



# 6 PUBLIC HEARING AGENDA

Town Board  
Town of North Greenbush  
November 10, 2022  
6:00 PM

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Supervisor Bott \_\_\_\_\_  
Councilwoman Hoffman \_\_\_\_\_  
Councilman Rogers \_\_\_\_\_  
Councilwoman Merola \_\_\_\_\_  
Councilman Gordon \_\_\_\_\_

## 6 Public Hearings Order

- 6:00 P.M. Special Improvement Districts Assessment Roll
- 6:05 P.M. Operation & Maintenance Charges for Special Districts
- 6:10 P.M. Hearing for the 2023 Preliminary Budget
- 6:15 P.M. Multi-Family Dwelling Moratorium Law
- 6:30 P.M. To Consider the Proposed Local Law for The “Rosetti Companies Ludlow Lane Rezone Application”



# 6 PUBLIC HEARING AGENDA

Town Board

Town of North Greenbush

November 10, 2022

6:00 PM

6:45 P.M.      Consideration the proposed Local Law for the “Grande at  
Creekside, LLC PDD Application”

Discussion:

Adjournment:



**Town Board  
Town of North Greenbush  
Regular Meeting Agenda  
November 10, 2022  
7:00 p.m.**

**CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL**

**Supervisor Bott** \_\_\_\_\_  
**Councilwoman Hoffman** \_\_\_\_\_  
**Councilman Rogers** \_\_\_\_\_  
**Councilwoman Merola** \_\_\_\_\_  
**Councilman Gordon** \_\_\_\_\_

**Announcements:**

**Comments from Residents on Agenda:**

**New Business:**

- 1.) **Resolution 2022-11-66:** In the Matter of awarding of a contract for consulting services for the Town Recreational Master Plan
- 2.) **Resolution 2022-11-67:** In the matter of adoption of the New York State Unified Solar Permit
- 3.) **Resolution 2022-11-68:** Establishing Energy Benchmarking requirements for certain Municipal Buildings
- 4.) **Resolution 2022-11-69:** In the matter of establishing Local Law NO. 2 of 2022 for Multi-Family Dwelling Moratorium Law
- 5.) **Resolution 2022-11-70:** In the matter of a SEQRA Determination for Points North Holdings LLC, 634 Bloomingrove Drive
- 6.) **Resolutuin 2022-11-71:** In the matter of establishing the rezone for Point North Holdings, LLC.
- 7.) **Resolution 2022-11-72:** In the matter of the adoption of the 2023 Annual Final Budget



**Town Board  
Town of North Greenbush  
Regular Meeting Agenda  
November 10, 2022  
7:00 p.m.**

- 8.) Resolution 2022-11-73:** In the matter of the adopting the Town of North Greenbush Confidentiality of Data Policy
- 9.) Resolution 2022-11-74:** In the matter of adopting the Town of North Greenbush Personal, Private, Sensitive Information Policy
- 10.) Resolution 2022-11-75:** In the matter of approving agreement with Healthy Alliance

**Discussion:**

**Department Reports:**

**Approval of Minutes:**

Approval of Meeting Minutes for October 13, 2022

**Adjournment:**

At the Regular Meeting of  
the Town Board of the Town  
of North Greenbush held at 7:00  
P.M. on November 10, 2022, at the  
Town Offices

IN THE MATTER OF AWARDING OF A CONTRACT  
FOR CONSULTING SERVICES FOR THE  
TOWN RECREATIONAL MASTER PLAN

*BE IT RESOLVED*, the Town Board of the Town of North Greenbush does hereby award the professional consulting services contract to Barton & Loguidice, D.P.C., to assist in the preparation of a Town Recreational Master Plan, for \$35,000.

The Supervisor is authorized to sign said contract with Barton & Loguidice, P.D.C., after the approval of the Town Attorney.

