

# **County of Albany**

Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207



## **Meeting Agenda**

**Thursday, April 27, 2023**

**6:30 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Audit and Finance Committee**

**PREVIOUS BUSINESS:**

1. APPROVING PREVIOUS MEETING MINUTES
2. ADOPTING A DEBT POLICY FOR ALBANY COUNTY

**CURRENT BUSINESS:**

3. ESTABLISHING A VOTER RIGHTS DISCLOSURE POLICY FOR ALL POLLING PLACES MANAGED BY THE ALBANY COUNTY BOARD OF ELECTIONS
4. ESTABLISHING THE USA-250 COMMISSION FOR THE CELEBRATION OF THE 250TH YEAR FOLLOWING THE AMERICAN REVOLUTION AND INDEPENDENCE OF THE UNITED STATES
5. AUTHORIZING THE AN AGREEMENT WITH ALBANY HOUSING AUTHORITY REGARDING A SUB-LEASE OF PREMISES LOCATED AT 155 CLINTON AVENUE IN THE CITY OF ALBANY
6. AUTHORIZING A CORRECTION TO THE TAX ROLL FOR 10 BALTIS DRIVE IN THE TOWN OF NEW SCOTLAND
7. AMENDING THE 2023 DEPARTMENT OF PARKS & RECREATION BUDGET: LIFEGUARD CERTIFICATION COURSE REGISTRATION FEES

# **County of Albany**

*Harold L. Joyce  
Albany County Office Building  
112 State Street - Albany, NY 12207*



## **Meeting Minutes**

**Thursday, March 30, 2023**

**6:30 PM**

**Harold L. Joyce Albany County Office Building  
Cahill Room - First Floor**

### **Audit and Finance Committee**

**PREVIOUS BUSINESS:**

**Present:** Wanda F. Willingham, Matthew T. Peter, Paul J. Burgdorf, William M. Clay, Mark E. Grimm, Raymond F. Joyce, Lynne Lekakis and David B. Mayo

**Excused:** Nathan L. Bruschi

**1. APPROVING PREVIOUS MEETING MINUTES**

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

**CURRENT BUSINESS:**

**2. FINALIZING THE ACCOUNTING OF THE 2022 ALBANY COUNTY BUDGET**

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

**3. AUTHORIZING VARIOUS AGREEMENTS REGARDING THE NEW YORK STATE LEGISLATIVE INITIATIVE FUNDING AND AMENDING THE 2023 ALBANY COUNTY BUDGET**

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

**4. AMENDING THE 2023 ALBANY COUNTY BUDGET: ADMINISTRATIVE ADJUSTMENTS**

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

**5. ADOPTING A DEBT POLICY FOR ALBANY COUNTY**

This proposal was tabled at the request of the Committee.

**6. AUTHORIZING CANCELLATION OF CERTAIN UNENFORCEABLE DELINQUENT REAL PROPERTY TAX LIENS ON 217 THIRD STREET AND 219 THIRD STREET IN THE CITY OF ALBANY AND CHARGE BACK OF THE AMOUNTS CREDITED IN CONNECTION WITH SAID LIENS**

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

7. AUTHORIZING A CORRECTION TO THE TAX ROLL FOR THE TOWN OF COLONIE

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

8. AUTHORIZING AN AGREEMENT WITH KNOWINK INNOVATIVE ELECTION SOLUTIONS REGARDING THE PURCHASE OF ELECTRONIC POLL BOOKS AND BALLOT PRINTING EQUIPMENT

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

M. DAVID REILLY, JR  
COMMISSIONER

COUNTY OF ALBANY  
DEPARTMENT OF MANAGEMENT AND BUDGET  
112 STATE STREET, SUITE 1200  
ALBANY, NEW YORK 12207  
OFFICE: (518) 447-5525  
FAX: (518) 447-5589  
[www.albanycounty.com](http://www.albanycounty.com)

PATRICK ALDERSON  
DEPUTY COMMISSIONER

March 8, 2023

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is a Request for Legislative Action from the Department of Management and Budget seeking approval/adoption of a Debt Policy.

This Policy will set parameters for the issuance of debt for Albany County going forward, ensuring that the proper amount and type of debt is issued in the most cost effective manner possible.

If you have any additional questions, please contact me at your convenience. I will be at the Committee meetings where this is discussed as well.

Sincerely,

M. David Reilly  
Commissioner



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-4118, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**  
Request to approve a Debt Policy

Date:	03/07/2023
Submitted By:	Sarah Cantwell
Department:	Management & Budget
Title:	Assistant Director of Budgetary Review
Phone:	518-447-5525
Department Rep.	
Attending Meeting:	David Reilly

#### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
Click or tap here to enter text.

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.  
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

**County Budget Accounts:**



Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The purpose of the Albany County Debt Policy (the “Debt Policy” or “Policy”) is to help ensure that all debt issued by Albany County, New York (the “County”) is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all debt financings of the County. Adherence to the Policy is essential to ensure that the County maintains a sound debt position and protects the credit quality of its obligations.

# **Albany County Debt Policy**

## **Section 1 -Purpose & Overview**

The purpose of the Albany County Debt Policy (the “Debt Policy” or “Policy”) is to help ensure that all debt issued by Albany County, New York (the “County”) is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all debt financings of the County. Adherence to the Policy is essential to ensure that the County maintains a sound debt position and protects the credit quality of its obligations.

## **Section 2 - Roles & Responsibilities**

The roles and responsibilities of the various County officials and departments are briefly described as follows:

### *County Executive*

The Albany County Executive (the “County Executive”) shall make a recommendation to the Albany County Legislature (the “Legislature”) on all requests for action on financings based on requests from elected officials or department heads or in accordance with the County’s Capital Improvement Plan (the “CIP”).

### *County Comptroller*

The Albany County Comptroller (the “County Comptroller”), as delegated by the Legislature pursuant to the Bond Resolutions, shall determine the financing structure necessary to fund the County’s various capital needs. The County Comptroller will determine which of the following financing structures is appropriate: (a) long-term bond debt, (b) short-term note debt, or (c) alternative debt. Upon the determination of a financing structure, the County Comptroller will select a debt repayment term that is permitted under the NYS Local Finance Law and consistent with this Policy.

The County Comptroller shall coordinate and oversee the activities and services required for the issuance of debt, in consultation with required professionals and other service providers.

The County Comptroller shall represent the County in meetings and discussions with any rating agencies.

The County Comptroller shall represent the County at all closings for issuance of debt issued by the County.

