

# GLENS FALLS COMMON COUNCIL

Tuesday, January 10, 2017  
Common Council Chambers  
7:30 p.m., Regular Session

Pledge of Allegiance  
Public Comment  
Committee Reports

## **VOICE VOTE:**

1. Resolution approving the minutes of the December 27, 2016 meeting of the Glens Falls Common Council.
2. Resolution approving the December, 2016 monthly reports of the Department of Building and Codes/Plumbing and the City Clerk/Parking Violations Bureau.
3. Resolution approving the 2016 Annual Report of the City Clerk/Parking Violations Bureau.
4. Resolution approving events using City streets, sidewalks and/or rights-of-way as recommended by the Board of Public Safety and listed on the attached.

## **ROLL-CALL VOTE:**

5. Resolution approving Community Development Rehabilitation Application No. 15-15-009 in the amount of \$22,089.00.
6. Resolution authorizing the issuance of Community Development "Request for Proposals" for the following fiscal years: remaining 2016-2017 fiscal year, 2017-2018 fiscal year and 2018-2019 fiscal year for the Glens Falls Community Development Block Grant Program (CDBG) for Program Administration Services.
7. Resolution authorizing the Controller to increase 2016 General Fund Revenue Line A009999-2680(Insurance Recovery) by \$5,000 and increase 2016 General Fund Expense Line A23310-4374(Electric Department-Electric Supplies) by \$5,000. These are 2016 monies.
8. Resolution authorizing the Mayor to enter into a contract renewal with Ben Bernard for operation of East Field, pursuant to the same terms as the existing contract, with contract renewal to run from April 1, 2017 through March 31, 2018.
9. Resolution approving the Warrant.

Old Business  
New Business  
Public Comment  
Motion to Adjourn



**Monthly Report - December 2016**

| Case Number  | Fee  | Date              | Parcel Number | Location         | Permit Type                | Debit           |
|--------------|--|-------------------|---------------|------------------|----------------------------|-----------------|
| P 16-0170    | Residential - Additions and/or alterations   | December 5, 2016  | 302.15-2-4    | 13 Lake Ave      | Construction - Residential | \$125.00        |
| P 16-0171    | Solar Panels                                 | December 6, 2016  | 309.19-6-3    | 41 Thornberry Dr | Construction - Residential | \$50.00         |
| P 16-0172    | Plumbing Permit - Installation of fixture(s) | December 9, 2016  | 302.20-28-23  | 21 Elm St        | Plumbing                   | \$3.00          |
| P 16-0173    | Plumbing Permit - Installation of fixture(s) | December 28, 2016 | 309.15-7-11   | 3 Edgewater Pl   | Plumbing                   | \$3.00          |
| P 16-0174    | Plumbing Permit - Installation of fixture(s) | December 28, 2016 | 302.20-3-5    | 14 Charlotte St  | Plumbing                   | \$3.00          |
| J PB 16-0024 | Subdivision                                  | December 22, 2016 | 302.20-8-5    | 425 Glen St      | N/A                        | \$150.00        |
| J PB 16-0025 | Site Plan Review                             | December 22, 2016 | 302.20-31-5   | 174 Glen St      | N/A                        | \$175.00        |
| J PB 16-0026 | Site Plan Review                             | December 22, 2016 | 303.17-17-6   | 115 Maple St     | N/A                        | \$175.00        |
|              |  |                   |               |                  |                            | \$684.00        |
|              | Five Zoning Compliance letters @ \$50 each   |                   |               |                  |                            | 250.00          |
|              |  |                   |               |                  | <b>Total</b>               | <b>\$934.00</b> |



**CITY OF GLENS FALLS**  
**Building and Codes Department**  
**230 Dix Avenue, Glens Falls, NY 12801**  
**(518) 761-3810**

