

**NANCY E. HARDT**  
*City Clerk*

# CITY OF RENSSELAER

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OFFICE OF  
**THE CITY CLERK**

CITY HALL  
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## AGENDA REGULAR COMMON COUNCIL MEETING DECEMBER 1, 2021

1. A RESOLUTION TO APPROVE PROPOSED LOCAL LAW #4 OF 2021
2. A RESOLUTION TO APPROVE PROPOSED LOCAL LAW #11 OF 2021
3. A RESOLUTION AUTHORIZING USE OF THE NORTHEAST FIREHOUSE FOR ANNUAL TOY DRIVE
4. A RESOLUTION ACCEPTING DONATIONS AND INCREASING FUNDS.
5. A RESOLUTION AUTHORIZING THE INCREASE TO THE GENERAL FUND 2021-22 ADOPTED RENSSELAER CITY BUDGET FOR A GRANT RECEIVED - POLICE DEPARTMENT
6. A RESOLUTION TO TENTATIVELY APPROVE ABANDONMENT AND SALE OF PAPER STREET TO RICHARD E. VAN VORST AND SANDRA VAN VORST AND SCHEDULING A PUBLIC HEARING THEREON
7. A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR DPW'S OFFICE FOR EMERGENCY REPAIRS TO CITY HALL BOILER – COMPTROLLER
8. RESOLUTION AUTHORIZING AGREEMENT, NUNC PRO TUNC, WITH DWIGHT PLUMBING & HEATING, INC. FOR EMERGENCY SERVICES ON CITY HALL BOILER - CITY DPW

# 1

By Alderperson : COUNCIL AS A WHOLE

Seconded by Alderperson : \_\_\_\_\_

**A RESOLUTION TO APPROVE PROPOSED LOCAL LAW NO. 4 OF 2021**

**WHEREAS**, The City of Rensselaer is desirous of amending Chapter 101 of the City Code of the City of Rensselaer, New York, relative to the Uniform Fire Prevention and Building Code as well as the State Energy Conservation Construction Code so as to bring such provisions into conformity with the Laws of the State of New York, and

**WHEREAS**, the Common Council has reviewed proposed Local Law No. 4 of the year 2021, and the City of Rensselaer Planning Commission having completed SEQR Review of such Local Law and having issued a Negative Declaration relating thereto, and having further recommended adoption of such Local Law, and

**WHEREAS**, such Local Law appears appropriate as to form and substance and a Public Hearing having been conducted by the Common Council so as to consider public comments on such proposed Local Law.

**NOW, THEREFORE, BE IT RESOLVED**, that proposed Local Law No. 4 of the year 2021 is hereby approved as to both form and substance; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to file a certified copy of such Local Law with the Office of the New York State Secretary of State.

Approved as to form and sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Corporation Counsel

So Approved!

\_\_\_\_\_  
Mayor

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahy	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

## **BUILDING AND ZONING ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the administration and enforcement of state and local building codes, zoning laws, subdivision regulations and housing codes for the City. Supervision may be exercised over subordinate inspectors and clerical personnel.

The Building and Zoning Administrator also does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews for approval and specifications for building construction repair and alteration;

Inspects buildings under construction for compliance with approved plans and specifications and applicable ordinances and codes;

Prepares accurate and complete reports of all field inspections;

Issues building permits and certificates of occupancy;

May supervise the activities of subordinates engaged in inspection and clerical duties;

Cooperates with legal and judicial authorities to ensure that improper conditions are corrected and that appropriate penalties are imposed for violations;

Maintain permanent records of all transactions and activities including applications received, plans reviewed and approved, permits and certificates issued, fees collected, inspection reports, and notices and orders issued;

Explains requirements of building codes and zoning laws to contractors and the general public

Cooperates with the Planning Commission and the Zoning Board of Appeals in making determinations on requests for subdivision and site plan review, special permits and variances from provisions of the Zoning Law;

Cooperates and, when necessary, requests assistance from local, state and federal officials concerned with building, housing, and zoning matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern building techniques, materials, and tools; thorough knowledge of local building codes and ordinances;

Good knowledge of the New York State Multiple Residence Law;

Ability to read and understand plans and specifications; Ability to supervise the work of others; Clerical ability; Ability to inspect structures to determine their condition; Physical condition equal to the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered two or four year college or university with an Associates or Bachelor's Degree in engineering, construction, fire prevention, architectural technology, or related field or

B. Graduation from high school or possession of a high school equivalency diploma and five years of experience in the building trades, engineering architecture, building inspection, public health inspection, firefighting or fire inspection.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Incumbent shall successfully complete a New York State certified basic training program within 18 months of initial appointment and attend a minimum of 24 hours of approved in-service training each calendar year.

