

Town of Greenville

February 17th, 2025

7:00pm Regularly Scheduled Monthly Meeting

This meeting will be held in person at Pioneer Hall.

For the public's convenience this meeting will be accessible remotely, over a conference call. To participate via the teleconference, please call in shortly before the meeting start time to the following number: (701)-802-5491. An access code number will be requested; please enter #3962864. When prompted please clearly state your name.

7:00pm Regularly Scheduled 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) Public Hearing Alarms LL Overview
- b) Safety Plan Discussion
- c) Office Furniture Upgrades
- d) LGRMIF Grant Application Resolution
- e) Bid Approval for Greenway Grant Comprehensive Plan Project
- f) Resolution to Press Charges on Park Vandal
- g) Misc.

OPEN MEETING

ADJOURNEMENT

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
TOWN BOARD MEETING
December 16th, 2024 7:00pm

The regularly scheduled monthly meeting of the Town Board of the Town of Greenville was held on Monday December 16th, 2024 at 7:00pm at Pioneer Hall. Supervisor Bensen opened the meeting with the Pledge of Allegiance at 7:00pm.

Present: Supervisor John Bensen
Councilman William VonAtzingen
Councilman Paul Macko
Councilman Richard Bear
Councilman Travis Richards

Recording Secretary: Clerk-Collector Jessica K. Lewis

Department Heads Present: Highway Superintendent Mike Dudley
CEO Mark Overbaugh

Other: Town Attorney Tal Rappleyea
Planning Board Chair Don Teator
CPOG President Bill VonAtzingen
Serena from North Dome
Colin Augstein Building and Grounds
Mary Carney from Sustainable Growth
And 7 guests

Prevost Hall Bids – Three bids were received for the Prevost Hall – Phase 1 temporary stabilization of steeple and roof project:

VMJR Companies, LLC. Base bid - \$193,000.00

Bonacquisiti Brothers Construction Base bid - \$151,750.00

Greenwright Inc. Base bid - \$276,934.00

Councilman Bear motioned, seconded by Councilman Macko to table awarding a bid until the Organizational meeting January 2, 2025 so that the Board and Engineer may conduct a thorough review.

Carried 5 ayes

Meeting Minutes: *Councilman Bear motioned, seconded by Councilman VonAtzingen to approve the meeting minutes for the November 18th, 2024 monthly meeting. Carried 5 ayes*

Old Business

The following monthly department reports were given:

Rescue – No representation from Greenville Rescue Squad Inc. was present at this meeting. Supervisor Bensen reported that Rescue Squad has relocated to County Rt 41.

Highway – Highway Superintendent Mike Dudley read the attached report. No motions made

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Building & Grounds – Colin Augstein of Building and Grounds Department gave a verbal report highlighting that the last month’s activity was: decorating, repairing equipment, cleaning upstairs Pioneer Hall and working on signage for recycling dumpsters. No motions made.

Code Enforcement – CEO Mark Overbaugh read the attached report emphasizing that things have been slow and he expects more new homes in 2025. No motions made.

Planning Board – Planning Board Chair Don Teator read the attached report. No motions made

Water/Sewer – Serena from North Dome read the attached report. No motions made

Assessor – The two memos attached were read by the Board. No motions made

Beautification – Bill VonAtzingen reported that Spring Concert and Summer Concert Series are in the works. No motions made.

District #4 Legislator – Greg Davis reported that the County will be holding a public hearing for grants and that the senior tax exemptions have been increased (addressed yearly).

Events – A quote was received by Youngs Explosives for July 4th and Greenville Day 2025 fireworks. *Councilman VonAtzingen motioned, seconded by Councilman Macko to hold off on July 4th fireworks and to sign for \$3,500.00 for fireworks on Greenville Day (9/27/2025). Carried 5 ayes*

New Business

Greenville Café Liquor Resolution – The following resolution was passed:

WHEREAS, pursuant to the requirement of the New York State Alcoholic Beverage Control (ABC) Law, an applicant for a license to sell alcoholic beverages at retail, for on-premises consumption, as well as any applicant for renewal of such a license, must notify the Town Clerk of the municipality wherein the premises are located, and

WHEREAS, this notice is given in order that the municipality, if it so desires, may express an opinion for or against the granting of said license or renewal to the ABC Board,

NOW THEREFORE, be it RESOLVED, by the Town Board of the Town of Greenville, that with respect to the application submitted by Martha Rodriguez, for **Greenville Café, Inc. at 10697 Route 32 Greenville, NY 12083** for a license to sell alcoholic beverages at retail for on-premises consumption, the Greenville Town Board does express a favorable opinion.

Resolution offered by Councilman Macko, seconded by Councilman VonAtzingen, and carried.

VOTING:

| | AYE | NAY | ABSENT/OTHER |
|------------------------|-----|-----|--------------|
| SUPERVISOR BENSEN | X | | |
| COUNCILMAN BEAR | X | | |
| COUNCILMAN MACKO | X | | |
| COUNCILMAN RICHARDS | X | | |
| COUNCILMAN VONATZINGEN | X | | |

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General Abstract #12 for \$107,605.03

Highway Abstract #12 for \$114,466.31

Sewer Abstract #12 for \$14,337.60

Water Abstract #12 for \$142,841.91

ARPA Abstract #12 for \$15,930.00

There being no further new business this meeting was adjourned at 8:20pm.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Macko

Councilman VonAtzingen

Councilman Bear

Councilman Richards

Town of Greenville

TOWN BOARD MEETING

December 16th, 2024 7:00pm

Greenway Grant Updates – Mary Carney of Sustainable Growth spoke before the Board about the Request for Proposals that must be put out for the Comprehensive Plan Phase 1 updates. The RFP will go out December 17th, 2024. *Councilman Macko motioned, seconded by Councilman Bear to schedule a special meeting January 31, 2025 at 1:00pm to read the requests for proposals received for the comprehensive plan phase 1 updates. Carried 5 ayes*

Sustainable Growth Proposal – Clerk-Collector Jessica Lewis put before the Board a proposal from Sustainable Growth's grant writing services to apply for the Local Government Records Management Fund (LGRMIF). *Councilman Macko motioned, seconded by Councilman VonAtzingen to approve Sustainable Growth's LGRMIF Grant Writing Services Proposal for \$2,250.00. Carried 5 ayes*

Usherwood Copier Proposal – Clerk-Collector Jessica Lewis presented the attached proposal received by Usherwood Office Technology to replace the copier machine. *Councilman VonAtzingen motioned, seconded by Councilman Richards to approve the Canon 4935i for \$4,970.42 with a \$7.00/month base billing plan. Carried 5 ayes*

Organizational Meeting – *Councilman VonAtzingen motioned, seconded by Councilman Bear to schedule the 2025 Organizational Resolutions meeting on January 2, 2025 at 6:00pm. Carried 5 ayes*

Pickleball Updates – Councilman VonAtzingen and Councilman Bear met with members of the Greenville Rotary to discuss the status of the pickleball courts at Vanderbilt Park. The recommended on behalf of the Town Board to get involved with other community organizations to help foot costs and fundraise as the Town can't afford the cost of the project on it's own. No motions made.

PH Alarm Law – *Councilman Macko motioned, seconded by Councilman VonAtzingen to schedule a Public Hearing to be held on the 20th day of January 2025, at 6 00 p.m regarding a Local Law for Alarm Devices and Systems Law. Carried 5 ayes*

Town of Greenville
TOWN BOARD MEETING
December 16th, 2024 7:00pm

Building & Grounds Management – *The follow resolution was adopted:*

WHEREAS, the Town Board has hereby determined that it is appropriate to assign the duties of control, oversight and management of the Town’s Buildings and Grounds Department to the Town Highway Superintendent is in the best interest and convenience of the public and the residents of the Town of Greenville, and

WHEREAS, this resolution is made pursuant to the authority set forth in NYS Town Law §32 (1).

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Greenville, hereby assigns control, oversight and management of the Town’s Buildings and Grounds Department to the Town Highway Superintendent pursuant to the authority set forth in NYS Town Law §32 (1).

RESOLUTION MOTION MADE BY COUNCILPERSON MACKO,
SECONDED BY COUNCILPERSON VONATZINGEN.

ROLL CALL:

| | <u>AYE</u> | <u>NAY</u> | <u>ABSENT/OTHER</u> |
|---------------------------|------------|------------|---------------------|
| Supervisor Bensen | X | | |
| Councilperson Macko | X | | |
| Councilperson VonAtzingen | X | | |
| Councilperson Richards | X | | |
| Councilperson Bear | X | | |

CARRIED

PH Building & Grounds Management – Discussion was had regarding increasing the 2025 Highway Superintendent’s salary to aid in compensating for the additional duties of overseeing Buildings and Grounds. The increase amount discussed was \$6,767, bringing the yearly salary total to \$75,000.00. *Councilman Bear motioned, seconded by Councilman VonAtzingen to hold Public Hearing 2nd day of January 2024, at 5 45 p.m., regarding a Local Law to increase the Highway Superintendent’s 2025 salary. Carried 5 ayes*

Co-Greene Humane Society – *Councilman Macko motioned, seconded by Councilman VonAtzingen to sign the 2025 agreement for services. Carried 5 ayes*

Horse Signage – *Councilman Bear motioned, seconded by Councilman VonAtzingen to have the horse signage ordered for the park six 2’x3’ signs to read “No Horses Permitted”. Carried 5 ayes*

Supervisors Report & Bills – *Councilman Macko motioned, seconded by Councilman VonAtzingen to return to accept the Supervisor’s Report and to pay the following bills:*

Town of Greenville

PUBLIC HEARING

RE: A LOCAL LAW re: Increasing Highway Superintendent's Salary
January 2nd, 2025 5:45pm

A Public Hearing was held by the Town Board of the Town of Greenville on January 2nd, 2025 at 5:45 pm at Pioneer Hall regarding the adoption of a Local Law: Increasing the Salary of the Highway Superintendent.

This Public Hearing was advertised in the Town's official newspaper, The Catskill Daily Mail on, December 20th, 2024.

Present: Supervisor John Bensen
Councilman William VonAtzingen
Councilman Travis Richards
Councilman Richard Bear
Recording Secretary: Clerk-Collector Jessica K. Lewis
Department Heads Present: CEO Mark Overbaugh
Highway Superintendent Mike Dudley
Planning Board Chair Don Teator
Other: 1 guest

Councilman Macko motioned, seconded by Councilman Bear to open the public hearing on the proposed Law to increase the salary of the Highway Superintendent at 5:45pm.

Discussion:

- Supervisor Bensen explained the purpose of this hearing: to increase the 2025 Highway Superintendent's salary by \$6,767.00 bringing the total up to \$75,000.00 for 2025.
- Attorney Tal Rappleyea explained that this law is subject to permissive referendum so if there is no opposition from the public within 30 days of this notice being filed it will automatically be adopted.
- Supervisor Bensen called upon the hearing for any further questions comments or concerns three times.

After no public comment the hearing was closed motioned by Councilman Bear, seconded by Councilman VonAtzingen at 5:48pm.

The following resolution was adopted:

Town of Greenville

PUBLIC HEARING

RE: A LOCAL LAW re: Increasing Highway Superintendent's Salary

January 2nd, 2025 5:45pm

WHEREAS, the Town Board of the Town Greenville has previously deemed it necessary to assign the duty of oversight and control of the town Building and Grounds Department to the Highway Superintendent hereby determines that it is appropriate due to the unforeseen time required of the Highway Superintendent to provide such additional work, to increase the salary of the Town Supervisor, and

WHEREAS, the Town Board of the Town Greenville hereby determines that it is appropriate that such salary increase shall be in the amount of \$6,767.00, and

WHEREAS, the Town Board acknowledges that this resolution and the required underlying local law must be achieved pursuant to and subject to a permissive referendum.

NOW, THEREFORE IT IS

RESOLVED that the Town Board of the Town of Greenville shall enact a local law, subject to a permissive referendum and following the public hearing held on January 2, 2025 to increase the salary of the Town Supervisor for the year 2025 by an additional \$6,767.00, and it is further

RESOLVED that the foregoing resolution shall become effective without action of the Town Board on the 2nd day of February in the year 2025 unless a petition requesting that a Referendum thereon be submitted to voters in the manner required by law.

| <u>Town Board Members</u> | <u>Aye</u> | <u>Nay</u> | <u>Recused/Absent</u> |
|---------------------------|------------|------------|-----------------------|
| SUPERVISOR BENSEN | X | | |
| COUNCILPERSON RICHARDS | X | | |
| COUNCILPERSON BEAR | X | | |
| COUNCILPERSON VONATZINGEN | X | | |
| COUNCILPERSON MACKO | | | X |

CARRIED.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Richards

Councilman VonAtzingen

Councilman Bear

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

A special meeting of the Town Board of the Town of Greenville was held on January 2, 2025 at 5:49 pm (immediately following the PH scheduled prior) at Pioneer Hall for the purpose of swearing in elected officers and appointed officials, as well as, adopting the 2025 Organizational Resolutions.

This meeting was advertised in the Town's official newspaper, The Catskill Daily Mail on, December 20th, 2024.

Present: Supervisor John Bensen
Councilman William VonAtzingen
Councilman Travis Richards
Councilman Richard Bear
Recording Secretary: Clerk-Collector Jessica K. Lewis
Department Heads Present: CEO Mark Overbaugh
Highway Superintendent Mike Dudley
Planning Board Chair Don Teator
Other: 1 guest

Town Attorney Tal Rappleyea swore in: *Code Enforcement Officer Mark Overbaugh, Planning Board Chair/Historian Don Teator and Dog Control Officer Donald White.*

Supervisor Bensen read through the Organizational Resolutions line by line.

