m. **Breakfast and Registration**

8:50 a.m. **Welcoming Remarks from the Office of the State Comptroller and Association of Towns**

9:00 a.m. **A Living, Breathing Document: Developing and Managing the Town Budget**

(75 minutes)

Sarah Brancatella, Counsel and Legislative Director and Katie Hodgdon, Counsel, Association of Towns

While certain factors like workforce availability and prevailing wage rates may fluctuate, the need for government to function and provide essential services remains steadfast. As the next budget cycle approaches, join two AOT attorneys as they provide a thorough overview and analysis of the cornerstone of these services – the town budget. Discussion will range from the basic (by when does the budget have to be adopted?) to the not-so-basic (our ARPA funding has to be obligated by when?), while offering tips and insights into how town boards can effectively manage the budget. This course is designed for both the seasoned official and those new to the office. Bring questions.

10:15 a.m. **Break**

10:30 a.m. **Common Town Audit Findings — What went wrong?**

(75 minutes)

William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) /

Leslie Richard, Auditor 2, Division of Local Government and School Accountability, OSC (Albany, May 14)

While OSC auditors may review financial activities, our audits often focus on whether a local government is performing activities in line with established criteria. In this session, we will discuss several examples of OSC audits to illustrate the various scope areas auditors may review, some specific audit findings, and our recommendations.

11:45 a.m. **Lunch**

12:30 p.m. **NYSLRS: Reporting Elected and Appointed Officials**

(75 minutes)

TBA, Employees' Retirement System Examiner 4, Pension Integrity Bureau, New York State and Local Retirement System, OSC

This session will explain how the New York State and Local Retirement System (NYSLRS) calculates service credit for elected and appointed officials who are members of NYSLRS. We will cover the requirements for elected and appointed officials (a record of activities) and employers (a standard workday and reporting resolution and adjustments to days reported).

1:45 p.m. **Break**

Online registration opens March 15 at www.nytowns.org

2024 Town Finance Schools

Agenda and Schedule

- 2:00 p.m.
(75 minutes) **Establishing and Accounting for Reserves**
Ingrid Otto, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) / Joseph Testa, Auditor 1, Division of Local Government and School Accountability, OSC (Albany, May 14)
Properly established reserves can provide many benefits to municipalities. This session will assist local officials in understanding the purpose, benefits and proper use of reserves. We will discuss several commonly used reserves, the distinction between accounting and legal reserves, and the accounting treatment for reserves.
- 3:15 p.m. **Break**
- 3:30 p.m.
(60 minutes) **Ask the Auditor, Ask the Attorney**
William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) / Dan Acquilano, Manager of Local Official Training, Division of Local Government and School Accountability, OSC (Albany, May 14)
Katie Hodgdon, Counsel, Association of Towns
OSC auditors and AOT attorneys will answer questions in an open forum.
- 4:30 p.m. **Reception Sponsored by NYMIR and Comp Alliance**
Enjoy some hors d'oeuvres and network with other town officials and the staff from OSC and AOT.
- Wednesday**
- 8:00 a.m. **Breakfast**
- 9:00 a.m.
(75 minutes) **Which Fund is it Anyway? Navigating the Alphabet Soup of Town-wide and Part-town Charges**
Dan Acquilano, Manager of Local Official Training, Division of Local Government and School Accountability, OSC and Katie Hodgdon, Counsel, Association of Towns
A, B, DA, DB – to the casual observer, these are just a random assortment of letters, but local government officials know differently. This course will provide an overview of the funds with which town officials must be familiar, as well as an analysis of the appropriate charges to each fund. This course is suitable for all town officials and will be especially helpful for towns containing villages. Questions are encouraged!
- 10:15 a.m. **Break**
- 10:30 a.m.
(75 minutes) **Common Pitfalls in Budgeting**
Ingrid Otto, Auditor 2, Division of Local Government and School Accountability, Office of the State Comptroller (Geneva, May 8) / Leslie Richard, Auditor 2, Division of Local Government and School Accountability, Office of the State Comptroller (Albany, May 15)
OSC audits often reveal problems with municipal budgeting practices, including the use of unrealistic estimates; improper use of fund balance; and failure to monitor the budget. We'll discuss several common areas of concern and provide best practice suggestions and resources to help the town board, the town supervisor, and other department heads avoid these pitfalls.
- 11:45 A.M. **End**

