

# **Economic Development, Historic Preservation & Environmental Conservation Committee**

## **AGENDA**

February 5, 2020

**8:30 am**

### **VIA REMOTE MEETING SOFTWARE**

#### **1. PUBLIC CONCERNS**

#### **2. MINUTES**

- a. December 4, 2020
- b. January 8, 2021

#### **3. NRI Task Force Introduction – Ashok Ramasubramanian**

#### **4. COVID 19 Updates**

#### **5. Resolutions**

- a. Resolution to set Planning Fees
- b. Resolution setting TDE rates
- c. Resolution adopting Vacant Home registration code
- d. Resolution appointing Youth Representatives
- e. Resolution appointing members to advisory boards
  - i. CAC: Ann Thorton, 1 other interested (3 Vacancies)
  - ii. Tree Council: Amy LaMena, Darryl Bray (2 Vacancies)
  - iii. Complete Streets: Greg Diebold (1 vacancy)
  - iv. Climate Smart Community Task Force: (3 vacancies)
  - v. Architectural Review Board: (3 vacancies)

#### **6. Nott Street Area Improvement Progress**

- a. Working on options to share with public
- b. Possible funding sources

#### **7. Planning Board**

- a. 2207/2209 Broken Inn Proposal – Approved
- b. 2627 Troy Schenectady Road /Shannon Boulevard – final approval scheduled
- c. Hilltop Rd minor subdivision application
- d. Metro Mattress
- e. Burlington Coat Factory
- f. Vacarro Dentistry
- g. CVS updates

#### **8. Zoning Board – 7 cases scheduled for February**

#### **9. Grants Update**

- a. River Road Park
- a. Aqueduct Park – Need decision regarding parkland / Rivers Ledge Park money
- b. Critical Pedestrian Grant – collecting data to reengage county

- c. Upper Union St – need to rebid

**10. Complete Streets –**

- a. Send out 2021 priority letters
- b. Email blast CS survey 2/5/2021

**11. Tree Council –**

- a. Master plan meeting, Blatnick park sign, Vincenzo area street trees, 2021 Goals

**12. Conservation Advisory Council –**

- a. Low mow initiative for biodiversity at Blatnick Park Update
- b. Pesticide Free Lawn initiative
- c. Natural Resources Inventory 2021

**13. Climate Smart Communities Task Force-**

- a. Clean Energy Communities Opportunities / EV outreach
- b. Community Choice Aggregation Update

**14. Architectural Review Board**

**15. Building Department / Enforcement**

- a. Issuing permit for 1<sup>st</sup> Rivers Ledge building this week

**16. Planning Department**

- a. Code Updates
- b. Consaul Road Sidewalk

**17. Legal**

- a. Disputed Work on Soils – River Road Park
- b. Vincenzo Deed Restrictions

**18. Historical**

**NEXT COMMITTEE MEETING: March 5, 2021  
at 8:30 am, Virtually**

1 **Economic Development, Historic Preservation**  
2 **& Environmental Conservation Committee**

3 **Minutes**

4 December 4, 2020

5 8:30am

6 **VIA REMOTE MEETING SOFTWARE**

7 **Members Present:** John Della Ratta, Chairman  
8 Yasmine Syed, Supervisor  
9 Denise Murphy McGraw, Councilwoman  
10 Kevin Walsh, Planning Board Chairman  
11 Dart Strayer, Conservation Advisory Committee Chairman  
12 Matthew Yetto, Superintendent of Water, Sewer and Engineering  
13 Josh Hawley, Senior Engineer  
14 Ismat Alam, Comptroller  
15 Michele Martinelli, Town Clerk  
16 Denis Brennan, Town Historian  
17 Alexis Kim, Deputy Town Attorney  
18 Paul Briggs, Town Attorney  
19 Brian Backus, Confidential Secretary  
20 Stan Fiminski, Deputy Town Supervisor  
21 Laura Robertson, Town Planner  
22 Clark Henry, Assistant Planner  
23 Jean Foti, Account Clerk, Planning Department  
24

25 Chairman Della Ratta called the meeting to order via remote meeting software and asked if there were  
26 any comments from the public. There were none.

27 **1. MINUTES**

28 **October 30 (November Meeting)**

29 Mr. Walsh made a motion to adopt the minutes and it was seconded by Councilman Della Ratta. The  
30 minutes were adopted with one abstention.  
31

32 **2. Public Comments (none)**  
33

34 **3. 2021 Schedule** – the Board adopted the proposed 2021 meeting schedule.  
35  
36

37 **4. Nott St Area Improvement Concept Plans**  
38

39 The Town selected MJ engineering and they are currently putting together a schedule for concept plans.  
40 The Town will do an internal kick off meeting in January. Planning Board selected as the forum for  
41 public comments.  
42

43 **5. Resolutions**

- 44 a. A Resolution to take action on a special use permit for a restaurant at 2207 / 2209 Nott  
45 St (former Barber shop)  
46

47 Ms. Robertson displayed the plans for the restaurant on her screen for the Board members to see. The  
48 Committee discussed ADA accessibility and the internal layout of the restaurant. There was a question  
49 about seating – there were 10 seats at the bar and 24 table seats. Hours of operation were discussed and  
50 Mr. Nicchi’s experience with other establishments was discussed. Ms. Robertson talked about the focus  
51 on good food during COVID and an in-house delivery service, and stated there is a gelato/ice cream  
52 window included for summer. Mr. Walsh discussed concerns the PB had heard including noise, signage  
53 and parking. He stated parking was the biggest concern and the PB has asked applicant to firm up and  
54 identify parking spots. He stated the PB recommended the Special Use Permit and it waiting for the  
55 Town Board to take a look at the project, and would go back to the Planning Board to continue working  
56 on the above issues.

57  
58 Ms. King’s concerns were discussed. Ms. Robertson clarified Ms. King’s project moved faster through  
59 the Town Board that this application. Mr. Della Ratta discussed putting conditions on the SUP to help  
60 with concerns. Ms. McGraw asked if there were special conditions for Marios and LTs grill and how that  
61 impacted their hours of operation and liqueur licenses. The petition of 100 people in favor of the  
62 proposals was reviewed.

63  
64 Mr. Walsh stated he understands that parking is a major concern and the PB is continuing to work on it.  
65 Mr. Della Ratta stated Mr. Lange is in favor of the proposal. Ms. Syed stated the Co-Op is also in favor.  
66 Ms. Robertson stated the applicant will not be open at lunch in order to reduce the competition for  
67 parking spaces.

- 68  
69 a. Reappointments to Boards and Committees  
70

71 Ms. Robertson that most of the Board members were seeking reappointment. The CAC was losing a  
72 valuable member, Ms. Lee, but Ms. Robertson was already looking for a replacement. She asked which  
73 meeting they would like to do the reappointments, The Board agreed to appoint them at the January  
74 organization meeting. Ms. McGraw asked for any openings to be noticed to the community so that they  
75 treated consistently with other Boards.  
76

## 77 78 **6. Planning Board** 79

- 80 a. Ms. Robertson reported that Kelts Farm Average Density Development working through  
81 engineering  
82  
83 b. 2627 Troy Schenectady Road /Shannon Boulevard. Ms. Robertson shared her screen for  
84 the new proposal. She stated residents would like for the parcel not to be developed but  
85 they have tried to maximize the amount of greenspace retained. She showed the new  
86 parklands to be dedicated to the Town of Niskayuna – 1.3 acres – and discussed turning  
87 it over to the Nature Conservancy. They reviewed maps and connections with the Lisha  
88 Kill and a current unimproved parking area that is likely an old Town pump station on  
89 Route 7. There is currently a well-used trail despite the fact that it is private property.  
90

91 The Board discussed the frustrations the public had with the land swap that was done  
92 during the original phased subdivision build out 30 years ago and why it is so frustrating.  
93 Ms. Robertson put the old maps up on the screen and stated the Planning is trying to be  
94 very sensitive to this frustration and history and preserve as much of the land as possible,