The County Comptroller shall coordinate with the County Commissioner of Management & Budget (the “Commissioner”) to ensure that all debt service items are included in the annual budget.

The County Comptroller shall determine the method of sale, as outlined in Section 6 of this Policy, and the timing of such sale best suited for each issue of debt authorized by a bond resolution approved by the Legislature.

The County Comptroller shall select the municipal advisor and the bond underwriter, for negotiated sales, pursuant to a request for proposal process, consistent with the policies and procedures of the County. For competitively sold debt, the County Comptroller will make the award to the lowest, responsible bidder.

The County Comptroller shall act as the County’s liaison to the County’s municipal advisor and/or bond underwriter.

The County Comptroller shall receive any bond and note proceeds on behalf of the County and coordinate with the Commissioner to ensure that the fiscal agent receives funds for payment of debt service on or before the debt service payment date.

The County Comptroller shall coordinate with bond counsel to ensure that bond counsel has reviewed all documents related to the issuance of debt and that, in the opinion of the bond counsel, all debt to be issued by the County is issued in compliance with the Local Finance Law, other applicable New York law and all applicable tax laws.

The County Comptroller shall, pursuant to its individual duties dictated under the County Charter and other related authority, (a) monitor the County's financial status, and (b) evaluate the impact of capital spending, operations, and debt service on the financial condition of the County. The County Comptroller shall coordinate such monitoring and evaluation with the Commissioner.

The County Comptroller shall provide the County Executive and the Commissioner with appropriate information for the Commissioner's agenda items necessary to adopt debt issuance resolutions.

#### *County Commissioner of Management & Budget*

The Commissioner will prepare a cash flow analysis in connection with the CIP prepared and submitted by the County Executive and, in connection with the preparation of such analysis, will determine the amount of net proceeds needed to fund the respective projects and costs of issuance and deliver such determination to the County Comptroller. The Commissioner shall coordinate with the County Comptroller regarding the preparation of the cash flow analysis.

The Commissioner shall coordinate with the County Legislature in connection with the preparation of bond resolutions and other actions necessary to authorize the issuance of debt.

The Commissioner shall coordinate with the County Comptroller to ensure that all debt service items are included in the annual budget.

The Commissioner shall, pursuant to its individual duties dictated under the County Charter and other related authority, (a) monitor the County's financial status, and (b) evaluate the impact of capital spending, operations, and debt service on the financial condition of the County. The Commissioner shall coordinate such monitoring and evaluation with the County Comptroller.

### **Section 3 -Governing Principles**

Any action taken in the issuance of debt must be in accordance with the authority listed below. Issuance by the County of debt is governed by the New York State Constitution and Local Finance Law and other state law.

Article VIII, Section 4 of the New York State Constitution provides that no County, city, town, village or school district shall contract indebtedness which, including existing indebtedness, shall exceed seven percent (7%) of the five-year average full valuation of taxable real estate therein.

The County will utilize long-term borrowing only for capital improvement projects that cannot be financed from current revenue sources or when short term capital debt, i.e., bond anticipation notes, are not considered a more attractive funding alternative as determined by the County Comptroller.

In connection with the consideration by the County Comptroller of funding alternatives, the County Comptroller will consider state and federal funding sources with consultation and coordination with the Commissioner. Examples of alternative funding sources include the financing programs offered by the NYS Environmental Facilities Corporation and the Dormitory Authority of the State of New York.

With the assistance of bond counsel and the County's municipal advisor, when financing capital projects through the issuance of debt, the County will pay back the debt in a period not exceeding the assigned useful life or weighted average maturity of those projects being funded.

Actions taken in the issuance of debt shall be guided by:

- (1) The County Charter
- (2) The General Municipal Law
- (3) The Local Finance Law
- (4) The County General Fund Balance Policy
- (5) The Investment Policy for the County
- (6) The Code of Ethics and Financial Disclosure Law of the County

#### **Section 4 — Debt/Credit Rating Objectives**

The County will seek to maintain the highest possible credit ratings for all categories of debt that will not compromise delivery of basic County services and achievement of the County's policy objectives. It shall be the County's goal to maintain at least one long-term general obligation bond rating in the "double-A" category by at least one of the three major credit rating agencies, namely Fitch Ratings, Moody's Investors Service or S&P Global Ratings. Any change to the minimum credit quality level goal for the County shall be established by the Legislature by resolution.

#### **Section 5 -Purpose, Type, & Use of Debt**

In the issuance and management of debt, the County shall comply with the New York State Constitution, New York State Local Finance Law and with all other legal requirements imposed by federal, state, and local rules and regulations as applicable.

*General Obligation Debt ("GO")* debt is secured by the full faith and credit of the County, meaning that there is an obligation to levy taxes in an amount necessary to pay debt service, principal and interest, coming due each fiscal year. Debt service is intended to be paid from General Fund revenues and taxes collected by the County.

*Revenue Bonds or Obligations* are used to finance construction or improvements to facilities of enterprise systems operated by the County, in accordance with a system and plan of improvements. The enterprise systems must be an established system legally authorized for operation by the County. The County must pledge revenues generated by the debt-finance asset or by the operating system of which that asset is a part.

*Short Term/Capital Project Obligations* consisting of short-term, capital debt (bond anticipation notes and budget notes) may be warranted if timing, market conditions or other similar circumstances make them more

attractive than a long-term bond issue as determined by the County Comptroller in consultation with the County's municipal advisor.

*Short Term/Cash Flow Obligations* consisting of tax anticipation notes and revenue anticipation notes and typically having a term of twelve (12) months or less, will be used for the purpose of cash flow financing.

*Other Financing Arrangements* may include installment financings, equipment leases, energy performance contracts or "pay-as-you-go" debt. Installment financings, for example installment purchase contracts, are agreements in which the equipment or property is acquired and periodic payments are made to finance the acquisition. Other examples include funding alternatives provided under financing programs offered by the NYS Environmental Facilities Corporation and the Dormitory Authority of the State of New York.

"Pay-as-you-go" debt includes inter-governmental grants from federal, State and other sources; current revenues and fund balances; private sector contributions; public or private partnerships; and leasing payments.

**The County will avoid the use of variable-rate debt for general obligation bond issuances.**

## **Section 6 — Method of Sale of Obligations**

### *Public Competitive Sale*

Under New York State law, bonds issued in an amount in excess of five (5) million dollars to fund a capital project, must be sold at competitive sale. Short-term notes, with a maximum maturity of twelve (12) months, may be sold via competitive sale or negotiation, at the option of the County Comptroller. Upon authorizing a Public Competitive Sale pursuant to the Local Finance Law and related authority, the County shall undertake such Public Competitive Sale in accordance with Section 57.00 of the Local Finance Law.

