

GLENS FALLS COMMON COUNCIL

Tuesday, February 23, 2021

7:20 p.m., Public Hearing: CDBG Substantial Amendment

7:30 p.m., Regular Session

Meeting Via ZOOM (Directions to connect to meeting at bottom of agenda)

Pledge of Allegiance
Public Comment (ZOOM)
Committee Reports

VOICE VOTE:

1. Resolution approving the minutes of the February 9, 2021 meeting of the Glens Falls Common Council.
2. Resolution accepting the City Historian's 2020 annual report.

ROLL-CALL VOTE:

3. Resolution approving an Encroachment Permit (as approved by Mayor Hall on February 8, 2021, subject to retroactive Common Council approval, per City Code 189-19b) to allow R.L. Chase Builders to close the sidewalk in front of 220 Glen Street to install a front canopy, from February 15 to February 26, 2021.
4. Resolution authorizing the Controller to decrease General Fund Expense Line A23410-1000 (Fire Dept. – Personal Services) by \$12,380 and increase General Fund Expense line A23410-4404 (Fire Dept. Conventions and Training) by \$6,000; increase A23410-4407 (Fire Dept. Medical Expenses) by \$1,080; and increase A23410-4315 (Fire Dept. Uniform Supplies) by \$5,300.
5. Resolution authorizing the Controller to decrease General Fund Expense Line A11990-9000 (Contingency) by \$350 and increasing General Fund Expense Line A11430-4479 (Personnel Dept. – Other Contracted Services) by \$350.
6. Resolution approving and authorizing submission to the U.S. Department of Housing and Urban Development (HUD) a substantial amendment to the City's Community Development Block Grant (CDBG) Fifth Year annual action plan and FY 2019 CDBG Program Budget to add an allocation of new "CDBG-CV3" funding from HUD as enacted under the Federal CARES Act in the amount of \$162,525 and in accordance with applicable CDBG Program regulations.
7. Resolution scheduling a public hearing regarding the proposed Glens Falls Police Department Reform and Reinvention Plan for 7:20 p.m., Tuesday, March 9, 2021 and authorizing the City Clerk to make Public Notice thereof.
8. Resolution approving Community Development Manual Payments of \$11,053.99.

To: Mayor Hall
Common Council

W.W.
From: Wayne Wright
City Historian

Date: February 17, 2021
Re: 2020 Historian Report

Attached you will find the Annual Report that I submitted to the State Historians Office. The layout and questions asked on the report are somewhat limiting normally but, in a year, when public contact was very limited it leaves several categories blank.

I wanted to assure you that a great deal of research was done in 2020 even with the restraints and challenges that the year brought. I look forward to seeing what this year will bring.

A resolution accepting the report is attached. I am waiting for one outstanding 2020 voucher to be finalized then I will be able to submit the resolution to moved Historian funding into this year.

There is not a separate report for the records management work that is done each year, however I feel that you should be made aware of at least some of the work done under that budget in 2020. I will do that here.

I have scanned tax redemption paperwork amounting to 2,427 pages in 668 files. Payroll amounting to 2108 pages and 7,138 pages of community development files. That is a total of 11,673 pages. 58 cubic feet of community development paperwork has been sent to the trash plant. Unfortunately, in November and December I didn't keep track of what was processed but more pages would have been added if I did. I spent a great deal of time sorting and scanning agendas and minutes during the last seven months.

The Cemetery internment cards were kept current from information from the burial permits. New Cemetery internment cards were prepared as well. I attended all Cemetery Commissioner meeting and contributed information as needed. Casey has taken over the scanning and indexing of vital records. I am available to help her when needed. Many hours were spent dealing with enquires that Came in by email or other means. There were many other miscellaneous projects undertaken during the year and I am enjoying the time that I spend working in the office each week.

Thank you for considering my report.

Resolution Request

RESOLUTION NO.

RESOLVED THAT, the Common Council hereby accepts the City Historian's Annual Report from 2020.

Wayne Wright

From: Office of the New York State Museum Historian <statehistory@nysed.gov>
Sent: Wednesday, February 17, 2021 1:18 PM
To: Wayne Wright
Subject: Thank you for your submission.

Thank you for your submission.

Name: Wayne Wright

Date Report Prepared: February 17, 2021

Annual Report for the Year: 2020

Name of Municipality: City of Glens Falls

Estimated Population: 14,700

Address: 42 Ridge Street, Glens Falls, NY 12801

Date Appointed Historian: February 17, 2021

Phone Number: 518-761-3871

Email Address: historian@cityofglensfalls.com

Website/Social Media: Cityofglensfalls.com Historians page

Office Hours: In 2020 very random when building was open. Also by appointment.