95 but the land is privately owned and subdivide-able. Ms. McGraw stated they had been  
96 getting a lot of emails about it. Ms. Robertson stated there are legal constraints on the  
97 Planning Board that allow this subdivision to move forward but they are doing their best  
98 to mitigate all the concerns.  
99

- 100 c. Ms. Robertson reported that Maurices was moving from the Bed Bath and Beyond area  
101 to over by Old Navy in Mohawk Commons
- 102 d. 398 Anthony Street has been working with Mr. Henry on adding a large carport to their  
103 property. The Planning Board is reviewing.  
104

105 **7. Zoning Board** – The December Zoning Board meeting has been cancelled because there are no  
106 cases scheduled for December.  
107

## 108 **8. Grants Update**

- 109 a. River Road Park – Construction started. Ms. Robertson thanked the extremely talented  
110 volunteers who took on some work to get the work going this fall. She stated there is not  
111 good soil onsite and there is disputed work on the soils. The contractor is trying to pour  
112 the concrete foundation for the pavilion.  
113
- 114 b. Aqueduct Park – Docks closed up for the winter. Ms. Robertson stated the docks weren't  
115 installed this fall so they will be installed in spring. The water fountain will also be  
116 installed in spring. She stated the bathrooms could be open but with COVID her  
117 recommendation was not to open them until spring. The Board agreed.
- 118 c. Critical Pedestrian Grant – sent pedestrian counts to County – felt they were high despite  
119 the weather.
- 120 d. Upper Union St – Ms. Robertson reported that the bids came in too high. She is working  
121 with engineers to take out some scope and rebid in January or February.  
122

## 123 **8. Complete Streets –**

124  
125 Ms. Robertson discussed working on the survey and discussed the temporary Chicane project on Regent  
126 St. The majority of people who took the survey liked the Chicanes but there were definitely people living  
127 right next to the Chicanes that did not like them, which is important to note too. She noted CDRPC  
128 promotes Niskayuna as a premier Complete Streets community and was showing our demonstration  
129 project as an example to other communities to get feedback. She said although they had to take them  
130 down early, people appreciate the Town trying to find a way to slow down the cars and the feedback was  
131 great. Even if Chicanes end up not working in old Niskayuna it was a valuable learning experience.  
132  
133

## 134 **9. Tree Council –**

135  
136 Ms. Robertson noted the Tree Council's main focus right now was their master plan.  
137

## 138 **10. Conservation Advisory Council –**

139  
140 Ms. Robertson reported the CAC has been working on the Low mow initiative for biodiversity at  
141 Blatnick Park Update and noted that the CAC met with residents on Catherine's woods and Riverhill.  
142 Residents wanted wildflowers added to the longer grass so it would look nicer. The CAC noted a disc  
143 golf hole would interfere with the current proposed boundaries so suggested shrinking them a little. The  
144 area along the road between the road and split rail fence would continue to be mowed.  
145 For the Pesticide Free Lawn initiative – the CAC is purchasing the lawn signs and working on  
146 monthly/quarterly emails as a good way to interact with residents. They are also taking on the Natural

147 Resources Inventory in 2021. Mr. Strayer stated in their January meeting they will define the scope of  
148 work better to figure out what it will entail.

149  
150 **11. Climate Smart Communities Task Force-**  
151

152 Working on 2020 Summary – want to pursue a Greenhouse Gas Emission Inventory in 2021. Ms.  
153 Robertson stated that estimate was \$5,000 and that was budgeted either but they will try.  
154

155  
156 **12. Architectural Review Board**  
157

158 Mr. Henry stated the ARB is working on 7 projects right now. For 2804 Aqueduct Road – the ARB has  
159 given their approval. For 2207/2209 Nott St – they have had one meeting with Mr. Nicchi and have  
160 another meeting scheduled. Some smaller projects are also being reviewed, such as the former Aqueduct  
161 Animal Hospital. Chairman Della Ratta appreciated the ARB and Mr. Henry’s help on these projects.  
162

163 **13. Building Department / Enforcement**  
164

165 Ms. Robertson reported that the Building Department is changing fees to align with surrounding  
166 communities and considering Vacant Home registration code and fees. Ms. Robertson noted Mr. McGraw  
167 considers Zombie home remediation a high priority although she also noted this code update would be  
168 more work for her department. She stated higher fees would hopefully incentivize homes to change hands  
169 and get rehabbed quicker. Ms. Alam stated this was included in 2021 budget.  
170

171 Ms. Robertson stated that Chase bank is close to opening in Mohawk Commons and encouraged the  
172 Board to go take a look at the new building and the increased greenspace. She stated the Building  
173 Department did receive a chicken permit submittal. Mr. Della Ratta stated it seems complicated. Ms.  
174 Robertson stated it is considered an accessory structure and it is an involved permit to work through any  
175 of the potential nuisance elements.  
176

177 **14. Planning Department**  
178

179 Ms. Robertson stated the Planning Department is working with the Engineering Department and the  
180 Police Department on updated Hazard Mitigation Plan with Engineering and County. She stated the new  
181 platform will be all online. She reiterated the great CDRPC Trainings that are going on for Board  
182 members that are very relevant to Niskayuna and recommend them. She stated ACE Hardware is still  
183 trying to open in mid-December. She stated the greenhouse will not be built this winter due to COVID  
184 delays and will have to be constructed in 2021 and will be handled with a separate permit.  
185

186 **15. Legal**  
187

188 Ms. Robertson stated she really wanted to finalize the Vincenzo deed restrictions. Mr. Briggs stated he is  
189 working with Mr. Lecce on these. Ms. Kim stated that courts were closed so enforcement was difficult  
190 right now. Ms. Robertson stated she knows they are trying to be the least restrictive but would like to  
191 move forward on some of these. She noted 2 Cornelius drive looks beautiful.  
192

193 **16. Historical**  
194

195 Mr. Robertson stated there is a lot of support for the friends of the Niskayuna Common School. Ms.  
196 Robertson stated Ray and the Highway department fixed a window on the grange when it was reported to  
197 them and she was very thankful for that. Mr Brennan stated the next step is a Town Board resolution.  
198

199 **ADJOURNMENT**

200 Mr. Della Ratta motioned to adjourn, seconded by Mr. Walsh. The meeting was adjourned at 10:06 am.

1 **Economic Development, Historic Preservation**  
2 **& Environmental Conservation Committee**

3 **Minutes**

4 January 8, 2021

5 8:30am

6 **VIA REMOTE MEETING SOFTWARE**

7 **Members Present:**

8 John Della Ratta, Chairman  
9 Yasmine Syed, Supervisor  
10 Denise Murphy McGraw, Councilwoman  
11 Rosemarie Perez Jaquith, Councilwoman  
12 Kevin Walsh, Planning Board Chairman  
13 Dart Strayer, Conservation Advisory Committee Chairman  
14 Matthew Yetto, Superintendent of Water, Sewer and Engineering  
15 Josh Hawley, Senior Engineer  
16 Jessica Gerber, Engineering Department  
17 Ismat Alam, Comptroller  
18 Michele Martinelli, Town Clerk  
19 Denis Brennan, Town Historian  
20 Alaina Finan, Deputy Town Attorney  
21 Paul Briggs, Town Attorney  
22 Brian Backus, Confidential Secretary  
23 Stan Fiminski, Deputy Town Supervisor  
24 Laura Robertson, Town Planner  
25 Clark Henry, Assistant Planner  
26 Jean Foti, Account Clerk, Planning Department

27 Chairman Della Ratta called the meeting to order via remote meeting software and asked if there were  
28 any comments from the public. There were none.

29 **1. MINUTES**

30 There were no minutes to approve.

31 **2. PUBLIC CONCERNS (none)**

32  
33  
34 **3. COVID 19 Updates**

35  
36 Ms. Robertson stated the Building and Planning Department is divided into two crews, 50% capacity in  
37 the office, and the crews alternate. This is so if one crew has to quarantine it would not interrupt service  
38 to the residents. She says some things take longer and there is occasionally a communication disconnect  
39 between crews, but generally they are still serving the public well and trying to keep everyone safe.