Councilman Richards motioned, seconded by Councilman VonAtzingen to adopt the 2025 Organizational Resolutions as follows:

BE IT RESOLVED:

- 1) that the third Monday of each month be the regular business meeting of the town, held at 7:00 p.m. at Pioneer Hall
- 2) that an agenda for a regular Town Board Meeting shall be prepared five days prior to the regular meeting date. Individuals or Board Members who wish to discuss a particular topic at a regular Town Board Meeting shall submit a statement of the topic to the Town Supervisor, either orally or in writing, no less than ten days before the meeting. If the submission is made fewer than ten days before the meeting, then the Supervisor shall have the right to address the topic despite late notice or adjourn the discussion of the topic until the next succeeding Town Board Meeting and that the Rules of Order adopted December 10, 2003 be continued
- 3) that the policy of the Town of Greenville be that both the Planning Board and Zoning Board of Appeals post the meeting agendas prior to the meeting and minutes as soon as practicable on the town website

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

- 4) that the Procurement Policy adopted on July 6, 1994 and amended on June 20, 2022 be continued
- 5) that the Times Union be designated as the official newspaper of the town and WGY and WRIP the official radio stations
- 6) that a Secretary/Bookkeeper to the Supervisor, the Sewer Department and the Water Superintendent be employed to do all books and correspondence @ \$23.23 per hour salaried for 32 hours per week from 1310.1, and 5 hours per week split between water 08310.1 and sewer 08110.4 to cover billing, collecting payments and making necessary adjustments
- 7) that Jacqueline Fitzmaurice be appointed Deputy Tax Collector at \$23.23 per hour for up to 125 hours per year
- 8) that Hope Nugent be appointed Assistant Clerk-Collector at \$23.23 per hour, salaried five hours per week, and that Hope Nugent receive \$1033/year for website and IT management
- 9) that Jessica Lewis be appointed Registrar of Vital Statistics at \$2,068 per year
- 10) that Mark Overbaugh be appointed Code Enforcement Officer/Sanitary Septic Ordinance Inspector and Zoning Officer @ \$35,258 per year, as he serves as sole Code Enforcement Officer, until if/when another CEO is hired
- 11) that Hope Nugent be salaried for 7 hours per week as Clerk for the Building Department at \$23.23 per hour
- 12) that Gordon W. Bennett be appointed Sole Assessor for the sum of \$31,640 per year and that Hope Nugent be appointed Assessor Clerk @ \$23.23 per hour, and to authorize the Assessor to employ data collectors as needed, at \$16.85 per hour for up to 18.5 hours per pay period. The Sole Assessor will hold weekly office hours, consisting of (2) eight-hour days per week (832 hours per year) plus 48 hours per year for attendance at Town Board meetings. The Assessor's Clerk will salaried 28 hours per week.
- 13) that, upon receipt, the Town Board will accept the affidavit of the Tax Collector that the notices stating the times for collection have been posted and published
- 14) that John Bensen be appointed delegate to the Association of Towns convention to be held in New York City during February, and that Jessica Lewis be appointed alternate delegate
- 15) that the Superintendent of Highways be authorized to spend a sum not to exceed the amount of \$1,500 in aggregate to tools, equipment and implements

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

16) that the Town of Greenville may purchase goods at the New York State contract prices, and also at Greene County or surrounding county bid or contract prices. A copy of this resolution, so stating, to be sent to the Greene County Superintendent of Highways, and to the Clerk of the Greene County Legislature.

17) that for acknowledgement of NYS Town Law Section 25 a Commercial Crime Policy be purchased for the following town officials:

Supervisor and Deputy Supervisor
Superintendent of Highways and Deputy Highway Superintendent
Town Clerk-Collector, Receiver of Taxes and Assessments, Deputy Tax Collector,
and Assistant Town Clerk-Collector
Town Justices and Justice Clerk
Bookkeeper (of the Supervisor, Water and Sewer Departments)
Library Director and Library Clerks
Recycling Operator and per-diem Operators
Code Enforcement Officer and Code Enforcement Clerk
Event Planner/Coordinator

This policy shall serve as the blanket Official Undertaking.

18) that the officers and appointees of the Town of Greenville be authorized to attend seminars offered for their respective office. Expenses to be reimbursed by the Town Board with prior Town Board approval

19) that the Town Board reimburse travel expenses at a rate set by federal guidelines for all town officials and appointees while engaged in town business

20) that the wage scales for the highway department personnel continue per the collective bargaining agreement dated January 1, 2023 thru December 31, 2025

21) that fringe benefits for all full-time employees of the Town of Greenville, not covered by collective bargaining, are as follows:

- After Completing one year of service:

5 days personal leave, all personal days must be scheduled 3 days in advance with immediate Supervisor's approval and 12 days sick leave time, 1 day per month worked, and each year commencing the first day of each month, accumulating to 30 days; a doctor's certificate shall be required after 3 consecutive days absence.

- Vacation time shall be as follows – after completing one year:

| | |
|------------------------|------------------|
| 1-5 years of service | 10 days per year |
| 6-10 years of service | 15 days per year |
| 11-15 years of service | 18 days per year |

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Organizational Resolutions
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29) that Donald White be appointed to serve as Town Dog Control Officer @ \$5,000 annually and that the town contract with the Columbia-Greene Humane Society to utilize its services be continued. An ongoing census will be conducted. The enumerator will receive \$2 for each unlicensed dog counted and \$1 for each licensed dog counted.

30) that Gordon W. Bennett be appointed to sit with the Board of Assessment Review; member terms remain through September of each year, each with \$400 annual stipend. Member terms are as follows: Gerard Smith 10/1/2023-9/30/2028, Douglas Overbaugh 10/01/2024-9/30/2029, Dolores Glaudino 9/28/2020-9/30/2025, Nick Cavalarro 1/2/2024-9/30/2028 and Stephen Jackson 1/2/2024-9/30/2028

31) that Dr. Walter Hubicki II be appointed Health Officer @ \$2,068 annually

32) that Tal Rappleyea be retained to serve as Attorney for the Town of Greenville with a monthly retainer fee of \$1,200 for agreed standard scope of service and \$175 per hour for non-contractual services

33) that Joe Murphy be appointed full time buildings and grounds worker at \$22.50 per hour, that Colin Augstein be appointed full time buildings and grounds worker at \$17.60 per hour, and Jason Smith be appointed full time buildings and grounds worker at \$16.95 per hour

34) that Carol Dittmar be appointed part time recycling operator at \$16.95 per hour for up to 6.5 hours/day and Paul Augstein be appointed per-diem recycling operator at \$16.95 per hour on an as-needed basis

35) that any person employed by the Town of Greenville for 28 hours or less per week be considered to be a part-time employee. As such, they receive no employee benefits. The term "benefits" covers: paid vacation; health insurance; sick days; unemployment insurance, etc. Payroll options are bi-weekly or monthly

36) that any part-time town employee who does not accrue leave credits and who takes extended time off (defined as greater than one month away from duties, i.e., vacations, extended sick time, etc.), will not be paid for the time off

37) that buildings and grounds workers, recycling center operators and part time highway employees receive yearly winter gear allowance to align with the Teamster's Contract rate, to be paid in December

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
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38) that the appointment by the Supervisor of Paul J. Macko as Deputy Supervisor be accepted with no compensation

39) that the Town Board continue the policy adopted by resolution on July 2, 1986 pertaining to termination of full time employees

40) that the following committees be appointed:

Highway Committee: Paul Macko, Richard Bear
Water & Sewer Committee: Will VonAtzingen, Paul Macko
Rescue Squad Committee: Will VonAtzingen, John Bensen
Safety Committee: Paul Macko, Barbara Flach, and Herb Williams
In-Service Mandatory Training Committee: Nicole Dooley, Jessica Lewis
Grant Committee: Will VonAtzingen, Paul Macko

41) that the following people be appointed to the Greenville Planning Board for a 5 year term: Debbie Danner (2025), Ken Elsbree (2027), Orloff Bear (2028), William Bardel (2030); and that Donald Teator be appointed Chair (2026) and that an annual stipend of \$400 per member or alternate and \$500 for the Chair shall be paid in December. Stephen Jay Goodman is appointed as Alternate Member (2025). Regular attendance is an expectation for all members, including alternates

42) that Orloff Bear continue to represent the Town of Greenville at the Greene County Planning Board, [reappointed March 15, 2024 through term ending July 20, 2025]

43) that the members of the Zoning Board of Appeals are as follows: Tom Vance (Chair) 1/1/21-12/31/2025, John Ingalls (Deputy Chair) 1/1/2025-12/31/2029, Steven Jackson 1/2/2025-12/31/2029, Sandy Garden 1/1/2023-12/31/2027, Judith Ann Elliott-Brown 1/1/2024-1/1/2028, [12] Art Marini and Tom Briggs as Alternates for 1/1/2025-12/31/2025, and that an annual stipend of \$300 per chair and co-chair and an annual stipend of \$200 per member or alternate shall be paid in December. Regular attendance is an expectation for all members, including alternates

44) that Hope Nugent be appointed Planning and Zoning Board of Appeals Clerk at \$40.00 per session and \$23.23 per hour for up to 10 hours per month for all duties pertaining to said positions outside of meeting sessions to be paid monthly with taxes withheld

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45) that Kim Leggio be appointed Court Clerk at \$23.23 per hour, salaried for 20 hours/week

46) that the amount of \$200 be paid monthly from the General Fund to the Water District #1 for the rental of space for the State Police Substation^[1.3]

47) that Barbara Flach be appointed Library Director @\$29.18 per hour not to exceed 32 hours per week

48) that all Department Heads must be in attendance at regular Town Board meetings, budget workshops, and certain other special meetings/hearings as requested, and a written or oral report be received from all Department Heads, and that Department Heads be present for the bill paying session of each Town Board meeting if vouchers were submitted at that meeting, for the purpose of clarifying monies spent

49) that each town board member attend at least 2 planning board meetings per year

50) that Fran Sickles be appointed as representative to Greene County EMS Council.

51) that Elected Official's salaries for 2024 are:

| | | |
|----------------------------|-----|-------------------|
| Supervisor | (1) | \$16,295 per year |
| Town Board | (4) | \$7,107 per year |
| Town Justices | (2) | \$11,844 per year |
| Town Clerk – Collector | (1) | \$47,663 per year |
| Superintendent of Highways | (1) | \$68,233 per year |

52) that the Board has reviewed the Workplace Violence Prevention Policy adopted on November 19, 2012 and finds it acceptable and appropriate and thereby readopts the Workplace Violence Prevention Policy^[1.4]

53) that a benefit for longevity pay be added to align with the Teamster's Contract for full time employees outside of the Highway Department; Elected Officials do not qualify; Employees qualify after completion of 1 year of service, as follows:

1-5 years ~ \$100; 6-10 years ~ \$150; 11-15 years ~ \$200; 16-20 years ~ \$300; over 21 years ~ \$400. To be paid by stipend December 1st yearly.

Qualifying employees for 2025 are:

Hope Nugent (2015; \$150)
Colin Augstein (2023; \$100)
Nicole Dooley (2023; \$100)

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54) that qualifying full time employees opting out of medical insurance coverage be reimbursed \$2,500 for the year

55) that the following be adopted as the Investment Policy of the Town of Greenville:

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

OBJECTIVES

The Primary objectives of the Town of Greenville's investment activities are, in priority order:

- to conform with all applicable federal, state and other legal requirements
- to adequately safeguard principal to provide sufficient liquidity to meet all operating requirements and
- to obtain a reasonable rate of return

II. DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Chief Fiscal Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines.

Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information; and regulate the activities of subordinate employees.

III. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Town of Greenville to govern effectively. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity

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that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

IV. DIVERSIFICATION

It is policy of the Town of Greenville to diversify its investments by financial institution, by investment instrument, and by maturity scheduling.

V. INTERNAL CONTROLS

It is the policy of the Town of Greenville for all moneys collected by and officer or employee of the government to transfer those funds to the Chief Fiscal Officer within thirty days of deposit, or within the time period specified by law, whichever is shorter. The Chief Fiscal Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies are the National Bank of Coxsackie, Greenville Branch, and The Bank of Greene County, Greenville Branch.

VII. COLLATERALIZATION OF DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Town of Greenville, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with the aggregate "market value", or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

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3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

VIII. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to the security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure Town of Greenville deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Town of Greenville to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town of Greenville, such securities shall be delivered in a form suitable for transfer or with assignment in blank to the Town of Greenville or its custodial Bank. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Town of Greenville, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodial shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town of Greenville a perfected interest in the securities.

IX. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Town of Greenville authorized the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments: Special time deposit accounts; Certificates of deposits; Obligations of the United States of America; Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America; Obligations of the State of New York; Obligations issued pursuant to LFL Sec. 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Greenville. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments; Certificates of Participation issued pursuant to GML, Section 109-b. Obligations of the Town of Greenville, but only with any moneys in a reserved fund established pursuant to GML, Section 6-c, 6-d, 6-e, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n. All investments obligations shall

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

be payable to redeemable at the option of the Town of Greenville within such times as the proceeds will be needed to meet expenditure for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Greenville within two years of the date of purchase.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Greenville shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Town of Greenville conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition at the request of the Town of Greenville. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Fiscal Officer is responsible for evaluation the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually

XI. PURCHASE OF INVESTMENTS

The Chief Fiscal Officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion Number 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Town of Greenville, shall be purchased through, delivered to and held in the custody of a bank or trust company only in accordance with prior written authorization from the Chief Fiscal Officer. All such transactions shall be confirmed in writing to the Town of Greenville by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of an custodian for, the Town of Greenville, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

securities. Such an agreement shall include all provisions necessary to provide the Town of Greenville a perfected interest in the securities.

XII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
4. No substitutions of securities will be allowed.
5. The custodian shall be a party other than the trading partner.

APPENDIX A: SCHEDULE OF ELIGIBLE SECURITIES

- * Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- * Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- * Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under specific State statute may be accepted as security for deposit of public moneys.
- * Obligations issued by states (other than NYS) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- * Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

- * Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- * Commercial paper and banker's acceptances issued by a bank, other than the bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
- * Zero coupons obligations of the US Government marketed as "Treasury Strips"

VOTING:

| | A Y E | N A Y | A B S E N T / O T H E R |
|-------------------------|-------|-------|-------------------------|
| SUPERVISOR BENSEN | X | | |
| COUNCILMAN BEAR | X | | |
| COUNCILMAN MACKO | | | X |
| COUNCILMAN VON ATZINGEN | X | | |
| COUNCILMAN RICHARDS | X | | |

CARRIED.