Online registration opens March 15 at www.nytowns.org

Town Finance Schools

Cosponsored with the Office of the State Comptroller



Registration form

Name _____ Title _____
Town _____ County _____
Address _____
(Street No., PO Box, City, State & Zip)
Primary Phone () _____ E-mail: _____

Please choose the location you will be attending:

_____ **May 7-8, 2024 – 41 Lakefront Hotel, Geneva (Deadline to pre-register: April 30)**

_____ **May 14-15, 2024 – Albany Marriott, Albany (Deadline to pre-register: April 30)**

Registration Rates	Member	Non-Member
Pre-registration (before April 28)	\$200	\$250
On-Site registration	\$225	\$275

What do you get for your registration?

All-conference access, including admittance to all presentations, as well as our exhibitor hallway, and breakfast, lunch, refreshment breaks and materials.

Payment Information

Checks can be made payable to Association of Towns and returned along with this form to:
Association of Towns, 150 State Street, Albany, NY 12207 or fax copies to (518)465-0724.

Cancellation Policy

Cancellations received 10 days prior to event will be refunded, less a \$10 processing fee. **NO REFUNDS WILL BE GRANTED AFTER THAT DEADLINE.**

Accommodation Information

Please make your hotel reservation with your location's hotel.

Lakefront Hotel

41 Lake Drive, Geneva, NY 14456
\$107/night
315-789-0400 (mention Association of Towns)
Cut-off is April 16.

Albany Marriott

189 Wolf Road, Albany, NY 12205
\$114/night
518-458-8444 (mention Association of Towns)
Cut-off is May 1.

Save Time - Register Online!

You may also register online for either school at www.nytowns.org beginning March 15. Both Visa and Mastercard accepted.

Questions?

For additional information, check www.nytowns.org. For specific questions, call Executive Meeting Coordinator Patty Kebea at (518)465-7933 or via e-mail at pkebea@nytowns.org.



NEW YORK STATE
TOWN CLERKS
ASSOCIATION

2024 Annual Conference Registration

April 21-24, 2024

Crowne Plaza Albany - the Desmond Hotel
660 Albany Shaker Rd, Albany, NY 12211

[Click for Directions](#)

Instructions

- Everything marked with an * is required
- Only **one** registrant per form - please fill this form out for each Clerk, Deputy or Guest
- Submit conference registration form and check payable to NYSTCA or pay online before 4/15/24

Name of Town *

Town of Greenville

Name of County *

Greene

Is your town a member of NYSTCA? *

☒ Yes

☐ No

Attendee Information

Name *

Lewis

Jessica

Last

First

What is your role/title? *

☒ Town Clerk

☐ Deputy Town Clerk

☐ Spouse/Guest

2024 Annual Conference Registration

April 21-24, 2024

Are you a new Town Clerk? *

☐ Yes

☐ No

Is this your first NYSTCA Annual Conference? *

☐ Yes

☐ No

Phone *

845 - 866 - 8555

####

Email Address *

townclerk@townofgreenvilleny.com

Confirmation of receipt of registration will be emailed to you. A Registration will not be considered complete until payment is received.

Registration Information

Which Dates Will You Be Attending? *

☒ The Full Conference (including both Monday & Tuesday)

☐ Monday, April 22, 2024

☐ Tuesday, April 23, 2024

☐ Wednesday, April 24, 2024

Registration for the full conference is \$125 for members and \$225 for nonmembers. For just one day of the conference, registration is \$90 for members and \$165 for nonmembers. Spouses and Guests are complementary.

Hotel & Lodging

Hotel Guests must book rooms directly with the Crowne Plaza Albany - the Desmond Hotel by using Registration Form on page 13 of the Registration Packet.