Office Hours: 2 - 4

Annual Salary: \$2,270.00

Total Budget: \$1,573.00

Number of Office Visits (Estimated): 35

Number of Phone/Email Inquiries Received/Answered (Estimated): 60

Number of Municipal Meetings Attended(Town/Village Board,County Legislature,Zoning,Planning,etc.): -0-

Exhibits:

Canceled for 2020.

School Classroom Lectures/Presentations:

None

Public Lectures/Presentations:

None

Historical Research:

Even the process of researching was found to be challenging in 2020. There was no access to the locations that I normally go to when looking for historical information that I do not have in the office therefore all research had to be based on the information that is available in the office. I continued researching Marion Chitty a noted early private historian in Glens Falls and the organization that she helped found known, as the Old Glens Falls Club. Further research was done on the Glens Falls Cemetery but there is a great deal to be done on that project. Several property searches were done for residents during the year including old deed information and building plans. General research was done to fill random requests that came in by email and phone.

Historical Publication:

Serve on publications committee for Warren County Historical Society.

Historical Events/Celebrations:

All canceled

Historic Preservation Projects:

One historic structure saved in Glens Falls and several discussions with property owners.

Heritage Tourism Projects:

None

Conference/Workshops Attended:

None Attended

Other:

Served as a board member of the Warren County Historical Society. Some meetings were canceled and others help by Zoom.

Confidentiality Notice

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To: Mike Mender, Mayor's Assistant

From: *RAC*
Bob Curtis, City Clerk

Date: February 10, 2021

RE: **Proposed Resolution for Tuesday, February 23, 2021 Common Council Agenda- Encroachment Permit Application (R.L. Chase Builders, 20 Marion Avenue, South Glens Falls) – Sidewalk closure to install front Canopy for Associates of Glens Falls at 220 Glen Street).**

Mike, R.L. Chase Builders, working on the former Achenbach's building at 220 Glen Street for Associates of Glens Falls, is requesting Common Council approval to close the sidewalk to install a front canopy at 220 Glen Street from February 15 through February 26, 2021. Because the request is time-dated Mayor Daniel Hall has approved the Encroachment Permit, per City Code § 189-19b, subject to review by the Common Council at the February 23rd meeting.

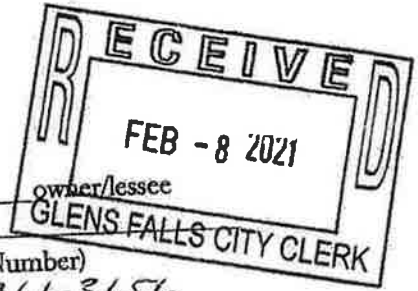
Would you please include the following proposed resolution for consideration by the Common Council on the February 23, 2021 agenda:

RESOLVED THAT, the Common Council hereby approves an Encroachment Permit (as approved by Mayor Daniel Hall on February 8, 2021, subject to retroactive Common Council approval, per City Code §189-19b) to close the sidewalk in front of 220 Glen Street to install a front canopy, from February 15 through February 26, 2021.

Thanks for your help.

Encl.

City of Glens Falls, NY
Application for Encroachment Permit



Applicant R.L. Chase Builder

(Mailing Address) 20 Marion Ave 5GF (Phone Number) 518-361-3656

(Email Address) _____
Property Owner (if different) _____ Tax Map # _____
Location of Premises 220 Glen Street (Number & Street)

Description of requested encroachment: Sidewalk closure to
Install front canopy

Requested period of encroachment: Dates: 2/15/21 to 2/26/21

Full description and site sketch are required for approval.
Please Note: Back of form can be used for this purpose.

Fees: (Circle encroachment type that applies.)

The fee for an Encroachment Permit shall be as follows:

- 1. Temporary encroachment for awning, dumpster placement, scaffolding or lift, venting & temporary signs: forty dollars (\$40.00)
- 2. Curb cut & Sidewalk repair: forty dollars (\$40.00)
- 3. Street opening: two dollars and fifty cents per square foot (\$2.50)

Fees are payable for each year or any portion of a year upon the acceptance thereof or, in the case of renewal permits, on or before the first day of June each year.

In the consideration of and as an expressed consideration of the City's approval of this permit, the application shall, to the fullest extent allowed by the law, indemnify and hold harmless the City of Glens Falls, its Common Council members, its administrative offices, agents and employees against any and all claims, demands suites, actions proceedings loss, attorney's fee, court costs, damages, and any other expenses or liabilities of whatsoever nature arising out of the City's granting of this permit and the applicants project.

All amounts due hereunder, including amounts incurred in the defense of any action, shall be paid to the City of Glens Falls within 30 days after the City submits to the applicant a written statement of the amounts incurred. The applicant's duties hereunder shall commence with the date of the City's approval of this permit and shall survive the applicant's completion of the project under the conditions set forth in Sec. 189 of the Ordinances of the City of Glens Falls and upon any additional conditions set by the Common Council.