Other New Business:

Edmunds Govtech Proposal – *Councilman Bear motioned, seconded by Councilman VonAtzingen to approve the \$350 Edmunds Govtech proposal to install a booster device to enhance the wifi at the Highway Building. Carried 4 ayes.*

Prevost Hall – *Biggs Davis submitted a letter to the Board after reviewing the Prevost Hall bids for Phase 1 temporary stabilization of steeple and roof project. Their recommendation was to award to the lowest bidder Bonacquisiti Borthor Construction for \$151,750.00. Councilman VonAtzingen motioned, seconded by Councilman Bear to award the Phase 1 temporary stabilization of steeple and roof project for \$151,750.00. Carried 4 ayes*

CPOG has funds set aside to contribute towards the Prevost Hall Projects as well as the \$100,000 CREST Grant from Senator Hinchey's office. This would cover ~50% of the phase 1 project costs. It was discussed for the Town to bond \$150,000.00 for this project.

Town of Greenville
SPECIAL TOWN BOARD MEETING
Organizational Resolutions
January 2nd, 2025 6:00pm

There being no further business this meeting was adjourned at 6:46pm.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Richards

Councilman VonAtzinger

Councilman Bear

[Faint, illegible text, possibly a stamp or signature]

Town of Greenville
PUBLIC HEARING
RE: LOCAL LAW: ALARM DEVICES AND SYSTEMS
January 20th, 2025 6:00pm

A Public Hearing was held by the Town Board of the Town of Greenville on January 20th, 2025 at 6:00 pm at Pioneer Hall regarding a Local Law: Alarm Devices and Systems. Supervisor Bensen opened the hearing with the Pledge of Allegiance at 6:02pm.

This Public Hearing was advertised in the Town's official newspaper, The Catskill Daily Mail on, January 10th, 2025.

Present: Supervisor John Bensen
Councilman William VonAtzingen
Councilman Paul Macko
Councilman Travis Richards
Councilman Richard Bear
Recording Secretary: Clerk-Collector Jessica K. Lewis (remote attendance)
Other: Town Attorney Taj Rappleyea

Councilman Macko motioned, seconded by Councilman Richards to open the public hearing to discuss the proposed local law pertaining to alarm devices and systems:

Discussion:

- An email was received by Angela Mauriello and read aloud by Supervisor Bensen.
- There was no public in attendance—the Board opted to keep the hearing open until 6:30pm just in case there was confusion with the scheduled time.

After no public comment the hearing was closed motioned by Councilman Macko, seconded by Councilman VonAtzingen at 6:32pm.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Richards

Councilman Macko

Councilman VonAtzingen

Councilman Bear

Town of Greenville
TOWN BOARD MEETING
January 20th, 2025 7:00pm

The regularly scheduled monthly meeting of the Town Board of the Town of Greenville was held on Monday January 20th, 2025 at 7:00pm at Pioneer Hall. Supervisor Bensen opened the meeting with the Pledge of Allegiance at 7:00pm.

Present: Supervisor John Bensen
Councilman William VonAtzingen
Councilman Paul Macko
Councilman Richard Bear
Councilman Travis Richards

Recording Secretary: Clerk-Collector Jessica K. Lewis (remote attendance)

Department Heads Present: Highway Superintendent Mike Dudley

Other: Town Attorney Tal Rappleyea
Planning Board Chair Don Teator
Serena from North Dome
Colin Augstein Building and Grounds
CPOG President Bill VonAtzingen
And 1 guest

Meeting Minutes: Clerk-Collector Jessica Lewis informed the Board that minutes would be prepared for approval at February meeting.

Old Business

The following monthly department reports were given:

Rescue – No representation from Greenville Rescue Squad Inc. was present at this meeting.

Highway – Highway Superintendent Mike Dudley read the attached report. No motions made

Building & Grounds – Highway Superintendent Mike Dudley covered the activity of B&G in his attached report. No motions made

Code Enforcement – Councilman Macko read the attached report submitted by CEO Overbaugh. No motions made

Planning Board – Planning Board Chair Don Teator read the attached report. Mr. Teator then mentioned as Town Historian that there was an article in Porcupine Soup featuring Bryant's. No motions made

Water/Sewer – Serena from North Dome read the attached report. No motions made

Assessor – Councilman Macko read the attached report. No motions made

Town of Greenville
TOWN BOARD MEETING
January 20th, 2025 7:00pm

Beautification – Bill VonAtzingen reported that there was still no word on the return of the stained glass windows for Prevost Hall from Bovard Studios. Bonacquisti Brothers Construction met with Bill for a walk through of the Prevost Hall project last week. There has been a lot of vandalism to the DiscGolf course in the park. It would cost approximately \$1,200.00 to repair or \$7,500.00 to replace what has been damaged. Residents who frequent the park have witnessed who has done the vandalism. *Councilman Bear motioned, seconded by Councilman Macko to pursue the woman vandalizing the park for restitution and to get an order of protection to keep her from the park. Carried 5 ayes*

District #4 Legislator – Greg Davis submitted a report by email as we was not able to attend this meeting. The attached report was read by Clerk-Collector Jessica Lewis.

New Business

Election Poll Site Agreement– *Councilman Macko motioned, seconded by Councilman Bear to sign the agreement received by Greene County Board of Elections reserving the North Barn for the 2025 election polling site. Carried 5 ayes*

NYCLASS – *Councilman Macko motioned, seconded by Councilman VonAtzingen to complete the necessary paperwork to move the Town's assets from M & T Bank to NYCLASS. Carried 5 ayes*

Greene County Animal Alliance – Mark of the Greene County Animal Alliance came before the Board to request a letter of support to build an animal shelter in a centralized location of Greene County. The site has not been secured yet, they are hoping to land in Cairo or Acra. *Councilman Macko motioned, seconded by Councilman Bear to sign the letter of support on behalf of the Town of Greenville that was provided by the Greene County Animal Alliance. Carried 5 ayes*

Greenville Cemetery Lease – *Councilman Macko motioned, seconded by Councilman VonAtzingen to sign the lease agreement for the storage room upstairs of Pioneer Hall to be used by the Greenville Cemetery Association. Carried 5 ayes*

Cellphone Stipend – Herb Williams has been utilizing his cellphone since taking over the foreman position at the Highway Department. *Councilman Macko motioned, seconded by Councilman VonAtzingen to reimburse Herb Williams for his 2024 cell phone stipend and to continue reimbursing him quarterly by voucher going forward. Carried 5 ayes*

Supervisors Report – *Councilman Macko motioned, seconded by Councilman VonAtzingen accept the Supervisor's Report. Carried 5 ayes*

Bills – *Councilman Bear motioned, seconded by Councilman VonAtzingen to pay the bills listed on the abstract attached.*

Town of Greenville
TOWN BOARD MEETING
January 20th, 2025 7:00pm

There being no further new business this meeting was adjourned at 7:55pm.

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Macko

Councilman VonAtzingen

Councilman Bear

Councilman Richards

Planning Board report to Town Board – February 2025
February 2025

Due to a lack of agenda items, the February 5 meeting was cancelled.

Respectfully submitted,
Don Teator
PB Chair

Town of Greenville
SPECIAL MEETING
RFQ Opening for Greenway Grant Project
January 31st, 2025 1:30pm

A special meeting was held by the Town Board of the Town of Greenville on January 31st, 2025 at 1:30 pm at Pioneer Hall to open and review the RFPs received for the Greenway Grant Comprehensive Plan Phase 1 updates. Supervisor Bensen opened the meeting with the Pledge of Allegiance at 1:30pm.

This special meeting was advertised in the Town's official newspaper, The Times Union on, January 18th, 2025.

Present: Supervisor John Bensen
Councilman Paul Macko
Councilman Richard Bear
Recording Secretary: Clerk-Collector Jessica K. Lewis
Other: Mary Carney, Sustainable Growth

New Business

Comprehensive Plan Phase 1 Proposals.— Two proposals were received for consultant services for phase one of the comprehensive plan updates:

JNP Industries - \$8,000.00

Nelson Pope Voorhis - \$10,000.00

Councilman Macko motioned, seconded by Councilman Bear to have Sustainable Growth and the Grant Writing Committee review the quotes received and make a recommendation to the Board at the February monthly meeting. Carried 3 ayes

Record Inventory and Compliance quotes.— In order to complete the Local Government Records Management Improvement Fund (LGRMIF) grant application you must submit quotes for the services funding is being applied for. Six quotes were received to be included in the LGRMIF project once the application window opens.

Justice Court AUP — Lynette S.B. Lawyer submitted an AUP to do the yearly audit of the Town Courts finances and associated records. *Councilman Macko motioned, seconded by Councilman Bear to approve the Justice Court AUP quote submitted by Lynette Lawyer CPA at the rate of \$185/hr for Lynette's services and \$85/hr for her staffs services. Carried 3 ayes*

Dog Control Report — DCO Donald White submitted the attached report for January's dog control activity.

Highland Road Lawsuit — The Town was served a lawsuit that was distributed to the Board regarding a vehicle accident on Highland Road. All documentation was sent to the Town's insurance agent for further review and attorney assignment.

There being no further new business this meeting was adjourned at 1:14pm.

Town of Greenville
SPECIAL MEETING
RFQ Opening for Greenway Grant Project
January 31st, 2025 1:30pm

Jessica K. Lewis, Town Clerk-Collector

Supervisor Bensen

Councilman Macko

Councilman Bear

Town of Greenville
Building Department
Monthly Report

Month of JANUARY, 2025

Building Permits: 2

Inspections: 22

Title Searches: 4

Septic Permits: _____

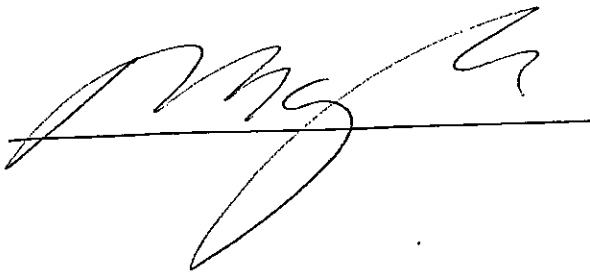
Sign Permits: _____

Fire Calls: _____

Violations: 1

Notes

MY N.Y.S. CERTIFICATION
HAS BEEN COMPLETED FOR 2025



A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be 'M. G. H.' or similar.

02/04/2025
14:00:31
Jessica Lewis

Town of Greenville
Miscellaneous Cash Report
For Transaction Type: Permits
For: All Fee Types
Date Range: 01/01/2025 to 01/31/2025

Page: 1

| <u>Transaction Type</u> | <u>Fee Type</u> | <u>Receipt #</u> | <u>Date</u> | <u>Customer</u> | <u>Qty</u> | <u>Total</u> |
|-------------------------|-----------------|------------------|-------------|--|------------------------|--------------|
| Permits | CO Search | | 01/07/2025 | Glasco-abstract, | 1 | \$50.00 |
| Permits | CO Search | | 01/14/2025 | Proplogix, Llc | 1 | \$50.00 |
| Permits | CO Search | | 01/17/2025 | Glasco-abstract, | 1 | \$50.00 |
| Permits | CO Search | | 01/17/2025 | Hudson-search, | 1 | \$50.00 |
| Permits | Building | B25-001 | 01/17/2025 | Lord, David R D 1 Box 243 Greenville, N Y 12083 | 1 | \$50.00 |
| Permits | Building | B25-002 | 01/17/2025 | Laforge, Scott 9441 State Rt 32 Freehold, NY 12431 | 1 | \$50.00 |
| | | | | | Total Quantity: | 6 |
| | | | | | Grand Total: | \$300.00 |

| Account# | Account Description | Fee Description | Qty | Local Share |
|---|-----------------------|-----------------------|----------------------------------|-------------------|
| | PLAN & ZONE | Variance Fees | 1 | 75.00 |
| | | | Sub-Total: | \$75.00 |
| A 2130 | MISC. FEES | Recycling | 11 | 3,397.00 |
| | | | Sub-Total: | \$3,397.00 |
| A 2555 | CO Search | CO Search | 4 | 200.00 |
| | PERMIT FEES | Building | 2 | 100.00 |
| | | | Sub-Total: | \$300.00 |
| A1603 | Registrar Fees | Certified Copies | 87 | 870.00 |
| | | | Sub-Total: | \$870.00 |
| A2544 | Dog Licensing | Female, Spayed | 11 | 99.00 |
| | | Male, Neutered | 12 | 126.00 |
| | Seniors, 65 and older | Seniors, 65 and older | 8 | -24.00 |
| | | | Sub-Total: | \$201.00 |
| Total Local Shares Remitted: | | | | \$4,843.00 |
| Amount paid to: NYS Ag. & Markets for spay/neuter program | | | | 25.00 |
| Total State, County & Local Revenues: | | \$4,868.00 | Total Non-Local Revenues: | |
| | | | \$25.00 | |

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 |

Office of the Assessor

Gordon W. Bennett, IAO

Ph: 518-966-5055x3

Fx: 518-966-4108

gwb81560@gmail.com

February 17, 2025

RE: February Monthly Report

EXEMPTION RENEWALS

The exemption renewals are still coming in. We still have approximately 50 forms yet to be returned by the March 1st deadline.

A reminder letter has been sent out for all outstanding renewals. This was done February 12th.

Data Collection

Building permit and property inventory reviews are in the process of being done. Approximately 30 reviews still need to be done. We will use this new information to change assessments for the assessment roll to be published on May 1.

Jessica Lewis

From: Donald White Dog Control Officer <dcodonaldwhite@gmail.com>
Sent: Thursday, January 30, 2025 6:51 PM
To: Jessica Lewis
Subject: January 2025 Dog Control Report

January 2025 Report

DCO Donald White

Thursday 2nd

Sworn in as the new Dog Control Officer of The Town Of Greenville

Wednesday 8th

Missing Dog Reported

Received a message from a woman named Tracy McDonnell Glendenning about a missing Dachshund dog from the area of Smileys Farm in Freehold (town of Greenville) area of route 67 and 32 the owner of the dog is Sheryl Henderson phone number 518-653-7885. I posted the information across Facebook to try to find anyone that's seen or pick up this dog.

Update

As of 1/27/25 I have not seen or heard anything further on this dogs whereabouts. I checked with the owner Sheryl Henderson and she told me that he hasn't been found as of yet.