Are you staying at the Crowne Plaza Albany - the Desmond Hotel? *

☐ Hotel Guest

☐ Commuter

Meals & Dietary Needs

2024 Annual Conference Registration

April 21-24, 2024

Additional Meals for Commuters & Guests

- ☐ Sunday Kick-Off Buffet & Mixer (\$51 per person)
- ☒ Monday Breakfast (\$33 per person)
- ☒ Monday Lunch (\$43 per person)
- ☒ Tuesday Breakfast (\$33 per person)
- ☒ Tuesday Lunch (\$43 per person)
- ☐ Tuesday Evening Banquet (\$63 per person)
- ☒ Wednesday Breakfast (\$33 per person)
- ☒ Wednesday Lunch (\$43 per person)

For commuters and anyone wishing to purchase additional meals not included in Hotel Package.

Special Dietary Needs & Restrictions

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES:

Conference Extra!

Monday Night Event: Trivia Night

- ☐ \$50 per person

Athenian Dialogue

- ☐ \$50 per person

This session's book is "Perfect Strangers: Love, Strength, and Recovery After the Boston Marathon" by Roseann Sola. The book must be purchased and read prior to attending the Athenian Dialogue, and lunch is included.

Notary Class

- ☐ \$65 per person

Refresh your notary skills.

Total Charges & Payment Information

Payment Instructions *

- ☐ PAY NOW with Credit Card/ACH
- ☐ PAY LATER with a check

The credit card/ACH form will open in another window.

2024 Annual Conference Registration

April 21-24, 2024

Total Due

\$ 353

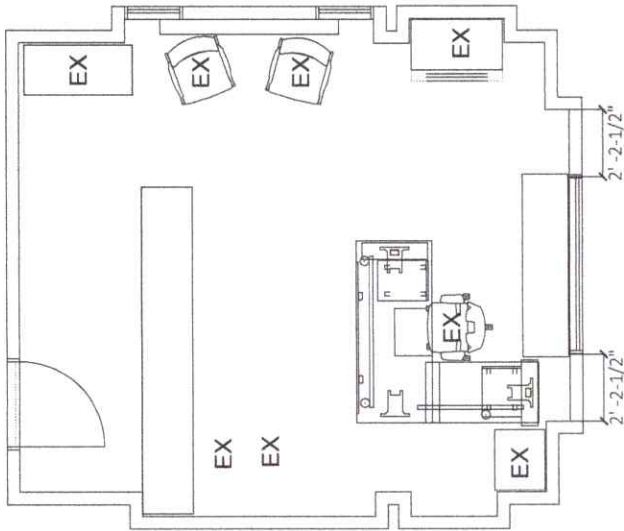
or mail check payable to NYSTCA to:

Patricia Kalba, RMC/CMC
Registration Chair
Town of Somers Town Clerk
335 Route 202
Somers, NY 10589

For questions or assistance, contact Patricia Kalba at 914-277-3323 (office)
or cell 914-447-6143 (voice or text)

Email questions to: registration@nystca.com – a response will be returned within 72 hours.

ACCENT SHOWROOM: Accent Commercial Furniture, Inc. 3 Interstate Avenue Albany, NY 12205 P: 518.482.4000 accentny.com MillerKnoll CERTIFIED DEALER		ALL DESIGNS ENCOURAGED BY THIS DOCUMENT ARE THE PROPERTY OF ACCENT COMMERCIAL FURNITURE AND ARE FOR USE IN CONNECTION WITH THE PROJECT SPECIFIED IN THIS DOCUMENT. NONE OF SUCH DESIGNS SHALL BE USED FOR ANY PURPOSE WITHOUT PRIOR WRITTEN PERMISSION OF ACCENT COMMERCIAL FURNITURE. DIMENSIONS, MEASUREMENTS PROVIDED BY OTHERS ARE NOT THE RESPONSIBILITY OF ACCENT COMMERCIAL FURNITURE. CLIENT SHALL PROVIDE ELECTRICAL CONNECTION OF THE BUILDING'S POWER SOURCE TO THE MODEL SYSTEM IF APPLICABLE.		TOWN OF GREENVILLE TAX COLLECTORS OFFICE OFFICE PLAN
DRAWN BY: SEM DATE: 3/13/2024 SCALE: 1/4" = 1'-0" FILE NAME: F:\CUSTOMERS\TOWN OF GREENVILLE\TAX COLLECTORS OFFICE\SEM_A0.cdw		SHEET 10		



Scale 1/4" = 1'



HON - VOI MOBILE BF PED

Account Manager: KELLY MARINO
P: 518-482-4000 X 14
F: 518-482-0528
E: kellym@accentny.com
A: 3 INTERSTATE AVE.



