
TOWN OF NISKAYUNA



*Welcome
Guide*



TOWN OF NISKAYUNA
One Niskayuna Circle
Niskayuna, NY 12309
www.niskayuna.org

WWW.NISKAYUNA.ORG

Justice Court

Stephen F. Swinton, Jr., Town Justice

Peter J. Scagnelli, Town Justice

Phone: (518) 386-4560 Fax: (518) 386-4515

Kelly Wetzel, Court Clerk, Lisa Serotta, Court Clerk

HOURS OF OPERATION

Office Hours: Monday through Friday 9am to 4pm

Court in Session: Wednesdays at 6pm

RESPONSIBILITIES

The Niskayuna Town Court handles criminal matters, traffic infractions, small claims (up to \$3000), civil matters, Town Ordinance violations, and evictions.

PROSECUTOR

Schenectady County District Attorney

PAYMENT OF FINES

We accept payment of court fines in Cash, Money Order, Certified Checks made out to "Niskayuna Town Court", or by MasterCard or Visa Credit Cards. Please see our webpage at www.niskayuna.org for detailed instructions on how to make a payment. We accept payment in person, by mail, by fax, online, or by phone. Please note there is a convenience fee to process all credit card payments made online and by phone.

We do not accept personal checks.

TOWN OF NISKAYUNA

Jaime Lynn Puccioni, Supervisor

One Niskayuna Circle

Niskayuna, NY 12309

Phone: (518) 386-4516

www.niskayuna.org

Jessia Brennan, Deputy Supervisor

Alaina Finan, Town Attorney

John Della Ratta, Council Member

Bill McPartlon, Council Member

Jessica Brennan, Council Member

Jason Moskowitz, Council Member

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TOWN OF NISKAYUNA

One Niskayuna Circle, Niskayuna, NY 12309
All Offices at Town Hall Unless Otherwise Noted



INFORMATION.....	518-386-4500	
ASSESSOR, Eric Amberger.....	518-386-4550	
DEPUTY ATTORNEY, Alaina Finan.....	518-386-4516	
BUILDING INSPECTORS		
Tom Cannizzo & Ken Hassett.....	518-386-4522	
COMPTROLLER, Beth Greenwood.....	518-386-4507	
FIRE– Emergency ONLY.....		911
Fire District No 1, Grand Blvd Fire Co, 1079 Balltown Rd.....	518-374-8386	
Fire District No 2, 2272 Troy Rd.....	518-785-6033	
Stanford Heights Fire District, 2772 Central Ave.....	518-346-7948	
HIGHWAY DEPARTMENT, Ray Smith, Supt.....		518-785-9753
Highway Garage, 1040 WTRY Road		
JUSTICE COURT		
Hon. Peter Scagnelli & Hon. Stephen Swinton.....	518-386-4560	
PLANNING DEPARTMENT, Laura Robertson.....	518-386-4530	
POLICE DEPARTMENT, Jordan Kochan, Chief.....		518-386-4585
Emergency Calls ONLY.....	911	
Non-Emergency Calls	518-630-0911	
Administrative Offices	518-386-4585	
Animal Control,	518-386-4539	
RECEIVER OF TAXES, Hon. Diane R. Percy.....	518-386-4540	
COMMUNITY PROGRAMS		
Coordinator, Lori Peretti.....	518-386-4526	
Program Assistant, Vacant.....	518-386-4523	
Program Assistant, Julie Lohre.....	518-386-4504	
Town Pool.....	518-381-6384	
Senior Center.....	518-372-4969	
SUPERVISOR, Hon. Jaime Lynn Puccioni		518-386-4591
Jessica Brennan, Deputy Supervisor.....	518-386-4591	
Jean Foti, Confidential Secretary.....	518-386-4548	
TOWN CLERK, Hon. Michele M. Martinelli.....		518-386-4510
Deputy Clerk, Michelle Mazuryk.....	518-386-4511	
WATER & SEWER DEPT., Matt Yetto, Supt.....		518-386-4520
Administrative Office, Kathleen Persons.....	518-386-4520	
Utility Billing, Christine Lischynsky.....	518-377-8411	

Assessor's Office

Eric Amberger, Town Assessor

Phone: (518) 386-4550 Fax: (518) 386-4509

Email: Eamberger@niskayuna.org

Kathy Nilsen and Jen Liuzzi, Supporting Staff

Welcome and congratulations on the purchase of your new home.