Thursday 9th

Uncontrolled Dogs Reported

Received a couple of complaints about un controlled dogs roaming in the area of smileys Farm in Freehold (town of Greenville) these dogs were seen on separate occasions it was for 2 dachshund dogs and 2 Great white Pyrenees dogs. The people Reporting this to me are Charlie Henderson phone number 518-965-6826, Theresa Millett phone number 518-281-1167 and Thomas Walker Phone number 518-369-5912. Thomas told me he's seen the white Pyrenees dogs loose before and todays incident involved Charlie and Theresa almost getting into an accident swerving to miss hitting one of the dachshund dogs on the roadway. The other dachshund is missing as stated in the prior report. I spoke with Sheryl Henderson one of the owners of the dogs and advised her of the complaints I received and told her that if it is happening to please make sure they stay on the property and out of the roadway. I also advised the people that reported this to me to let me know if they see the dogs in the roadway again and to take pictures to send to me.

Closed

Friday 10th

Uncontrolled Dog Reported

Received a message from a woman named Margaret Donohue about a German Shepard that has been getting out continuously. She told me the owners name is Liz Gioja phone number 518-966-5233 and she lives at 217 Plattekill rd in Greenville. I advised her that I will address the situation.

update

I spoke with Liz on 1/14/25 and she informed me of ongoing issues unrelated to the dog as well as related to the dog with her neighbors across from her horse barn. She states they call her dog off the property and then make a post on facebook about the dog wandering off the property on its own accord. I informed her that cameras with audio would be her best bet in catching this happening if it is happening. And I also informed her to do her best to make sure the dog does not leave her property. Other than that she said her dog is up to date on vaccinations and is microchipped and she will be stopping by the town office to check on her license expiration date and make a payment to keep her license valid.

Closed

Tuesday 14th

Injured Wild Aanimal Reported

Received a call from a man named Walter Fraser phone number 518-947-8072. He was calling to report an injured raccoon out by the road at the end of his driveway and asked if I could dispose of it. I advised him to call local DEC officers for Greene County because the town only has me handle dogs. He then told me that he would contact one of the DEC officers that he knows to come out.

Closed

Tuesday 21st

Missing dog Reoorted

Received a tag in a post on Facebook about a dog that went missing from Ingalside rd in the town of Greenville around 5:30pm. I received this tag from a friend of the owner of the dog and I was told the owner of the dog is a woman named Rose Masi who also had posted about her missing dog. The dog is a dark brown Irish Setter and has a collar. I posted the information and a picture of the dog across Facebook in a attempt to find someone who may have found him. The next morning I got a message that the dog had made his way home and was safe inside with his owners.

closed



Supervisor Benson and the Greenville Town board,

Unfortunately, I am unable to make tonight 's town board meeting. Things are going well at the county and I don't really have any exciting news. I will pass along a reminder to please not throw lithium batteries in the garbage. There have been multiple fires at the county solid waste transfer stations. In Greenville they can be turned into Tractor Supply.

As always, please contact me on any issues, questions or comments.

Greg Davis

Legislator

District 4 Greenville

518 368 5003

E-Mail; gdavis@greencountyny.gov

Samantha Jones
Town of Greenville NY
Letter of resignation
February 17th, 2025

Town of Greenville Board,

Kindly accept this letter as my resignation as the Town of Greenville Event Coordinator. My last day will be Monday March 3rd 2025, two weeks from today.

I cannot express how grateful I have been for this opportunity, and all of the support I've been given during my time with the town. While I am saddened my time with you has come to an end, I will take all I've learned during my time and expect them to help me with my future. I truly have enjoyed working with this team.

Please let me know how I can help make this transition easiest for all parties involved. Thank you for all of the support.

Best,

A handwritten signature in black ink, appearing to read 'S. Jones', with a long horizontal flourish extending to the right.

Samantha Jones

ALARMS

§ 1. Title.

This local law shall be known as the "Town of Greenville Alarm Devices and Systems Law."

§ 2. Definitions.

As used in this local law, the following terms shall have the meanings indicated:

ALARM SYSTEMS – A device or an assembly of equipment which is designed to detect smoke, abnormal rise in temperature, fire, medical emergency or any entry into or exit from a building, structure or facility and by reason thereof emits an audible response intended to alert persons outside of the premises and/or transmit a signal or message to an emergency agency either directly or through private answering point.

EMERGENCY AGENCY – Any fire, police, 911 or other dispatch center or public or private response agency, without regard as to whether such agency is paid or volunteer.

NUISANCE ALARM – The activation of an alarm system which results in a response by fire, police, or ambulance personnel to any place within the Town of Greenville where no fire, police, ambulance, or rescue services are required, as determined by such personnel, including, but not limited to, activation of an alarm system arising from improper use or operation of the alarm system, defective installation of an alarm system, the failure to repair or maintain an alarm system, or the use of defective equipment in connection with an alarm system. Nuisance alarms shall also include alarms in dwelling units and on premises that are triggered as a result of cooking smoke, steam, dust or vapor. A nuisance alarm shall not include:

- A. The activation of an alarm system which results from hurricane, gale, tornado or other violent weather condition, or any major disruption of public utility transmission;
- B. The activation of an alarm system where the activator reasonably believes that an emergency situation exists; or
- C. An activation of a medical alert system.

§ 3. ~~Registration Required.~~

~~A. Effective (date), the owner or occupant of any premises in the Town of Greenville upon which an alarm system is operated shall provide the following information, in writing, to the Building Department:~~

~~(1) The name, address and business and residence telephone numbers of the property owner and occupant;~~

~~(2) The property location both by street or postal address and tax roll identification number;~~

~~(3) The number of individual tenants or subtenants occupying the premises; and~~

~~(4) The name, address and business and residence telephone numbers of at least one other person to receive notice of the activation of the alarm system if the owner or occupant of the premises is not available.~~

~~B. The Building Department shall be notified by the owner or occupant within 15 days of any change in the information previously provided.~~

§4. Automatic cutoff required.

- A. No person shall install or maintain an external audible alarm device which does not contain an operation automatic cutoff system which turns off the external audible alarm after a period not to exceed 15 minutes.
- B. An automatic dialer connected directly to an emergency agency shall automatically disconnect and/or terminate its message after the message has been transmitted a maximum of two times. Notwithstanding the foregoing, however, the total transmission time of all messages shall not exceed five minutes.

§ 5. Record of false alarms to be maintained

A. A member of the Fire Department who proceeds to a premises in response to the communication of a signal which is determined to be a false alarm shall, within two hours thereafter, file a written report with the Greenville Building Department setting forth the date, time, premises, location, whether an owner or occupant was present, whether there appeared to be any fire, unlawful entry, intrusion or other damage to the premises and whether it appeared that the alarm signal was activated by a natural disaster as above described.

B. Any Fire Department, Company or District in the Town of Greenville shall maintain a record of the reports of false alarms transmitted to them from premises in the Town of Greenville.

§ 6. Civil Fee.

The owner and/or lessee of real property to which an emergency agency responds as a result of a false alarm shall pay a fee, after a hearing and determination by the Greenville Town Board, for each such response in each calendar year as set forth below. The Town Clerk shall collect all such fees and shall distribute same in accordance with a motion of the Town Board to be set from time to time.

A. First three alarm: no fee.

B. Four + false alarm: \$100/violation at a residential site, \$200/violation at a commercial site.

§ 7. Assessment of costs and expenses

All costs and expenses incurred by the Town of Greenville in connection with any civil fee or penalty for a false alarm, including attorneys' fees, court costs and other professional fees, and which are unpaid for a period in excess of six (6) months to receive an appearance ticket as a code violation.

§8. Penalties for offenses.

Any person that does not pay the fee established in this local law or which violates any other provisions of this local law shall be subject to a civil penalty not to exceed \$1,000 for residential, \$2,000 for commercial for each offense. A separate offense shall be deemed committed upon each day during which a violation occurs, continues or is permitted.

§ 9. Enforcement

The Town of Greenville Code Enforcement Officer or any other peace officer or police officer is hereby authorized to enforce this local law.

Jessica Lewis

From: Doug Eli <sideoutmtb@mac.com>
Sent: Saturday, February 1, 2025 1:07 PM
To: Bill Von Atzingen; Jessica Lewis
Subject: Emergency Response Planning for Park

Jessica and Bill,

At the last board meeting Ken mentioned the need for a safety plan. I agree with the town that we don't need a full fledged emergency response plan. However, if you would like a resource to talk with, Zeke Pease is a licensed paramedic, former Safety Manager for Windham Mountain (he developed their training and response plans) and currently working at Hunter managing ski patrol. He lives here in Greenville (Greenville Arms family) and would happy to lend his expertise if the town wanted someone to talk to. The disc golf course was his idea and he is also one of the main people helping me plan and (hopefully) build the bike stuff. As both of those move forward he could be a good person to help keep the lawyers and insurance people from getting too nervous.

As always, thanks for your support of these various projects that keep making Greenville better and better.

Doug

Account Manager: Kelly Marino
P: 518482400
F:
E: kellym@accentny.com
A: 3 Interstate Ave



accentny.com

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

2024.09.09 TOWN OF GREENVILLE RECONFIGURE

| Line # | Qty | Part Number | Option Group | Part Description | Sell | Ext Sell |
|--------|-----|-------------|--------------|---------------------------------|-------------------|------------|
| 1 | 1 | | | RECONFIGURE OF EXISTING STATION | \$ 1,200.00 | \$1,200.00 |
| | | | | | Sub Total | \$1,200.00 |
| | | | | | Project Sub Total | \$1,200.00 |
| | | | | | \$ 0.00 | \$0.00 |
| | | | | | Project Total: | \$1,200.00 |

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

Print Name: _____

Signature: _____

Date: _____

Please sign and send to Accent to process the order.
This indicates that you have accepted the quotation and terms.

| Line # | Qty | Part Number | Option Group | Part Description | Sell | Ext Sell |
|--------|-----|-------------|--------------|------------------|------|----------|
|--------|-----|-------------|--------------|------------------|------|----------|

TERMS:

1. **50% Deposit is required for order placement.**
2. **There is a 3% processing fee for all credit card transactions.**
3. **The above quotation does not include any applicable sales tax.**
4. **Balance due upon receipt of invoice.**
5. **If applicable, 10% of order up to \$5,000 (whichever is less) may be withheld for punchlist items.**
6. **The above quotation is valid for 30 days. Prices are subject to change without notice.**
7. **All furniture is made to order, Returns are not permitted.**
8. **Once your order is placed with the manufacturer and put into the production schedule, we cannot accept any changes or cancellations to your order.**
9. **Ship direct orders: The responsibility of the freight company ends at the back of the truck.**

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-----------|-----|-------------------|------------------|--|------------|----------|----------|----------|
| 3 | 1 | 46-4215-OB-2 9 | | +Bkcase,Frstnd,No Doors 42W 26 1/4H | \$1,370.00 | 59.70 | \$552.11 | \$552.11 |
| | | SS | Paint/Steel Type | +smooth paint on smooth steel | | | | |
| | | BU | Surface Finish | +black umber | | | | |
| | | T1 | Top | +1"-high painted metal top with squared edge | | | | |
| | | NSI | Shelves | +1 shelf total | | | | |
| | | BI | Base Height | +1"-high base | | | | |
| Subtotal: | | | | | | | | \$921.32 |

NICOLE

| | | | | | | | | |
|---|---|-------------------|------------------|---|------------|-------|----------|----------|
| 4 | 1 | FV2D2.S2AF S | | +Square Open Support Leg,for Sq-Edge Surface, 12"D Shared,Fxd Hght,Shared | \$322.00 | 72.00 | \$90.16 | \$90.16 |
| | | 8Q | Surface Finish | +folkstone grey (CP) | | | | |
| 5 | 1 | 46-4215-OB-5 5 | | +Bkcase,Frstnd,No Doors 42W 52 1/2H | \$1,546.00 | 59.70 | \$623.04 | \$623.04 |
| | | SS | Paint/Steel Type | +smooth paint on smooth steel | | | | |
| | | 8Q | Surface Finish | +folkstone grey (CP) | | | | |
| | | T1 | Top | +1"-high painted metal top with squared edge | | | | |

Account Manager: Kelly Marino
 P: 518482400
 F:
 E: kellym@accentny.com
 A: 3 Interstate Ave



Client: TOWN OF GREENVILLE
 Contact: HOPE NUGENT
 Address: 11159 STATE ROUTE 32
 GLENVILLE NY 12083
 518-966-5055
 Assessorclerk@townofgreenvillenyc.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.

2024.09.11 MILLERKNOLL PRODUCTS HOPE & NICOLE

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-------------|-----|-------------|----------------------|---|----------|----------|----------|----------|
| HOPE | | | | | | | | |
| 1 | 1 | DIR8418N | | Worksurface, Rectangular, 84"W x 18"D, no grommet | \$689.00 | 76.00 | \$165.36 | \$165.36 |
| | | (CORE) | Surface Finish Type | Core Laminates | | | | |
| | | 126 | Laminate Finish | LAM: Natural Cherry (CP) | | | | |
| | | (CORE) | Edgeband Finish Type | Core Edgebands | | | | |
| | | 126 | Edgeband Finish | EDGE: Natural Cherry (CP) | | | | |
| 2 | 1 | TPL-08418 | | @Meridian File Top, Lam Top/TP Edge 84W 18D | \$571.00 | 64.30 | \$203.85 | \$203.85 |
| | | HX | Top Finish | @aged cherry (non-promote) | | | | |
| | | HX | Edge Finish | @aged cherry (non-promote) | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-----------------|-----|-------------|--------------|------------------|--------|----------|--------------------|------------|
| | | NS3 | Shelves | +3 shelves total | | | | |
| | | BI | Base Height | +1"-high base | | | | |
| | | | | | | | Subtotal: | \$713.20 |
| | | | | | | | Project Sub Total: | \$1,634.52 |
| Inside Delivery | | | | | \$0.00 | | \$326.90 | \$326.90 |
| | | | | | | | Project Total: | \$1,961.42 |

TRM

1/2

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:

For Furnishings:

MILLERKNOLL PC70241
 ACCENT COMMERCIAL FURNITURE
 3 INTERSTATE AVE

ALBANY NY 12205

Ship to:

Accent Commercial Furniture Inc.
 Warehouse
 3 Interstate Ave.