Client: TOWN OF GREENVILLE
Contact: JESSICA LEWIS
Address: 11159 STATE ROUTE 32
GLENVILLE NY 12083
518-966-5055
townclerk@townofgreenvillenyny.com

To complete your order, please provide a
Purchase Order for the Contract furniture
vendor stated at the bottom of this quote.
Send all orders to Accent for processing.

2024.03.13 TOG TAX COLLECTOR OFFICE_JESSICA LEWIS

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
NEW DESK SETUP								
1	1	HD2		Metal Center Drawer 19W x 14D	\$377.00	60.95	\$147.22	\$147.22
		\$(PI)	Select Paint Color	PI Paint Opts				
		.P	Select Grade 1 Paint	Black				
2	1	HWR1872PN		Systems Rectangle Worksurface 18Dx72W Edgeban	\$594.00	73.55	\$157.11	\$157.11
		\$(LISTD)	Select Laminate	Grd LI Standard Laminates				
		.H	Select Grade 1 Laminate Finish	Bourbon Cherry				
		.H	Select Edgeband Color	Bourbon Cherry				

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
3	1	HLSLZ5SC72		60"W External Stiffener	\$152.00	60.95	\$59.36	\$59.36
		.P	Select Color Option	Black				
4	1	HHN831124		Flat Bracket 24D	\$85.00	73.55	\$22.48	\$22.48
		.S	Select Color Option	Charcoal				
5	1	HEB4LEG		Build 4 pack adjustable post legs (22"-34")	\$244.00	60.95	\$95.28	\$95.28
		\$(PI)	Select Paint Color	P1 Paint Opts				
		.P	Select Core Paint	Black				
6	2	HI5923R		Flagship B/F Mobile Ped 22H x15W x 22-7/8D/R Pull	\$773.00	73.55	\$204.46	\$408.92
		.L	Lock/Omt Opts	Standard Random Key Lock				
		\$(PI)	Select Paint Color	P1 Paint Opts				
		.P	Select Grade 1 Paint	Black				

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
7	1	HNL24SHR		Shroud 24"D	\$1,078.00	60.95	\$420.96	\$420.96
		.X	Select Grommet	No Grommet				
		\$(LISTD)	Chassis Laminate Option	LI Standard Lam Opts				
		.P	Select Grade 1 Laminate Finish	Black				
8	1	HNL30SHR		Shroud 30"D	\$1,100.00	60.95	\$429.55	\$429.55
		.X	Select Grommet	No Grommet				
		\$(LISTD)	Chassis Laminate Option	LI Standard Lam Opts				
		.P	Select Grade 1 Laminate Finish	Black				
9	1	HHATB2S3L T		2 Stage 3 Leg T Foot	\$1,819.00	73.55	\$481.13	\$481.13
		\$(PI)	Select Paint Grade	PI Paint Opts				
		.P71	Select Paint Color	Black				
		.X	Select Glide	Standard Glide				
		.UD	Select Keypad	Basic Up/Down				

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
10	1	HHATW244 2CT		42W x 24D Rect Worksurface - C/T Base	\$468.00	73.55	\$123.79	\$123.79
		\$(LISTD)	Laminate Top Selection	Grd LI Standard Laminates				
		.H	Select Grade 1 Laminate Finish	Bourbon Cherry				
		.H	Select Edgeband Color	Bourbon Cherry				
		.G1	Select Grommet	1 Grommet - Centered				
		P	Select Grommet Color	Black				
11	1	HHATW307 2CT		72W x 30D Rect Worksurface - C/T Base	\$731.00	73.55	\$193.35	\$193.35
		\$(LISTD)	Laminate Top Selection	Grd LI Standard Laminates				
		.H	Select Grade 1 Laminate Finish	Bourbon Cherry				
		.H	Select Edgeband Color	Bourbon Cherry				
		.G2	Select Grommet	2 Grommets - Offset				
		P	Select Grommet Color	Black				
		.P	Select Color Option	Black				
12	1	HLSLZ5SC54		42"W External Stiffener	\$129.00	60.95	\$50.37	\$50.37