ASSESSOR'S RESPONSIBILITIES

The Assessor's duty is to maintain assessments at a uniform percent of market value each year. Current assessment rolls, tax maps and related reports are available all year in the assessment office. Real Property information can also be found on the Town of Niskayuna website, www.niskayuna.org, on the Assessor Department page.

HOW WE CAN SERVE YOU

We will be glad to assist you by answering your real property questions, process your purchase and help with questions regarding New York State Real Property rules and regulations. We will help with navigating the New York State Office of Real Property Tax Services website and answer any questions or concerns you may have with the assessment process.

EXEMPTIONS

Please contact us to see if you may be eligible for exemptions in the coming year; i.e. Senior and Veteran exemptions. New STAR exemptions must be filed with New York State Office of Real Property Tax Services at www.tax.ny.gov or call (518)-457-2036

Receiver of Taxes

Diane R. Percy, Receiver of Taxes

Phone: (518) 386-4540 Fax: (518) 386-4509

Email: Dpercy@niskayuna.org

Lois Meschino, Deputy Receiver

We welcome any inquiries pertaining to tax collection policies as well as general tax information. We are open Monday - Friday 9am to 5pm.

GENERAL PROPERTY TAXES

General Property Tax Bills are mailed by the beginning of January. Payments can be made without penalty in **January**. Late Payments with penalties can be made from February through April.

SCHOOL TAXES

School Tax Bills are mailed by the beginning of September. Payments can be made without penalty in **September**. If they are paid in October, there is a penalty.

UTILITY BILLS

Utility Bills are issued bi-annually. Please call our office for dates.

PAYMENTS CAN BE MADE

• **In Person:** Personal or Cashier's Check, Cash, Money Order

• **By Mail:**

Diane R. Percy, Receiver of Taxes
One Niskayuna Circle
Niskayuna, NY 12309-4381

• **On Line:**

Credit cards can be used by following the link on www.niskayuna.org to The Receiver of Taxes and clicking on "Pay Your Bill On Line". Please note there is a service fee for all online payments.

GENERAL GUIDELINES

Failure to mail tax bills to property owners or the failure of property owners to receive tax bills does not relieve the property owners from the responsibility for payment of taxes or interest.

For billing purposes, please let us know if you will be paying your taxes on your own or through your bank escrow. If you Escrow your taxes, you will not receive a bill. A paid receipt will be mailed to you after we have processed the payment from your bank.

Senior Citizens and disabled homeowners may designate an adult third Party to receive duplicate tax bills.

Town Clerk's Office

Michele M. Martinelli, Town Clerk/Registrar

Phone: (518) 386-4510 Fax: (518) 386-4509

Email: Mmartinelli@niskayuna.org

Michelle Mazuryk, Deputy Town Clerk/Deputy Registrar

Michele Carroll, Clerk

We welcome the opportunity to serve you.

Hours of Operation: Monday through Friday 9am to 5pm

SPECIAL POINTS OF INTEREST

- The municipal clerk's office is the oldest of public servants in local government.
- Town clerks are a direct link between the community and their government.
- Municipal clerks have become the hub of government.

TOWN CLERK'S RESPONSIBILITIES

- Registrar of Vital Statistics
- FOIL Officer
- Attends all Regular & Special Meetings of Town Board
- Custodian of All Town Records

WE MAINTAIN A LIST OF Registered Garbage Haulers

WHAT THE TOWN CLERK CAN DO FOR YOU

Marriage Licenses

Disability Permits

Yard Waste Fees

Dog Licenses

Alarm Fees

Dog Park Permits

Notary Services

Hunting/Fishing Licenses

Community Programs Department

Lori Peretti, Coordinator of Community Programs

Phone: (518) 386-4526 Fax: (518) 386-4592

Email: Lperetti@niskayuna.org

Recreation Program Assistants

Julie Lohre, Phone: (518)386-4504 Email: Jlohre@niskayuna.org

Residents can register for all of our programs through the link on our Town website at

WWW.NISKAYUNA.ORG

just click on RECREATION AND PARKS, then ONLINE REGISTRATION, and finally click LOGIN/CREATE ACCOUNT to either Log In to your account or set up a NEW REC1 TON (Town Of Niskayuna) account.