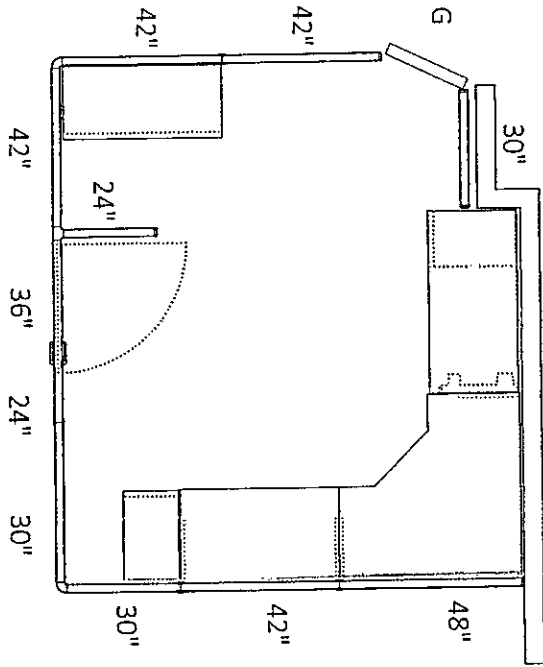
Albany NY 12205

Send all Purchase Orders to your Accent Account Manager for processing.

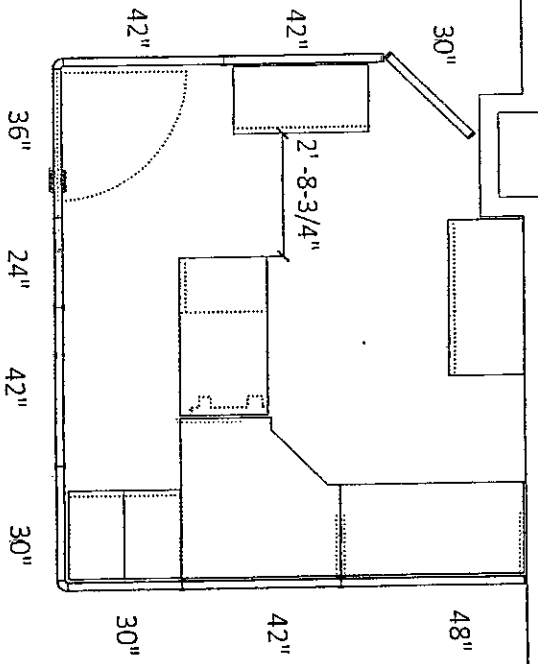
Terms and Conditions:

Pricing is based on Current Contracts.. At time of order; if a price increase has occurred, quote will need to be adjusted to reflect price increases.

EXISTING LAYOUT



NEW LAYOUT



ACCENT

SHOWROOM:
Accent Commercial Furniture, Inc.
3 Interstate Avenue
Albany, NY 12205
P: 518.482.4000
accentny.com

MillerKnoll
CERTIFIED DEALER

ALL DESIGNS ENCOMPASSED 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.

ALL WRITTEN DIMENSIONS SUPERCEDE SCALED 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 PANEL SYSTEM IF APPLICABLE.

TOWN OF GREENVILLE

NICOLE'S WORKSTATION

FURNITURE PLAN

DRAWN BY:

SEM

DATE:

9/11/2024

SCALE:

1/4" = 1'-0"

FILE NAME:

F:\CUSTOMERS\TOWN OF GREENVILLE\TAX COLLECTOR\DRAWINGS\CET\2024.08.26 TOG Hopes Office SEM.cmdrw

SHEET:

01

Account Manager: Kelly Marino
P: 518482400
F:
E: kellym@accentny.com
A: 3 Interstate Ave



Client: TOWN OF GREENVILLE
Contact: HOPE NUGENT
Address: 11159 STATE ROUTE 32
GLENVILLE NY 12083
518-966-5055
Assessorclerk@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.

2024.09.11 EXEMPLIS TASK CHAIRS_ HOPE & NICOLE

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|--------|-----|-----------------------|--|--|----------|----------|---------------------|----------|
| 2 | | 1203.BK2.MB .F.AR4 | | Hexy, Highback, Mesh Back, Standard Synchro, Height/Adjustable Arms | \$716.00 | 60.00 | \$286.40 | \$572.80 |
| | | CH1 | Cylinder Height Option | Standard Cylinder | | | | |
| | | FC1 | Frame Color Selection | Black Frame | | | | |
| | | BT1 | Base Selection | 5 Star Nylon Base | | | | |
| | | BC1 | Base Color Selection | Black Base | | | | |
| | | CS5 | Caster Selecton | Carpet Casters | | | | |
| | | MC21 | Hexy Mesh Back Colors | Nickel Mesh | | | | |
| | | US | Hexy Upholstered Seat Material Selection | Upholstered Seat | | | | |
| | | FG2 | Fabric Grade Selections | Fabric Grade 2 | | | | |
| | | SLIDE | Fabric Grade 2 Selection | Slide Standard Color Selection | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-----------------|-----|-------------|------------------------|--------------------------------------|--------|----------|---|----------|
| | | ONYX | Slide Color Selections | Slide Onyx | | | | |
| | | UC | Packaging Options | Back attached to seat, base separate | | | | |
| | | | | | | | Subtotal: | \$572.80 |
| | | | | | | | Project Sub Total: | \$572.80 |
| Inside Delivery | | | | | \$0.00 | | \$85.92 | \$85.92 |
| | | | | | | | Project Total: | \$658.72 |

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:

For Furnishings:

PC70272
 EXEMPLIS CORP. DBA SIT-ON-IT SEATING
 c/o ACCENT
 6415 KATELLA AVE. - SUITE 200
 CYPRESS CA 90630

Ship to:

Accent Commercial Furniture Inc.
 Warehouse
 3 Interstate Ave.
 Albany NY 12205

Send all Purchase Orders to your Accent Account Manager for processing.

Terms and Conditions:

Pricing is based on Current Contracts.. At time of order; if a price increase has occurred, quote will need to be adjusted to reflect price increases.

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|--------|-----|-------------|--------------------------------|-------------------------------|------------|----------|----------|----------|
| | | .S | Select Color Option | Charcoal | | | | |
| 4 | 1 | HD2 | | Metal Center Drawer 19W x 14D | \$389.00 | 73.55 | \$102.89 | \$102.89 |
| | | \$(PI) | Select Paint Color | PI Paint Opts | | | | |
| | | .P | Select Grade 1 Paint | Black | | | | |
| 5 | 1 | HNLAB3SIL | | 2 Stage HAT 3 Integrated Leg | \$1,696.00 | 60.95 | \$662.29 | \$662.29 |
| | | \$(PI) | Paint Option | PI Paint Opts | | | | |
| | | .P71 | Select Paint Color | Black | | | | |
| | | .JD | Select Keypad | Basic Up/Down | | | | |
| 6 | 1 | HNL24SHR | | Shroud 24"D | \$1,122.00 | 60.95 | \$438.14 | \$438.14 |
| | | .X | Select Grommet | No Grommet | | | | |
| | | \$(LISTD) | Chassis Laminate Option | LI Standard Lam Opts | | | | |
| | | .P | Select Grade 1 Laminate Finish | Black | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|--------|-----|--------------|--------------------------------|--|------------|----------|----------|----------|
| 7 | 1 | HNL30SHR | | Shroud 30"D | \$1,144.00 | 60.95 | \$446.73 | \$446.73 |
| | | .X | Select Grommet | No Grommet | | | | |
| | | \$(LISTD) | Chassis Laminate Option | LI Standard Lam Opts | | | | |
| | | .P | Select Grade 1 Laminate Finish | Black | | | | |
| 8 | 1 | HCRESCENT A3 | | Crescent Handle Kit Black 3-Pack | \$81.00 | 60.95 | \$31.63 | \$31.63 |
| 9 | 1 | HI05102 | | 10500 Series Mobile Full Ht Ped B/B/F 15-5/8W x 22-3/4D | \$1,077.00 | 60.95 | \$420.57 | \$420.57 |
| | | \$(LISTD) | Select Top Laminate Color | Grd LI Standard Laminates | | | | |
| | | .H | Select Top Laminate Color | Bourbon Cherry | | | | |
| | | P | Select Chassis Laminate Color | Black | | | | |
| 10 | 1 | HUSLMODI 360 | | Laminate Modesty 13h x 60w | \$767.00 | 73.55 | \$202.87 | \$202.87 |
| | | \$(LISTD) | Select Laminate | Grd LI Standard Laminates | | | | |
| | | .P | Select Grade 1 Laminate Finish | Black | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|--------|-----|-----------------|--------------------------------|---|-----------------|--------------|-----------------|-----------------|
| | | .P | Select Edgeband Color | Black | | | | |
| | | .P | Select Color Option | Black | | | | |
| 11 | 1 | HHATW307 | | 72W x 30D Rect Worksurface - C/T | \$752.00 | 73.55 | \$198.90 | \$198.90 |
| | | | | Base | | | | |
| | | \$(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 | HHATW244 | | 42W x 24D Rect Worksurface - C/T | \$483.00 | 73.55 | \$127.75 | \$127.75 |
| | | | | Base | | | | |
| | | \$(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 | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|--------|-----|-----------------|-----------------------------------|---------------------------|--------------------|----------|----------|------------|
| 13 | 1 | HLSLZ5SC54 | | 42"W External Stiffener | \$132.00 | 60.95 | \$51.55 | \$51.55 |
| | | .P | Select Color Option | Black | | | | |
| 14 | 1 | HLSL2016MP 2 | | Mobile ped: 20x15.8x21.5 | \$1,113.00 | 60.95 | \$434.63 | \$434.63 |
| | | \$(LISTD) | Select Chassis Laminate Finish | Grd LI Standard Laminates | | | | |
| | | .P | Select Grade 1 Laminate Finish | Black | | | | |
| | | \$(LISTD) | Select Drwr Front Lam Finish | Grd LI Standard Laminates | | | | |
| | | .P | Select Grade 1 Laminate Finish | Black | | | | |
| | | .P | Select Pull Color | Black | | | | |
| | | | | | Subtotal: | | | \$3,379.31 |
| | | | | | Project Sub Total: | | | \$3,379.31 |
| | | | | | Inside Delivery | \$0.00 | \$608.28 | \$608.28 |
| | | | | | Project Total: | | | \$3,987.59 |

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 |
|-------------------------|-----|--------------------------------------|--------------|------------------|--------|----------|-------|----------|
| For Furnishings: | | | | Ship to: | | | | |
| | | PC70286 | | | | | | |
| | | HON COMPANY | | | | | | |
| | | c/o ACCENT COMMERCIAL FURNITURE INC. | | | | | | |
| | | 200 OAK ST. | | | | | | |
| | | MUSCATINE IA | 52761 | | Albany | NY | 12205 | |

Send all Purchase Orders to your Accent Account Manager for processing.

Terms and Conditions:

Pricing is based on Current Contracts.. At time of order, if a price increase has occurred, quote will need to be adjusted to reflect price increases.

Account Manager: Kelly Marino
 P: 518482400
 F:
 E: kellym@accentny.com
 A: 3 Interstate Ave



Client: TOWN OF GREENVILLE
 Contact: HOPE NUGENT
 Address: 11159 STATE ROUTE 32
 GLENVILLE NY 12083
 518-966-5055
 Assessorclerk@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.

2024.09.11 MILLERKNOLL PRODUCTS HOPE & NICOLE

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-------------|-----|-------------|----------------------|---|----------|----------|----------|----------|
| HOPE | | | | | | | | |
| 1 | 1 | DIR8418N | | Worksurface, Rectangular, 84"W x 18"D, no grommet | \$689.00 | 76.00 | \$165.36 | \$165.36 |
| | | (CORE) | Surface Finish Type | Core Laminates | | | | |
| | | 126 | Laminate Finish | LAM: Natural Cherry (CP) | | | | |
| | | (CORE) | Edgeband Finish Type | Core Edgebands | | | | |
| | | 126 | Edgeband Finish | EDGE: Natural Cherry (CP) | | | | |
| 2 | 1 | TPL-08418 | | @Meridian File Top, Lam Top/TP Edge 84W 18D | \$571.00 | 64.30 | \$203.85 | \$203.85 |
| | | HX | Top Finish | @aged cherry (non-promote) | | | | |
| | | HX | Edge Finish | @aged cherry (non-promote) | | | | |

| Line # | Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-----------|-----|-------------------|------------------|--|------------|----------|----------|----------|
| 3 | 1 | 46-4215-OB-2 9 | | +Bkcase,Frstnd,No Doors 42W 26 1/4H | \$1,370.00 | 59.70 | \$552.11 | \$552.11 |
| | | SS | Paint/Steel Type | +smooth paint on smooth steel | | | | |
| | | BU | Surface Finish | +black umber | | | | |
| | | T1 | Top | +1"-high painted metal top with squared edge | | | | |
| | | NSI | Shelves | +1 shelf total | | | | |
| | | BI | Base Height | +1"-high base | | | | |
| Subtotal: | | | | | | | | \$921.32 |

NICOLE

| | | | | | | | | |
|---|---|-------------------|------------------|---|------------|-------|----------|----------|
| 4 | 1 | FV2D2.S2AF S | | +Square Open Support Leg,for Sq-Edge Surface, 12"D Shared,Fxd Hght,Shared | \$322.00 | 72.00 | \$90.16 | \$90.16 |
| | | 8Q | Surface Finish | +folkstone grey (CP) | | | | |
| 5 | 1 | 46-4215-OB-5 5 | | +Bkcase,Frstnd,No Doors 42W 52 1/2H | \$1,546.00 | 59.70 | \$623.04 | \$623.04 |
| | | SS | Paint/Steel Type | +smooth paint on smooth steel | | | | |
| | | 8Q | Surface Finish | +folkstone grey (CP) | | | | |
| | | T1 | Top | +1"-high painted metal top with squared edge | | | | |

| Line / Qty | Part Number | Option Group | Part Description | List | Sell - % | Sell | Ext Sell |
|-----------------|-------------|--------------|------------------|--------|----------|--------------------|-------------------------|
| | NS3 | Shelves | +3 shelves total | | | | |
| | BI | Base Height | +1"-high base | | | | |
| | | | | | | Subtotal: | \$713.20 |
| | | | | | | Project Sub Total: | \$1,634.52 |
| Inside Delivery | | | | \$0.00 | | \$326.90 | \$326.90 ^{1/2} |
| | | | | | | Project Total: | \$1,961.42 |