**December 2016 - Violations**

| Parcel Number | Violation Location | Owner Name                  | Violation Type                    | Action Date       | Inspector               |
|---------------|--------------------|-----------------------------|-----------------------------------|-------------------|-------------------------|
| 303.17-11-28  | 148 Maple St       | 148 Maple Street LLC        | Uniform Code - Zoning             | December 9, 2016  | Christopher P. Anderson |
| 302.20-25-8   | 70 Elm St          | Scoville, Linda A           | Uniform Code Maintenance / Upkeep | December 13, 2016 | Christopher P. Anderson |
| 302.19-28-16  | 76 Notre Dame St W | Rouse, Harry Lee            | City Codes                        | December 19, 2016 | Christopher P. Anderson |
| 302.15-11-6   | 40 Coolidge Ave    | Wagner, Paul R              | Uniform Code Maintenance / Upkeep | December 20, 2016 | N/A                     |
| 303.17-1-36   | 18 Lawrence St     | Andre, Jeff                 | Uniform Code Maintenance / Upkeep | December 20, 2016 | N/A                     |
| 303.17-17-6   | 115 Maple St       | Singh Property Holdings LLC | Uniform Code Maintenance / Upkeep | December 27, 2016 | Christopher P. Anderson |
| 309.11-7-22   | 53 Second St       | Carl, Deneen M              | Uniform Code Maintenance / Upkeep | December 27, 2016 | Christopher P. Anderson |
| 303.17-1-36   | 18 Lawrence St     | Andre, Jeff                 | Uniform Code Maintenance / Upkeep | December 27, 2016 | Christopher P. Anderson |
| 303.17-14-12  | 19 Leonard St      | Wright Leo R Jr             | Uniform Code Maintenance / Upkeep | December 27, 2016 | Christopher P. Anderson |
| 302.20-14-23  | 25 Sherman Ave     | Squadrilli, Armanda         | Uniform Code Maintenance / Upkeep | December 27, 2016 | Christopher P. Anderson |
| 302.16-20-22  | 8 Fulton St        | Jabaut, Greg                | Uniform Code Maintenance / Upkeep | December 28, 2016 | Christopher P. Anderson |
| 302.16-20-6   | 19 Grand St        | Rodriguez, Jeremy           | Uniform Code Maintenance / Upkeep | December 28, 2016 | Christopher P. Anderson |
| 302.20-9-16   | 93 Bay St          | Mason, Patrick              | Uniform Code Maintenance / Upkeep | December 28, 2016 | Christopher P. Anderson |
| 302.16-17-47  | 32 Grand St        | O'Tier, Justin              | Uniform Code Maintenance / Upkeep | December 29, 2016 | Christopher P. Anderson |
| 309.27-6-33   | 20 Montcalm St     | Leary, Robert W Jr          | Uniform Code Maintenance / Upkeep | January 3, 2017   | Christopher P. Anderson |
| 309.27-6-31   | 16 Montcalm St     | 373 Church St Holding LLC   | Uniform Code Maintenance / Upkeep | January 3, 2017   | Christopher P. Anderson |
| 302.16-14-22  | 46 Hunter St       | Powhida, Jeffrey M          | Uniform Code Maintenance / Upkeep | January 3, 2017   | Christopher P. Anderson |
| 309.27-6-13   | 55 Broad St        | Green Gate Properties LLC   | Uniform Code Maintenance / Upkeep | January 3, 2017   | Christopher P. Anderson |



**CITY OF GLENS FALLS**  
**Building and Codes Department**  
**230 Dix Avenue, Glens Falls, NY 12801**  
**(518) 761-3810**

| Parcel Number | Violation Location | Owner Name        | Violation Type                    | Action Date     | Inspector               |
|---------------|--------------------|-------------------|-----------------------------------|-----------------|-------------------------|
| 302.12-21-22  | 92 Sanford St      | Kost Express LLC  | Uniform Code Maintenance / Upkeep | January 3, 2017 | N/A                     |
| 303.18-3-16   | 58 Haskell Ave     | Sankey, Peter     | Uniform Code Maintenance / Upkeep | January 3, 2017 | Christopher P. Anderson |
| 303.18-3-19   | 52 Haskell Ave     | Squadere, Emily   | Uniform Code Maintenance / Upkeep | January 3, 2017 | Christopher P. Anderson |
| 302.16-15-13  | 21 Hunter St       | David O. Chambers | Uniform Code Maintenance / Upkeep | January 4, 2017 | Christopher P. Anderson |
| 302.12-13-46  | 30 Baldwin Ave     | Chickering, Beth  | Uniform Code Maintenance / Upkeep | January 4, 2017 | Christopher P. Anderson |