RECREATION PROGRAMS

The Office of Community Programs operates over 50 programs and services, below are a few of our most popular:

Fall and Spring Rec Soccer, Summer Playground Camp, Spring Bunny Parade, Nisky Fall Fun Run, Park Pavilion Rental, Niskayuna Driving Range, Disc Golf, and Town Pool

See our full catalog at **WWW.NISKAYUNA.ORG** for a complete list of our programs.

HEALTHY CHOICES

Check out the Healthy Choices tab on our RECREATION AND PARKS homepage to find links to local organizations offering additional programs in and around Niskayuna and the Greater Capital Region.

Water, Sewer and Engineering Department

UTILITY BILLS

Utility bills are sent out in the spring for the previous 6 months and in the Fall. They can be paid at the Town Hall or with a credit card through the Town's website. The Utility Billing Clerk may be reached at 518-377-8411 for any questions.

SPRINKLING REGULATIONS

Regulations in effect May 1st through November 1st
Even-numbered homes may water on even-numbered days of the month, odd-numbered homes may water on odd-numbered days of the month.

- Lawn Sprinkling and Garden Watering allowed 7am to 9am and 7pm to 9pm, Odd/Even days
- Automatically Timed Lawn Sprinkler Systems allowed 4 am to 6 am and 7 pm to 9 pm, Odd/Even days
- To request an exception for New Lawns and New Gardens to be watered every day for up to three weeks, 7am to 9am and 7pm to 9pm, please call 518-377-8411 and leave a message with your name, address, and seeding date.
- Sprinkler use shall NOT exceed FOUR HOURS per day

HOMEOWNER'S SUMP PUMPS

Detailed information regarding proper installation of sump pumps is located on the Town's Water & Sewer webpage.

Water, Sewer and Engineering Department

Matt Yetto, Superintendent

Phone: (518) 386-4520 Fax: (518) 688-0275

Email: Myetto@niskayuna.org

RESPONSIBILITIES

The Water & Sewer Maintenance Division is responsible for the maintenance and repair of the water distribution system, including water mains, valves, fire hydrants and water services up to the corporation stop in addition to the sanitary sewage collections systems throughout the Town.

HYDRANT AND WATERMAIN FLUSHING

Yearly flushing begins in the spring and ends in June. The schedule of when your area will be flushed is on the Town's website as well as in the Gazette Newspaper. When flushing is being done, the water may get discolored. Although it is safe to drink, we recommend not doing laundry as it can discolor clothing.

WATER QUALITY REPORTS

Reports are done annually and are all posted on the Town website at www.niskayuna.org.

Community Programs Department

SENIOR CENTER

2682 Aqueduct Road, Phone (518) 372-4969

Open Tuesday and Thursday 9am to 3pm

We operate many programs throughout the year both onsite and offsite. The Center operates a low-cost bus service for Niskayuna residents (providing rides to the center, local doctors offices, banks and businesses), coordinates volunteer opportunities, and serves Gershon's prepared meals.

See our monthly Calendar for more information at

WWW.NISKAYUNA.ORG/SENIOR-CENTER

ADULTS AND SENIORS ARTS, CULTURE & LEISURE

Artist-led Art Classes
On-site Art Gallery
Art Receptions
Regional Theater
Proctors Productions
Opera Performances
Ballet Performances
Museums and Historic Sites
Scenic Train Rides
Lake George Lunch Cruise
Saratoga Race Track
Shopping Outlets and Malls

ADULTS AND SENIORS FITNESS & WELLNESS EDUCATION

Zumba Gold
MVP Chair Moves
CDPHP Movement & Fitness
Tai Chi
Folk Line Dancing
Bocce and Pickle Ball Games
Vaccine Clinics
Wellness Education Programs
Health & Wellness Fair
Housing Fair
Nutrition Workshops
Defensive Driving Classes

CENTER ACTIVITIES

Bingo, Free Computer Classes and Support, Bridge and other card games, Intergenerational Activities, Gardening, Holiday Parties, Lunch Program, Lecture Series, Wii Bowling, Majhong, Scrabble, and more!