ADOPTED: June 16,2016  
CSC MTG.

CLASSIFICATION: Competitive

## **ASSISTANT BUILDING INSPECTOR**

**GENERAL STATEMENT OF DUTIES:** Assists in the enforcement of the building code and related laws; does other related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible inspection position involving the combination of legality and structural safety of new construction and alteration of buildings. Work is done under the general supervision of the Building Inspector and violations of a serious nature and difficult decisions are referred to him for review.

**EXAMPLES OF WORK:** (Illustrative only)

Makes field inspections of building construction and materials used;  
Reports violations of building code, zoning and housing ordinances to Building Inspector, consults with contractors, owners, state inspectors and fire inspectors in enforcing the building code.

Investigates and reports on compliments received as to possible violations of the building code and related ordinances as directed by Building Inspector;

Reviews specifications and plans which are submitted for building permit;  
Gives out information as to the requirements of the building code and zoning ordinances;

Makes periodic inspections of homes and other buildings to gather information for determining water assessments;

Keeps records of work done;

Prepares oral and written reports.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of practices materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; ability to establish and maintain cooperative relationship with contractors; owners and general public; ability to read and interpret plans and specifications; good judgment; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from high school and two (2) years of experience in building construction.

REVIEWED: July 25, 2007  
CSC Mtg.

Classification: Competitive

CITY OF RENSSELAER

LOCAL LAW NO. 4 OF THE YEAR 2021.

A Local Law to Amend Chapter 101 of the  
Rensselaer City Code – Fire Prevention and  
Building Code, Uniform

Be it enacted by the Common Council of the City of Rensselaer as follows:

**SECTION 1. PURPOSE AND INTENT**

This local law provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code) in the *City of Rensselaer*. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law. Except as otherwise provided in the Uniform Code, other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, are subject to the provisions this local law. The provisions of this Local Law supersede all previously adopted City of Rensselaer City Code provisions contrary to the provisions contained in this Local Law.

**SECTION 2. DEFINITIONS**

In this local law:

"Building Permit" shall mean a permit issued pursuant to section 4 of this local law. The term "Building Permit" shall also include a Building Permit which is renewed, amended or extended pursuant to any provision of this local law.

"Certificate of Occupancy" / "Certificate of Compliance" shall mean a certificate issued pursuant to subdivision (b) of section 7 of this local law.

"City" shall mean the City of Rensselaer.

"Code Enforcement Officer" shall mean the Code Enforcement Officer appointed pursuant to subdivision (b) of section 3 of this local law.

"Code Enforcement Personnel" shall include the Code Enforcement Officer and all Inspectors.

"Energy Code" shall mean the State Energy Conservation Construction Code, as currently in effect and as hereafter amended from time to time.

"Inspector" shall mean an inspector appointed pursuant to subdivision (d) of section 3 of this local law.

"Operating Permit" shall mean a permit issued pursuant to section 10 of this local law. The term "Operating Permit"

shall also include an Operating Permit which is renewed, amended or extended pursuant to any provision of this local law.

"Order to Remedy" shall mean an order issued by the Code Enforcement Officer pursuant to subdivision (a) of section 16 of this local law.

"Permit Holder" shall mean the Person to whom a Building Permit has been issued.

"Person" shall include an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.

"Stop Work Order" shall mean an order issued pursuant to section 6 of this local law.

"Temporary Certificate" shall mean a certificate issued pursuant to subdivision (d) of section 7 of this local law.

"Uniform Code" shall mean the New York State Uniform Fire Prevention and Building Code, as currently in effect and as hereafter amended from time to time.