**23 Violations**

CITY OF GLENS FALLS  
 CODE ENFORCEMENT MONTHLY REPORT

NOTICE OF VIOLATIONS ISSUED  
 ISSUED FOR: 12/16

| INCD # | DATE       | OWNER'S NAME & ADDR.-----                             | VIOLATION-----                           | WAF |
|--------|------------|---|--|-----|
| 16-906 | 12/06/2016 | Enid Mastrianni, Glens Falls NY 12801,                | EVERY OWNER OR OPERATOR OF A BUILDING TH | 3   |
| 16-907 | 12/07/2016 | John & Tamara Belanger, Glens Falls NY 12801,         | EXTERIOR PROPERTY AND PREMISES SHALL BE  | 1   |
| 16-908 | 12/07/2016 | 148 Maple St. LLC, Hudson Falls NY 12839,             | NO MOTOR VEHICLE OR TRAILER MAY BE STORE | 1   |
| 16-909 | 12/07/2016 | Michele Homicz & Megan Mars, Glens Falls NY 12801,    | EXTERIOR PROPERTY AND PREMISES AND THE I | 5   |
| 16-910 | 12/07/2016 | Donna Santos, Glens Falls nY 12801,                   | EXTERIOR PROPERTY AND PREMISES AND THE I | 1   |
| 16-911 | 12/12/2016 | LINDA MONROE, 5 DIVISION STREET, 2ND FL, GLENS FALLS, | OCCUPYING A PREMISES THAT HAS BEEN CONDE | 4   |
| 16-912 | 12/12/2016 |   |  |     |
| 16-913 | 12/13/2016 | Linda A. Scoville, Glens Falls NY 12801,              | THE OWNER, OCCUPANT OR PERSON IN CHARGE  | 4   |
| 16-914 | 12/13/2016 | Paul & Eileen Spinelli, Queensbury NY 12804,          | THE OWNER, OCCUPANT OR PERSON IN CHARGE  | 4   |
| 16-915 | 12/13/2016 | Maria Diccico & John Wixson, Glens Falls Ny 12801,    | THE OWNER, OCCUPANT OR PERSON IN CHARGE  | 4   |
| 16-916 | 12/13/2016 | AGF Associates, Inc., Glens Falls NY 12801,           | THE OWNER , OCCUPANT OR PERSON IN CHARGE | 4   |
| 16-917 | 12/14/2016 | Sherry Bapp, Malta NY 12020,                          | ELECTRICAL EQUIPMENT SHALL BE PROPERLY I | 5   |
| 16-918 | 12/14/2016 | Sherry Bapp, Malta NY 12020,                          | VARIOUS OFFENSES OF THE INTERNATIONAL PR | 5   |
| 16-919 | 12/14/2016 | JENNIFER L. BURCH, GLENS FALLS, NEW YORK,             | FAILURE TO PROVIDE CLEARING OF SIDEWALK  | 4   |
| 16-920 | 12/14/2016 | Edward T. Moore Jr., Queensbury NY 12804,             | THE OWNER, OCCUPANT OR PERSON IN CHARGE  | 3   |
| 16-921 | 12/14/2016 | Mary Bergeron, Glens Falls NY 12801,                  | THE OWNER , OCCUPANT OR PERSON IN CHARGE | 4   |
| 16-922 | 12/20/2016 | MS. CHRISTINE FRANCE, GLENS FALLS, NEW YORK 128,      | FAILURE TO KEEP SIDEWALK CLEAR OF ICE AN | 3   |
| 16-923 | 12/20/2016 | PAUL R. & TAMMY K. WAGNER, GLENS FALLS, NEW YORK 128, | FAILURE TO CLEAR ICE AND SNOW FROM FRONT | 3   |
| 16-924 | 12/20/2016 | Jennifer Eldridge, , Alfred Eldridge                  | EXTERIOR PROPERTY AND PREMISES AND THE I | 1   |
| 16-925 | 12/21/2016 | Robert A Gover, Queensbury NY 12804,                  | VARIOUS OFFENSES OF THE PROPERTY MAINTEN | 5   |

TOTAL = 20



**CITY OF GLENNS FALLS**  
**Building and Codes Department**  
**230 Dix Avenue, Glens Falls, NY 12801**  
**(518) 761-3810**