Councilman \_\_\_\_\_ moved, Councilman  
seconded and the Town Board voted as follows:

Councilman Rogers \_\_\_\_\_  
Councilwoman Merola \_\_\_\_\_  
Councilwoman Hoffman \_\_\_\_\_  
Councilman Gordon \_\_\_\_\_  
Supervisor Bott \_\_\_\_\_

**RESOLUTION 2022-11-66**

At the Regular Meeting of the Town Board of the Town of North Greenbush held at 7:00 P.M. on November 10, 2022 at the Town Offices

**IN THE MATTER OF THE ADOPTION OF THE NEW YORK STATE UNIFIED SOLAR PERMIT**

**WHEREAS**, The Town of North Greenbush, Town Board duly adopted the "NYS Fire Prevention and Building Construction" code to provide minimum requirements to safeguard the public safety; and

**WHEREAS**, The Town of North Greenbush Code Enforcement Officer, who administers and enforces all provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, and the Town of North Greenbush Code; and

**WHEREAS**, The Town of North Greenbush requires the issuance of a building permit for the construction, enlargement, alteration, repair, removal or demolition of any building or other structure; and

**WHEREAS**, The New York State Uniform Fire Prevention and Building Code regulates the design, construction, installation, alteration and repair of equipment and systems using solar systems; and

**WHEREAS**, The New York State Energy Research and Development Authority has developed a New York State Unified Solar Permit that reduces the cost for solar projects by streamlining municipal permitting processes: and

**WHEREAS**, The Town of North Greenbush, Town Board desires to promote the streamlining of the application process for small-scale photovoltaic system installations under 25 kW in size by adopting the New York State Unified Solar Permit application form and implementing the new procedures,

**NOW THEREFORE, BE IT RESOLVED**, the Town of North Greenbush, Town Board hereby adopts the New York State Unified Solar Permit application form and procedures for the installation of small scale photovoltaic systems; and it is further

**RESOLVED**, The Town of North Greenbush Code Enforcement Officer is hereby directed to use said New York State Unified Solar Permit application for and procedures in the issuance of building permits for the installation of small-scale photovoltaic systems; and it is further

**RESOLVED**, Any further actions required of the Town of North Greenbush to effect the foregoing are hereby authorized and the Town Supervisor is hereby authorized to execute and deliver any instruments, documents or the like as required to effect the same.

The vote on the foregoing resolution was as follows:

Supervisor Bott	_____
Councilwoman Hoffman	_____
Councilman Rogers	_____
Councilwoman Merola	_____
Councilman Gordon	_____

At a Regular Meeting of the Town  
Board of the Town of North Greenbush  
Held on 7:00 P.M. on November 10, 2022,  
At the Town Offices

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**IN THE MATTER OF ESTABLISHING ENERGY BENCHMARKING  
REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS**

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**WHEREAS**, buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

**WHEREAS**, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Town of North Greenbush is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the Town of North Greenbush, Town Board desires to use Building Energy Benchmarking - a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings - to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of North Greenbush; and

**WHEREAS**, the Town of North Greenbush, Town Board desires to establish procedure or guideline for Town of North Greenbush staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific policies and procedures are hereby adopted;

**BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

**§1. DEFINITIONS**

(A) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) "Commissioner" shall mean the head of the Department.



(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Town of North Greenbush that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Building Department.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the KBTUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

## **§2. APPLICABILITY**

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

## **§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS**

(1) No later than November 10, 2022, and no later than November 10<sup>th</sup> every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.



(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

#### **§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION**

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) No later than March 10, 2023 and by November 10<sup>th</sup> of each year thereafter for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

#### **§5. MAINTENANCE OF RECORDS**

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

#### **§6. ENFORCEMENT AND ADMINISTRATION**

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Town Board including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

**§7. EFFECTIVE DATE**

This policy shall be effective immediately upon passage.

