

## July 11<sup>th</sup>, 2024 Board of Health & Town Board Minutes

The regular meeting of the Greenfield Town Board was held July 11<sup>th</sup>, 2024 at 7 PM with the following members present: Kevin Veitch, Supervisor; Mike Gyarmathy, Ty Stacey, MaryAnn Johnson and Rick Capasso Councilpersons. Also present was Town Counsel Mark Schachner, Code Enforcement Officer Justin Reckner and approximately 4 residents. The Supervisor opened the meeting with the Pledge to the Flag.

On a motion by Capasso, C and seconded by Stacey, C the minutes from June 6<sup>th</sup>, 13<sup>th</sup>, and 21<sup>st</sup>, 2024 were approved as submitted by all members present. **Motion Carried**

On a motion by Johnson, C and seconded by Capasso, C the Town Board met as the Board of Health to discuss 129 Daniels Rd. On May 2<sup>nd</sup>, 2024 the property at 129 Daniels Rd, Tax Map #152.-2-5.112 owned by Jeffrey and Roseann Marlett was subject to a Town Board of Health Ruling. At their meeting Mr. Michael Marlett, representing the above-mentioned property, was present. Mr. Marlett had stated he wished to demolish the structure as in its current state, is a public hazard. The Town Board of Health ordered the unsafe condition to be remedied by July 11<sup>th</sup>, 2024 by demolition of the unsafe structure. According to Code Enforcement Officer Justin Reckner at this time no action has been undertaken to remedy this situation on the part of the property owners. Another notice will be sent to the owners letting them know what is required from them. The Town Board states that the structure must be made secure by a minimum: Erecting a 6-foot-tall metal fence, temporary or permanent by July 29<sup>th</sup>, 2024. Furthermore, they must correspond with the Town of Greenfield Building Department to remedy this situation by August 26<sup>th</sup>, 2024. In the event of neglect or refusal by the dates above to comply with the order to secure or demolish the building, The Town Board is authorized to provide for its demolition and removal, to assess all expenses thereof against the land on which it is located and institute a special proceeding to collect the costs of demolition, including legal expenses.

On a motion from Stacey, C and seconded by Gyarmathy, C the Board of Health meeting was adjourned at 7:15 pm. **Motion Carried**

On a motion from Johnson, C seconded by Capasso, C the regular meeting opened. **Motion Carried**

### Correspondence

Each Board member has received a copy of all correspondence. All correspondence was received and filed: Letter from Elizabeth & Martin Kirkwood regarding Daniels Rd and safety, Letter from Michael Blaubore regarding a Public Hearing Notice in Wilton for an Airbnb use at 683 Route 9.

### Old Business

Building Inspector Justin Reckner is here to discuss some changes to fees, policy and form changes he would like to see for the Building department like: Fee schedule for residential and commercial, Policy Additions/Changes and 3 forms that deal with roofing contractors, septic system permits and zoning determination letter. All Board members were given packets of the changes.

### RESOLUTION #110-2024 APPROVE NEW BUILDING PERMIT FEE SCHEDULE

Motion: Gyarmathy, C  
Seconded: Johnson, C

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**REOLVED**, that the Town Board hereby approves the new Fee Schedule as presented for Residential and Commercial by the Building Department.

Town of Greenfield  
Building Permit Fee Schedule  
**Effective: July 11<sup>th</sup>, 2024**

**Residential Work:**

Residential One and Two Family:	\$175 Plus \$.35/sq.ft
Multiple Family, Motel, Bed & Breakfast:	\$200 Plus \$.40/sq.ft
Manufactured Home:	\$175 Plus \$.35/sq.ft
Pools:	\$200
Renovations & Alterations:	
Alteration Level 1:	\$150 Plus \$.25/sq.ft
Alteration Level 2&3:	\$200 Plus \$.25/sq.ft
Accessory Structures:	\$150 Plus \$.25/sq.ft
Fireplace/Chimney:	\$150
Decks/Porches:	\$150 Plus \$.30/sq.ft
Septic System (Including Repairs): applicable review fees)	\$200 (Plus any
Roofing:	\$150
Detached Garages:	\$150 Plus \$.30/sq.ft
Garage/In-law Apartments:	\$175 Plus \$.35/sq.ft
Pole Barns:	\$150 Plus \$.30/sq.ft
Demolition:	\$175
Plan Revision after Permit issuance per change or submission:	\$100

Town of Greenfield  
Building Permit Fee Schedule  
**Effective: July 11<sup>th</sup>, 2024**

**Commercial Work:**

Group Classifications (Occupancy):

Group 1: F-2, R-3, R-4, S-2, U

Group 2: A-2, A-3, A-4, B, E, F-1, I-1, I-2, I-4, M, R-2, S-1

Group 3: A-1, A-5, H, I-3, R-1

Group 1: \$400/ Unit Plus \$.40/sq.ft

Group 2: \$400/ Unit Plus \$.45/sq.ft.