**December 2016 - Inspections**

| Parcel Number | Inspection Location | Owner Name                  | Inspection Type                           | Inspection Number | End Date            | Status |
|---------------|---------------------|-----------------------------|---|-------------------|---------------------|--------|
| 309.16-24-5   | 14 Parkview Ln      | Haviland Park Townhomes LLC | B53 - Building Insulation Continuous      | 16-0012           | 2016-12-05 12:30:00 | Pass   |
| 309.16-24-17  | 46 Parkview Ln      | Haviland Park Townhomes LLC | B42 - Ice and Water Shield                | 16-0018           | 2016-12-05 12:35:00 | Pass   |
| 309.35-1-8    | 87 Broad St         | Seeley, Tim                 | D4 - Demolition - Final Clearing          | 16-0021           | 2016-12-06 10:00:00 | Pass   |
| 309.16-11-1.2 | 31 Boylston St E    | Deyette, Sharron A          | B7 - Building Solar Equipment             | 16-0022           | 2016-12-06 10:05:00 | Pass   |
| 303.9-18-7.2  | 217 Sanford St      | Greenwood Builders          | B41 - Building Framing Complete           | 16-0023           | 2016-12-06 15:50:00 | Pass   |
| 309.16-24-17  | 46 Parkview Ln      | Haviland Park Townhomes LLC | B42 - Ice and Water Shield                | 16-0027           | 2016-12-05 11:25:00 | Pass   |
| 302.19-10-10  | 51 Grant Ave        | Cappabianca, A Francis      | T2 - Certificate of Completion Inspection | 16-0032           | 2016-12-07 11:30:00 | Pass   |
| 309.12-11-37  | 180 B South St      | Gonyea, John E              | B1 - Building Footings/Slab               | 16-0037           | 2016-12-07 11:50:00 | Pass   |
| 303.9-4-6     | 12 Fowler Ave       | Limmer, Kaitlin M           | B41 - Building Framing Complete           | 16-0038           | 2016-12-07 15:40:00 | Pass   |
| 303.9-8-9     | 18 Windy Ridge Road | Liberty Home Builders       | B3 - Building Slab                        | 16-0039           | 2016-12-08 09:35:00 | Pass   |
| 303.17-24-1   | 161 Warren St       | The Hyde Collection Trust   | B2 - Building Foundation                  | 16-0040           | 2016-12-08 12:20:00 | Pass   |
| 309.16-24-12  | 36 Parkview Ln      | Haviland Park Townhomes LLC | T2 - Certificate of Completion Inspection | 16-0043           | 2016-12-15 11:50:00 | Pass   |
| 309.36-2-10   | 100 Park St         | Glens Falls Hospital        | B41 - Building Framing Complete           | 16-0044           | 2016-12-19 12:45:00 | Pass   |
| 302.19-28-16  | 76 Notre Dame St W  | Rouse, Harry Lee            | Violation Inspection                      | 16-0045           | 2016-12-19 12:00:00 | Fail   |
| 302.19-28-16  | 76 Notre Dame St W  | Rouse, Harry Lee            | Violation Inspection                      | R16-0045-01       | 2016-12-27 12:00:00 | Open   |
| 302.12-20-2   | 10 Kenworthy Ave    | James Atherton              | P1 - Plumbing Rough In                    | 16-0054           | 2016-12-22 10:55:00 | Pass   |
| 303.17-24-1   | 161 Warren St       | The Hyde Collection Trust   | B1 - Building Footings/Slab               | 16-0055           | 2016-12-27 09:30:00 | Pass   |
| 303.9-4-6     | 12 Fowler Ave       | Limmer, Kaitlin M           | T2 - Certificate of Completion Inspection | 16-0056           | 2016-12-27 09:35:00 | Pass   |
| 303.9-18-7.2  | 217 Sanford St      | Greenwood Builders          | B5 - Building Insulation                  | 16-0057           | 2016-12-27 09:20:00 | Pass   |
| 302.15-2-4    | 13 Lake Ave         | Corliss, Linda              | B1 - Building Footings/Slab               | 16-0058           | 2016-12-27 17:05:00 | Pass   |
| 302.15-2-4    | 13 Lake Ave         | Corliss, Linda              | B41 - Building Framing Complete           | 16-0059           | 2016-12-27 17:05:00 | Pass   |
| 309.36-2-10   | 100 Park St         | Glens Falls Hospital        | P1 - Plumbing Rough In                    | 16-0060           | 2016-12-28 12:05:00 | Pass   |
| 303.17-24-1   | 161 Warren St       | The Hyde Collection Trust   | B1 - Building Footings/Slab               | 16-0061           | 2016-12-29 11:35:00 | Pass   |

**23 Inspections**

CITY OF GLENS FALLS

BUILDING INSPECTOR'S MONTHLY REPORT

CERTIFICATES OF OCCUPANCY/COMPLIANCE ISSUED  
FOR: 12/16

| TYP  | CERT-NO | --DATE-- | NAME-----              | LOCATION----- | PERMIT-USE----- | PERM-# | LOT/UN. | -----TAX-MAP----- |
|------|---------|----------|------------------------|---------------|-----------------|--------|---------|-------------------|
| OCCU | 16-45   | 12/05/16 | NEVIN ARMANDO          | 11 JAMES CT   | SOLAR ARRAY     | 16-81  |         | 309.7-10-24       |
| OCCU | 16-46   | 12/05/16 | PETER HOFFMAN          | 53-61 BAY     | RENOVATIONS     | 16-48  |         | 302.20-24-13      |
| OCCU | 16-47   | 12/12/16 | PAMELA VOGEL           | 29 GARFIELD   | GARAGE          | 16-103 |         | 302.19-16-14      |
| OCCU | 16-48   | 12/15/16 | CLUTE ENTERPRISES, INC | 36 PARKVIEW   | CONSTRUCTION    | 16-116 |         | 309.16-24-12      |