**§8. SEVERABILITY**

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

The vote on the foregoing resolution was as follows:

Supervisor Bott	_____
Councilwoman Hoffman	_____
Councilman Rogers	_____
Councilwoman Merola	_____
Councilman Gordon	_____

**This resolution was adopted. November 10, 2022**

**RESOLUTION 2022-11-68**

At the Regular Meeting of  
the Town Board of the  
Town of North Greenbush  
Held at 7:00 p.m. on  
November 10, 2022 at the  
Town Offices

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IN THE MATTER OF ADOPTING A LOCAL LAW #2 FOR 2022  
ESTABLISHING THE MULTI-FAMILY DWELLING MORATORIUM LAW

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*BE IT RESOLVED*, the Town Board of the Town of North Greenbush hereby adopts the LOCAL LAW #2 FOR 2022 Establishing the Multi-Family Dwelling Moratorium Law (copy attached) as Local Law #2 for 2022, and it is

*FURTHER RESOLVED*, that the Town Clerk shall cause notice of the adoption of the Law To be properly posted, published and filed with the Department of State.

**Councilperson** moved, **Councilperson** seconded and the Town Board voted  
as follows:

Supervisor Bott	—
Councilwoman Hoffman	—
Councilman Rogers	—
Councilwoman Merola	—
Councilman Gordon	—

**RESOLUTION 2022-11-69**

**RESOLUTION OF THE TOWN BOARD FOR THE TOWN OF  
NORTH GREENBUSH IN MAKING A SEQRA  
DETERMINATION  
FOR THE ADOPTION OF LOCAL LAW NO. 3 OF 2022**

At a meeting of the Town Board of the Town of North Greenbush, held at the Town Offices at 2 Douglas Street, Wynantskill, New York 12198 in the Town of North Greenbush, Rensselaer County, New York, on the 10th day of November, 2022.

In the matter of the adoption of **Local Law No. 3 of 2022** in the Town of North Greenbush, County of Rensselaer, State of New York.

Whereas, the Town Board of the Town of North Greenbush has received on January 6, 2022, the "Points North Holdings, LLC Rezone Application" for a change of zoning in accordance with the Town of North Greenbush Zoning Code; and

Whereas, the "Points North Holdings, LLC Rezone Application" successfully pursues the legislative intent and objectives of the Town of North Greenbush Zoning Code; and

Whereas, the "Points North Holdings, LLC Rezone Application" is for the rezone of the following property: Tax Map Parcel #: 145.-7-3 (1.79 Acres) - 634 Bloomingrove Drive

And as shown on the 2022 Tax Assessment Rolls of the Town of North Greenbush, consisting of approximately 1.79 acres has been presented to and filed with the Town Board of the Town of North Greenbush, and

Whereas, the "Points North Holdings, LLC Rezone Application" has been referred by the Town Board on April 14, 2022 to the Town of North Greenbush Planning Board for a recommendation; and

Whereas, on June 28, 2022, the Town of North Greenbush Planning Board has provided a recommendation to the Town of North Greenbush Town Board; and

Whereas, the Town Board has reviewed and considered the Town of North Greenbush Planning Board's comments and recommendations in regards to the "Points North Holdings, LLC Rezone Application"; and

Whereas, a Public Hearing was held by the Town Board on October 13<sup>th</sup>, 2022, in the Town of North Greenbush to consider said Local Law prepared for the "Points North Holdings, LLC Rezone Application" and to hear all persons interested in the subject thereof, and

Whereas, the Town Board, has determined that said action is a Unlisted Action within the meaning of the State Environmental Quality Review Act (SEQRA) and the regulations promulgated thereunder with respect to the adoption of the Local Law prepared for the "Points North Holdings, LLC Rezone Application", and

Whereas, the Town Board, has acted as the Lead Agency, with respect to the adoption of the Local Law for the "Points North Holdings, LLC Rezone Application", and