### *Private Negotiated Sale*

When necessary to minimize the costs and risks of borrowing, or when the expertise of an underwriter is necessary in a volatile market or for a particularly complex issue, the County Comptroller may provide for the sale of debt by negotiating the terms and conditions of sale, including prices, interest rates, underwriting fees and other compensation, as permitted by state and federal law, with one or more underwriters.

## **Section 7 — Financial Considerations**

The Commissioner shall consider all fiscal conditions of the County to keep the annual debt service at a reasonable and prudent level, balancing the capital and borrowing needs of the County with the resources and the ability of the County to service the debt.

## **Section 8 - Authorized Professionals**

Authorized financial professionals should be recommended by the County Comptroller. Authorized financial professional should be selected and authorized by the Legislature through a competitive bid process or through a request for proposals ("RFP") and follow the County's RFP and contract approval processes and policies. Recommendations of authorized financial professionals may include, but is not limited to, the following:

- (1) Bond Counsel
- (2) Municipal Advisor
- (3) Underwriter
- (4) Fiscal Agent
- (5) Trustee
- (6) Verification Agent
- (7) Arbitrage Consultant

### **Section 9 - Refunding Obligations**

Outstanding bonds may be refunded (refinanced) with proceeds of debt sold through either a “current refunding” or an “advance refunding”. Outstanding bonds can be “currently refunded” with tax-exempt bond proceeds within ninety (90) days of the outstanding bonds’ call date. Outstanding bonds can be “*advance refunded*” with *Federally taxable* bonds in advance of ninety (90) days of their call date. It shall be a goal of the County that the savings generated by an advance refunding bond issue be in an amount that is equal to or exceeds three percent (3%), on a present value basis, of the principal amount of the debt being refunded. It shall be a goal of the County that the savings generated by a *current* refunding bond issue be in an amount that is equal to or exceeds two percent (2%), on a present value basis, of the principal amount of the debt being refunded.

The IRS does not limit the number of times that the County can advance refund outstanding debt with taxable debt nor does it limit the number of times that debt can be currently refunded with tax-exempt debt.

#### *Initiating Bond Refinancing*

The County Comptroller will review, or cause the County’s municipal advisor to review, the County’s outstanding debt and recommend issues for refunding as market opportunities arise.

#### *Deferral of Debt Service*

The County will not refinance debt for the purpose of deferring scheduled debt service unless unique circumstances, are present, as determined by the County Comptroller in consultation with the County Executive. The County is aware that refinancing outstanding debt for the purpose of deferring debt service may negatively impact the County’s credit rating. Refinancing debt to generate present value savings is generally considered to have positive credit implications.

### **Section 10 - Investment of Bond Proceeds**

In connection with the issuance of debt, the County Comptroller will provide for the establishment of funds and accounts for the deposit of the proceeds of the debt.

The Commissioner, shall determine the length of time during which the proceeds of debt are to be invested after consultation with the County Comptroller and staff.

Investment of the proceeds of debt issued by the County will be made in accordance with federal and State laws and the County's Investment Policy.

## **Section 11 - Other Debt-Related Duties & Obligations**

### *Arbitrage and Tax Law Requirements*

- (1) Prior to any debt issuance, the County Comptroller shall be responsible for obtaining, or shall prepare, a schedule showing the expected timing and amount of expenditures to be made from the project fund funded with bond or note proceeds. This schedule will be used to develop an Arbitrage or Tax Certificate.
- (2) The County Comptroller will keep records of the investment of bond and note proceeds and bond and note funds sufficient to develop calculations required for compliance with federal arbitrage rules and other tax law requirements.
- (3) The County Comptroller shall be responsible for compliance with federal arbitrage reporting and other tax law requirements. As such, the services of a qualified, professional firm to provide calculations relating to potential arbitrage rebate liability of the County may be retained by the County Comptroller to assist with arbitrage compliance.

### *Disclosure Documents*

The County is required to provide disclosure, generally in the form of an Official Statement, relating to each public offering of debt in an amount in excess of \$1 million or with a term exceeding nine (9) months. The County's municipal advisor will have primary responsibility for drafting and preparing the Official Statement, which will be reviewed by the County Comptroller and bond counsel, for each transaction. The County is responsible for providing complete and accurate information included in the Official Statement, and is responsible for the overall content of the document.

### *Continuing Disclosure Undertakings*

Pursuant to SEC Rule 15c2-12, the County is required to provide Continuing Disclosure to investors on an annual basis through the Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") website. Such annual disclosure shall be generally in the form consistent with the Official Statements relating to the County's public offering of debt and its audited financial statements. Working with the County, the County's municipal advisor will have primary responsibility for drafting and preparing such annual disclosures.

In addition, the County undertakes to provide certain material event notices to investors as required under SEC Rule 15c2-12. The County's municipal advisor will prepare and file such notices once informed of the occurrence of such events by the County.

# New York State Voter's Bill of Rights

**As a registered voter, you have the right to:**

**Vote:** The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

**Have Your Votes Count:** Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

**Secrecy in Voting:** Secrecy in voting will be preserved for all elections.

**Freedom in Voting:** Cast your vote, free from coercion or intimidation by elections officers or any other person.

**Permanent Registration:** Once registered to vote, you continue to remain qualified to vote from an address within your county or city.

**Accessible Elections:** Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

**Assistance in Voting:** You may request assistance to vote because of blindness, disability, or inability to read or write.

**Instruction in Voting:** You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

**Affidavit Voting:** Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or you do not provide identification when required, you will be offered an affidavit ballot.

For more information related to your voting status, please visit the following website: [www.albanycounty.com/voting](http://www.albanycounty.com/voting)

**Or scan the QR Code:**



Albany County Board of Elections: 518-487-5060  
260 South Pearl Street, Albany, New York 12202



Website would include the following: (Which is copy and pasted from the State Board website).

### How do I register to vote?

You may register at your [local board of elections](#) or any state agency participating in the [National Voter Registration Act](#), on any business day throughout the year. Alternatively, you can download a .pdf version of the [Voter Registration Form](#) from our website, and mail it to your [county board of elections](#). You may also submit your voter application form at the Department of Motor Vehicles, either in person or on their web site if you already have DMV-issued identification.