Group 3: \$500/ Unit Plus \$.50/sq.ft

Demolition: \$350

Cell Tower/Antenna \$350

Septic: \$300 (Plus any applicable review fees)

Pools: \$350

Plan Revision after Permit issuance per change or submission: \$200

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**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**RESOLUTION #111-2024 ADOPT PROPOSED POLICY ADDITIONS/CHANGES**

Motion: Johnson, C  
Seconded: Capasso, C

**RESOLVED**, that the Town Board hereby adopts the proposed policy additions/changes as presented by the Building Department.

**Proposed Policy Additions/Changes**

- Any and all fees owed to the Town of Greenfield, shall be paid prior to the issuance of any permit by the Town of Greenfield.
- In the event that a third-party agency shall be utilized for a plan review, it shall be performed by an inspection agency chosen by the Code Official, and an escrow in the amount of \$3000 shall be collected from the applicant by the Town of Greenfield Building Department, prior to the commencement of such review. If any additional costs are accrued in the review of any such submittal documents, the additional costs shall be paid by the applicant prior to the issuance of a permit. Any remaining escrow funds shall be returned to the applicant upon payment of the bill for the third-party agency review.
- In the event that the Town Engineer shall need to review submittal documents, the applicant may be required by the Code Official to provide an escrow in the amount of \$1000 to the Town of Greenfield Building Department, prior to the commencement of a review by the Town Engineer. If any additional costs are accrued in the review of any such submittal documents, the additional costs shall be paid by the applicant prior to the issuance of a permit. Any remaining escrow funds shall be returned to the applicant upon payment of the bill for the Town Engineers review.
- No permit shall be issued for parcels illegally subdivided or for subdivisions otherwise incorrectly filed to create an illegal lot. Any illegally subdivided parcel must be made legal prior to the issuance of any permit.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**RESOLUTION #112-2024 APPROVE 3 FORMS FOR BUILDING DEPARTMENT TO**

**USE**

Motion: Stacey, C  
Seconded: Capasso, C

**RESOLVED**, that the Town Board hereby approves the 3 forms presented from the Building Department.

**#1 CERTIFICATION OF PLACEMENT  
OF ICE AND WATER PROTECTION (BARRIER)**

JOB SITE ADDRESS \_\_\_\_\_

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BUILDING PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_  
I, \_\_\_\_\_, being duly sworn, depose and state:  
PERMIT HOLDER – PRINT NAME

I hereby certify to the Town of Greenfield, NY that as required by the Residential Code of New York State (section R905.1.2) or the Building Code of New York State (section B1507.2.8.2), an approved underlayment (typically at least two layers cemented together or of a self-adhering polymer modified bitumen sheet) has been placed extending from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of this subject building, in accordance with applicable code(s) and/or as specified by the NYS Licensed Design Professional responsible for the building plans. Note that typically 2 rows @ 3ft are the minimum requirement. Roofing materials installed per manufacturer's instructions.

\_\_\_\_\_  
PRINT NAME OF PERMIT HOLDER

\_\_\_\_\_  
SIGNATURE OF PERMIT HOLDER

\_\_\_\_\_  
DATE OF SIGNATURE

**NOTARY**

Sworn to before me this \_\_\_\_\_ Day  
of \_\_\_\_\_, 202\_\_  
  
\_\_\_\_\_  
County Clerk or Notary Public

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**#2 ZONING DETERMINATION LETTER**

A Zoning Determination Letter is provided in response to a request regarding the classification of uses and the interpretation and applicability of the provisions of the Land Uses and Zoning Code. A Letter may include a determination about a specific use being permitted in a certain zoning district, or whether a certain use being permitted in a certain use may retain its legal nonconforming status. These letters often require extensive time and research. To obtain a Zoning Determination Letter, please provide the following:

**APPLICATION CHECKLIST**

- A typed letter addressed to the "Zoning Officer" describing the project or intent. Include as much detail as possible.
- Current photos of the property. Google Street images are **not** accepted.
- Proof of payment. The fee is \$200 for each requested address.

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**PAYMENTS** (Credit/Debit, Checks payable to “Town of Greenfield”, and Exact Cash accepted)

**SUBMISSIONS**

**Drop Off:**

Town of Greenfield  
Building Department  
PO Box 10  
Greenfield Center, NY 12833

**Mail:**

Town of Greenfield  
Town Hall  
7 Wilton Road  
Greenfield Center, NY 12833

**Email:**

[building@greenfieldny.org](mailto:building@greenfieldny.org)  
Subject: Zoning Determination Letter

**SUBJECT PROPERTY**

Address \_\_\_\_\_  
Tax Map# \_\_\_\_\_ Zone \_\_\_\_\_

**CONTACT PERON**

Full Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**MAILING ADDRESS**

Full Name \_\_\_\_\_  
Street Address/PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY STAFF ONLY**