### **SECTION 3. CODE ENFORCEMENT OFFICER AND INSPECTORS**

(a) The office of Code Enforcement Officer is hereby created. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and this local law. The Code Enforcement Officer shall have the following powers and duties:

(1) to receive, review, and approve or disapprove applications for Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, and the plans, specifications and construction documents submitted with such applications;

(2) upon approval of such applications, to issue Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, and to include in Building Permits, *Certificates of Occupancy / Certificates of Compliance*. Temporary Certificates and Operating Permits such terms and conditions as the Code Enforcement Officer may determine to be appropriate;

(3) to conduct construction inspections, inspections to be made prior to the issuance of *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, fire safety and property maintenance inspections, inspections incidental to the investigation of complaints, and all other inspections required or permitted under any provision of this local law;

(4) to issue Stop Work Orders;

(5) to review and investigate complaints;

(6) to issue orders pursuant to subdivision (a) of section 16 (Violations) of this local law;

(7) to maintain records;

(8) to collect fees as set by the Common Council of the *City of Rensselaer*;

(9) to pursue administrative enforcement actions and proceedings;

(10) in consultation with this *City's* attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code and this local law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code or this local law; and

(11) to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by this local law.

(b) The Code Enforcement Officer shall be hired by the Mayor of the City of Rensselaer. The Code Enforcement Officer shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training and other training as the State of New York shall require for code enforcement personnel, and the Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. The Code Enforcement Officer shall meet the qualifications for a "Building and Zoning Administrator" under the Rensselaer County Civil Service competitive classification.

(c) In the event that the Code Enforcement Officer is unable to serve as such for any reason, an individual shall be hired by the Mayor of the City of Rensselaer to serve as Acting Code Enforcement Officer. The Acting Code Enforcement Officer shall, during the term of his or her appointment, exercise all powers and fulfill all duties conferred upon the Code Enforcement Officer by this local law. Such person must also meet the qualifications set forth herein.

(d) One or more Inspectors may be appointed by the Mayor of the City of Rensselaer to act under the supervision and direction of the Code Enforcement Officer and to assist the Code Enforcement Officer in the exercise of the powers and fulfillment of the duties conferred upon the Code Enforcement Officer by this local law. Each Inspector shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training and other training as the State of New York shall require for code enforcement personnel, and each Inspector shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. Such Inspectors shall meet the qualifications for a "Assistant Building Inspector" under the Rensselaer County Civil Service competitive classification.

(e) The compensation for the Code Enforcement Officer and Inspectors shall be fixed from time to time by the Common Council of the *City of Rensselaer*.

#### **SECTION 4. BUILDING PERMITS.**

(a) Building Permits Required. Except as otherwise provided in subdivision (b) of this section, a Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit, paving of driveway, installation of a fence. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.

(b) Exemptions. No Building Permit shall be required for work in any of the following categories:

(1) construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88 square meters);



- (2) installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (3) installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;
- (4) construction of retaining walls unless such walls support a surcharge or impound Class I, II or IIIA liquids;
- (5) construction of temporary motion picture, television and theater stage sets and scenery;
- (7) installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);
- (8) installation of partitions or movable cases less than 5'-9" in height;
- (9) painting, wallpapering, tiling, carpeting, or other similar finish work;
- (10) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;
- (11) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or
- (12) repairs, provided that such repairs do not involve (i) the removal or cutting away of a loadbearing wall, partition, or portion thereof, or of any structural beam or load bearing component; (ii) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; (iii) the enlargement, alteration, replacement or relocation of any building system; or (iv) the removal from service of all or part of a fire protection system for any period of time.

(c) Exemption not deemed authorization to perform non-compliant work. The exemption from the requirement to obtain a building permit for work in any category set forth in subdivision (b) of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

(d) Applications for Building Permits. Applications for a Building Permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

- (1) a description of the proposed work;
- (2) the tax map number and the street address of the premises where the work is to be performed;
- (3) the occupancy classification of any affected building or structure;
- (4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and
- (5) at least 2 sets of construction documents (drawings and/or specifications) which (i) define the scope of the proposed work; (ii) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law; (iii) indicate with sufficient clarity and detail the nature and extent of the work

proposed; (iv) substantiate that the proposed work will comply with the Uniform Code and the Energy Code; and (v) where applicable, include a site plan that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.