| Account Description                  | Fee Description  | Account# | Qty               | Local Share       |
|--------------------------------------|------------------|----------|-------------------|-------------------|
| Conservation                         | Conservation     | A1255    | 3                 | 8.10              |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$8.10</b>     |
| Dog Licensing                        | Female, Spayed   | A2545    | 13                | 52.00             |
| Dog Licensing                        | Male, Neutered   | A2545    | 7                 | 28.00             |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$80.00</b>    |
| GENERAL LIC.                         | Entertainment    | A2545    | 12                | 1,500.00          |
| GENERAL LIC.                         | Plumbing         | A2545    | 46                | 1,380.00          |
| GENERAL LIC.                         | Taxicab Owners   | A2545    | 40                | 2,400.00          |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$5,280.00</b> |
| Marriage License                     | marriage license | A2545    | 11                | 192.50            |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$192.50</b>   |
| MISC. FEES                           | Certified Copies | A1255    | 373               | 3,820.00          |
| MISC. FEES                           | Dog Release      | A1255    | 1                 | 10.00             |
| MISC. FEES                           | Fingerprint      | A1255    | 22                | 220.00            |
| MISC. FEES                           | Genealogy        | A1255    | 1                 | 11.00             |
| MISC. FEES                           | Maps             | A1255    | 1                 | 6.00              |
| MISC. FEES                           | Police Reports   | A1255    | 43                | 322.75            |
| MISC. FEES                           | Postage          | A1255    | 1                 | 45.00             |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$4,434.75</b> |
| Parking Lots & Garages (non-taxable) | Parking Permit   | A1721    | 3                 | 88.00             |
| PERMIT FEES                          | Bus Pass         | A2590    | 46                | 0.00              |
| PERMIT FEES                          | Encroachment     | A2590    | 2                 | 80.00             |
| PERMIT FEES                          | Gas Stations     | A2590    | 4                 | 500.00            |
| PERMIT FEES                          | Taxi Permits     | A2590    | 43                | 1,095.00          |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$1,763.00</b> |
| WAGERING FEES                        | Bell Jar License | A2545    | 1                 | 10.00             |
|                                      |                  |          | <b>Sub-Total:</b> | <b>\$10.00</b>    |

**Total Local Shares Remitted: \$11,768.35**

|   |          |
|---|----------|
| Amount paid to: Greater Glens Falls Transit               | 1,263.50 |
| Amount paid to: NYS Ag. & Markets for spay/neuter program | 20.00    |
| Amount paid to: NYS Environmental Conservation            | 566.90   |
| Amount paid to: State Comptroller for Games of Chance     | 15.00    |
| Amount paid to: State Health Dept. for Marriage Licenses  | 247.50   |

**Total State, County & Local Revenues: \$13,881.25**      **Total Non-Local Revenues: \$2,112.90**

To the Supervisor:  
Pursuant to Section 27, Sub 1, of the City Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Robert A. Curtis, City Clerk, City of Glens Falls, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

*S. Wood*  
\_\_\_\_\_  
City Controller

11/3/17  
\_\_\_\_\_  
Date

*Robert A. Curtis*  
\_\_\_\_\_  
City Clerk

12/31/2016  
\_\_\_\_\_  
Date



City of Glens Falls, NY-Administrator  
log out

**DETAILS**

**Department**

City of Glens Falls, NY-City Clerk

| Payment Item                   | # Of Items | Total            |
|--------------------------------|------------|------------------|
| Misc Fee-Dog Release           | 1          | \$10.00          |
| Vital Records-Marriage License | 2          | \$80.00          |
| Permit-Bus Pass                | 6          | \$192.00         |
| Permit-Parking Permit          | 1          | \$20.00          |
| Dog Lic Original-Spay/Neuter   | 1          | \$5.00           |
| Misc Fee-Police Reports        | 2          | \$20.00          |
| Hunt/Fish-Lifetime Lic         | 1          | \$535.00         |
| Postage Fees                   | 3          | \$135.00         |
| General Lic-Plumbing           | 3          | \$90.00          |
| Permit-Encroachment            | 1          | \$40.00          |
| Permit-Taxi Drivers            | 4          | \$100.00         |
| Misc Fee-Certified Copies      | 28         | \$356.00         |
| <b>Totals</b>                  | <b>53</b>  | <b>\$1583.00</b> |