### How do I change my name and address?

Complete the Voter Registration Form with the new information, and mail it to your county board of elections. If you are moving to a new county you will have to re-register to vote. Send your voter registration form with the new information to your new county board of elections. You can obtain a Voter Registration Form from your [local board of elections](#) or any state agency participating in the [National Voter Registration Act](#), on any business day throughout the year. Alternatively, you can [download a .pdf version of the Voter Registration Form](#) from our website.

### How do I change my enrollment?

The voter registration form should be used to change your party enrollment from one party to another or to enroll for the first time in a party. A change of enrollment received up until February 14th each year will be effective immediately. Changes received on or after February 15th until seven days after the June Primary will be set aside and opened the seventh day following the June Primary and entered in the voter's registration record. Please see [Deadlines](#) referenced above.

### I am a victim of domestic violence, how can I protect myself when I register to vote? What about voting at my poll site?

N.Y. Election Law (5-508) allows victims of domestic violence to apply for a confidential registration by delivering a sworn statement to their local county Board of Elections stating they are a victim of domestic violence and they wish to have their voter registration record kept confidential because of the threat of physical or emotional harm to themselves or a family or household member. Their voter registration record will be kept separate and apart from other registration records for four years and not be made available for inspection or copying by the public or any other person, except election officials acting within the course and scope of their official duties. Under a separate section of the law (11-306), they can also be excused from going to their polling place to vote and get a special ballot. For further information, please contact your local board of elections for their confidential registration and special ballot procedures.

If you wish to file a complaint or inquire about enforcement action you may contact the Enforcement Counsel at:

*Division of Election Law Enforcement  
NYS Board of Elections  
40 North Pearl Street  
Albany, NY 12207  
518-486-7858  
[enforcement@elections.ny.gov](mailto:enforcement@elections.ny.gov).*

### Where do I go to vote?

[Look up your voter registration and find your polling place](#) <sup>↗</sup> or contact your [county board of elections](#).

### When is the next election?

The following elections will occur this year:

Local Primary Election - June 27, 2023

The Early Voting period for Local June 27th Primary will be June 17, 2023 – June 25, 2023.

General Election - November 7, 2023

The Early Voting period for the November General Election will be October 28, 2023 - November 5, 2023.

For more information regarding filing or registration dates or deadlines refer to the [Political Calendar](#).

What hours are polling places open?

**Primary Elections**

POLLS OPEN AT 6 AM - CLOSE AT 9 PM

**General Election**

POLLS OPEN AT 6 AM - CLOSE AT 9 PM

**RESOLUTION NO. 152**

**ESTABLISHING A VOTER RIGHTS DISCLOSURE POLICY FOR ALL POLLING PLACES MANAGED BY THE ALBANY COUNTY BOARD OF ELECTIONS**

Introduced: 4/10/23

By Peter, Reidy, Lekakis, A. Joyce, Feeney, McLaughlin, Cleary, Kuhn and Miller:

WHEREAS, In 2022 the New York State Legislature passed the most expansive state level voting rights act in the country, which expands access to voting by prohibiting voter dilution, suppression, intimidation, deception or obstruction, and

WHEREAS, These rights, along with those guaranteed by the Constitutions of the United States and the State of New York should be provided to voters at the place they cast their ballots, and

WHEREAS, The Albany County Board of Elections conducts the elections for all Federal, State, and County offices, and assists almost all local elections, which allows them to provide information to voters at the polling place, and

WHEREAS, The Albany County Board of Elections has agreed to assist in providing access to the New York State Voting Bill of Rights and Answers to Frequently Asked Questions (FAQ) related to voting at each polling site they manage, now, therefore be it

RESOLVED, That the Albany County Board of Elections is hereby authorized and encouraged to apply for prior approval from the New York State Board of Elections for such language in accordance with New York Election Law 8-104 (1-a), and, be it further

RESOLVED, upon receiving approval from the State Board of Elections, the election inspectors shall cause a copy of the approved Appendix A to be posted conspicuously within each polling place in the County of Albany that is managed by the Albany County Board of Elections, and, be it further

RESOLVED, That the 2023 Albany County Budget is amended to pay for the production of such fliers as follows:

Decrease Appropriation Account A1990.4 by \$5,000 by decreasing Line Item A1990 4 4999 Miscellaneous Contractual Expense \$5,000

Increase Appropriation Account A1450.4 by \$5,000 by increasing Line Item A1450 4 4046 Fees For Services by \$10,000

and, be it further,

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

## RESOLUTION NO. 150

### ESTABLISHING THE USA-250 COMMISSION FOR THE CELEBRATION OF THE 250<sup>TH</sup> YEAR FOLLOWING THE AMERICAN REVOLUTION AND INDEPENDENCE OF THE UNITED STATES

Introduced:

By: Mr. Perlee

WHEREAS, In 2016, the “United States Semiquincentennial Commission Act” was passed by Congress and signed into Law, beginning Federal efforts to celebrate the 250<sup>th</sup> Anniversary of the establishment of our Nation, and

WHEREAS, In 2021, the New York State Legislature passed the “New York State 250<sup>th</sup> Commemoration Act”, which was signed into law on December 22<sup>nd</sup>, 2021, and

WHEREAS, The New York State 250<sup>th</sup> Commemoration act established a Statewide commission to plan, develop, coordinate, and promote activities relating to the 250<sup>th</sup> Anniversary of the American Revolution and resulting establishment of our Nation, and

WHEREAS, The Albany County Legislature recognizes the importance of this commemorative effort in building close ties of shared community and kinship, and views such efforts as necessary across our State and County, and

WHEREAS, At the beginning of the Seven Years’ War in June and July 1754, representatives from seven British colonies met in Albany to discuss various threats and issues shared by the colonies, during which time Benjamin Franklin proposed the Albany Plan of Union, a plan to unite the British colonies under a single representative colonial government, and while the plan failed, it was an important precursor to the later unification of the thirteen colonies as the United States, and

WHEREAS, Albany County was the focal point of many important parts of the American War of Independence, and was critically the intended end point for British forces in the decisive Saratoga Campaign which turned the tide of the conflict, and

WHEREAS, Many important leaders, political thinkers, and other individuals that took part in the American Revolution originated in or resided in what currently constitutes Albany County such as the Schuyler family, Peter Gansevoort, Abraham Ten Broeck, and many other prominent individuals, and

WHEREAS, Albany County was the scene of bitter conflict between Loyalist and Patriot militias, culminating in the Battle of the Normanskill in 1777, in which local militia and Continental Army troops, including Black troops from the 1<sup>st</sup> Rhode Island Regiment,

prevented the Loyalist militias from providing aid to General Burgoyne ahead of the decisive Battle of Saratoga, and