40  
41 **4. Board Vacancies**  
42

43 Ms. Robertson stated that during reappointment some of the Board's lost their members due to multiple time  
44 commitments and COVID related issues. There are 3 vacancies on CAC, 2 vacancies on Tree Council, 1  
45 vacancy on Complete Streets, 3 on Climate Smart Communities Task Force and 3 vacancies on  
46 Architectural Review Board. She is increasing the number of members on the ARB. She stated the idea is to  
47 email blast the vacancies in an email blast and have people send their resumes. Chairman Della Ratta asked  
48 to make sure they reach as many people as possible. Mr. Henry added there is interest in the ARB from  
49 residents.

50  
51 **5. Nott Street Area Improvement Progress**

52  
53 Ms. Robertson stated the internal meeting on January 5 went well. MJ is currently working on a summary of  
54 that meeting and concept plans to present to the Town. She said the public comments on the ideas would be  
55 run through the Planning Board. Mr. Walsh stated it was a good meeting and he looks forward to the  
56 presentation.

57  
58 **6. Resolutions**

59  
60 Ms. Robertson stated the resolutions for Planning Fees and Vacant Home registration code are tentative but  
61 she knows the work is timely and needs to happen. Chairman Della Ratta asked which section of code the  
62 vacant registration should be under. Mr. Briggs stated it should be put in the Building Section of the Code,  
63 not the Zoning. Ms. Robertson stated then they would need a draft code and then to call for a public hearing.  
64 Ms. Finan asked if the draft code was done. Ms. Robertson stated it is not. Ms. Ismat asked if the code could  
65 be effective January 1. Mr. Briggs said it could only take effect after the resolution is approved.

66  
67  
68 **7. Planning Board**

69  
70 Ms. Robertson stated Kelts farm is still being engineered and the Shannon Boulevard, 2627 Troy  
71 Schenectady Road project has a virtual public hearing scheduled. She stated they will work with anybody  
72 who needs help attending a virtual public hearing but they do get a lot of attendance on the virtual public  
73 hearings. ACE Hardware is almost open and Chase Bank is open and the Aqueduct Animal Hospital is  
74 under construction. She stated the DOT will not allow two curb cuts for Aqueduct Animal Hospital and this  
75 will mean more greenspace in front of the building and a new parking lot constructed on the side of the  
76 building. Mr. Henry noted that Notts landing west has started moving forward with their framing.

77  
78 Ms. Robertson pulled up a power point for 2207/2209 that showed a lot of work that Mr. Henry has done on  
79 an analysis for the Nott Street Plaza parking. She stated they know it's a concern and they are trying to be  
80 very sensitive to the parking issue, so Mr. Henry has done a very thorough analysis of the parking lots and  
81 hours of operation. She said they were really going to dive into the parking at the next Planning Board  
82 meeting. Chairman Della Ratta asked who does the plowing on that parking lot. Ms. Robertson stated  
83 neither the Town nor the County plows the parking – it is handled amongst property owners. She stated the  
84 Planning Board can bring it up but they can't fix it wholly because they are only looking at one business.

85  
86 **8. Zoning Board** – Ms. Robertson stated there are 2 cases scheduled for January.

87  
88 **9. Grants Update**

89 a. Ms. Robertson stated River Road Park is basically complete. There are still minor touch-  
90 ups, fencing, and site restoration required. Ms. Robertson stated the concrete has been  
91 poured. Ms. Robertson noted that Jessica and Josh and Matt have been outstandingly  
92 helpful on this project and Jess has been doing the SWPPP inspections which is extremely  
93 helpful. She stated she needs a meeting with the legal department to handle the disputed

94 work. Ms. Alam stated she will be taking care of the finance aspect of these grants and  
95 requested a summary from Ms. Robertson. Ms. Robertson noted they may need to install a  
96 swale along the road near Field 1 with some split rail fencing, which can be evaluated for  
97 touch up in the spring.  
98

- 99 a. Aqueduct Park – Working on reimbursement and decisions regarding parkland / Rivers  
100 Ledge Park money. Ms. Robertson stated this will take some internal meetings and she will  
101 support whatever is needed.  
102
- 103 b. Critical Pedestrian Grant – Ms. Robertson stated that the County responded negatively to  
104 the Complete Streets / Engineering submittal on the crosswalks. They don't want to see  
105 these crossings. Ms. Robertson stated she is working with her engineer on her response but  
106 stated they may also need to have some internal meetings to try and get the County on  
107 board. She wanted to make sure the Town wanted to continue pushing for these crossings.  
108 Mr. Strayer recommended continuing to fight for these crossings. He stated it is a long term  
109 goal for the Town. Chairman Della Ratta stated he also still supported the crossings. Ms.  
110 McGraw stated she wanted the Town to keep trying and it was a critical connection that  
111 needs to be made and she wants to continue the conversation.  
112
- 113 c. Upper Union St – Ms. Robertson reported no changes here.  
114

115 **10. Complete Streets** – Ms. Robertson stated they are working away on the items that have been  
116 previously discussed.

117 **11. Tree Council** – Ms. Robertson supported that she and Carol Carey worked hard on their Tree City  
118 recertification application and it included a new summary of Highway work hours for tree  
119 maintenance. She stated Ms. Lester helped hers with this and she was thankful to Highway for all  
120 their support.  
121

122 **12. Conservation Advisory Council** –

- 123 a. Low mow initiative for biodiversity at Blatnick Park Update – might need to be scaled back  
124 – working on native perennial plantings.
- 125 b. Pesticide Free Lawn initiative – purchased lawn signs – will roll them out the first day of  
126 Spring, March 20. Ms. Robertson stated in the current fiscal environment they will require  
127 people to purchase the signs and they could purchase as many as they wanted. Chairman  
128 Della Ratta asked where they would pick up the sign. Ms. Robertson stated at Town Hall.  
129 Ms. McGraw stated there is an administrative cost, people are interested in it, she is very  
130 supportive of the program and she thinks it is okay to charge for the signs. She thanked Nott  
131 St Office for being so great to work with and supporting their project.  
132
- 133 c. Ms. Robertson stated Mr. Ramasubramanian from the CAC is setting up an NRI task force  
134 and she is very thankful to him for the work he doing.  
135

136 **13. Climate Smart Communities Task Force-** Ms. Robertson stated they are meeting to outline their  
137 2021 plans and look at their youth initiative.  
138

139 **14. Architectural Review Board** – Mr. Henry said there isn't a big update this time but they are still  
140 working with Joel Bisailon on his projects. They are also working on getting their materials ready  
141 for the website. They are still looking for board members.  
142

143 **15. Building Department / Enforcement** - Working on the building fees.  
144

145 **16. Planning Department** – Will try and work on Planning Fees  
146  
147  
148  
149  
150

151 **17. Legal** – Ms. Robertson stated she is willing to help Mr. Briggs with anything he needs to help the  
152 Vincenzo deed restrictions get fixed. Ms. McGraw asked for a meeting on this. She stated it needs to  
153 happen because there are so many different channels of communications on this and so much staff  
154 time being spent and she would like to see it resolved. Ms. Robertson stated she will try to schedule  
155 a meeting on this.

156  
157 Chairman Della Ratta asked for the status on the sidewalk proposal on Consaul Road. Ms. Robertson  
158 stated she believes the landowner needs a package of what the sidewalk would look like and how it  
159 would affect his property – and how we would deal with the drainage. He also wanted to make sure  
160 he would be compensated for the easement, which Ms. Robertson stated is normal. Chairman Della  
161 Ratta asked to keep this project in the fold.

162  
163 Ms. Robertson noted 802 Oregon was proceeding well with the new owners. Ms. Finan was happy  
164 the property was progressing.

165  
166  
167  
168 **18. Historical** – Mr. Brennan stated he is progressing with the Rosendale Common School but would  
169 like to be let into the building to get a sense of the condition of the building, in the spring, if  
170 possible.

171  
172 **ADJOURNMENT**

173  
174 Chairman Della Ratta made a motion to adjourn. All were in favor and the meeting was adjourned at 9:26.