December, 2016  
 City Clerk  
 Credit Card Transactions -  $\swarrow$   
 \$ 1,583.00  
 total

**City of Glens Falls**

**Parking Violations Bureau**

**Monthly Parking Fines Report**

Date 12/31/2016

**Income received and deposited into Glens Falls National Bank Account  
(Formerly TD Bank Account from 07/31/2001 to 12/30/2012):**

From 12/01/16 to 12/31/16 : \$ 4,120.<sup>00</sup>

Income previously reported in 2016: \$ 60,085.<sup>00</sup>

Total Income for 2016: \$ 64,205.<sup>00</sup>

Robert A. Lentes

**Parking Violations Bureau**

**DETAILS**

**Department**

City of Glens Falls, NY-City Parking

**Payment Item**

Parking Fine/Penalty

| Date          | # Of Items | Total           |
|---------------|------------|-----------------|
| 12/05/16      | 1          | \$180.00        |
| 12/06/16      | 1          | \$30.00         |
| 12/07/16      | 1          | \$30.00         |
| 12/09/16      | 3          | \$40.00         |
| 12/13/16      | 1          | \$30.00         |
| 12/20/16      | 1          | \$30.00         |
| 12/21/16      | 1          | \$280.00        |
| 12/23/16      | 1          | \$20.00         |
| 12/28/16      | 1          | \$20.00         |
| <b>Totals</b> | <b>11</b>  | <b>\$660.00</b> |



December, 2016 ↓  
 Parking Violation Bureau  
 Credit Card Transactions -  
 \$660.00  
total

To: Mayor John A. Diamond and  
Glens Falls Common Council

From: <sup>RAC</sup> Robert A. Curtis, City Clerk

Date: January 3, 2017

RE: Year 2016 End of Year Report – City Clerk's Office.

***Cash Receipts***

Enclosed you will find a copy of the year 2016 City Clerk's Office Cash Receipts Summary Report/City Clerk's Office Yearly Report. City Clerk's Office total fees for 2016 amounted to \$148,213.92.

The following provides year-to-year comparisons for the past several years:

| <u>Year</u> | <u>Total</u> |
|-------------|--------------|
| 2015        | \$155,124.55 |
| 2014        | \$149,543.56 |
| 2013        | \$150,532.67 |
| 2012        | \$150,503.31 |
| 2011        | \$142,533.07 |

***Parking Violations Bureau***

Year 2016 End of Year total for parking ticket revenues totaled \$64,205.00.

The following provides year-to-year comparisons for the past several years:

| <u>Year</u> | <u>Total</u> |
|-------------|--------------|
| 2015        | \$48,176.00  |
| 2014        | \$55,945.00  |
| 2013        | \$56,245.00  |
| 2012        | \$65,815.00  |
| 2011        | \$68,340.00  |

***Claims Against the City of Glens Falls (to date)***

In 2016 the City Clerk processed 28 third party liability claims (to date) against the City, Compared to the 15 claims processed against the City in 2015 and 33 claims processed against the City in 2014.

The City Clerk processed 8 motor vehicle loss claims (involving City vehicles in year 2016, compared to the 12 motor vehicle loss claims processed in 2015 and the 15 motor vehicle loss claims processed in 2014.

The City Clerk processed 11 property loss claims in 2016, compared to the 6 property loss claims processed in 2015 and 13 property loss claims filed in year 2014.

***Freedom of Information Law Requests***

The City Clerk received and handled 94 Freedom of Information Law Requests for year 2016, compared to the 98 FOIL Requests handled in 2015 and 120 handled in 2014.

Of the 94 FOIL Requests for 2016, 73 were approved, 6 were denied (for being too vague or non-specific, being part of an ongoing investigation/sealed by the court or per instructions from city legal counsel), for 14 requests either no record existed or the material sought was from the wrong jurisdiction and one request is currently pending.

***Animal Bite Quarantine***

For year 2016, the City Clerk handled 48 animal bites (dog and cat) and coordinated with Warren County Public Health and the SPCA of Upstate New York, the City's Animal Control Officer, on the NYS Mandatory 10-day quarantine tracking process. The program was initiated by the State to track animal bites to humans and allow victims of animal bites the option – should it become necessary – to undergo inoculation to protect from the rabies virus.

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The City Clerk's Office was proud to provide constituent services to the public for year 2016 and looks forward to a productive and successful 2017.