Whereas, a full Environmental Assessment Form and amendment has been submitted to and analyzed by the Town Board Engineer and Town Board and demonstrates that the adoption of the Local Law prepared for the "Points North Holdings Rezone Application" will not have a significant effect on the environment. It is hereby resolved by the Town Board of the Town of North Greenbush as follows:

1. The Town Board of the Town of North Greenbush hereby declares to be the "Lead Agency" (within the meaning of the State Environmental Quality Review Act and the regulations promulgated thereunder, collectively "SEQRA") with respect to the adoption of the Local Law prepared for the "Points North Holdings, LLC Rezone Application"
2. The Town Board of the Town of North Greenbush hereby finds and determines that the adoption of the Local Law for the "Points North Holdings, LLC Rezone Application" is an "Unlisted Action" within the meaning of SEQRA.
3. Upon reviewing the information recorded on the Environmental Assessment Form and other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the Town Board, as the Lead Agency, that the adoption of the Local Law prepared for the "Points North Holdings, LLC Rezone Application" will not result in any large and important impacts, and therefore, is one which we will not have a significant impact on the environment and therefore a Negative Declaration will be prepared.
4. The Town Board of the Town of North Greenbush hereby further finds and determines that the identified environmental effects resulting from the adoption of the Local Law for the "Points North Holdings, LLC Rezone Application" will not be significant and there are otherwise no significant environmental effects.
5. The Town Board of the Town of North Greenbush hereby approves the form and substance of the Negative Declaration in the form thereof submitted to and reviewed and analyzed by the members of this meeting and attached to this Resolution.
6. The Town Supervisor is hereby authorized and directed to sign the attached Environmental Assessment Form and Negative Declaration.

7. The Town Clerk is hereby authorized and directed to file and deliver a copy of the Negative Declaration and all other documents necessary or desired to effectuate the purposes of this Resolution.

Now, therefore, on motion of \_\_\_\_\_

Councilperson seconded by Councilperson \_\_\_\_\_ all members present

voting on roll call, which resulted as follows:

Joseph Bott, Supervisor	_____
Kelly Hoffman, Councilperson	_____
James Gordon, Councilperson	_____
Jack Rogers, Councilperson	_____
Jessica Merola, Councilperson	_____

**PASSED AND ADOPTED this 10<sup>th</sup>, day of November 2022.**

## **Resolution 2022-11-70**

**Resolution of the Town Board of the Town of North  
Greenbush, New York To Adopt Local Law No. 3 For 2022**

**A Local Law to Amend the Town of North Greenbush Zoning Map to change  
the zoning of the property at 634 Bloomingrove Drive from Neighborhood  
Business to General Business**

At a meeting of the Town Board held at the Town Offices at 2 Douglas Street,  
Wynantskill, New York 12198 in the Town of North Greenbush, Rensselaer County,  
New York on November 10, 2022

Present:

Joseph Bott, Supervisor  
Kelly Hoffman, Councilwoman  
James Gordon, Councilman  
Jack Rogers, Councilman  
Jessica Merola, Councilwoman

Whereas, the Town Board of the Town of North Greenbush has received an application for change of zoning on January 6, 2022 for the proposed "Points North Holdings LLC Automobile Service Facility" 634 Bloomingrove Drive in accordance with the Town of North Greenbush Zoning Code; and

Whereas, the proposed "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive successfully pursues the legislative intent and objectives of the Town of North Greenbush Zoning Code; and

Whereas, the proposed "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive is further identified as being Tax Map Parcel #: 145.-7-3, and as shown on the 2022 Tax Assessment Rolls of the Town of North Greenbush, consisting of approximately 1.79 acres; and

Whereas, the proposed "Points North Holdings LLC Rezone Application" 634 Bloomingrove Drive has been referred by the Town Board on April 14, 2022 to the Town of North Greenbush Planning Board for a recommendation; and

Whereas, the proposed "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive has been reviewed by the Town of North Greenbush Planning Board; and