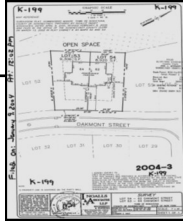
Planning Department

Laura Robertson, Town Planner

Clark Henry, Assistant Town Planner

Phone: (518) 386-4530 Fax: (518) 386-4592

Email: Lrobertson@niskayuna.org
chenry2@niskayuna.org



CONTACT US FOR

- **Comprehensive Planning**
Policies and goals for land use, infrastructure, housing, natural features, open space and community design
- **Site Plan Review and Special Use Permit**
Comprehensive review and approval of new commercial and multi-family development projects, review of changes, additions, and new tenants to existing projects, review of special use permit requests and existing uses
- **Subdivisions**
Major (more than 4 lots)—preliminary and final plat processes
Minor—single track final approval process
Lot Line Adjustments—expedited review for simple lot line changes between established properties
- **Zone Changes and PUD / PDD Applications**
Official Zoning Map Amendments and review of Planned Unit Development (residential and commercial) proposals or Planned Development Districts (commercial) proposals
- **Variance Requests**
Area and Use Variance requests for residential and commercial properties
- **Flood Damage Prevention Information**
Certified Floodplain Manager on staff



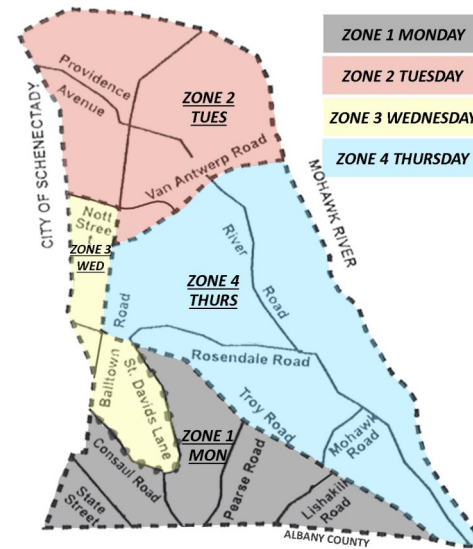
Highway Department

ROAD MAINTENANCE

We appreciate your patience and caution throughout the Town as our road crews work to maintain and repair Town infrastructure. When passing Town crews on the road, please drive slowly for your safety and the safety of our workers.

YARD WASTE REMOVAL

Weather permitting, from mid-spring until mid-fall, the Highway Department collects yard waste in tied bundles, paper bags, or properly labeled containers. Containers must be maximum of 32 Gallons and 40lbs.



Branches and brush can be a maximum of 3 inches diameter and 3 feet in length, and be tied with twine. See our webpage for a detailed list of the pickup schedule and acceptable materials.

TOWN OF NISKAYUNA
YARDWASTE
MAX. 32 GALLONS - 40lbs.

CHRISTMAS TREE REMOVAL

Town Highway crews collect Christmas Trees throughout the month of January. Trees are to be placed by the curb and must be free of all ornaments, plastics, and metals.

Highway Department

Ray Smith, Highway Superintendent

Phone: (518) 785-9753 Fax: (518) 785-3472

Email: Rsmith@niskayuna.org

Peter Rakvica, Deputy Superintendent

HIGHWAY DEPARTMENT SERVICES

Snow and Ice Control and Removal

Road Maintenance

Yard Waste Removal

Christmas Tree Removal

Planning Department

BOARDS AND COMMISSIONS

Planning Board and Zoning Commission is an appointed Commission of seven members, who review and approve site plans and subdivisions and make recommendations to other Boards.

Zoning Board of Appeals is an appointed, seven member quasi-judicial Board who review Area Variances, Use Variances, and Code Interpretations.