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:

For Furnishings:

MILLERKNOLL PC70241
 ACCENT COMMERCIAL FURNITURE
 3 INTERSTATE AVE

ALBANY NY 12205

Ship to:

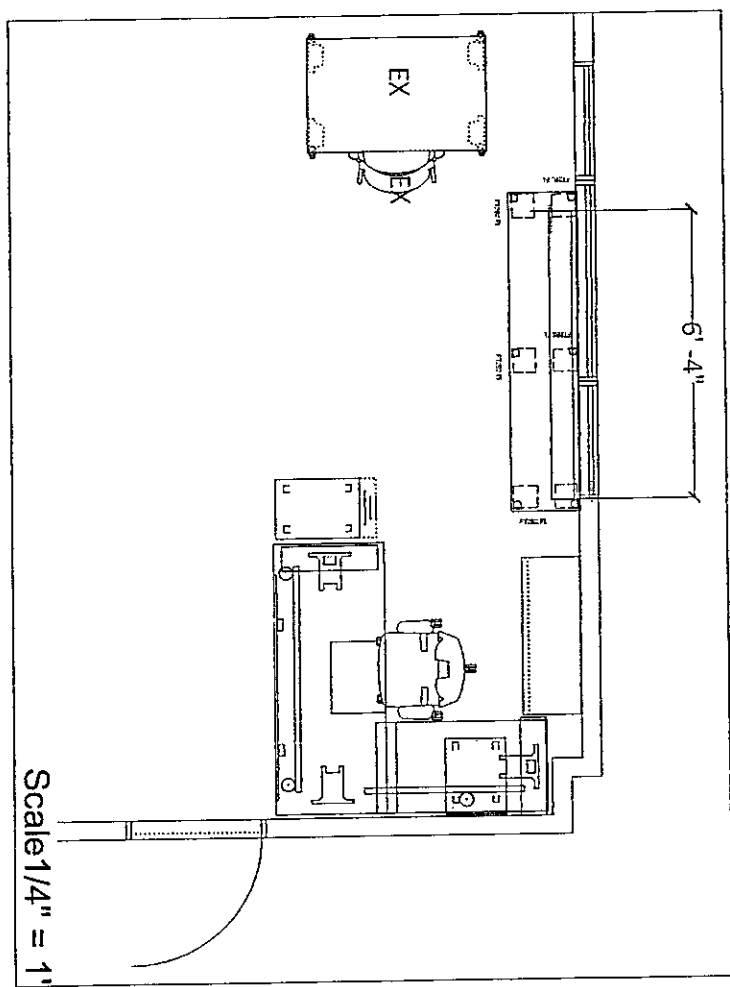
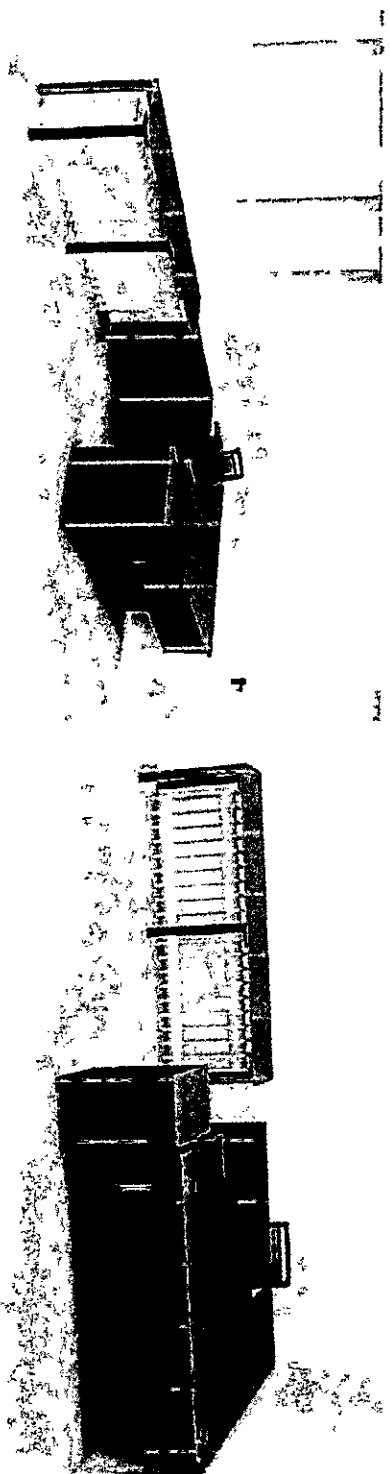
Accent Commercial Furniture Inc.
 Warehouse
 3 Interstate Ave.

Albany NY 12205

Send all Purchase Orders to your Accent Account Manager for processing.

Terms and Conditions:

Pricing is based on Current Contracts.. At time of order, if a price increase has occurred, quote will need to be adjusted to reflect price increases.



SHEET: 01

| | | |
|---|--------------------|------------------------|
| TOWN OF GREENVILLE | | |
| HOPE'S OFFICE | FURNITURE PLAN | |
| DRAWN BY: SEM | DATE: 9/11/2024 | SCALE: 1/4" = 1'-0" |
| FILE NAME: F:\CUSTOMERS\TOWN OF GREENVILLE\TAX COLLECTOR\DRAWINGS\CET\2024.08.26 TOG Hopes Office SEM.cmdrw | | |

ALL DESIGNS ENCOMPASSED 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.

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CLIENT SHALL PROVIDE ELECTRICAL CONNECTION OF THE BUILDING'S POWER SOURCE TO THE PANEL SYSTEM IF APPLICABLE.

ACCENT

SHOWROOM:
Accent Commercial Furniture, Inc.
3 Interstate Avenue
Albany, NY 12205
P: 518.482.4000
bcoentury.com

MillerKnoll
CERTIFIED PARTNER

RESOLUTION TOWN OF GREENVILLE

February 17, 2025

AUTHORIZING SUBMITTING GRANT APPLICATION

WHEREAS, the Town of Greenville, Greene County, New York is applying to the New York State Archives for a grant under the Local Government Records Management Improvement Fund (LGRMIF) Grant Program for a project entitled Records Management Inventory and Compliance Project to be located in the Town of Greenville (Greene County, New York).

NOW THEREFORE, be it **RESOLVED** that the governing board of the Town of Greenville hereby does approve and endorse the application for a grant under the Hudson River Valley Greenway Planning Grant Program, for a project known as Greenville Community Goals: Comprehensive Planning **Phase One** and located within this community.

Resolution offered by _____, seconded by _____, and carried.

| VOTING | AYE | NAY | ABSET/OTHER |
|---------------------|------------|------------|--------------------|
| SUPERVISOR BENSEN | | | |
| COUNCILMAN BEAR | | | |
| COUNCILMAN MACKO | | | |
| COUNCILMAN RICHARDS | | | |
| COUNCILMAN | | | |
| VONATZINGEN | | | |

Dated: February 17, 2025

Certified by Jessica K. Lewis
Town Clerk, Town of Greenville



Request for Proposal

Consultant Services for Comprehensive Plan Update Project: Phase One

Dec 2024

ISSUED BY

Town of Greenville
11159 Route 32 (Pioneer Building)
P.O. Box 38, Greenville, NY 12083
Tel. (518) 966-5055

REPRESENTATIVE

Name: Mary Carney, Sustainable Growth
Email: mary@sustainablegrowth.world

**Comprehensive Plan Update Project: Phase One
Scope of Work**

A. Project Overview.....2

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A. Project Overview

In October 2024, the Town of Greenville was awarded a Hudson River Valley Greenway Grant to complete the Town’s Comprehensive Plan Update Project: Phase One. This community-wide planning project will engage all residents to identify priorities and evaluate the relevance of the current Comprehensive Plan. The Project will help the Town proactively plan for the future by reviewing best practices for resilient development and creating an informed vision. During this phase, the Town will focus on gathering the necessary data and feedback to develop an informed vision for the future of Greenville that incorporates the priorities and hopes of the Town’s residents.

As Phase One of a larger process, this project is a catalyst for the success of the overall plan, which is the development of an updated municipality-wide Comprehensive Plan. Greenville’s Comprehensive Plan was reaffirmed in 2016 and 2021, but given the demographic, cultural, technological, and economic changes since 2008, it will be beneficial to conduct a thorough update of the Plan, which is up for reaffirmation in 2026.

The high-level objective of this project is to ensure that Greenville has a strong Comprehensive Plan that will guide the community through change and growth in a manner that enhances and preserves the assets of the Town. This objective aligns with the overarching goals of the Hudson River Greenway program’s

regional strategy for preserving scenic, natural, historic, cultural and recreational resources while encouraging compatible economic development.

A priority of this project is to deeply engage community members in the visioning process through several platforms, including a community-wide survey, meetings, and events. An inclusive process is of the utmost priority; thus, the Project will provide ample and varied opportunities for the community to participate and provide feedback. Thorough feedback is necessary to develop an accurate understanding of the current priorities and goals, as the Town must determine if these align with the existing Comprehensive Plan. Additionally, the project will provide an opportunity to review Smart Growth and Complete Streets strategies, as well as the Greenway Criteria, to determine how these align with the current Comprehensive Plan, and how they can be further incorporated in an updated Plan. When concluded, the Project will have provided the necessary information for the Town to move forward with the process of updating the Comprehensive Plan.

The Town is planning to hire a consultant to do the following:

- o Design and implement a community engagement campaign (including a webpage/website);
- o Conduct a community-wide survey;
- o Review the relevancy of the current Comprehensive Plan in relation to current priorities as well as, Smart Growth and Complete Street strategies, and the Greenway Criteria;
- o Provide recommendations for updating the Comprehensive Plan; and
- o Compile findings in a Final Project Report.

The key elements of the scope of work noted below and outlined in detail in the proceeding.

- o Kickoff Meeting
- o Community Survey
- o Community Meetings
- o Review of Best Practices, Strategies and Criteria
- o Review of Current Comprehensive Plan
- o Final Report & Recommendations

B. Project Leadership

The Town Planning Board will be responsible for the high-level management of the Project, and a Comprehensive Planning Committee (CPC) will be created to provide Project leadership; ensure milestones and objectives are met; review feedback; and manage consultants. This Committee will include representatives from the Planning Board, Town Board, and Community Partners of Greenville (CPOG). As a non-profit organization committed to the protection, preservation, and development of natural and historic resources in the Greenville area, CPOG

will be a valuable Project partner, specifically for community engagement.

***Note: All capital construction projects, final reports, maps, signs and documents shall note the financial contribution of the Hudson River Valley Greenway as follows: ("Funded in Part by a Grant from the Hudson River Valley Greenway") and the GREENWAY logo shall be displayed.

C. Kick Off Meeting

A project kickoff meeting is the initial gathering of stakeholders, team members, and key participants to align on the project's objectives, scope, roles, and next steps. Its purpose is to set the tone for collaboration and ensure everyone has a shared understanding of the project.

Consultant Responsibility: The Consultant will be responsible for participating and sharing a high-level summary for their approach and timeline relating to the project tasks for which they are responsible.

Key Elements of the Kickoff Meeting:

a. Welcome and Introductions:

- a. Introduce the project team and stakeholders.
- b. Share roles and responsibilities.

b. Project Overview:

- a. Present the project's goals, scope, and deliverables.
- b. Explain the problem being solved and the expected outcomes.

c. Timeline and Milestones:

- a. Share the project schedule and critical deadlines.
- b. Highlight major milestones and deliverables.

d. Roles and Responsibilities:

- a. Clarify team roles and the decision-making structure.
- b. Define points of contact for various aspects of the project.

e. Communication Plan:

- a. Establish how and when the team will communicate (e.g., meetings, reports, tools).
- b. Share expectations for updates and collaboration.

f. Key Risks and Challenges:

- a. Discuss potential obstacles and mitigation strategies.
- b. Align on success criteria.

g. Next Steps:

- a. Assign immediate tasks and action items.
- b. Confirm upcoming deadlines and follow-up meetings.

Outcome: The meeting concludes with all participants having a clear understanding of the project's purpose, plan, and their roles, setting the foundation for a successful execution.

D. Community Survey

This community-wide planning Project will engage all members of the community to identify priorities, and gather the necessary feedback to develop an informed vision for the future of Greenville that incorporates the needs and hopes of the Town's residents. This will be achieved by deeply engaging community members in the visioning process through a community-wide survey. An inclusive process is of the utmost priority; thus, the Project will provide ample and varied opportunities for the community to participate and provide feedback. Thorough feedback is necessary to develop an accurate understanding of the current priorities and goals, as the Town must determine if these align with the existing Comprehensive Plan.

Consultant Responsibility:

The consultant will be responsible for:

- o Developing a wide-reaching and inclusive campaign/outreach strategy to engage community members in the Comprehensive Plan visioning process.
- o Reviewing the previous survey;
- o Defining survey goals;
- o Determining appropriate and effective questions;
- o Defining target audience;
- o Establishing distribution methods/platform and promotion techniques; and
- o Managing the collection of responses and how the data will be compiled and analyzed.

Key Elements of a Community Survey:

1. Define Survey Goals

- a. Purpose: Clarify why the survey is being conducted
- b. Target Audience: Identify the specific community or demographic you want to engage.

2. Design the Survey

- a. Question Development: Create clear, unbiased questions tailored to the survey's objectives.
- b. Format: Decide on the question types (e.g., multiple-choice, open-ended, or scaled responses).
- c. Length: Keep it concise to encourage participation.

3. Choose the Distribution Method

- a. Online: Use digital tools like Google Forms, SurveyMonkey, or Typeform.
- b. In-person: Set up survey stations or distribute printed forms.
- c. Phone or Mail: Use traditional methods for less digitally connected populations.
- d. Mixed Methods: Combine approaches to maximize reach.