Whereas, on June 28, 2022, the Town of North Greenbush Planning Board has provided a recommendation to the Town of North Greenbush Town Board; and



Whereas, the Town Board has reviewed and considered the Town of North Greenbush Planning Board's comments and recommendations in regards to the proposed "Points North Holding, LLC Rezone Application" at 634 Bloomingrove Drive; and

Whereas, the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive has been referred to the Rensselaer County's Department of Economic Development and Planning in accordance with the New York State Article 12B of the General Municipal Law Section 239; and

Whereas, the Town Board has reviewed and considered the Rensselaer County's Department of Economic Development and Planning comments and recommendations in regards to the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive received in accordance with the New York State Article 12B of the General Municipal Law Section 239; and

Whereas, the Town Board has considered the impact of the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive upon the local school districts; the transportation systems and facilities; the fire, police and ambulance emergency services; and the local tax structure; and

Whereas, the Town Board of the Town of North Greenbush has conducted a Public Hearing at Town Hall on October 13, 2022 to receive public comments and information in regards to the proposed Local Law for the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive and has reviewed and considered all of the information and comments provided at this Public Hearing; and

Whereas, the Town Board of the Town of North Greenbush, acting as the Lead Agency, has reviewed in detail an Environmental Assessment Form and supplemental information submitted for the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive and has adopted, on November 10, 2022, a Negative Declaration SEQRA Determination in accordance with the New York State Environmental Quality Review Act (SEQRA); and

Whereas, the Town Board of the Town of North Greenbush, after due deliberation, finds it in the best interest of the Town to adopt such Local Law; and

Now, therefore, be it resolved, that the Town Board of the Town of North Greenbush hereby adopts said Local Law, a copy of which is attached hereto and made a part of this resolution; and is further resolved, that said Local Law hereby establishes the herein after conditions and general design standards for the "Points North Holdings LLC Rezone Application" at 634 Bloomingrove Drive; and

It is further resolved, that the Town Clerk hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of North Greenbush, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

Motion by \_\_\_\_\_ Second \_\_\_\_\_

Joseph Bott, Supervisor \_\_\_\_\_

Kelly Hoffman, Councilperson \_\_\_\_\_

James Gordon, Councilperson \_\_\_\_\_

Jack Rogers, Councilperson \_\_\_\_\_

Jessica Merola, Councilperson \_\_\_\_\_

## **RESOLUTION 2022-11-71**

At a Regular of the Town Board  
of the Town of North Greenbush  
held at 7:00 P.M. on November  
10, 2022 at the Town Offices

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IN THE MATTER OF THE ADOPTION  
OF THE 2023 ANNUAL FINAL BUDGET

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**WHEREAS**, the Town Board has met at the time and place specified in the notice of Public Hearings on the Preliminary Budget, Special District Assessment Rolls and Operation & Maintenance Charges and heard all persons desiring to be heard thereon; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of North Greenbush Special District Assessment rolls are hereby approved and the 2023 Final Budget, attached hereto, including the Operation and Maintenance Charges, be and hereby are approved and adopted as the annual budget of the Town of North Greenbush for the fiscal year beginning the first day of January 2023 with the following changes per attachment by Town Comptroller, Michael Chaires, see attachment.

**BE IT FURTHER RESOLVED**, such budget as so adopted be entered in detail into the minutes of the proceedings of this Town Board meeting and that the Town Clerk shall prepare and certify in duplicate copies of said annual budget as adopted by the Town Board and deliver one copy thereof to the Supervisor and any other authority deemed necessary.