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
		.P	Select Color Option	Black				
13	1	HUSLMOD1 360		Laminate Modesty 13h x 60w	\$767.00	73.55	\$202.87	\$202.87
		\$(LISTD)	Select Laminate	Grd L1 Standard Laminates				
		.P	Select Grade 1 Laminate Finish	Black				
		.P	Select Edgeband Color	Black				
		.P	Select Color Option	Black				
14	1	HHN831124		Flat Bracket 24D	\$85.00	73.55	\$22.48	\$22.48
		.S	Select Color Option	Charcoal				
					Subtotal:		\$2,814.87	
					Project Sub Total:		\$2,814.87	
Inside Delivery					\$0.00		\$506.68	\$506.68
					Project Total:		\$3,321.55	

Thank you for doing business with Accent. It has been a pleasure to help you with your furniture needs.

To complete your order, please provide a Purchase Order addressed to the Contract furniture vendor stated below:

Line #	Qty	Part Number	Option Group	Part Description	List	Sell - %	Sell	Ext Sell
<u>For Furnishings:</u>				<u>Ship to:</u>				
PC# 70286				Accent				
The HON Company				Accent				
C/O Accent Commercial Furniture Inc				3 Interstate Ave				
200 Oak Street								
Muscatine, IA 52761				Albany NY 12205				

Account#	Account Description	Fee Description	Qty	Local Share
	PLAN & ZONE	Site Plan Review	1	250.00
		Special Permit	1	150.00
		Sub-Total:		\$400.00
A 1255	MARRIAGE LIC.	MARRIAGE LICENSE FEE	2	35.00
		Sub-Total:		\$35.00
A 2130	MISC. FEES	Recycling	13	3,726.00
		Sub-Total:		\$3,726.00
A 2555	CO Search	CO Search	6	300.00
	PERMIT FEES	Building	3	350.00
		Sub-Total:		\$650.00
A1603	Registrar Fees	Certified Copies	25	250.00
		Genealogical Seach	4	88.00
		Sub-Total:		\$338.00
A2544	Dog Licensing	Female, Spayed	13	117.00
		Female, Unspayed	3	51.00
		Male, Neutered	11	99.00
		Male, Unneutered	3	51.00
	Late Fee	Late Fee	2	50.00
	Seniors, 65 and older	Seniors, 65 and older	7	-21.00
		Sub-Total:		\$347.00
A2770	MISC. FEES	Misc	1	1.00
		Sub-Total:		\$1.00
Total Local Shares Remitted:				\$5,497.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				42.00
Amount paid to: State Health Dept. for Marriage Licenses				45.00
Total State, County & Local Revenues:		\$5,584.00		Total Non-Local Revenues:
				\$87.00

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jessica K. Lewis, Town Clerk, Town of Greenville during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

Town of Greenville Town & County 2024

Collection Summary

Transactions Posted on 01/01/2024 thru 02/29/2024

District:	Taxes Collected:	Penalty:	Surcharge:	Notice Fee:	Remaining Uncollected:
Town & County 2024	4414790.67	2933.53	0.00	0.00	1024791.74
Totals:	4414790.67	2933.53	0.00	0.00	1024791.74

Collection Statistics:

Number of Postings:	2171
Percentage Collected:	81%
Number of Adjustments:	0
Number of Voids:	37
Number of Returned Payments:	9
Number Refunded Duplicate Pmnts:	0
Total Refunded:	0.00
Notice Handling Fees Collected:	0.00

Received Via:		
On-Line:	123	NBC In-person: 203
Mail:	1125	
Counter:	202	
Drop Box:	1	
Wire Transfer:	497	

Cash:	44142.22
Check:	3169420.69
Other:	1211447.32
Total:	4425010.23
Minus Duplicate/Over Payments:	7266.03
	4417744.20
Taxes:	4414790.67
Penalty:	2933.53
Surcharge:	0.00
Ret. Check Fees:	20.00
Notice Fees:	0.00
Total:	4417744.20
Minus Direct / Under Payments:	
0 Direct:	0.00
0 Under:	0.00
	4417744.20

Other Payment Type Breakout:

Credit Card:	341	672491.19
Online Payment:	127	263989.32
batch pay at bank:	141	274966.81