4. Promote the Survey

- a. Awareness Campaign: Use social media, local newsletters, posters, and community events to inform people.
- b. Incentives: Offer small rewards (e.g., gift cards or community recognition) to boost participation.
- c. Stakeholder Support: Engage local leaders and influencers to endorse the survey.

5. Collect Responses

- a. Ensure accessibility for all community members.
- b. Monitor participation and address technical issues or barriers promptly.

6. Analyze the Data

- a. Data Cleaning: Remove incomplete or invalid responses.
- b. Analysis: Identify trends, insights, and key findings.
- c. Segmentation: Break down results by demographics or other relevant factors.

7. Share the Results

- a. Prepare a summary report with visuals (charts, graphs) to make insights understandable.
- b. Present findings to the CPC and community through public meetings, emails, or online platforms.

8. Use Survey Insights to Guide Decision-Making

- a. Review findings with the CPC to determine how it aligns with the current Comprehensive Plan, and what updates may be recommended based on the new information.
- b. Share updates on how feedback is being implemented to build trust and engagement.

Outcome: The survey will provide a structured approach that will accurately capture the current priorities and goals of the community, while ensuring inclusivity, transparency, and actionable results. The information from this survey will be compiled in a manner that can be easily reviewed by the CPC and inform decisions about updating the Comprehensive Plan.

E. Community Meetings

As with the survey, these community meetings will deeply engage community members in the visioning process through their participation at in-person and virtual meetings, as well as Town events. These meetings will provide an inclusive process and offer ample and varied opportunities for the community to participate in meaningful discussions, provide feedback, and collaboratively shape priorities and plans. Comprehensive input is essential to accurately understand the current priorities and goals, as the Town must evaluate whether they align with the existing Comprehensive Plan.

Consultant Responsibility:

The consultant will be responsible for:

- o Developing a meeting series strategy to engage community members in the Comprehensive Plan visioning process;
- o Creating a meeting schedule;
- o Determining promotion of meetings to maximize attendance;
- o Defining meeting goals and agenda;;
- o Determining appropriate and effective structure; and
- o Managing the collection of responses, and compiling and analyzing data.

Key Elements of the Community Meetings

1. Establish Meeting Strategy

- a. The Consultant will work with the CPC to develop a well-designed strategy for a community meeting series that will ensure meaningful engagement, diverse participation, and effectively gather feedback.

2. Establish Objectives

- a. Clarify the goals of the meeting series
- b. Ensure the meeting objectives align with project goals.

3. Plan the Meeting Series

- a. Thematic Focus: Assign each meeting a specific topic or stage of the process to maintain structure and continuity (e.g., visioning, feedback, decision-making).
- b. Timeline: Create a schedule that allows sufficient time for outreach, feedback analysis, and follow-up between meetings.
- c. Formats: Mix formats (e.g., town halls, workshops, open houses) to suit different engagement needs.

4. Ensure Inclusivity

- a. Accessibility: Host meetings at varied times and locations, or offer hybrid options to accommodate diverse schedules.
- b. Diverse Voices: Actively invite underrepresented groups and provide resources such as translation, childcare, or transportation if needed.

5. Promote the Meetings

- a. Outreach Campaign: Use multiple channels, such as social media, local newsletters, posters, and word of mouth.
- b. Community Partnerships: Collaborate with local leaders, organizations, and influencers to spread the word.
- c. Clear Messaging: Communicate the importance of participation and the impact of community input.

6. Facilitate Engagement

- a. Interactive Tools: Incorporate methods like breakout sessions, live polling, and Q&A segments to encourage participation.
- b. Feedback Mechanisms: Provide opportunities for input during and after the meetings (e.g., surveys, suggestion boxes).
- c. Neutral Moderation: Use facilitators to guide discussions and ensure all voices are heard.

7. Gather and Utilize Feedback

- a. Documentation: Record key insights from each meeting for transparency and accountability.
- b. Analysis: Synthesize feedback to identify trends, concerns, and priorities.
- c. Application: Integrate insights into project plans, demonstrating that community input is valued.

8. Maintain Communication

- a. Progress Updates: Share meeting outcomes and next steps with attendees and the wider community.
- b. Transparency: Clearly explain how feedback is influencing decisions and plans.

9. Evaluate and Adjust

- a. Assess Effectiveness: Gather feedback on the meeting process and identify areas for improvement.
- b. Iterative Approach: Adjust future meetings based on lessons learned and evolving community needs.
- c. This strategy fosters trust, inclusivity, and collaboration, ensuring the community is actively involved in shaping outcomes.

Outcome: The community meetings will provide a structured approach to engaging the community and fostering meaningful dialogue. Through these meetings and conversations, community members will have the opportunity to provide feedback and ensure their voices are heard. The information gathered in these sessions will be compiled in a manner that can be easily reviewed by the CPC and inform decisions about updating the Comprehensive Plan.

F. Review of the Current Comprehensive Plan

As Phase One of a larger initiative, this project serves as a catalyst for the successful development of an updated municipality-wide Comprehensive Plan. Reviewing the current Comprehensive Plan is crucial to ensuring that the community's vision, goals, and priorities remain aligned with its evolving needs and circumstances. Greenville's Comprehensive Plan, reaffirmed in 2016 and 2021, reflects significant efforts; however, given the demographic, cultural, technological, and economic changes since 2008, a thorough update is timely as the Plan approaches reaffirmation in 2026. This project lays the groundwork for creating a robust Comprehensive Plan that will guide Greenville through change and growth while enhancing and preserving the Town's unique assets and character.

Establishing a thorough understanding of the current Plan is essential if the CPC and project partners will be comparing it to new community feedback, strategies, and circumstances.

Consultant Responsibility:

The consultant will be responsible for the following.

- o Develop a systematic process to ensure the Plan reflects the community's current needs and future goals;
- o Conduct an initial high-level review of the current Comprehensive Plan;
- o Conduct a SWOT analysis (strengths, weaknesses, opportunities and threats) of the current Plan to help identify elements that need to be addressed and guide the revision process.
- o Develop initial high-level recommendations to strengthen the Plan and guide community engagement and feedback.
- o Meet with the CPC and share initial recommendations.
- o Conduct a secondary review of the Plan, incorporating community feedback and review of best practices, to provide specific recommendations for updating the Plan.
- o Meet with and present recommendations in a final report to the CPC.

Key Elements of Reviewing the Current Comprehensive Plan

1. Evaluate Existing Plan Components

- a. Assess Goals and Objectives: Determine if they have been achieved, are still relevant, or need updates.
- b. Analyze Data: Review the data and assumptions used in the current plan (e.g., population projections, land use).
- c. Measure Progress: Identify what goals have been achieved and what remains incomplete. Identify areas where progress has stalled and determine why.

2. Analyze Changes in Context

- a. Assess changes since the last update, including demographic, economic, technological, environmental, and policy shifts.
- b. Identify new challenges or opportunities that need to be addressed.

3. Identify Gaps and Areas for Improvement

- a. Highlight sections of the plan that may be outdated, incomplete, or misaligned with current priorities.

4. Incorporate Changing Community Needs

- a. Communities evolve over time due to shifts in population, economy, technology, and social values. Reviewing the plan ensures it addresses current realities and emerging challenges.

5. Ensure Alignment with New Priorities

- a. Compare the Plan to the feedback gathered during this project regarding the community's current priorities, which may differ from those outlined in the original plan.
- b. Propose recommendations that incorporate the updated priorities identified through engagement efforts.

6. Address Policy and Regulatory Changes

- a. Provide recommendations to adapt the plan to reflect new federal, state, or local laws and regulations.
- b. Compare the plan to current best practices in urban planning, community development, and sustainability.

7. Guide Future Decision-Making

- a. Provide recommendations to develop a Plan that provides a reliable framework for making informed decisions about land use, infrastructure, housing, and economic development.

Outcome: An initial review of the current Comprehensive Plan, and the resulting high-level recommendations will help the Town as it progresses to the next phase of this project and begins to make specific updates to the Plan. This initial review and recommendations will ensure that the Plan remains a dynamic, actionable guide that reflects and supports the community's aspirations and practical needs.

G. Review of Best Practices, Strategies and Criteria

The project will enable the Town to proactively plan for the future by integrating best practices for resilient growth and informed decision-making. This will be achieved through a comprehensive review of current Smart Growth and Complete Streets strategies, along with Greenway Criteria, and exploring how these can be incorporated into updates to the Comprehensive Plan.

By identifying and recommending relevant best practices, the project will establish a strong foundation for developing goals and strategies that support the Town's ability to thrive amid technological advances, cultural shifts, and economic developments, all while preserving its identity and natural resources.

Consultant Responsibility:

The consultant will be responsible for the following.

- o Review Smart Growth, Complete Street, and Greenway Criteria in relation to potential updates to the current Comprehensive Plan.
- o Provide high-level recommendations for incorporating current best practices into the Town's Plan.
- o Meet with and present recommendations to the CPC.
- o Incorporate these recommendations into the Final Report.

Key Elements of Review of Best Practices, Strategies and Criteria

1. Define Objectives

- a. Identify how Smart Growth, Complete Streets, and Greenway Criteria align with the community's vision and goals.

- b. Establish specific outcomes for integrating these strategies into the Comprehensive Plan (e.g., improved mobility, environmental preservation).

2. Review Existing Policies and Plans

- a. Analyze the current Comprehensive Plan for references to Smart Growth, Complete Streets, and Greenways.
- b. Identify gaps, inconsistencies, or outdated approaches in existing policies.

3. Conduct a Benchmark Analysis

- a. Research best practices and case studies from comparable municipalities.
- b. Evaluate successful applications of Smart Growth, Complete Streets, and Greenway Criteria for inspiration and guidance.

4. Assess Current Conditions

- a. Smart Growth: Review land use patterns, zoning ordinances, and policies to assess their alignment with principles like mixed-use development, walkability, and sustainability.
- b. Complete Streets: Analyze the transportation network to identify gaps in pedestrian, cyclist, and transit accessibility and safety.
- c. Greenway Criteria: Map existing greenways, trails, and open spaces to determine connectivity and ecological impact.

5. Gather Community Input

- a. Utilize the community survey and meetings to understand residents' priorities related to growth, mobility, and green spaces.
- b. Ensure diverse perspectives are included to capture a comprehensive understanding of community needs.

6. Develop Recommendations

- a. Draft policy updates and strategies tailored to the Town's unique context:
- b. Smart Growth: Encourage compact, mixed-use development and prioritize infrastructure investments in key areas.
- c. Complete Streets: Recommend design standards and policies to improve multimodal accessibility and safety.
- d. Greenways: Propose criteria for enhancing connectivity, environmental preservation, and recreational opportunities.
- e. Align recommendations with state or federal guidelines where applicable.

7. Evaluate Feasibility

- a. Assess the financial, regulatory, and logistical implications of proposed updates.
- b. Identify funding opportunities (e.g., grants, partnerships) to support implementation.

8. Share Draft Recommendations

- a. Present proposed updates to stakeholders and the community for feedback.
- b. Refine recommendations based on input to ensure alignment with local priorities and feasibility.

Outcome: An initial review of Smart Growth, Complete Streets, and Greenway Criteria that provides recommendations for Smart Growth, Complete Streets, and Greenway Criteria that are relevant and applicable to the Town of Greenville. Incorporating these strategies and criteria from the outset ensures that future updates to the Comprehensive Plan will guide growth in a way that protects natural, historic, and cultural assets while fostering equitable and sustainable economic development.

H. Deliverables

1. **Brief Report on the Initial Review of the Current Comprehensive Plan:** High-level summary of the Plan to identify the strengths and weaknesses of the current Plan and help guide the CPC through Phase 1 of this project.
2. **Summary of Survey Results:** Report summarizing the survey feedback in a manner that can be utilized by the CPC to inform Comprehensive Plan recommendations.
3. **Final Report - Key Deliverable:** The final report will be a culmination of all the work completed in Phase 1. This will combine all the information gathered from the following:
 - Review of the Current Comprehensive Plan;
 - Survey Results;
 - Community Meeting Discussions and Feedback; and
 - Review of Best Practices, Strategies and Criteria.

Most importantly, this report will offer recommendations for updates and amendments to the current Comprehensive Plan based on the information gathered during this project.

I. Budget

The Town's budget for the project is \$8,000.

J. RFP & Project Timelines

The Request for Proposal timeline is as follows:

| | |
|-------------------------------|------------|
| Request for Proposal Issuance | 12/15/2024 |
|-------------------------------|------------|

| | |
|--|------------|
| Intent to Bid - do we want this? | 01/05/2024 |
| Proposal Submission Due Date | 01/31/2025 |
| Selection of Top Bidders / Notification to Unsuccessful Bidders | 02/14/2024 |
| Start of Negotiation | 02/17/2024 |
| Contract Completion | 2/26/2024 |

The Proposed Project timeline is as follows:

| | |
|--|--------------------|
| Project Kick-Off Meeting | March 2025 |
| Review of Current Plan - Brief Report on the Initial Review of the Current Comprehensive Plan | March & April 2025 |
| Review of Best Practices, Strategies and Criteria | March - April 2025 |
| Community Survey | May - Sept 2025 |
| Community Meetings | May - Sept 2025 |
| Review and Compile Information | Oct-Nov 2025 |
| Summary of Survey Results | Oct 2025 |
| Final Report & Meeting | Dec 2025 |

K. Proposal Requirements

The following submission guidelines and requirements apply to this RFP::

- o First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
- o Bidders intent on submitting a proposal should notify the representative identified on the cover page by Date Do we want to include an intent to bid?
- o Bidders must include projects substantially similar to this project as part of their response, including references for each. They should also provide examples of work.
- o The proposal must provide an overview of the proposed solution and resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.

- o This price proposal should indicate the overall fixed price for the project, hourly rates, and an estimated total number of hours should the Town decide to award a contract on an hourly rate basis.
- o An authorized representative must sign proposals to commit the bidder's company.
- o If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- o Proposals must be received before Wednesday, January 31, 2025, at 11:59 pm to be considered.
- o Proposals must remain valid for 90 days.
- o The Town may select firms to have more in-depth discussions.