**Councilperson** moved, **Councilperson** seconded and the Town Board voted as follows:

Supervisor Bott	_____
Councilwoman Hoffman	_____
Councilman Rogers	_____
Councilwoman Merola	_____
Councilman Gordon	_____

**RESOLUTION 2022-11-72**

At a Regular Meeting of the Town  
Board of the Town of North Greenbush,  
held at 7:00 p.m. on November 10, 2022,  
at the Town Offices

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**IN THE MATTER OF ESTABLISHING A TOWN OF NORTH  
GREENBUSH CONFIDENTIALITY DATA POLICY**

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The Town of North Greenbush (Town) recognizes the importance of safeguarding confidential information, including information maintained in computerized form. Access to confidential data, whether in computerized form or otherwise, will be limited to those personnel of the Town and others authorized to have access under state or federal laws.

Any employee and/or contractor of the Town who releases or otherwise makes improper use of confidential information shall be subject to disciplinary and/or legal action.

If the confidential data or computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the Town is required to disclose such information.

Any employee and/or contractor of the Town who releases or otherwise makes improper use of such confidential data or computerized information shall be subject to disciplinary and/or legal actions.

The vote on the foregoing resolution was as follows:

Supervisor Bott	_____
Councilwoman Hoffman	_____
Councilman Rogers	_____
Councilwoman Merola	_____
Councilman Gordon	_____

*Adoption Date: November 10<sup>th</sup>, 2022*

**RESOLUTION 2022-11-73**

At a Regular Meeting of the  
Town Board of the Town of North  
Greenbush held at 7:00 p.m. on  
November 10, 2022, at the Town  
Offices

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**IN THE MATTER OF ESTABLISHING A TOWN OF NORTH GREENBUSH  
PERSONAL, PRIVATE AND SENSITIVE INFORMATION POLICY**

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**SUBJECT: PROTECTING PERSONAL, PRIVATE AND SENSITIVE INFORMATION  
WHEN DISPOSING OF OR REUSING ELECTRONIC EQUIPMENT (PPSI)**

The Town Board (Board) recognizes that the Town maintains electronic data essential to the operation of the town. All employees and volunteers of the Town have a responsibility to protect the Town's data from unauthorized generation, access, modification, disclosure, transmission, or destruction. In addition, the Board recognizes the need to keep Personal, Private and Sensitive Information (PPSI) data secure. Prior to reusing or disposing of electronic equipment containing PPSI data, all PPSI data will be removed by the Information Management Services Department.

This policy governs the privacy, security, and integrity of Town data, especially confidential data, and the responsibilities of institutional units and individuals for such data. It also provides the various definitions of data classifications. The implementation of controls and other related operations for the disposal of electronic equipment that may contain personal, private and sensitive information data is provided in the corresponding regulation. The policy and regulation provided herein apply to all employees, elected and appointed officials, visitors and contractors.

**Data Classifications**

Data owned, used, created, or maintained by the school district is classified into the following four general categories:

- Confidential Data
- Protected Staff Data
- Protected Resident Data

- Public Data

Data stored in collections (i.e., databases, files, tables, etc.) Often these collections do not segregate the more sensitive data elements of a collection from the less sensitive data. Therefore, in determining the classification category, the most sensitive data element in the collection will be used to classify the complete collection.

### **Confidential**

Confidential data is considered the most sensitive and requires the highest level of protection. Confidential data includes data that the Town must keep private under federal, local, and state laws, contractual arrangements, or based on its proprietary worth. Confidential data may be disclosed to individuals on a strict need-to-know basis only. Personal, Private, or Sensitive Information (PPSI) is to be categorized as confidential.

### **Protected Staff Data**

Protected employee data is information that must be guarded due to proprietary, ethical, or privacy considerations, and must be protected from unauthorized access, modification, transmission, storage, or other use. This classification applies even though there may not be a civil statute requiring this protection. Protected employee data is information that is restricted to employees, appointed and elected officials, of the Town who have a legitimate purpose for accessing such data.

### **Protected Resident Data**

Protected resident data is information that must be guarded due to proprietary, ethical, or privacy considerations, and must be protected from unauthorized access, modification, transmission, storage, or other use. This classification applies even though there may not be a civil statute requiring this protection. Protected resident data is information that is restricted to employees, appointed, and elected officials, of the Town who have a legitimate purpose for accessing such data.