WHEREAS, Given Albany County's critical role and relevance in the events which lead to the establishment of the United States, it is incumbent upon the County to follow the example of both the Federal Government and State of New York and establish an organized effort to commemorate the 250<sup>th</sup> Anniversary of the American Revolution and to celebrate this milestone for our Nation, now, therefore be it

RESOLVED, By the Albany County Legislature that the USA-250 Commission is hereby established in Albany County for the purposes of celebrating the 250<sup>th</sup> anniversary of the American Revolution, and, be it further

RESOLVED, That the USA-250 Commission be comprised of eight members, one of which shall be appointed by the Chair of the Albany County Legislature, one of which shall be appointed by the Majority Leader of the Albany County Legislature, and one of which shall be appointed by the Minority Leader of the Albany County Legislature, and the initial three legislative appointments shall be responsible for identifying and recommending to the Chair of the Legislature five historical societies or American Revolutionary history-related organizations in Albany County to appoint one member to the Commission each following the acceptance of said recommendations by the Chair of the Legislature, with all such members serving for the duration of the Commission's existence; provided, however, that if the three legislative appointments determine a specific individual not associated with a relevant historical society or organization to be especially qualified, such individual may be appointed to the Commission on the unanimous recommendation of the three legislative appointments, and, be it further

RESOLVED, That the Chairperson of the USA-250 Commission be elected by a majority of its members upon all seats of the Commission having been filled, and, be it further

RESOLVED, That the USA-250 Commission is authorized to take any and all actions necessary to promote the 250<sup>th</sup> Anniversary of the American Revolution in Albany County subject to available funding, and, be it further

RESOLVED, That the USA-250 Commission shall act as an organizing resource for the various cities, towns, and villages throughout Albany County as they plan related commemoration events, and

RESOLVED, That the USA-250 Commission shall terminate on September 4<sup>th</sup>, 2033.



P. DAVID SOARES  
DISTRICT ATTORNEY

CHERYL K. FOWLER  
CHIEF ASSISTANT DISTRICT ATTORNEY

CHRISTOPHER D. HORN  
DEPUTY CHIEF ASSISTANT  
DISTRICT ATTORNEY

COUNTY OF ALBANY  
OFFICE OF THE DISTRICT ATTORNEY  
ALBANY COUNTY JUDICIAL CENTER  
6 LODGE STREET  
ALBANY, NEW YORK 12207  
(518) 487-5460 - FAX: (518) 487-5093

April 14, 2023

Andrew Joyce  
Albany County Legislature  
112 State St, Room 700  
Albany, NY 12207

Dear Mr. Joyce,

I am requesting legislative action to further the mission on the Office of the Albany County District Attorney. Approval is sought to:

- Retroactively reaffirm the prior extension of the SUB-LEASE of premises at 155 Clinton Avenue between Albany Housing Authority and Albany County on Behalf of the Albany County District Attorney from March 1, 2019 to the last day of February 2024.

Attached is a copy of the Agreement to Re-Affirm and Extend Sub-Lease. If you have any questions, please feel free to contact me at 518-487-5460.

Thank you for your assistance.

Sincerely,

P. David Soares  
Albany County District Attorney  
Cc: Rebekah Kennedy, Majority Counsel  
Cc: Arnis Zilgme, Minority Counsel

## REQUEST FOR LEGISLATIVE ACTION

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Retroactively reaffirming the prior extension of the SUB-LEASE of premises at 155 Clinton Avenue between Albany Housing Authority and Albany County on Behalf of the Albany County District Attorney from March 1, 2019 to the last day of February 2024.

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Date:	04/14/2023
Submitted By:	David Soares
Department:	1165- District Attorney
Title:	District Attorney
Phone:	518-275-4701
Department Rep.	
Attending Meeting:	David Soares, Christopher Horn

### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance

Other: (state if not listed) Retroactively reaffirming the prior extension of the SUB-LEASE of premises at 155 Clinton Avenue between Albany Housing Authority and Albany County on Behalf of the Albany County District Attorney from March 1, 2019 to the last day of February 2024. 155 Clinton Avenue houses the Community Justice Outreach Center (CJOC) the purpose of which is to empower our community through outreach efforts, re-entry services, and community justice practice. The CJOC's community justice efforts are a collaboration between local law enforcement offices, public officials, community-based organizations, and community members. The Center is strategically placed in Arbor Hill in order to provide outreach directly in the community where help is needed most. Outreach and Program Efforts include: - Criminal and community justice programs - Hosting a variety of workshops - Providing outreach/referrals for community members - Computers for job and education assistance - Offering re-entry support for formerly incarcerated persons - Services for youth and seniors - Crime prevention tools - Neighborhood resources - The Community Accountability Board - Community Service - Re-entry Outreach - All of the District Attorney Community Initiatives.

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**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

---

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.  
Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) \_\_\_\_\_

**Contract Terms/Conditions:**

Party (Name/address):

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.  
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

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**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:  
Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: A91165 44046  
Appropriation Amount: \$10,824

Source of Funding – (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) March 1, 2019 to last day of February 2024.  
Length of Contract: 5 years with an option to renew for another 5 years.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 22-495  
Date of Adoption: 12/5/22

**Justification:** (state briefly why legislative action is requested)

Retroactively reaffirming the prior extension of the SUB-LEASE of premises at 155 Clinton Avenue between Albany Housing Authority and Albany County on Behalf of the Albany County District Attorney from March 1, 2019 to the last day of February 2024.

155 Clinton Avenue houses the Community Justice Outreach Center (CJOC) the purpose of which is to empower our community through outreach efforts, re-entry services, and community justice practice. The CJOC's community justice efforts are a collaboration between local law enforcement offices, public officials, community-based organizations, and community members. The Center is strategically placed in Arbor Hill in order to provide outreach directly in the community where help is needed most.

Outreach and Program Efforts include: - Criminal and community justice programs - Hosting a variety of workshops - Providing outreach/referrals for community members - Computers for job and education assistance - Offering re-entry support for formerly incarcerated persons - Services for youth and seniors - Crime prevention tools - Neighborhood resources - The Community Accountability Board - Community Service - Re-entry Outreach - All of the District Attorney Community Initiatives.