Conservation Advisory Council provides recommendations to other Boards concerning the State Environmental Quality Review Act (SEQRA).

Tree Council provides recommendations for impacts to local forests, reviews plantings and street trees, and works on goals related to community forestry and urban trees.

Complete Streets provides recommendations on transportation and reviews projects for access and connections for all users, including bicycles, pedestrians and transit.

Architectural Review Board provides professional design advice, free of charge, to residents and Town Boards and Commissions on new development projects and exterior renovations to existing buildings.

SNOW AND ICE CONTROL AND REMOVAL

Town Highway Department crews will work tirelessly to keep Town roads as safe as possible in inclement weather. We need residents' help to ensure that our crews can clear and salt the roads as quickly as possible.

There is **NO PARKING** on State, County, and Town Roads between November 1st and April 1st from 3AM to 6AM or after a snow emergency (3" snowfall). Parking restrictions remain effective for 48 hours after snowstorm has ceased.

DO NOT blow snow from your driveway into the street. Residents must inform any contractors who plow their driveway to also observe this rule.

PREMISE IDENTIFICATION

Per Fire Code of New York State,

Section 505

505.1 Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road

fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).



Building Department

Tom Cannizzo & Ken Hassett, Building Inspectors

Phone: (518) 386-4522 Fax: (518) 386-4592

Email: Building@niskayuna.org


BUILDING PERMITS REQUIRED FOR:

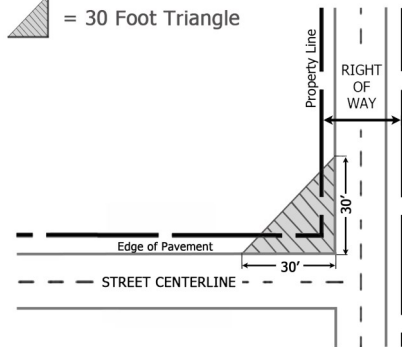
This list is not all inclusive. Call our office to ask about your project.

- Additions
- Decks
- Doors
- Drainage
- Emergency Alarms
- Fencing
- Finished Basement
- Furnace
- Gazebos
- Generator, Standby
- Pools *
- Roofing
- Pergolas
- Pods, Dumpsters
- Portable Shelters
- Sheds
- Siding
- Solar Arrays
- Sprinkler Systems
- Sump Pumps
- Sunrooms
- Windows

* Quick set and soft sided pools (portable pools) require a permit and fence (barrier) if they are capable of holding 24" of water or more. Per NYS Code.

CORNER LOT MAINTENANCE

 = 30 Foot Triangle



If you live on a corner lot, you must maintain the 30 foot triangle at the corner of the two streets per Town Code Section 220-15D:

No obstruction to vision exceeding 30 inches in height above the established grade of the street shall be maintained in this area. Trees where the foliage is at least eight feet above grade are exceptions.

Police Department

Jordan Kochan, Chief of Police

Phone: (518) 386-4585 Fax: (518) 386-4594

CALL 911 TO REPORT AN EMERGENCY

CALL (518)630-0911 TO REPORT ANY NON-EMERGENCY INCIDENTS

HOW WE CAN SERVE YOU

- Visit our website at www.niskayuna.org/police-department to submit a **VACATION NOTIFICATION** form to let us know when your home will be vacant, give us contact information to reach you in the event of an emergency, and let us know of any key holders.
- Call (518)386-4585 to request copies of any records or reports.
- The Police Department operates several public service programs, please call (518)386-4585: Tours of the Police Department, Police Awareness Program (to arrange an officer visit to discuss the role of the police officer in the community with elementary and preschool children), Child Passenger Safety (a certified child passenger seat technician will properly install a child seat), and Project Childsafe (free Firearm Safety kits available).

PUBLIC SAFETY REMINDERS

- "If you see something, say something"
- Bikers always wear helmets, wear reflective gear, obey all traffic laws
- Walkers always walk against traffic, carry a light, and wear reflective gear
- Drivers in both directions must pull-over to the side of the road to give emergency vehicles the right of way
- Drive with caution near emergency vehicles and construction crews working on all roadways