**Proposed Local Law No. A (2021)**

**A LOCAL LAW TO AMEND CHAPTER 139, PROPERTY MAINTENANCE, OF THE  
CODE OF THE TOWN OF NISKAYUNA**

*Introduced by Councilman Della Ratta:*

A LOCAL LAW TO AMEND THE CODE OF THE TOWN OF NISKAYUNA, CHAPTER 139,  
ENTITLED PROPERTY MAINTENANCE

Add Article I to Chapter 139 of the Code of the Town of Niskayuna, and title it “General Provisions”

Current Sections 139-1, 139-2, and 139-3 shall be moved to Article I

Add Article II to Chapter 139 of the Code of the Town of Niskayuna, and title it “Property Maintenance”

Current Sections 139-4 through 139-16 shall be moved to Article II

Add Article III to Chapter 139 of the Code of the Town of Niskayuna, and title it “Vacant Building Registration”

*Section 1. Amend Section 139-3 of Chapter 139 of the Code of the Town of Niskayuna, entitled Definitions, to add the following definitions:*

**ABANDONED or UNOCCUPIED BUILDING**

A building or portion thereof which lacks the habitual presence of human beings who have a legal right to be on the premises, including buildings ordered vacated by the Code Enforcement Officer or his or her designees. Such definition being applicable to all buildings in the Town regardless of the zoning district such building is in.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

An appointed Building Inspector and/or Code Enforcement Officer of the Town of Niskayuna.

**DEFAULT**

When mortgagor is 90 days' past due of the mortgagor's obligation to make a scheduled payment under a mortgage or a mortgage note.

**FORECLOSED PROPERTY**

Property for which a new deed has been recorded with the Schenectady County Clerk following the foreclosure process.

**MORTGAGEE**

The creditor, including, but not limited to, service companies, lenders in a mortgage agreement and agent, servant, or employee of the mortgagee, or any successor in interest, and/or assignee of the mortgagee's rights, interests or obligations under a mortgage.

**NOTICE OF DEFAULT**

A recorded notice that a default has occurred under a mortgage and the mortgagee intends to initiate foreclosure proceedings under RPAPL §1301 et seq.

#### OWNER

Any person or legal entity identified as the property's owner of record in the records of the Town of Niskayuna Assessor's Office, or a mortgagee or mortgagor in possession of the property, or an assignee of rents, a receiver, an executor, a trustee, a lessee, or any other person or legal entity in control of the premises. Any such person shall be jointly and severally obliged to comply with the provisions of this article.

#### PROPERTY

Any improved real property or portion thereof, including all buildings or structures located on the property.

#### REGISTRATION FORM

The registration form that is available in the Building Department.

#### RPAPL

New York State Real Property Actions and Proceedings Law.

#### UNSECURED BUILDING

A building or portion thereof which is open to entry by unauthorized persons without the use of tools or ladders.

#### VACANT BUILDING

A building or portion thereof which is:

- A. Unoccupied and unsecured;
- B. Unoccupied and secured by other than normal means;
- C. Unoccupied and an unsafe building as determined by the Code Enforcement Officer or his or her designees;
- D. Unoccupied and has multiple housing, building, or other local and/or state code violations; or
- E. Unoccupied in violation of one or more of the provisions of this article.

*Section 2. Add Section 139-17 of Chapter 139 of the Code of the Town of Niskayuna, entitled Purpose, to read as follows:*

The purpose of this Article is to remedy issues caused by abandoned and vacant buildings, foreclosed properties and properties in foreclosure, including a decline in property values and tax base, and negative impacts on the quality of life for neighboring residents and businesses. The article establishes regulations for the registration, inspection, maintenance, and securing of such buildings and properties and imposes reasonable responsibilities on the owners/mortgagees.

*Section 3. Add Section 139-18 of Chapter 139 of the Code of the Town of Niskayuna, entitled Registration Requirements, to read as follows:*

- A. Properties. The following property shall be registered under this article:

- (1) Vacant building. Within ten (10) days of the date on which a building is deemed a vacant building as provided in §139-19 the owner and/or mortgagee of the property with a vacant building shall register the property by filing a registration form with the Building Department. The Code Enforcement Officer will conduct a site inspection to confirm the property is vacant and secure.
  - (2) Abandoned building. Within ten (10) days of being provided with notice of a certificate of abandonment by a Building Inspector as provided in §139-20, the owner and/or mortgagee of the property shall register the property by filing a registration form with the Building Department.
  - (3) Foreclosing property. Within ten (10) days of commencement of a foreclosure action on property has been initiated pursuant to RPAPL §1301 et seq., the mortgagee shall comply with the requirements of §139-21 and register the property by filing a registration form with the Building Department.
  - (4) Foreclosed property. Within ten (10) days of receipt of a deed for a foreclosed property, the new owner of the property shall register the property by filing a registration form with the Building Department.
- B. Registration, fee, and renewal. Registration shall be submitted on forms provide by the Niskayuna Building Department. The Town Board shall establish a fee for the filing of a registration form and shall have the ability to amend such fee from time to time as deemed necessary by Town Board Resolution. Each registration shall last one (1) year and shall be renewed if necessary. The owner and/or mortgagee must immediately notify the Building Department of any changes in the facts provided on the registration form. If the premises change ownership, the new owner shall file a new registration form within 30 days of the transfer.
- C. Liability Insurance. Within ten (10) days of the date on which the registration form is required, the owner and/or mortgagee shall procure liability insurance for the property with a coverage amount not less than \$300,000 for buildings designated primarily for residential use and not less than \$1,000,000 for any other building and shall furnish the Building Department with a copy of the certificate of insurance. Such insurance policy shall provide for written notice to the Niskayuna Building Department, within thirty (30) days of any lapse, cancellation or change in coverage.
- D. Escrow. Within ten (10) days of the date on which the registration form is required, the owner and/or mortgagee shall provide a cash escrow, if any, in an amount to be determined by the Building Inspector, but not to exceed \$10,000 unless approved by the Town Board. The escrow may be used to reimburse the Town if the Building Department incurs expenses under (section 7b below – add specific section number) to inspect, secure, and maintain the property. The Building Inspector shall notify the owner and/or mortgagee of the amount by which the escrow has been drawn down and the owner and/or mortgagee shall have ten (10) days from the date of the notice to replenish the escrow to the amount determined by the Building Inspector.
- E. Administrative fee. Ten (10) percent of the escrow shall be retained by the Town as an administrative fee to fund an account for expenses incurred in inspecting, securing, and maintaining properties that are not in compliance with this article.

- F. Local agent. If the owner and/or mortgagee is not a resident of New York State, the owner and/or mortgagee shall provide the name and address of a person who resides in Schenectady County and who is authorized to accept service of process on behalf of the owner and/or mortgagee and who shall be designated as the responsible agent for any notice under this article and notification of an emergency affecting the safety, health or welfare of residents or property.
- G. Notice. Noticed required under this article shall be:
  - (1) By personal service on the owner and/or mortgagee; or
  - (2) Left at the last and usual place of abode of an owner, if such place of abode is known and sent by certified mail, return receipt requested.
- H. The Niskayuna Office of Code Administration shall have the authority to identify vacant buildings through routine inspections as well as by any other reliable source of information that a building may be eligible for inclusion on the registry.

*Section 4. Add Section 139-19 of Chapter 139 of the Code of the Town of Niskayuna, entitled Vacant Buildings, to read as follows:*

- A. Evidence of vacancy. A building shall be deemed a vacant building if no person is conducting a permitted or allowed use or lawfully resides in any part of the building.
- B. Applicability. This article shall be applicable to each property with a vacant building for more than thirty (30) consecutive days.
- C. The Owner of every vacant building shall submit a vacant building plan which must meet the approval of the Code Enforcement Officer. The plan, at a minimum, must include the following:
  - a. If the building is to be returned to an appropriate occupancy or use, a rehabilitation plan must be submitted for the property. The execution of the rehabilitation plan shall not exceed 364 days unless the Code Enforcement Officer grants an extension upon receipt of a written request from the owner detailing the reasons for any such extension. Any repairs, improvements or alterations to the property must comply with applicable building, zoning and Town Code requirements and must be secured in a manner approved by the Code Enforcement Officer.
  - b. If the building is to remain vacant, a statement detailing the reasons why the building will be left vacant and for what time period the building will remain vacant, a plan for securing of the building and the procedure that will be used to maintain the property in accordance with applicable Town and state building, zoning and code requirements, including, but not limited to, the Uniform Property Maintenance Code.
  - c. If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition, the contractor and/or subcontractors that will be performing the demolition, and if necessary, the company that will be performing the asbestos

abatement. Any plan for demolition must also be accompanied by proof of insurance naming the Town of Niskayuna as an additional insured.