2/8/21 Date Richard Chase Applicant

Approved By: Mayor: [Signature] Date: 2/02/2021

Common Council Res.# _____ Date: _____



CITY OF GLENS FALLS FIRE DEPARTMENT

JAMES P. SCHRAMMEL
Fire Chief

134 Ridge Street
Glens Falls, NY 12801
518-761-3822
Fax: 518-761-3824
firechief@cityofglensfalls.com

February 23, 2021

Members of the Common Council
42 Ridge St.
Glens Falls, NY 12801

Subject: Proposed Resolution

Dear Council Members:

The Glens Falls Fire Department is requesting the transfer of \$12,380.00 from our Personal Services line item (A23410-1000) to other department line items to cover the costs of hiring two new firefighters.

These expenditures include uniform supplies, medical exams, training and firefighter gear. The funds transferred will be applied as follows:

<u>Line Item</u>	<u>Amount</u>	<u>Justification</u>
A23410-4404	\$6,000.00	Firefighter training as per NYS regulations
	\$480.00	Pre-employment physicals & drug screenings
	<u>\$600.00</u>	Pre-employment psychological exams
A23410-4407	\$1,080.00	
	\$5,000.00	Gear costs (turnout, boots, helmet, gloves, and hood)
	<u>\$ 300.00</u>	Badges and nametags
A23410-4315	\$5,300.00	

This request is due to the retirement of one assistant chief and one firefighter.

Sincerely,

A handwritten signature in cursive script that reads "James P. Schrammel".

James P. Schrammel
Fire Chief, Glens Falls Fire Department

/md

cc: Mayor Daniel L. Hall

RESOLUTION

WHEREAS the Glens Falls Fire Department requires funding of various department line items to cover the costs of hiring two new firefighters,

WHEREAS one Glens Falls Fire Department assistant chief and one firefighter, each paid at the maximum salary, have retired, and two new firefighters are being hired at the initial starting salary,

BE IT RESOLVED that the Common Council hereby authorizes the Controller to decrease the General Fund Expense Line A23410-1000 (Fire Department Personal Services) by \$12,380 and increase General Fund Expense Line A23410-4404 (Conventions and Training) by \$6,000, increase A23410-4407 (Medical Expenses) by \$1,080 and increase A23410-4315 (Uniform Supplies) by \$5,300.

Resolution authorizing the Controller to decrease General Fund Expense Line A11990-9000 (Contingency) by \$350 and increasing General Fund Expense Line A11430-4479 (Personnel Dept. – Other Contracted Services) by \$350.

WHEREAS from time to time the City, as part of its hiring process, must run advertisements to solicit candidates; and

WHEREAS these advertisements are paid for using the Personnel Department's "Other Contracted Services" budget line; and

WHEREAS the City has already used all the funds in that budget line and needs to replenish it in anticipation of hiring to fill positions that will become open because of anticipated retirements.

NOW THEREFORE BE IT RESOLVED that the Glens Falls Common Council does hereby authorize the Controller to decrease General Fund Expense Line A11990-9000 (Contingency) by \$350 and increasing General Fund Expense Line A11430-4479 (Personnel Dept. – Other Contracted Services) by \$350.

APPROVING AND AUTHORIZING SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) A **SUBSTANTIAL AMENDMENT** TO THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIFTH YEAR ANNUAL ACTION PLAN AND FY 2019 CDBG PROGRAM BUDGET TO ADD AN ALLOCATION OF NEW "CDBG-CV3" FUNDING FROM HUD AS ENACTED UNDER THE FEDERAL CARES ACT IN THE AMOUNT OF \$162,525 AND IN ACCORDANCE WITH APPLICABLE CDBG PROGRAM REGULATIONS.

RESOLUTION approving and authorizing submission to the U.S. Department of Housing and Urban Development a Substantial Amendment to the City's Community Development Block Grant (CDBG) Fifth Year Annual Action Plan and FY 2019 CDBG Program Budget to add a new allocation of CDBG-CV3 funding awarded to the City by HUD as enacted under the federal CARES Act and in accordance with CDBG Program regulations.