### **Public Data:**

Public data is information that may or must be open to the general public. It is defined as information with no existing local, national, or international legal restrictions on access or usage. Public data, while subject to Town disclosure rules, is available to the general public.

## **Data Classification Roles and Responsibilities**

### **Data Owner**

A data owner is the individual(s) assigned by the Board or designee to oversee the proper handling of administrative, or research data. The owner is responsible for ensuring that appropriate steps are taken to protect data and to implement policies, guidelines, and memorandums of understanding that define the appropriate use of the data. Typically, the owner of a collection of information is the person responsible for the business results of that system or the business use of the information (e.g., Comptroller, Human Resources, Building Department, Town Clerk, Assessor, Receiver of Taxes). Where appropriate, ownership may be shared by supervisors of different departments. The data owner is responsible for and authorized to:

Approve who may access data resources and formally assign custody of an information resources asset (e.g., what permissions or types of data a user may access.)

Specify appropriate controls (e.g., access, security, proper handling) based on data classification, to protect the information resources from unauthorized modification, deletion, or disclosure. The owner will convey those requirements as necessary for implementation of controls and will educate those who may have access to the data.

Confirm that the applicable controls specified are in place to ensure appropriate levels of confidentiality, integrity and availability of the data.

Ensure that users, data systems, and relating operations comply with applicable controls.

Assign custody of information resources assets (e.g., computerized systems, electronic files) and provide appropriate authority to those who implement security controls and procedures.

Ensure access rights to the data are re-evaluated or modified when a user's access requirements change (e.g., job assignment change, departure)

### **Data Security Administrator (DSA)**



The Board is charged with implementing the controls specified by the owner. The Board is responsible for the processing, storage and recovery of information. The Board will:

- Implement the controls specified by the owner(s)
- Provide physical and procedural safeguards for information resources
- Assist owners in evaluating the overall effectiveness of controls and monitoring
- Implement the monitoring techniques and procedures for detecting, reporting, and investigating incidents

**Data User**

The user is any person who has been authorized by the owner of the information to read, enter, or update that information. The user has the responsibility to (1) use the resource only for the purpose specified by the owner, (2) comply with controls established by the owner, and (3) prevent disclosure of confidential or sensitive information. The user is the single most effective control for providing adequate security.

**Councilperson** moved, **Councilperson** seconded and the Town Board voted as follows:

Councilman Rogers	_____
Councilwoman Merola	_____
Councilwoman Hoffman	_____
Councilman Gordon	_____
Supervisor Bott	_____

*Adopted: November 10<sup>th</sup>, 2022*

**RESOLUTION 2022-11-74**

At a Regular Meeting of  
the Town Board of the  
Town of North Greenbush  
held at 7:00 p.m. on November  
10<sup>th</sup>, 2022 at the Town Offices

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IN THE MATTER OF APPROVING AN  
AGREEMENT WITH HEALTHY ALLIANCE

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WHEREAS, the Town of North Greenbush recognizes the importance of connecting those in need with the appropriate services; and

WHEREAS, a partnership with Healthy Alliance IPA, LLC, has been recommended by the Chief of Police and Rensselaer County Commissioner of Mental Health whereby Town officials and law enforcement officers would use the free service to make referrals for citizens with various needs to connect them with social or case workers who can address those needs directly; and

NOW THEREFORE BE IT RESOLVED, that the Supervisor is hereby authorized to execute the attached agreement between the Town and Healthy Alliance IPA, LLC.

Councilman \_\_\_\_\_ moved, Councilman  
seconded and the Town Board voted as follows:

Supervisor Bott	_____
Councilwoman Hoffman	_____
Councilman Gordon	_____
Councilman Rogers	_____
Councilwoman Merola	_____

**RESOLUTION 2022-11-75**