*Section 5. Add Section 139-20 of Chapter 139 of the Code of the Town of Niskayuna, entitled Abandoned or unoccupied buildings, to read as follows:*

A. Evidence of abandonment. Evidence of abandonment shall include, but not be limited to, the following:

- (1) The failure to remedy a violation of the NYS Uniform Fire and Building Code issued by a Building Inspector; or
- (2) The termination of any lawful residential or business activity; or
- (3) The failure to maintain regular business hours based upon past use of the building or property and/or industry standards; or
- (4) The failure to maintain equipment, supplies, or merchandise that would be used for the active operation of an allowed or permitted use for the building or property; or
- (5) The failure to maintain utilities necessary for the operation of the building or its allowed or permitted uses; or
- (6) The failure to maintain required local, state or federal licenses or approvals that would be required for an allowed or permitted use for the building or property; or
- (7) The existence of evidence of vacancy under §139-19 of the Code of the Town of Niskayuna; or
- (8) The building is substantially devoid of contents or the value of fixtures or personal property in the building is minimal; or
- (9) The building is subject to a foreclosure action; or
- (10) The length of time the building has been vacant; or
- (11) An act indicating an intent by the owner and/or mortgagee to abandon the building or property; or
- (12) A written statement by the owner and/or mortgagee that the building or property is vacant or abandoned.

B. Certificate of Abandonment.

- (1) Upon a Building Inspector's determination that a building has been abandoned after considering the evidence under (section 5-A above – need to add the specific section), the Building Inspector shall file a certificate of abandonment with the Building Department. Notice of the certificate of abandonment shall be served upon the owner and/or mortgagee of the property.

- (2) Upon filing a certificate of abandonment, the Building Inspector may, without further notice to the owner and/or mortgagee, take necessary steps to ensure that the property and building are properly maintained and secured as provided in (section 7 below – need to add the specific section). The Building Inspector shall provide the owner and/or mortgagee with a written statement of all costs associated with the inspecting, securing, and maintaining the property and/or building. If the owner and/or mortgagee fails to reimburse the Town within five (5) days of receiving notice of the statement of costs, the Town shall draw upon the escrow paid by the owner and/or mortgagee. If there is no available escrow, the costs incurred to ensure the property and/or building is properly maintained and secure may be paid by the Town, with such costs charged against the property as a lien or added to the tax roll as an assessment or levied as a special tax against the property.
- (3) The owner and/or mortgagee may petition the Building Inspector to remove the certificate of abandonment by providing proof satisfactory to the Building Inspector that the reasons for the certificate of abandonment no longer exist and the property is in compliance with this article.
- (4) The Building Department shall maintain a list of each property for which a certificate of abandonment was issued.

*Section 6. Add Section 139-21 of Chapter 139 of the Code of the Town of Niskayuna, entitled Foreclosing property, to read as follows:*

Before the initiation of foreclosure proceedings under RPAPL §1301 et seq., the mortgagee shall perform the following requirements:

- A. Prior to the issuance of a notice of default, a mortgagee shall perform an inspection of the property that is security for the mortgage. If the property shows that the property has a vacant building, the mortgagee shall, within ten (10) days of the inspection, register the property pursuant to this article. If the property is occupied but remains in default, it shall be inspected by the mortgagee on a monthly basis until the mortgagor remedies the default; or until it is found to be a vacant building and registered within ten (10) days of the inspection.
- B. The mortgagee shall notify the Building Department within ten (10) days of any change in the registration information, including the sale or transfer of the property, by filing an amended registration form.

*Section 7. Add Section 139-22 of Chapter 139 of the Code of the Town of Niskayuna, entitled Maintaining and securing properties, to read as follows:*

- A. An owner and/or mortgagee. The owner and/or mortgagee of property registered under this article shall maintain and secure the property and building as follows:
  - (1) All doors, windows and other openings are weathertight and secured against entry by persons and animals.

- (2) All roof and flashings shall be sound and tight such that no rain will penetrate the building and shall allow for drainage to prevent deterioration of the interior walls or other interior portions of the building.
- (3) The property and building shall be maintained in good repair, be structurally sound and free from overgrown vegetation, rubbish, garbage, and other debris.
- (4) The building shall be capable of bearing both live and dead loads and the foundation walls shall be capable of supporting an appropriate load.
- (5) The exterior of the building shall be free of loose or rotten materials as well as holes. Any exposed metal, wood or other surface shall be protected from the elements by appropriate weather-coating materials (paint or similar treatment).
- (6) Any balconies, canopies, signs, metal awnings, stairways, fire escapes or other overhanging extensions shall be in good repair and appropriately anchored. The exposed metal and wood surface of such overhanging extensions shall be protected against rust or decay by appropriate application of paint or similar weather-coating.
- (7) Any accessories or appurtenant structures, including but not limited to, garages, sheds, storage facilities, and signs and supports, shall meet this section's requirements.
- (8) The property shall contain a posting with the name and twenty-four hour contact phone number of the owner, mortgagee or local agent responsible for the maintenance. The sign shall be visible from the street.
- (9) All bushes, trees, and landscaping shall be trimmed so as to provide an unobstructed view of the front of the building and 911 address from the street.
- (10) The owner and/or mortgagee shall comply with all state and local regulations concerning the maintenance and securing of the property and building.

B. Failure to maintain and/or secure. A Building Inspector shall have the authority to inspect any property and building, and may take the following actions if the owner and/or mortgagee fails to comply with this article:

- (1) Issue citations for any violations, with directions to remedy the violation with ten (10) days of the date of citation;
- (2) Undertake actions, including using Town employees, retaining contractors, and engineers, to bring the property and building into compliance with this article, and/or
- (3) The costs incurred by the Town to ensure that the property and/or building is maintained, secured and complies with this article may be charged against the property as a lien or shall be added to the tax roll as an assessment or shall be levied as a special tax against the property. The Building Inspector shall provide the owner and/or mortgagee with notice of a written statement for such costs.

*Section 8. Add Section 139-23 of Chapter 139 of the Code of the Town of Niskayuna, entitled Exemptions from registration requirements; waivers, to read as follows:*

- A. A building which has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of 120 days after the fire or extreme weather event if the property owner and/or mortgagee submits a written request for exemption with the Town's Building Department. The written request must consist of the following information:
  - a. The description of the premises, including address, block and lot number;
  - b. The description of the damage sustained to the building and the cause of such damage;
  - c. A statement of intent to repair and reoccupy the building in an expedient manner or the intent to demolish the building;
  - d. If the building is to be demolished, a demolition plan indicating the proposed time frame for the demolition, the name of the contractor and/or subcontractors that will be performing the demolition, and if necessary, the company that will be performing the asbestos abatement. Any plan for demolition must also be accompanied by proof of insurance naming the Town of Niskayuna as an additional insured.
  
- B. Any property upon which a building permit has been received and is actively developed shall be exempt from the registration requirement for a period of 180 days from the date of the written request for an exemption submitted to the Town's Building Department. The exemption may be extended upon written request submitted to the Town's Building Department for a period not to exceed an additional 180 days.

*Section 9. Add Section 139-24 of Chapter 139 of the Code of the Town of Niskayuna, entitled Penalties for Offenses, to read as follows:*

The failure of any owner, mortgagee, or local agent to register property or perform any of the requirements under this article shall constitute a violation punishable, upon conviction, by a fine of \$100 per day of the violation for each property. A fine may be imposed for each day the violation is not remedied.

*Section 10. Add Section 139-25 of Chapter 139 of the Code of the Town of Niskayuna, entitled Conflict with other provisions, to read as follows:*

Nothing in this article shall be construed as rendering any other applicable laws invalid, inapplicable or unenforceable.