Robert A. Curtis  
City Clerk, City of Glens Falls

| Account Description                     | Fee Description   | Account# | Qty               | Local Share        |
|---|-------------------|----------|-------------------|--------------------|
| Conservation                            | Conservation      | A1255    | 112               | 460.10             |
|   |                   |          | <b>Sub-Total:</b> | <b>\$460.10</b>    |
| Dog Licensing                           | Exempt Dogs       | A2545    | 1                 | 0.00               |
| Dog Licensing                           | Female, Spayed    | A2545    | 266               | 1,064.00           |
| Dog Licensing                           | Female, Unspayed  | A2545    | 26                | 260.00             |
| Dog Licensing                           | Male, Neutered    | A2545    | 257               | 1,028.00           |
| Dog Licensing                           | Male, Unneutered  | A2545    | 50                | 500.00             |
| Dog Licensing                           | Purebred Licenses | A2545    | 1                 | 25.00              |
| Dog Licensing                           | Replacement Tags  | A2545    | 10                | 30.00              |
|   |                   |          | <b>Sub-Total:</b> | <b>\$2,907.00</b>  |
| GENERAL LIC.                            | Entertainment     | A2545    | 16                | 2,000.00           |
| GENERAL LIC.                            | Mobile Food       | A2545    | 24                | 3,075.00           |
| GENERAL LIC.                            | Plumbing          | A2545    | 66                | 2,045.00           |
| GENERAL LIC.                            | Rubbish           | A2545    | 8                 | 2,000.00           |
| GENERAL LIC.                            | Special Sale      | A2545    | 2                 | 510.00             |
| GENERAL LIC.                            | Taxicab Owners    | A2545    | 49                | 2,940.00           |
| GENERAL LIC.                            | Vendors           | A2545    | 1                 | 300.00             |
|   |                   |          | <b>Sub-Total:</b> | <b>\$12,870.00</b> |
| Marriage License                        | marriage license  | A2545    | 197               | 3,447.50           |
|   |                   |          | <b>Sub-Total:</b> | <b>\$3,447.50</b>  |
| MISC. FEES                              | Certified Copies  | A1255    | 5721              | 58,781.75          |
| MISC. FEES                              | Dog Release       | A1255    | 34                | 1,217.00           |
| MISC. FEES                              | Fingerprint       | A1255    | 281               | 2,810.00           |
| MISC. FEES                              | Genealogy         | A1255    | 29                | 356.00             |
| MISC. FEES                              | Maps              | A1255    | 2                 | 12.00              |
| MISC. FEES                              | Police Reports    | A1255    | 449               | 4,279.50           |
| MISC. FEES                              | Postage           | A1255    | 5                 | 245.00             |
| MISC. FEES                              | Service Fee       | A1255    | 1                 | 25.00              |
|   |                   |          | <b>Sub-Total:</b> | <b>\$67,726.25</b> |
| Parking Lots & Garages<br>(non-taxable) | Parking Permit    | A1721    | 272               | 26,125.00          |
| PERMIT FEES                             | Bus Pass          | A2590    | 550               | 0.00               |
| PERMIT FEES                             | Encroachment      | A2590    | 52                | 2,100.00           |
| PERMIT FEES                             | Garage Sales      | A2590    | 60                | 120.00             |
| PERMIT FEES                             | Gas Stations      | A2590    | 6                 | 625.00             |
| PERMIT FEES                             | Taxi Permits      | A2590    | 140               | 3,520.00           |
|   |                   |          | <b>Sub-Total:</b> | <b>\$32,490.00</b> |
| PLAN & ZONE                             | Zoning Maps       |          | 1                 | 6.00               |
|   |                   |          | <b>Sub-Total:</b> | <b>\$6.00</b>      |
| WAGERING FEES                           | Bell Jar License  | A2545    | 2                 | 20.00              |
| WAGERING FEES                           | Raffle License    | A2545    | 2                 | 20.00              |
| WAGERING FEES                           | Raffle Proceeds   | A1255    | 2                 | 255.67             |
|   |                   |          | <b>Sub-Total:</b> | <b>\$295.67</b>    |

| Account Description                              | Fee Description                           | Account#            | Qty  | Local Share         |
|--|---|---------------------|--|---------------------|
|  |   |                     | <b>Total Local Shares Remitted:</b>          | <b>\$120,202.52</b> |
| Amount paid to:                                  | Greater Glens Falls Transit               |                     |  | 14,099.00           |
| Amount paid to:                                  | NYS Ag. & Markets for spay/neuter program |                     |  | 771.00              |
| Amount paid to:                                  | NYS Environmental Conservation            |                     |  | 8,648.90            |
| Amount paid to:                                  | State Comptroller for Games of Chance     |                     |  | 30.00               |
| Amount paid to:                                  | State Comptroller For Raffles             |                     |  | 30.00               |
| Amount paid to:                                  | State Health Dept. for Marriage Licenses  |                     |  | 4,432.50            |
| <b>Total State, County &amp; Local Revenues:</b> |   | <b>\$148,213.92</b> | <b>Total Non-Local Revenues: \$28,011.40</b> |                     |