**AGREEMENT TO RE-AFFIRM AND EXTEND SUB-LEASE**  
**OF PREMISES AT**  
**155 CLINTON AVENUE, ALBANY, NY**

**BETWEEN**

**ALBANY HOUSING AUTHORITY**  
**AND**  
**ALBANY COUNTY ON BEHALF OF THE ALBANY COUNTY DISTRICT**  
**ATTORNEY**

**WHEREAS**, the parties heretofore on or about February 1, 2014 entered into a SUB-LEASE of certain premises located at 155 Clinton Avenue, Albany, New York for an initial term of five years expiring on February 28, 2019 with an option allowing the SUB-LESSEE to, upon approval of the Albany County Legislature, extend said SUB-LEASE for one additional Renewal Term of five years; and;

**WHEREAS**, the SUB-LESSEE, due to the legal confusion resulting from the COVID-19 pandemic laws and regulations, failed to obtain approval of the Albany County Legislature to extend said SUB-LEASE for one additional Renewal Term of five years continued in possession of the premises with the consent of the SUB-LESSOR from March 1, 2019 to the date of this Agreement; and

**WHEREAS**, the parties have expressed the desire and willingness to, subject to approval of the Albany County Legislature, retroactively reaffirm said SUB-LEASE and allow the SUB-LESSEE to exercise the option to renew and extend said SUB-LEASE for an additional term of five years to expire on the last day of February, 2024; and

**WHEREAS**, said SUB-LEASE provides that the rent during said Renewal term shall reflect market value and be negotiated between the parties; and

**WHEREAS**, the parties have agreed that the rent during said Renewal Term shall be Ten Thousand (\$10,000.00) dollars for the first year with an escalation of 2% for each successive year;

**NOW, THEREFORE**, by reason of and in consideration of the foregoing, it is mutually agreed by and between the parties hereto as follows:

1. SUB-LESSOR Albany Housing Authority and SUB-LESSEE County of Albany on behalf of the Albany County District Attorney hereby agree to retroactively reaffirm said SUB-LEASE and allow the SUB-LESSEE to exercise said option to renew and extend said SUB-LEASE, a copy of which is attached hereto and incorporated herein.
2. The Renewal Term of the said SUB-LEASE shall be deemed to have commenced as of March 1, 2019 and continue through and including the last day of February, 2024.

3. The SUB-LESSEE shall pay to the SUB-LESSOR during the first year of said renewal term of said SUB-LEASE the sum of Ten Thousand (\$10,000.00) dollars which may, at the option of the SUB-LESSEE, be paid in equal monthly installments of \$833.33 payable, in advance, on the first day of each month; which annual rent shall increase at the rate of 2% each successive year, so that the annual rent for the period of March 1, 2023 through February 28, 2024 shall be Ten Thousand Eight Hundred Twenty-Four dollars (\$10,824.00) to be paid in equal monthly installments of \$902.00 payable, in advance, on the first day of each month.
4. All other terms of the said retroactively reaffirmed and renewed SUB-LEASE shall continue in effect through and including the last day of February, 2024.
5. SUB-LESSOR acknowledges receipt of all rent due under this reaffirmed and renewed SUB-LEASE through February 28, 2023.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals on the day set forth below.

PREMISES SUB-LESSOR:  
ALBANY HOUSING AUTHORITY

Dated: \_\_\_\_\_

By:   
\_\_\_\_\_  
CHIQUITA D'ARBEAU  
Executive Director


PREMISES SUB-LESSEE:  
COUNTY OF ALBANY ON BEHALF OF  
ALBANY COUNTY DISTRICT ATTORNEY

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
DANIEL P. MCCOY  
Albany County Executive

Above Agreement acknowledged and consented to this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the undersigned Premises Owner and Lessor

PREMISES OWNER AND LESSOR:  
SWAN STREET MIXED USE LLC

By:   
\_\_\_\_\_  
CHIQUITA D'ARBEAU  
Secretary

**ACKNOWLEDGEMENTS**

STATE OF NEW YORK )  
 ) SS:  
COUNTY OF ALBANY )

On the 2<sup>nd</sup> day of March, 2023, before me, the undersigned, personally appeared CHIQUITA D'ARBEAU personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her stated capacity, and that by her signature on the instrument, the individual or the person on behalf of which the person acted, executed the instrument.

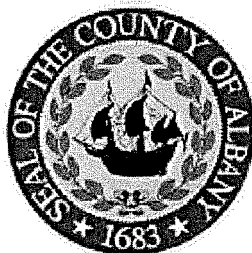
**CHRISTINA NOGUERA**  
**NOTARY PUBLIC, STATE OF NEW YORK**  
**Registration No. 01NO6226049**  
**Qualified in Albany County**  
**Commission Expires AUGUST 02, 2026**

Christina Noguera  
NOTARY PUBLIC

STATE OF NEW YORK )  
 ) SS:  
COUNTY OF ALBANY )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned, personally appeared DANIEL P. MCCOY personally known to me, or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his stated capacity, and that by his signature on the instrument, the individual or the person on behalf of which the person acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC



**DANIEL P. McCOY**  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
REAL PROPERTY TAX SERVICE AGENCY  
112 STATE STREET, ROOM 1340  
ALBANY, NEW YORK 12207  
OFFICE: (518) 487-5291  
FAX: (518) 447-2503  
[www.albanycounty.com](http://www.albanycounty.com)

**MICHAEL McGUIRE**  
DIRECTOR

March 31, 2023

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Rm 710  
Albany, NY 12207

Re: RP-554 Application for Corrected Tax Roll  
10 Baltis Dr, Town of New Scotland – 72.-3-22.4

Dear Chairman Joyce,

The Town of New Scotland Assessor, Mr. Brad Canning, has submitted an Application for Corrected Tax Roll on behalf of the owners of 10 Baltis Dr, SBL 72.-3-22.4 to correct an erroneous 2023 property tax bill. An error of essential fact, as defined by RPTL §550 (3) (b), has occurred. Physical improvements to the real property which did not exist as of taxable status date 2022 were incorrectly valued as taxable real property. The 2022 assessment roll incorrectly valued a partial construct home as being completed, in fact the house was 25% complete. Please note that the property was incorrected addressed as 9 Baltis Dr, the correct address is 10 Baltis Dr.

Real Property Tax Law §550 (3) (b) allows for the correction of Errors in Essential Fact made on the assessment and tax roll. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the issuance of a corrected tax bill in the amount of \$6,102.31.