*Section 11. This local law shall take effect as provided in Section 27 of the Municipal Home Rule Law.*

## **Youth Initiative**

### CAC Nominations

1. Ryana Sarcar
2. Robert Bentley

### Complete Streets Nominations

1. Elise Corbin

### Tree Council Nominations

1. Faith Foley
2. Shivani Patel

### Climate Smart Community Task Force

1. Peter Bidoshi
2. Ryana Sarcar



# Town of Niskayuna

One Niskayuna Circle, Niskayuna, NY 12309

## Youth Representative Position Application

The Niskayuna Town Board is welcoming the next generation of town leaders to participate in local government and has established a policy for the appointment of student representatives to Town Advisory Committees. To be eligible, the student must be a resident of the Town of Niskayuna who is a junior or senior in high school. Students enrolled full- or part-time in a university, two or four-year college, trade or vocational school, or graduate program may also qualify.

If you are interested in participating in local government by membership on any of the following committees, please email this completed form to Laura Robertson, Town Planner, at [lrobertson@niskayuna.org](mailto:lrobertson@niskayuna.org) by **January 11, 2021 by 5pm**. One student representative will be selected by each committee annually, with appointment beginning in February of 2021. Youths can expect approximately 20 –30 hours of service annually and can expect to participate in functions such as local project reviews, community programs and outreach and Town policy updates. For a description of each committee see the following page.

Check the committee/council/task force in which you are interested (check all that apply):

- Climate Smart Communities Task Force
- Complete Streets Committee
- Conservation Advisory Council
- Tree Council

**Date:** 01/09/2021

**Name:** Ryana Sarcar

**Address:** 865 Worcester Drive

**City:** Niskayuna

**Zip Code:** 12309

**Phone: Home:** (802)-922-5777

**Cell:** (802)-391-6371

**EMAIL:** [ryanasarcar@gmail.com](mailto:ryanasarcar@gmail.com)

**School Attending:** Niskayuna High School

**Current Grade Level:** 11

**Can attend monthly:**

**Day Meetings?** Available on weekends

**Night Meetings?** Any day of the week

**Briefly list aspects of your experience that you believe qualify you for this advisory committee/council/task force and why you are interested in serving:**

Having spent ten years of my life in one of the most industrialized and polluted cities in India, I have seen firsthand how deforestation and uncontrolled carbon emissions have led to decreasing biodiversity and increasing rates of lung disease. What surprised me the most upon moving to the US was seeing how even non-rural areas coexist with vast amounts of greenery. I am grateful that the town board has taken the initiative to combat environmental damage through these task forces, and would love to contribute to its efforts in doing so.

Science competitions such as Science Olympiad have given me the opportunity to explore fields of biology and geological sciences concerning processes that contribute to climate change and the damage it does to our ecosystems (humans included) when left unchecked. Serving on the Climate Smart Communities Task Force or Conservation Advisory Council would be a great way to put this knowledge to use by working towards practical solutions to conserving our environment.

I've had the honor of serving the high school community as junior class president this year and through leadership positions in clubs such as Sisters In Solidarity and Science Bowl. I really hope to be able to take it one step further and give back to all the residents of Niskayuna who make it such a beautiful place to live in.



# Town of Niskayuna

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- Climate Smart Communities Task Force
- Complete Streets Committee
- Conservation Advisory Council
- Tree Council

Date: 30/12/2020

Name Elise Corbin

Address 1453 Via Del Mar

City Niskayuna

Zip Code 12309

Phone: Home \_\_\_\_\_

Cell \_\_\_\_\_

EMAIL seaotterny@gmail.com

School Attending Niskayuna High School

Current Grade Level 10

Can attend monthly: Day Meetings? after school Night Meetings? yes

### Briefly list aspects of your experience that you believe qualify you for this advisory committee/council/

I am interested in serving on the Climate Smart Communities Task Force because I'm passionate about doing everything I can to fight and solve climate change. My family is very conscious of our carbon footprint; we use a compost bin, an electric and a hybrid car, a geothermal heating system, and solar panels. We also attended multiple climate marches in Albany in 2017. My father is even on the Schenectady climate task force. These experiences have provided me with an understanding of some effective ways for homeowners and businesses to lower their impact on the environment and raise awareness about doing so. My perspective on the issue of lowering emissions will also be useful to the task force because of my age. People in my generation are naturally concerned about whether they'll have a safe place to live when they're older, and with firsthand experience of this, I will work with the urgency and gravity of the situation in mind. As a student in the Niskayuna school district, I'll also be a useful liaison to the large student population of Niskayuna. There are plenty of things that kids can do to reduce their carbon footprints, and I'll be able to raise awareness at school of some of the strategies the task force is employing.

I would also be interested in serving on the Complete Streets Committee because as an avid cyclist and runner, I understand how important it is to have roads accommodate all kinds of transportation. I know the streets of Niskayuna very well from cycling and running on them, and I'm aware of the places throughout town where cars are a danger to cyclists and pedestrians and the places where they can coexist well.

I've actually done work for this committee before- my mother, Janette Schue, served on the committee in 2018 and helped organize a pop-up festival and bike rodeo at Town Hall that spring. I helped her put up signs around town and in schools, set up the demonstration bike lanes in the street, ran the bike rodeo, and led bike tours of the area with demonstration bike lanes. I'm also on the Niskayuna mountain biking team, which was at the 2018 bike rodeo and helped raise awareness to get more kids on bikes. This previous experience with a Complete Streets Committee event will be a useful asset for me when helping the committee plan future events.

I also have experience writing grants, which is a skill useful to both committees. In 2018 and 2019, I was a member of the NY STEAM Bus team, and I wrote an education grant for them, which they got. Also as a member of the NY STEAM Bus, I gained valuable experience educating kids about the importance of science, talking to adults about the program's work, and finding new technologies for the program to use. I'd be able to use these skills effectively to help achieve the goals of both the Climate Smart Communities Task Force and the Complete Streets Committee.



# Town of Niskayuna

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Check the committee/council/task force in which you are interested (check all that apply):

- Climate Smart Communities Task Force
- Complete Streets Committee
- Conservation Advisory Council
- Tree Council

Date: 1/10/2021

Name Peter Bidoshi

Address 5 Chestnut Ln

City Niskayuna

Zip Code 12309

Phone: Home (518) 630-6102

Cell (518) 344-9465

EMAIL pbidoshi@gmail.com

School Attending Niskayuna High School

Current Grade Level 11

Can attend monthly: Day Meetings? Yes Night Meetings? Yes

### Briefly list aspects of your experience that you believe qualify you for this advisory committee/council/task force and why you are interested in serving:

As a member of the Climate Smart Communities Task Force, it is important to be passionate about the climate and the environment. I am part of the Environmental Science Club at Niskayuna High School, where we frequently discuss general issues and topics surrounding climate change and ways we can reduce our carbon footprint. I have also really enjoyed learning more about the environment in my Honors Biology and Honors Chemistry classes, so I believe that I am well suited to scientifically discuss ways to reduce our current emissions. I would like to join the task force because I have a strong interest in the environment and I believe that we can change some things in our town to reduce our current emissions, which could ultimately lead to a better future for future generations. I'm also interested in learning more about the Climate Smart Communities Certification program, specifically about the mandatory and priority actions that the town has already earned points for and what the priorities are for the future.

I look forward to learning more about how town government works and to be a voice for my fellow high school students.