To the Supervisor:

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

\_\_\_\_\_  
City Controller

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**City of Glens Falls**

**Parking Violations Bureau**

**Monthly Parking Fines Report**

Date 12/31/2016

**Income received and deposited into Glens Falls National Bank Account  
(Formerly TD Bank Account from 07/31/2001 to 12/30/2012):**

From 12/01/16 to 12/31/16 : \$ 4,120.<sup>00</sup>

Income previously reported in 2016: \$ 60,085.<sup>00</sup>

Total Income for 2016: \$ 64,205.<sup>00</sup>

Robert A. Carter

**Parking Violations Bureau**



**Resolution approving requests to use City streets, sidewalks and/or rights-of-way as recommended by the Board of Public Safety and listed below.**

1. Request to hold the 31<sup>st</sup> Annual Shamrock Shuffle and Leprechaun Leap Children's Fun Run on Sunday, March 26, 2017 .
2. Request to close Maple Street on Friday, Sept. 8, 2017 between 6 p.m. and 9 p.m. to allow for diagonal parking of Corvettes in conjunction with the Adirondack Corvette Club's 26<sup>th</sup> Annual Adirondack Vette Fest. Bank and Hotel exists will not be blocked and a lane will be kept open for public safety vehicles.
3. Request by Christine Ostrander to use four spaces in front of the theatre for a wedding at the Theatre on May 13, 2017. (Applicant also requested to block the alley adjacent to the Wood Theatre during the event but the Board declined to recommend approval of that portion of the request.)

**BE IT RESOLVED** that the Glens Falls Common Council does hereby approve the above listed requests, as recommended by the Board of Public Safety.

Resolution to approve Community Development Rehabilitation Application #15-15-009 in the amount of \$22,089.00.

TO: Mayor Diamond &  
Common Council Members

FROM: Edward Bartholomew

DATE: January 10, 2017

RE: Request for Approval of CD Assistance

An owner application has been submitted for Community Development assistance to Rehabilitate his/her real property situated in the City of Glens Falls.

We have reviewed the application and based on HUD procedures have determined That the applicant:

1. Meets current HUD Law and Regulation requirements.
2. Meets current local Community Development Policy and criteria.

Project Number #15-15-009  
Total Project Costs: \$22,089.00

Breakdown as follows:

CDBG GRANT COSTS: \$20,000.00  
CDBG LOAN COSTS:  
OWNERS COSTS: \$2,089.00

If Contractor and C.D. Office determine that additional work must be done over and above the agreed bid figure, the C.D. Office will spend the amount necessary, not to exceed the maximum grant limit to complete that specific contract.

GRANTAPPL

## Resolution

Approve authorization for the issuance of Community Development ‘Request for Proposals’ for the following fiscal years : remaining 2016-17 fiscal year, 2017-18 fiscal year, and 2018-19 fiscal year for the Glens Falls Community Development Block Grant Program (CDBG) for Program Administration Services.

## Resolution

Whereas the City of Glens Falls is an entitlement community for annual funding from the US Housing & Urban Development Administration and

Whereas under this program; City is required to undertake certain administrative activities and

Whereas the City periodically is required undertake public request proposals for these services;

Now therefore be it resolved that the Common Council approval the issuance of a request for proposals for professional program administrative services for the Glens Falls Community Development Program for the following fiscal years: remaining 2016-17 fiscal year , 2017-18 fiscal year & 2018-19 fiscal year and potentially up to two additional years based on performance and availability of funding.

**DEPARTMENT OF PUBLIC WORKS  
CITY OF GLENS FALLS  
230 DIX AVENUE**

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**PHONE: (518) 761-3834**

**FAX: (518) 761-3874**

PROPOSED RESOLUTION

FOR THE JANUARY 24, 2017

MEETING OF THE COMMON COUNCIL

BE IT HEREBY RESOLVED that the Common Council authorizes the Controller to increase General Fund Revenue Line A009999-2680(Insurance Recovery) by \$5,000 and increase General Fund Expense Line A23310-4374(Electric Department-Electric Supplies) by \$5,000. These are 2016 monies.