Sincerely,

Michael McGuire, IAO, CCD  
Real Property Tax Service Agency

CC: Dennis Feeny, Majority Leader  
Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-4179, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**

Request to correct erroneous tax bill for 10 Baltis Dr in the Town of New Scotland

Date: 3/31/2023  
Submitted By: Michael McGuire  
Department: Real Property  
Title: Director  
Phone: 518-487-5292  
Department Rep.  
Attending Meeting: Michael McGuire

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Adopt a resolution to correct a tax bill

### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):  
Click or tap here to enter text.

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.  
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No



County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Town of New Scotland Assessor, Mr. Brad Canning, has submitted an Application for Corrected Tax Roll on behalf of the owners of 10 Baltis Dr, SBL 72.-3-22.4 to correct an erroneous 2023 property tax bill. An error of essential fact, as defined by RPTL §550 (3) (b), has occurred. Physical improvements to the real property which did not exist as of taxable status date 2022 were incorrectly valued as taxable real property. The 2022 assessment roll incorrectly valued a partial construct home as being completed, in fact the house was 25% complete. Please note that the property was incorreccted addressed as 9 Baltis Dr, the correct address is 10 Baltis Dr.

Real Property Tax Law §550 (3) (b) allows for the correction of Errors in Essential Fact made on the assessment and tax roll. I recommend that the Albany County Legislature approve the correction to the tax rolls and authorize the issuance of a corrected tax bill in the amount of \$6,102.31.



Department of Taxation and Finance  
Office of Real Property Tax Services

# Application for Corrected Tax Roll

# RP-554

(12/19)

### Part 1 – General information: To be completed in duplicate by the applicant.

Names of owners Varma, Vidya & Sreedharan, Manoj					
Mailing address of owners (number and street or PO box) 7029 Suzanne Ln			Location of property (street address) 10 Baltis Dr (Corrected from 9 Baltis Dr)		
City, village, or post office Schenectady		State NY	ZIP code 12303		City, town, or village New Scotland
State NY		ZIP code NY		Tax map number of section/block/lot: Property identification (see tax bill or assessment roll) 72.-3-22.4	
Daytime contact number		Evening contact number		Amount of taxes currently billed 16,129.46	
Account number (as appears on tax bill)					
Reasons for requesting a correction to tax roll: Error in determining percent complete for March 1, 2022 taxable status date. We were informed structure was 100% complete, should have been 25% of cost plus land. 2022 taxable value should have been \$200,700.					

I hereby request a correction of tax levied by Town of New Scotland for the year(s) 2023.  
(County, city, village, etc.)

Signature of applicant 	Date 03-21-2023
----------------------------	--------------------

### Part 2 – To be completed by the County Director or Village Assessor. Attach a written report including documentation and recommendation. Specify the type of error and paragraph of subdivision 2, 3, or 7 of Section 550 under which the error falls.

Date application received <u>3/22/2023</u>	Period of warrant for collection of taxes <u>1/1/2023</u>
Last day for collection of taxes without interest <u>4/30/2023</u>	Recommendation Approve application <input checked="" type="checkbox"/> Deny application <input type="checkbox"/>
Signature of official 	Date <u>3/31/2023</u>

If approved, the County Director must file a copy of this form with the assessor and board of assessment review of the city/town/village of \_\_\_\_\_ who must consider the attached report and recommendation as equivalent of petitions filed under section 553.

### Part 3 – For use by the tax levying body or official designated by resolution \_\_\_\_\_ : (insert number or date, if applicable)

Application approved (mark an X in the applicable box):

Clerical error  Error in essential fact  Unlawful Entry

Amount of taxes currently billed <u>16,129.46</u>	Corrected tax <u>6,102.31</u>
Date notice of approval mailed to applicant	Date order transmitted to collecting officer

Application denied (reason): \_\_\_\_\_

Signature of chief executive officer, or official designated by resolution	Date
--	------

Albany County Real Property Tax Service Agency  
Tax Bill Correction Worksheet

Date: 3/31/2023  
Municipality: Town of New Scotland  
Property Address: 10 Baltis Dr  
Tax ID Number: 72.-3-22.4  
Tax(s) to be refunded: 2023 Town Tax

**Original Bill**

Levy Description	Taxable Value	Rate	Tax Amount
County Purposes	530,700	3.948247	\$ 2,095.33
Town	530,700	1.497697	\$ 794.83
Town Outside	530,700	0.400905	\$ 212.76
School Relevy	-		\$ 12,432.45
Special EMT	530,700	0.087073	\$ 46.21
New Salem Amb	530,700	0.2195	\$ 116.49
New Salem Fire	530,700	0.805332	\$ 427.39
Swift Road Water			\$ 4.00
<b>Total Tax Due</b>			<b>\$ 16,129.46</b>

**Correct Bill**

Levy Description	Taxable Value	Rate	Tax Amount
County Purposes	200,700	3.948247	\$ 792.41
Town	200,700	1.497697	\$ 300.59
Town Outside	200,700	0.400905	\$ 80.46
School Relevy	-		\$ 4,701.69
Special EMT	200,700	0.087073	\$ 17.48
New Salem Amb	200,700	0.2195	\$ 44.05
New Salem Fire	200,700	0.805332	\$ 161.63
Swift Road Water			\$ 4.00
<b>Total Tax Due</b>			<b>\$ 6,102.31</b>

**Correction**

Original Amount Due	\$ 16,129.46
<b>Correct Amount Due</b>	<b>\$ 6,102.31</b>



Collection: **Town & County 2023**

**Fiscal Year Start:** 1/1/2023

**Fiscal Year End:** 12/31/2023

**Warrant Date:** 12/31/2022

**Total Tax Due (minus penalties & interest)**

\$16,129.46

**\$16,454.05**

**Pay Full**

<b>Tax Bill #</b>	<b>SWIS</b>	<b>Tax Map #</b>	<b>Status</b>
001675	013489	72.-3-22.4	Unpaid
<b>Address</b>	<b>Municipality</b>		<b>School</b>
10 Baltis Dr	Town of New Scotland		Voorheesville Centrl

**Owners**

Varma Vidya  
Sreedharan Manoj Kumar  
7320 Church Road  
Schenectady, NY 12306

**Property Information**

**Roll Section:** 1  
**Property Class:** 1 Family Res  
**Lot Size:** 1.90

**Assessment Information**

**Full Market Value:** 655185.00  
**Total Assessed Value:** 530700.00  
**Uniform %:** 81.00

Description	Tax Levy	Percent Change	Taxable Value	Rate	Tax Amount
County Purposes	4166197	5.1000	530700.000	3.94824700	\$2,095.33
Town	1581367	1.9000	530700.000	1.49769700	\$794.83
Town Outside	326415	2.4000	530700.000	0.40090500	\$212.76
School Relevy	0	0.0000	0.000	0.00000000	\$12,432.45
Special EMT	86700	3.9000	530700.000	0.08707300	\$46.21
NewSalem Amb	98230	6.6000	530700.000	0.21950000	\$116.49
New Salem-Fire&LOSAP	361190	-0.9000	530700.000	0.80533200	\$427.39
Swift Road Water Dis	0	0.0000	1.000 Units	4.00000000	\$4.00