L. Evaluation Criteria

The Town of Greenville will rate proposals based on the following factors, with cost being the most important factor:

- Responsiveness to the requirements outlined in this Request for Proposal
- Relevant past performance/experience
- Samples of work
- Cost
- Expertise & experience of bidder and bidder's staff.

The Town reserves the right to award to the bidder that presents the best value to the Town as determined solely by the Town in its absolute discretion.

M. Contact Information

RFP responses and questions can be submitted to:
Mary Carney, Sustainable Growth
mary@sustainablegrowth.world
518-229-2130

N. Terms and Conditions

Any legal or contractual terms.



NELSON POPE VOORHIS

environmental • land use • planning

February 10, 2025

Jessica K. Lewis, Town Clerk
Town of Greenville
P.O. Box 38
Greenville, NY 12083

Re: Revised Town of Greenville Consultant Services for Comprehensive Plan Update: Phase One

On behalf of Nelson Pope & Voorhis, LLC (NPV), we are pleased to submit this REVISED Scope of Services to provide public outreach and community visioning support for Phase One of the Town of Greenville Comprehensive Plan. We spoke with Mary Carney at Sustainable Growth Partners to clarify the Scope of Services. The below revised Scope can be accomplished within the \$8,000 budget, as described in the following pages. Please see our original proposal submitted for the January 31, 2025 deadline for our qualifications.

We appreciate the opportunity to amend this Scope to fit the needs of the Town of Greenville Phase 1 Comprehensive Plan Update process. Should you have any questions, or require additional information, please do not hesitate to contact Adriana Beltrani, Project Manager at 845-924-2489 or abeltrani@nelsonpope.com. Thank you for the opportunity to submit this proposal.

Very truly yours,

Nelson, Pope & Voorhis, LLC

Adriana Beltrani, AICP
Senior Environmental Planner

1. Kickoff Meeting and Background Research

A kickoff meeting with the CPC will be held in person to formalize the project schedule and discuss the scope of the project and deliverables. Roles and responsibilities will be discussed, and points of contact/methods of communication clarified.

A preliminary overview of public outreach opportunities will be solicited, including opportunities to table or circulate flyers at events. The kickoff meeting will also include a discussion of the types of questions to be included in the draft survey, and a brief overview of the current Comprehensive Plan.

NPV maintains a license with Microsoft One Drive and can create a project deliverable hub where CPC members are able to access and edit meeting notes, and other draft/working documents over the cloud. We are also happy to work with committee members who may not have access to or confidence navigating current technologies.

Products:

- ✓ One (1) in Person Kickoff Meeting
- ✓ Detailed Project Schedule
- ✓ Information Relevant to Community Engagement Plan

2. Community Survey

Following the discussions at the kickoff meeting, NPV will prepare a draft of the community survey and promotional materials. NPV will facilitate **one (1) virtual meeting** to review and revise the survey and promotional materials and confirm the length of time the survey will be administered. After finalizing the questions, NPV will prepare a survey using Survey Monkey or ESRI Survey 123. The platform used will depend on the nature of survey questions, such as whether interactive mapping or images are required.

The survey and digital promotional materials will be provided via email or Microsoft One Drive for the CPC to distribute. NPV will work with the CPC to establish a process for receiving completed paper surveys and entering paper surveys into the online system as needed.

Promotional materials will include:

- One (1) digital flyer including the purpose of the survey, where it can be found in physical copy, a QR code and link to the digital survey and project website;
- One (1) digital postcard that can be handed out at local events with a QR code to the survey/website, and simple language informing the public about the ongoing process and soliciting their input.
- One (1) Website created by NPV or language to include in a Town-supported web-page.

Following the close of the survey, NPV will export the data for the survey results, and facilitate **one (1) virtual meeting** to discuss the feedback with the CPC.

Products:

- ✓ Survey (online and paper copy)
- ✓ Promotional Materials
- ✓ Survey Response Data

3. Community Engagement Strategy

NPV will prepare an “engagement toolkit” for the CPC to take to committee-facilitated community meetings or pop-up events such as farmers markets and other community events. This toolkit will be designed to complement the questions in the online survey. Items in the toolkit would include the following:

- One (1) poster board sized map of the Town (or a poster with other information about the Town)
- Informational handouts (What is a Comprehensive Plan? Where can you find more information?)
- One (1) Poster board designed to solicit feedback on topics such as:
 - Strengths and Challenges for the Town in the next 10 years
 - Favorite things about the Town or favorite places in Town
 - Vision for the Town in the next 10 years
- Facilitation guidance such as targeted questions or topics for engagement and data collection materials for CPC members

NPV will prepare digital materials needed for each outreach event, to be printed by the Town, and prepare a website or webpage updates. NPV will also advise on language to include in e-blasts, on social media, and update the project website as necessary to ensure information is clear and accessible.

One (1) Virtual meeting will be held to review digital materials and review use of the public outreach toolkit with the Committee. This can be scheduled to coincide with a review of the Comprehensive Plan, Best Practices, Strategies and Criteria, or the draft survey.

Products:

- ✓ **Community Engagement Strategy**
- ✓ **Digital Outreach Materials**

4. Final Report

The final report will be a culmination of all the work completed in Phase 1. This will combine and synthesize all the information gathered from the following:

- Review of the Current Comprehensive Plan;
- Survey and Public Outreach Results;
- Review of Best Practices, Strategies and Criteria.

This report will offer recommendations for updates and amendments to the current Comprehensive Plan based on the information gathered during this project. This will lay the groundwork for creating a robust Comprehensive Plan that will guide Greenville through change and growth while enhancing and preserving the Town’s unique assets and character.

Products:

- ✓ **Final Report with one (1) revision per CPC comment**

5. Committee Meetings

It is anticipated that in addition to the kickoff meeting, the following CPC meetings will be required, as highlighted in the above tasks:

- **Meeting 1:** Finalize draft survey and survey marketing materials; Determine meeting and Pop-Up dates/venues for CPC
- **Meeting 2:** Review engagement toolkit and prepare Committee for outreach and data collection
- **Meeting 3:** Review Engagement Outcomes and relationship to Comprehensive Plan
- **Meeting 4:** Review and finalize Final Report

To optimize the budget, we recommend that these meetings be held virtually over zoom. NPV maintains a subscription to Zoom and will host and facilitate these meetings, including the delivery of materials and an agenda prior to the meeting, and meeting notes following.

Products:

- ✓ **Four (4) Virtual CPC Meetings**

Revised Schedule and Budget

We have revised the proposed schedule and budget per the revised scope above. The proposed schedule may be amended based on identified community events that may present outreach opportunities for the CPC.

Proposed Schedule

| | 2025 | | | | | | | | | | 2026 |
|------------------------------------|--------------|-------|-----|------|------|-----|------|-----|-----|-----|------|
| | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan |
| Project Kickoff | | | | | | | | | | | |
| Survey & Community-Wide Engagement | <i>draft</i> | | | | | | | | | | |
| Compile and Review Data | | | | | | | | | | | |
| Final Report | | | | | | | | | | | |

Revised Scope of Services
Town of Greenville Comprehensive Plan Update: Phase 1

Proposed Budget

| Task # | Task Description | Cost |
|---------------|------------------------------------|--------------------|
| 1 | Kickoff Meeting | \$ 620.00 |
| 2 | Community Survey | \$ 2,470.00 |
| 3 | Community-Wide Engagement Campaign | \$ 2,335.00 |
| 4 | Final Report | \$ 1,955.00 |
| 5 | Committee Meetings (4) | \$ 620.00 |
| | TOTAL COST | \$ 8,000.00 |
| | Total Hours | 64 |

Hi Mary,

Thank you for your follow-up. I'm happy to share examples of my past work that illustrate how our experience at JNP Industries aligns with the Town of Greenville's Comprehensive Plan needs. Although none of these were municipal comprehensive plans, each project required the same core skills—community or stakeholder engagement, data-driven research, structured policy review, and compliance with complex regulations—which directly translate to your Phase One goals.

1. Policy Development Specialist – Office of Cannabis Management (NYS)

- **Project Focus:** I led a data management initiative that organized regulatory documents for statewide cannabis licensing. My team and I developed risk assessments, created a straightforward workflow for license approvals, and conducted staff trainings on compliance.
- **Relevance to Greenville:** This role required collaborating with stakeholders who had diverse interests—farmers, health officials, and local municipalities. We similarly anticipate balancing varied perspectives in Greenville's Phase One planning efforts.

2. Lead Intelligence Analyst – AM Trace

- **Project Focus:** Oversaw more than 50 data-driven public health projects that each needed regulatory compliance checks and in-depth analysis. For instance, I created standardized dashboards using SQL and Power BI to track project progress, pinpointing where resources were needed most.
- **Relevance to Greenville:** The structured approach to data collection and reporting is exactly how we plan to handle the town-wide survey—ensuring clear, digestible insights that inform the final plan update.

3. Case Investigator – United Health Group

- **Project Focus:** Investigated healthcare cases, collaborated with cross-functional teams, and maintained meticulous documentation to ensure HIPAA compliance. One project involved integrating COVID-19 data from multiple sources into a single, secure platform so local clinics could respond more swiftly.
 - **Relevance to Greenville:** Although healthcare-oriented, this experience mirrors the multi-stakeholder coordination needed for comprehensive planning. Meticulous record-keeping and secure data handling will similarly apply to Greenville's survey and plan review tasks.
-

I hope these examples help clarify the scope and relevance of my background. In each case, I focused on gathering quality data, engaging multiple stakeholders, and presenting results in a clear, actionable format—all essentials for a successful Phase One Comprehensive Plan Update.

Please let me know if you need any further details. I'm always happy to elaborate or address any specific concerns.

Warm regards,

Malika Parker

Founder, CEO

Ph: (716) 309 3377

Forest Hills, NY 11375

malika@jnpindustries.com

www.jnpindustries.com

DUNS: 119357378 | CAGE Code: 9ZW20 | UEI: FFMSHLFAELD7

NAICS: 541611, 541690, 541618, 541720, 561611



ANNUAL

ST. PATRICK'S PARADE

MARCH 29TH

**LINE UP WILL TAKE PLACE IN
ST. JOHN'S PARKING LOT
AT 12.30 NOON AND WILL
STEP OFF AT 1 PM SHARP
REFRESHMENTS AND
ENTERTAINMENT IMMEDIATELY
AFTER IN GREENVILLE ELEMENTARY
SCHOOL CAFETERIA**

MORE INFO: CALL OR TEXT 518-527-0034

SPONSORED BY GREENVILLE IRISH AMERICAN

CLUB



RESOLUTION
Town Board of the Town of Greenville
Authorizing the Supervisor His Designee to Sign
Criminal Complaint for Vandalism in the Town Park

WHEREAS the Town Park was recently damaged in an act of vandalism which has caused the Town to expend funds to replace and/or repair the damaged items in the Park, and

WHEREAS, the Town Board of the Town of Greenville has determined that it is in the best interest of the Town and its residents to have the perpetrator arrested, ordered to pay restitution for the damages and to prevent the perpetrator from entering the Town Park. Attached hereto and made a part hereof is a copy of the estimates of the damage sustained as a result of the vandalism.

NOW THEREFORE, IT IS HEREBY

RESOLVED, that the Town Board of the Town of Greenville authorizes the Town Supervisor or his designee to sign a criminal complaint and seek restitution for the damages and an Order of Protection to prevent the Defendant from entering the Town Park.

RESOLUTION MOTION MADE BY COUNCILPERSON _____,
SECONDED BY COUNCILPERSON _____.

ROLL CALL:

| | <u>AYE</u> | <u>NAY</u> | <u>ABSENT/OTHER</u> |
|---------------------------|------------|------------|---------------------|
| Supervisor Bensen | | | |
| Councilperson Macko | | | |
| Councilperson Vonatzingen | | | |
| Councilperson | | | |
| Councilperson Bear | | | |

CARRIED.

Jessica Lewis, Town Clerk

DATED: February 17, 2025

Jessica Lewis

From: Ted Nugent <greenvilleconvention25@gmail.com>
Sent: Friday, February 14, 2025 7:56 PM
To: Jessica Lewis; John Bensen
Subject: Use of town printer

I hope this email finds you well.

The fire company in its efforts to prepare for the fireman's convention in September is needing to make informational packets to send out to the surrounding departments. To do this we first sought out to use a 3rd party to do the printing but found the cost to be excessive. I am writing to you in the hope that we would be able to use the town printer to make copies of our informational packets. We would of course supply paper and any other materials that you see fit. I hope you'll take this matter into consideration. If you have any questions please feel free to reach out to me. I thank you for your time.

Respectfully,
Theodore Nugent Jr
Chairman, 137th GCVFA Convention Committee
greenvilleconvention25@gmail.com
518-947-9220

Monthly Statement of Supervisor

To the TOWN BOARD of the TOWN OF GREENVILLE

Pursuant to Section 119 of the Town Law, I hereby render the following detailed statement of all moneys received by me, as Supervisor, during the

month of January, 2025

Receipts

| <u>Fund or Account</u> | <u>Amount Received</u> |
|--------------------------------------|--------------------------------------|
| 1.) General Fund | |
| Interest | \$347.31 |
| Court Fees | \$3,940 |
| Greene County | \$300 |
| General Tax Income 2025 | \$953,175 |
| GVFD Tax Income 2025 | \$405,900 |
| Clerk's Deposit (Includes Int & Pen) | <u>\$4,829</u> |
| | \$1,368,491.31 |
| 2.) Highway Fund | |
| Interest | <u>\$277.85</u> |
| | \$277.85 |
| 3.) Library Fund | |
| Interest | \$1.27 |
| Lib 2025 Tax Income | <u>\$132,047</u> |
| | \$132,148.27 |
| 4.) Water Fund | |
| Metered Sales | \$1153.59 |
| Interest | <u>\$11.98</u> |
| | \$1165.57 |
| EFC \$52,088.75 | |
| 5.) Sewer Fund | |
| Metered sales | \$1,682.66 |
| Interest | <u>\$41.42</u> |
| | \$1,724.08 |
| EFC \$ 6,060.15 | |
| | <u>Total: \$ 1,503,807.08</u> |

Dated: January 31,2025

Town of Greenville Supervisor