(attach additional pages if necessary)



# Town of Niskayuna

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Check the committee/council/task force in which you are interested (check all that apply):

- Climate Smart Communities Task Force
- Complete Streets Committee
- Conservation Advisory Council
- Tree Council

Date: 1/10/21  
Name: Faith Foley  
Address: 11 Pinecrest Drive  
City: Niskayuna Zip Code: 12309  
Phone: Home (518) 785-8547 Cell (518) 605-1161  
EMAIL: FoleyF22@gmail.com  
School Attending: Niskayuna High School  
Current Grade Level: 11<sup>th</sup>  
Can attend monthly: Day Meetings? no Night Meetings? yes

**Briefly list aspects of your experience that you believe qualify you for this advisory committee/council/task force and why you are interested in serving:**

I have always been passionate about the environment & learning ways to do my part in helping to take care of our planet. This desire to create change started early on. In third grade I created Paws for the Park, an initiative to help raise money for the rebuild of Birchwood Elementary School's nature park. I have been active in volunteering, even earning the President's Volunteer Service Award in ninth grade, but there are not many volunteer opportunities geared specifically towards the environment. I'm interested in pursuing a major in environmental engineering or environmental science & I feel that serving on one of these Town Advisory Committees would be a great opportunity to gain experience. I hold a leadership position with the Niskayuna High School Nisky Friends Club, but would appreciate the opportunity to serve as a student representative for the town. Thank you very much for considering my application.

(attach additional pages if necessary)

# Ann Thornton

1401 Via del Mar  
Niskayuna, NY 12309

(518) 527-3460 (cell)

annthornton518@gmail.com

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## SUMMARY OF QUALIFICATIONS

Critical Thinker. Communicator. Collaborator.

Two decades of experience creating strategic communications to generate catalytic public and private investment in historic, cultural, and community assets.

## WORK HISTORY

**Director of Foundations & Strategic Initiatives**, National Trust for Historic Preservation, Washington, DC and New York, NY, 2008 – 2019 (*promoted from Associate Director, July 2013*)

- Collaborated with National Trust leadership to align and innovate the organization's programs for increased relevance and the investor marketplace. Significant fundraising successes achieved around:
  - Re-imagining National Trust network of historic sites for expanded community impacts and long-term sustainability (multiple six-figure contributions from the Henry Luce Foundation, the Nancy Woodson Spire Foundation, and the Massachusetts Cultural Council, as well as numerous transformative five-figure grants from the National Endowment for the Arts)
  - Partnering with cities across the nation to advance municipal policies that encourage the use of older and historic places to create healthier communities (regular six-figure support from the Kresge Foundation and the Jessie Ball duPont Fund)
  - Building the African American Cultural Heritage Action Fund – a \$25 million campaign to save and activate historic sites and build communities (seven-figure leadership support from the Ford Foundation and The JPB Foundation)
- Oversaw the expansion of the National Trust's annual foundation and government fundraising program from \$2.5 million to \$7 million from 2013 to 2019, including:
  - Leading the creation of compelling case statements, proposals, and presentations to engage foundation and government investors to support the National Trust's work
  - Building the internal and external relationships necessary to achieve complex cross-division, multi-sector fundraising objectives
  - Assessing the short- and long-term impacts of programmatic and fundraising decisions on foundation and government revenue goals and providing actionable insight and analysis to division chief and other Trust executives
  - Navigating obstacles and competing stakeholder interests to achieve pragmatic results for division and organization
  - Partnering closely with program staff to plan projects with quantifiable measurables, clear delineations of responsibility, manageable timelines, and concrete deliverables to meet investor expectations
- Supervised and mentored Senior Manager of Foundations and Strategic Initiatives (advanced her from Development Writer to Manager to Senior Manager over four-year period)
- Member of Development Division Team Leaders – group responsible for setting the division's strategies and accountable for achieving division's revenue goals
- Panelist for 2010 National Preservation Conference (Austin, TX) session, "The State of Preservation Education," and Moderator for 2016 National Preservation Conference (Houston, TX) session, "Creativity, Community, and Construction: Engaging the Arts at Historic Places" and 2015 National Preservation Conference (Washington, DC) session, "Face the Funders"
- Selected to represent organization and deliver lectures on two international National Trust tours (*Village Life Around the Italian Lakes* in 2012 and *Gardens of the Caribbean* in 2016)

# DARRYL BRAY

1420 VanAntwerp Rd, Niskayuna, NY

[DRBray72@aol.com](mailto:DRBray72@aol.com) · 518-424-0751

Niskayuna has been a home to me since 2001. I am one of many Niskayuna High School graduates (class of 1992) who sought out the opportunity to return to this community. I have been teaching in the Niskayuna schools for 20 years. I contribute to the school community through my daily work. However, contributing to the town community has not been as easy to make part of my daily life. While I have attended town board meetings and speak as a member of the community when I have the opportunity, being part of the Niskayuna Tree Council will provide me a more significant role in **advocating for trees, shrubs and all associated vegetation** and maintaining the quality and character of the natural environment In Niskayuna.

## EXPERIENCE

2001 – PRESENT

**PHYSICAL EDUCATION TEACHER**, NISKAYUNA CENTRAL SCHOOL DISTRICT

Taught at the elementary and high school levels. Coached 14 seasons. Responsible for organizing cardiac health related fundraising activity, after school activities and worked with the Niskayuna Tree Council to plant chestnut trees on school grounds.

1998 – 2000

**PHYSICAL EDUCATION TEACHER**, SCOTIA GLENVILLE SCHOOL DISTRICT

Taught and coached at the high school.

## EDUCATION

2002

**MASTER OF SCIENCE: SCHOOL HEALTH EDUCATION**, SAGE GRADUATE SCHOOL

1998

**BACHELOR OF SCIENCE**, STATE UNIVERSITY OF NEW YORK AT BROCKPORT

## SKILLS

- Team Player
- Imaginative Problem Solver
- Dynamic Public Speaker
- Conscientious
- Independent Thinker

Science Teacher  
**Amy Sarah LaMena**

(518) 944-5328

AmyLaMena@gmail.com

Niskayuna, NY

[www.linkedin.com/in/aslamena](http://www.linkedin.com/in/aslamena)



## PROFILE

A creative, enthusiastic professional with excellent communication, management, and interpersonal skills. Extensive experience with students of all abilities on the middle and high school levels.

## CERTIFICATION

New York State Professional Certification in Science Education, Biology 7-12 | September 2004

New York State Professional Certification in Science Education, General Science 7-12 Extension | September 2012

## EDUCATION

**Master of Science in Teaching**  
Adolescence Education (Biology)  
Fordham University, Graduate School of Education | 2003-2004

**Bachelor of Science**  
Biology  
Fordham University | 1995--1999

## EXPERTISE

Trauma-Sensitive Classroom

Life Sciences

Middle School General Science

Regents Living Environment

Science Electives

Collaborative Education

Special Education Co-teaching

Social and Behavioral Skills

Struggling Students

At-Risk Populations

## WORK EXPERIENCE

### **Math and Science Teacher - Middle School**

Bet Shraga Hebrew Academy of the Capital District | Albany, NY | 2020-Present

Primary responsibilities include but are not limited to:

- Creating and implementing instructional units and lessons, and labs aligned to the New York State Living Earth Science Regents curriculum
- Implementing Common Core mathematics curriculum for grade 8 Algebra Regents students
- Designing and implementing Life Science curriculum for grades 6 and 7
- Implementing Common Core mathematics curriculum for grade 6 and 7 mathematics

### **Leave Replacement Science Teacher - High School**

Saratoga Springs City School District | Saratoga High School | Saratoga Springs, NY | 2020 (September-November)

Primary responsibilities include but are not limited to:

## EXTRAS

### Software Proficiencies

Google Suite

SchoolTool

Schoology

PowerSchool

### Professional Memberships

National Science Teachers Association

Science Teachers Association of New York

### Additional Experience

Playwright - specializing in short plays and fundraising events for theaters across the Capital District and Massachusetts

Speechwriter - working with private clients to either hone their public remarks, or to fully ghostwrite speeches and articles

- Creating and implementing instructional units and lessons aligned to the New York State Living Environment Regents curriculum
- Creating and implementing instruction for students in the AP Biology Program
- Working with staff to create a smooth learning experience for children, and successfully transfer classes to and from their teacher of record with no loss of time or content

### Science Teacher - High School

Schenectady City School District | Schenectady High School | Schenectady, NY | 2019-2020

Primary responsibilities include but are not limited to:

- Creating and implementing instructional units and lessons aligned to the New York State Living Environment Regents curriculum
- Creating and implementing teaching and learning strategies to ensure success in a high needs, high trauma population
- Designing and implementing an entirely new problem-based life science elective, which seeks to show the application of biological sciences to a wide variety of daily experience
- Collaborating with colleagues to coordinate and support curriculum and instruction across multiple content areas
- Collaborating with colleagues and school staff to create an inclusive, culturally sensitive classroom that encourages children of all ethnicities, cultures, and experiences to thrive
- Working closely with members of special education and foreign language staff to support students with special needs, and modifying instruction and assignments where appropriate

### Science Teacher - High School

Greater Johnstown School District | Johnstown High School | Johnstown, NY | 2017-current

Primary responsibilities include but are not limited to:

- Creating and implementing instructional units and lessons aligned to the New York State Living Environment Regents curriculum
- Designing and implementing an entirely new problem-based life science elective, which seeks to show the application of biological sciences to a wide variety of daily experience
- Adapting and implementing life skills curriculum for general and special education students struggling with social interaction
- Collaborating with colleagues to coordinate and support curriculum and instruction across multiple content areas

- Working closely with members of special education and foreign language staff to support students with special needs, and modifying instruction and assignments where appropriate

### **Science Teacher - Middle School**

Greater Johnstown School District | Knox Junior High School | Johnstown, NY | 2005-2017

Primary responsibilities included but were not limited to:

- Designing life science and physical science instructional units and lessons aligned to the New York State Intermediate Level Science Core Curriculum
- Science instruction for both seventh and eighth grade students, including preparation for the New York State Grade 8 Intermediate-Level Science Test
- Collaborating with colleagues to coordinate and support curriculum and instruction across multiple content areas
- Working closely with members of the special education staff to support students with special needs, and modifying instruction and assignments where appropriate
- Creating and implementing classroom routines to support students transitioning from elementary to middle school

### **Math Teacher - Middle School**

I.S. 73, The Frank Sansivieri Middle School | Queens, NY | 2004-2005

- Mathematics instruction for smaller groups of struggling seventh and eighth grade students using prepared curriculum approved by the New York City Department of Education

### **Science Teacher - Middle School**

Albert Leonard Middle School | New Rochelle, NY | 2004-2004

- General Science instruction for eighth grade general and special education students; Regents Living Environment instruction for advanced eighth grade students.

### **Science Teacher - High School**

St. Agnes Boys' High School | New York, NY | 2001-2004

- Regents Living Environment instruction for all freshman and sophomore students
- Health instruction for all freshman students

### **Science and Math Teacher - High School**

Xavier High School | Chuuk, Federated States of Micronesia | 1999-2000

- Biology and geometry instruction for all sophomore students
- Chemistry instruction for all junior students

**Director of Resource Development**, Greater Jamaica Development Corporation (GJDC), Jamaica/Queens, NY, 2004 – 2008

- Collaborated with a team of planners, architects, lawyers, and financial experts to advance real estate projects for the purpose of improving quality of life and increasing economic opportunities in an area that had been subject to private disinvestment for decades
- Created targeted messages for political, corporate, philanthropic, and community audiences to promote GJDC's vision for a sustainable and inclusive Jamaica and New York City region (drafted speeches, talking points, and written materials for President and Board Chairman and led staff/board committee to develop new mission statement)
- Designed and implemented annual fundraising program targeted to corporations and foundations; grew corporate and foundation support 69% over three-year period
- Wrote and produced annual report and other collateral materials
- With President, identified annual gala honorees and committee members; served as point person with event consultant on all matters related to producing successful fundraising and political gala event (spearheaded most-successful fundraising gala in GJDC's 40-year history in 2007)
- Worked with President and Board of Directors to identify, cultivate, and enlist new board directors and members
- Managed, with Project Director, the development of a new cultural district in Downtown Jamaica

**Coordinator**, Bank Street College, The Graduate School, New York, NY, 2002 – 2004

- Served as administrative liaison between Bank Street College deans and chairs and teaching faculty
- Selected to serve on the Middle States Steering Committee (school accreditation) and the Institutional Research Review Board
- Collaborated with deans, chairs, program directors, faculty, and student services staff to prepare informational materials, including brochures and course schedules, for faculty and students
- Supported the planning and execution of special events including orientation, registration, speaker series, and commencement

**Manager of Foundation and Corporate Relations**, New York Landmarks Conservancy, New York, NY, 2000 – 2002

- Worked closely with President and Board on the stewardship and expansion of foundation support
- Conceptualized new development strategies, conducted research on donors, engaged representatives of foundations and corporations, and developed and wrote grant proposals
- Managed corporate membership programs for firms in construction and real estate
- Coordinated tours, meetings, and cultivation events for donors

## **EDUCATION**

**University of Pennsylvania**, Weitzman School of Design, Philadelphia, PA

Master of City Planning, May 1999

Participant in International Urban Development Competition, Santander, Spain, February 1999

**St. Lawrence University**, Canton, NY

Bachelor of Arts, May 1994, Double Major: Government and French

**American University**, Washington, DC

Foreign Policy Semester Program, Spring 1994

**Université de Rouen**, Faculté des Lettres des Arts et Sciences Humaine, Normandy, France

September 1992 – June 1993

# GREGORY DIEBOLD

518-723-5323 | [gregdiebold@gmail.com](mailto:gregdiebold@gmail.com) | Niskayuna, NY

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## EDUCATION

**Hunter College, City University of New York**, Master of Urban Planning December 2020

GPA: 3.92 | General Practice concentration

**University of Toronto**, Honours Bachelor of Arts in Human Geography June 2019

GPA: 3.85 | Alpar Scholar | Dean's List Scholar | Exchange: University of Edinburgh (Fall 2017)

## PLANNING AND RESEARCH EXPERIENCE

**Student Consultant:** *Department of Planning, County of Westchester, NY* Aug. 2020 - Present

- Led the transportation planning section of an 88-page comprehensive plan, which explored options for integrating affordable housing and mass transit into 3 underutilized office spaces.
- Engaged in an iterative research and consultation process with graduate students and planning professionals; assisted with other sections of the report.

**Planning Intern:** *City of Amsterdam, Amsterdam, NY* June 2019 – Sept. 2019

- Wrote and edited CFA and BUILD grants, helping secure over \$2mil for community development projects, addressing issues of pedestrian access, waterfront revitalization, and public art funding.
- Attended zoning and planning board meetings, digitized records and applications.

**Research Assistant:** *Dr. C. Anderson & Dr. J. Clarke, University of Toronto* Sept. 2018 - Mar. 2019

- Liaised with research assistants and professors to develop comprehensive themes and forward-thinking curriculum for a new 200-level course on the Canadian Built Environment.
- Catalogued and coded 600+ buildings/sites through online, archival, and textbook research.
- Developed a GIS database for the catalogued sites.

**Qualitative Field Researcher:** *Dr. A. Wasike, University of Toronto* May 2018 – Aug. 2018

- Conducted ~50 interviews, 200 surveys, and classroom observations with teachers and students across Bungoma County, Kenya, during a five-week participatory research process.
- Authored a 20-page report, contributing new research to the study of Kenya's educational Language of Instruction policies, focusing on perceptions/concerns regarding English-language instruction and its impacts on culture/daily life.

**Research Opportunity Program:** *Dr. B. Bass, University of Toronto* Sept. 2016 – Apr. 2017

- Built a computer model exploring the spatial correlations between changing transit costs and housing location preference, using COBWEB, an agent-based simulation software.
- Authored a research report synthesizing the results of 4 model simulations; presented findings at University of Toronto's Arts & Science Undergraduate Research Fair 2017.

## CUSTOMER SERVICE EXPERIENCE

**Receptionist:** *Brookdale Memory Care Living Facility, Niskayuna, NY* May 2017 – Sept. 2017

- Front desk responsibilities, including addressing all incoming phone calls to the facility.

**Summer Meals Intern:** *Schenectady Community Ministries, Schenectady, NY* Summer 2015, 2016

- Designed, implemented, and supervised a free summer reading program, fulfilling a \$5,000 grant.

**SKILLS:** GIS (ArcGIS, QGIS); Photoshop, Illustrator, InDesign; Excel (Pro-formas); SketchUp; SPSS