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
PAYMENT: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**#3 Attention Waste Water System Permit Holder**

In accordance with the Town of Greenfield’s Appendix A310.3, all Waste Water Treatment System (Septic System) installation, replacement, or repairs shall be inspected and certified by the engineer of design as follows;

A. The engineer of record is to certify to the Town of Greenfield as follows:

- (1) He/She is in fact the designer of the system.
- (2) He/She is personally familiar with the actual site conditions and in consideration of those conditions the system was designed in compliance with the Town of Greenfield standards requiring four feet of separation between the bottom of the tile trench and the annual high-water table and Part 75A of the New York State Department of Health Sanitary Code.
- (3) He/She must indicate that he/she inspected the system at the time of construction and that he/she has personal knowledge that it was constructed in compliance with the design. He/She must further indicate that there were no field conditions encountered

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during construction which deviated from the conditions observed at the time the system was designed.

(4) The certification shall include a plan depicting the septic system as it was constructed, including measurements from: well to tank, well to leach field and D-box, adjoining property wells to tank and leach field, house to tank, house to leach field, tank to D-box and leach field dimensions.

B. The certification must be signed and sealed prior to issuance of certificate of compliance.

By signing this, you are recognizing that you have read and understand these requirements and agree that you are responsible, as the permit holder, to comply with all of the requirements of the Town of Greenfield and submit all required documentation to complete your permit.

\_\_\_\_\_  
Permit Holder – Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Holder-Signature

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**RESOLUTION #113-2024 ACCEPT COURT CLERK RESIGNATION**

Motion: Stacey, C

Seconded: Johnson, C

**RESOLVED**, that the Town Board hereby accepts the resignation of the Court Clerk Cindy Havens effective July 1<sup>st</sup>, 2024.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**New Business**

**RESOLUTION #114-2024 RE-APPOINT PLANNING BOARD MEMBER**

Motion: Stacey, C

Seconded: Gyarmathy, C

**RESOLVED**, that the Town Board hereby re-appoints Robert Rockle to the Planning Board. Term to expire 6/20/2031.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

**RESOLUTION #115-2024 APPOINT UDAG COMMITTEE MEMBER**

Motion: Capasso, C

Seconded: Johnson, C

**RESOLVED**, that the Town Board hereby appoints Kayla Davis to the UDAG committee. Term to expire 12/31/2028.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso  
Noes: None **Motion Carried**

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**RESOLUTION #116-2024 APPOINT ZBA ALTERNATE**

Motion: Stacey, C

Seconded: Capasso, C

**RESOLVED**, that the Town Board hereby appoints Jeremy Pollard to the ZBA as the alternate. Term to expire 2/24/2029.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

Supervisor Veitch explained to the Town Board that they each have 3 bid packets for an architect for the Community Center. They will need to be looked over and will be looking at having workshops for this process. Phinney Design Group, Balzer & Tuck and Butler Rowland Mays are the 3 architects that gave bids.

**RESOLUTION #117-2024 SURPLUS EQUIPMENT FROM THE HIGHWAY**

**DEPARTMENT**

Motion: Johnson, C

Seconded: Stacey, C

**RESOLVED**, that the Town Board hereby approves the surplus of a 2016 Ford F350 Pickup with a Fischer Plow, Vin# 1FT8X3B65GEC44676.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

Monthly reports were submitted by Town Clerk, Building Department, Building & Grounds and Highway.

**RESOLUTION #118-2024 GENERAL BILLS**

Motion: Capasso, C

Seconded: Johnson, C

**RESOLVED**, that the General Bills in the amount of \$127,378.49 be paid.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

**RESOLUTION #119-2024 HIGHWAY BILLS**

Motion: Stacey, C

Seconded: Johnson, C

**RESOLVED**, that the Highway Bills in the amount of \$57,072.12 be paid.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

**RESOLUTION #120-2024 PARKS BILLS**

Motion: Johnson, C

Seconded: Stacey, C

**RESOLVED**, that the Parks Bills in the amount of \$45,346.40 be paid.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

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**RESOLUTION #121-2024 TRUST AND AGENCY BILLS**

Motion: Capasso, C

Seconded: Johnson, C

**RESOLVED**, that the Trust and Agency Bills in the amount of \$1,174.40 be paid.

**Vote:** Ayes: Veitch, Gyarmathy, Johnson, Stacey, Capasso

Noes: None

**Motion Carried**

Supervisor Veitch opened the floor for Public Comments on any subject. Mr. & Mrs. Flinton who are new to the area wanted to stop in and introduce themselves. They said they are used to atmospheres like this because their son is on the Galway Town Board. The Town Board welcomed them and let them know that if they have any concerns to let them know.

On a motion by Johnson, C seconded by Stacey, C the meeting was adjourned at 8:14 pm.

**Motion carried**

Respectfully Submitted,

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Karen Downen, Town Clerk

DRAFT