**Total Taxes: \$16,129.46**

**FULL PAYMENT OPTION**

From:	To:	Tax Amount	Penalty	Notice Fee	Total Due
Jan 01	Jan 31, 2023	\$16,129.46	\$0.00	\$0.00	\$16,129.46
Feb 01	Feb 28, 2023	\$16,129.46	\$161.29	\$0.00	\$16,290.75
Mar 01	Mar 05, 2023	\$16,129.46	\$322.59	\$0.00	\$16,452.05
Mar 06	Mar 31, 2023	\$16,129.46	\$322.59	\$2.00	\$16,454.05

Estimated State Aid - Type	Amount
County	99097707.00
Town	255000.00

**Mail Payments To:**

Lisa Williams  
Town Clerk  
2029 New Scotland Rd Slingerlands, NY 12159

**Tax Bill Information**

Voorheesville Central School District 2022-2023 School Tax Notice  
Tax & Finance School Code: 660

VARMA VIDYA  
SREEDHARAN MANOJ KUMAR  
7320 CHURCH ROAD

**PROPERTY DESCRIPTION**

SBL/MAP: 72.-3-22.4  
BILL#: 002518  
ADDRESS: 9 Baltis Dr  
TOWN: New Scotland  
SWIS: 013489  
PROPERTY CLASS: 1 Family Res

ESCROW CODE:

ASSESSMENT INFORMATION
Full Value: 655,185.00
Assessed Value: 530,700.00 <i>200,700</i>
Taxable Value: 530,700.00
Uniform Percentage: 81

Description	Rate/\$1000	Non-Homestead Rate/\$1000	Total Due
School Tax:	20.237183		10,739.87
Library Tax:	1.227454		651.41
STAR Savings:			- 0.00
<b>Total Tax:</b>			<b>11,391.28</b>

*4,261.60*  
*246.35*  
*4,307.95*

Exemption                      Ex Amt                      Ex Full Amt

**SEND STUB WITH PAYMENT**

Voorheesville Central School District 2022-2023 School Tax Notice  
Penalty                      Total Due

If Paid By

Mark here [ ] for receipt

9/30/2022	0.00	11,391.28	VARMA VIDYA
10/31/2022	227.83	11,619.11	72.-3-22.4

MAKE CHECKS OR MONEY ORDERS PAYABLE TO: VOORHEESVILLE CENTRAL SCHOOL DISTRICT

MAIL PAYMENT WITH REMITTANCE STUB TO: TAX PROCESSING UNIT  
VOORHEESVILLE CENTRAL SCHOOL DISTRICT  
PO BOX 13295  
ALBANY, NY 12212

IN PERSON PAYMENTS The District will not accept in person payments this year. Please mail in all payments.

NOTE: Please return the entire bill with your check if you would like a receipt. Make checks for Exact Amount of bill and be sure to include a phone number on the check in case we need to contact you. Postdated checks cannot be accepted.

QUESTIONS: Call Voorheesville Central School District at 765-3313 Ext. 102

Your tax bill will be sent to your bank if the bank forwards your name to us on their ESCROW LIST.  
If you have any questions regarding the list, please contact your bank. In the event of a bank change, questions, or other problems, call Voorheesville CSD at 765-3313 Ext. 102 or call your bank.

Last Updated: 11/11/2022 1:25 AM

\*2022-002518-1-660\*

Date printed: 3/21/2023





# ALBANY COUNTY PARKS & RECREATION

Daniel P. McCoy  
Albany County Executive

Craig D. Apple Sr.  
Albany County Sheriff

Justin L. Atlas  
Commissioner

March 30, 2023

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

I respectfully request the County Legislature's amend the 2023 budget to bring Lifeguard Certification Course revenue onto the 2023 budget.

Thank you for your time and consideration. If you should have any questions or concerns, please do not hesitate to reach out to me.

Sincerely,  
Justin L. Atlas  
Commissioner of Parks & Recreation

cc: Hon. Dennis A. Feeney, Majority Leader  
Hon. Frank A. Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel





# County of Albany

Harold L. Joyce  
Albany County Office  
Building  
112 State Street - Albany,  
NY 12207

## Legislation Text

**File #:** TMP-4176, **Version:** 1

### REQUEST FOR LEGISLATIVE ACTION

#### Description (e.g., Contract Authorization for Information Services):

Request to amend the 2023 Budget to bring Lifeguard Certification Course revenue onto the 2023 budget.

Date:	3/30/23
Submitted By:	Justin Atlas
Department:	Parks & Recreation
Title:	Commissioner
Phone:	518-655-7907
Department Rep.	
Attending Meeting:	Justin Atlas

#### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

### CONCERNING BUDGET AMENDMENTS

#### Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe



- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: A27410.02002 Lifeguard Certification Course  
Source of Funds: Registration fees  
Title Change: Click or tap here to enter text.

### **CONCERNING CONTRACT AUTHORIZATIONS**

#### **Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

#### **Contract Terms/Conditions:**

Party (Name/address):  
Click or tap here to enter text.

Additional Parties (Names/addresses):  
Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.  
Scope of Services: Click or tap here to enter text.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

### **CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: A27410.02002 Lifeguard Certification Course  
Revenue Amount: \$5,600

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The lifeguard certification courses offered by the County requires a nominal registration fee to cover American Red Cross fees. The revenue being collected in 2023 was not anticipated for the 2023 budget, because the program was still under development.

**APPROPRIATIONS**

ACCOUNT NO.	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
A9 7410 4 4046	Fees for Services	\$ 5,600.00		\$ 58,900.00	Parks & Recreation
	<b>TOTAL APPROPRIATIONS</b>	\$ 5,600.00	\$ -		

**ESTIMATED REVENUES**

ACCOUNT NO.	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
A2 7410 0 2002	Lifeguard Certification Course		\$ 5,600.00	\$ 5,600.00	Parks & Recreation
	<b>TOTAL ESTIMATED REVENUES</b>	\$ -	\$ 5,600.00		
<b>GRAND TOTALS</b>		\$ 5,600.00	\$ 5,600.00		