WHEREAS, the City of Glens Falls has met the standards for designation as an Entitlement Community through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program; and

WHEREAS, the City of Glens Falls receives an annual allocation of funds from the CDBG Program through this designation and has prepared a five-year Consolidated Plan which establishes priorities for the use of CDBG funds for the five fiscal years from 2015 to 2019; and

WHEREAS, the City's entitlement allocation for Fiscal Year 2019 is \$480,739 plus an allocation of an estimated \$7,200 in Program Income for a total of \$487,939; and

WHEREAS, the City has already adopted a Year 5 Action Plan for the proper expenditures of the funds allocated for the 2019 fiscal year which began on August 1, 2019 and implements the goals and objectives of the City's five-year Consolidated Plan; and

WHEREAS, as result of federal enactment of the CARES Act on March 27, 2020 in response to the COVID-19 Outbreak, HUD has informed the City of Glens Falls that it will receive a second allocation of CARES Act funding known as "CDBG-CV3" to be used for eligible activities in response to the coronavirus, in an amount of \$162,525; and

WHEREAS, the City of Glens Falls has prepared this Substantial Amendment to its FY 2019 Annual Action Plan and Program Budget to incorporate the allocation of CDBG-CV3 funding and intended uses of that funding for response to the coronavirus and related eligible activities; and

WHEREAS, in response to COVID-19 and to facilitate the ability of CDBG Grantees to expedite the amendment of Consolidated/Action Plans and be able to expend CDBG and CDBG-CV3 funding quickly in response to ongoing and current community development and public health needs, HUD has waived certain Citizen Participation requirements for Amendments under 24 CFR Part 91.105 including the need for a 30-day minimum comment period for Substantial Amendments; and

WHEREAS, HUD has also issued guidance regarding the holding of "virtual" Public Hearings and other methods by which Grantees can make CDBG documents including Consolidated Plans, Action Plans, and Amendments available to the public given the temporary and/or limited closure of local document depositories (City Hall, Crandall Public Library) and the inability to hold in-person Public Hearings with large gatherings in attendance; and

WHEREAS, the City of Glens Falls held a Public Hearing on Tuesday, February 23, 2021 that was considered "virtual" by means of a remote viewing format with real-time access for public participation and made available through the legal advertisement for the Hearing, and all documents related to the proposed Substantial Amendment of the FY 2019 Action Plan were made available to the Public on the

City's Community Development Website or by request through U.S. Mail or Email as described in the same legal advertisement published twice, on February 14, 2021 and February 16, 2021; and

WHEREAS, the public was provided with at least five (5) business days to comment on the proposed Amendment in accordance with 24 CFR Part 91.105 and the subsequent HUD Waiver of the minimum 30-day comment period; and

WHEREAS, the City and/or its representatives as outlined in the legal advertisement did not receive any substantive comments regarding the proposed Substantial Amendment for CDBG-CV3 funding; now

THEREFORE, BE IT RESOLVED that the Common Council in its capacity as the governing body of the City of Glens Falls hereby approves the Substantial Amendment for the FY 2019 Annual Action Plan and the accompanying CDBG-CV Budget (attached) and further authorizes the Mayor to submit the Substantial Amendment including the proposed Budget for the City's CDBG-CV3 Allocation in the amount of \$162,525 to the U.S. Department of Housing and Urban Development for review and approval; and

BE IT FURTHER RESOLVED THAT, the Common Council hereby authorizes the Mayor to sign applicable Grant Agreements (as budgeted under this Substantial Amendment) with certain not-for-profit Subrecipients for a portion of the new CDBG-CV3 Allocation to be used to prevent, prepare for, and respond to COVID-19 upon notification of HUD's approval of this Substantial Amendment:

	CDBG-CV3 Funding (New)
Glens Falls Senior Citizens Center	\$5,000
Family Service Association	\$33,000*
YMCA	\$5,000
WAIT House	\$4,000
Glens Falls Area Youth Center	\$2,500
City of Glens Falls Recreation – Scholarship	\$2,500
Warren-Hamilton Counties Community Action	\$20,000*
The Conkling Center	\$4,000
Salvation Army of Glens Falls	\$5,000
Father Peter Young Industries (Crandall Street Congregate Facility)	\$10,000
4S4 Life Foundation (Glens Falls)	\$5,000

*Award amounts for the Family Service Association and Warren-Hamilton Counties Community Action Agency including funding for multiple COVID-19 response activities implemented by both agencies, including Project Option, emergency housing payments (rent, mortgage and utilities) for lower income Glens Falls residents, and the Glens Falls City School District Backpack Program.

This Resolution shall take effect immediately following its adoption.

Mike Mender

From: Fifth Ward
Sent: Wednesday, February 17, 2021 7:23 AM
To: Mike Mender
Cc: Dan Hall
Subject: 2/23/21 Agenda Item
Attachments: CGFPDRefPlan 1-30-21.pdf

Mike, can you please place on the agenda a resolution to schedule a public hearing on 3/9/21 for the proposed Glens Falls Police Department Reform and Reinvention Plan. Thanks, Jim

Jim Clark
Fifth Ward Councilman
City of Glens Falls
(518) 932-4510

Authorize to approve City of Glens Falls Community Development Manual Payments in the amount of \$11,053.99.