(e) Construction documents. Construction documents will not be accepted as part of an application for a Building Permit unless they satisfy the requirements set forth in paragraph (5) of subdivision (d) of this section. Construction documents which are accepted as part of the application for a Building Permit shall be marked as accepted by the Code Enforcement Officer in writing or by stamp. One set of the accepted construction documents shall be retained by the Code Enforcement Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Code Enforcement Personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work, nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Building Permit is issued.

(f) Issuance of Building Permits. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. The Code Enforcement Officer shall issue a Building Permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

(g) Building Permits to be displayed. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

(h) Work to be in accordance with construction documents. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. The Building Permit shall contain such a directive. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

(i) Time limits. Building Permits shall become invalid unless the authorized work is commenced within [ 6 ] months following the date of issuance. Building Permits shall expire [12 ] months after the date of issuance. A Building Permit which has become invalid or which has expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

(j) Revocation or suspension of Building Permits. If the Code Enforcement Officer determines that a Building Permit was issued in error because of incorrect, inaccurate or incomplete information, or that the work for which a Building Permit was issued violates the Uniform Code or the Energy Code, the Code Enforcement Officer shall revoke the Building Permit or suspend the Building Permit until such time as the Permit Holder demonstrates that (1) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (2) all work then proposed to be performed shall be in compliance with all applicable provisions of the Uniform Code and the Energy Code.

(k) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time of submission of an application for a Building Permit, for an amended Building Permit, or for renewal of a Building Permit.

## **SECTION 5. CONSTRUCTION INSPECTIONS.**

(a) Work to remain accessible and exposed. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer or by an Inspector authorized by the Code Enforcement Officer. The Permit Holder shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

(b) Elements of work to be inspected. The following elements of the construction process shall be inspected made, where applicable:

- (1) work site prior to the issuance of a Building Permit;
- (2) footing and foundation;
- (3) preparation for concrete slab;
- (4) framing;
- (5) building systems, including underground and rough-in;
- (6) fire resistant construction;
- (7) fire resistant penetrations;
- (8) solid fuel burning heating appliances, chimneys, flues or gas vents;
- (9) Energy Code compliance; and
- (10) a final inspection after all work authorized by the Building Permit has been completed.

(c) Inspection results. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to where the work fails to comply with the Uniform Code or Energy Code. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.

(d) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid prior to or at the time of each inspection performed pursuant to this section.

## **SECTION 6. STOP WORK ORDERS.**

(a) Authority to issue. The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to this section. The Code Enforcement Officer shall issue a Stop Work Order to halt:

- (1) any work that is determined by the Code Enforcement Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
- (2) any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or
- (3) any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.

(b) Content of Stop Work Orders. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Code Enforcement Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.

(c) Service of Stop Work Orders. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by [*registered mail / certified mail*]. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by *registered mail / certified mail*, provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

(d) Effect of Stop Work Order. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder and any other Person performing, taking part in or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order.

(e) Remedy not exclusive. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision (a) of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 16 (Violations) of this local law or under any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

## **SECTION 7. [CERTIFICATES OF OCCUPANCY / CERTIFICATES OF COMPLIANCE]**

(a) *Certificates of Occupancy / Certificates of Compliance* required. A *Certificate of Occupancy / Certificate of Compliance* shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a *Certificate of Occupancy / Certificate of Compliance*.

(b) Issuance of *Certificates of Occupancy / Certificates of Compliance*. The Code Enforcement Officer shall issue a *Certificate of Occupancy / Certificate of Compliance* if the work which was the subject of the Building Permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the building, structure or work prior to the issuance of a *Certificate of Occupancy / Certificate of Compliance*. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the *Certificate of Occupancy / Certificate of Compliance*, shall be provided to the Code Enforcement Officer prior to the issuance of the *Certificate of Occupancy / Certificate of Compliance*:

- (1) a written statement of structural observations and/or a final report of special inspections, and
- (2) flood hazard certifications.

(c) Contents of *Certificates of Occupancy / Certificates of Compliance*. A *Certificate of Occupancy / Certificate of Compliance* shall contain the following information:

- (1) the Building Permit number, if any;

(2) the date of issuance of the Building Permit, if any;

(3) the name, address and tax map number of the property;

(4) if the *Certificate of Occupancy / Certificate of Compliance* is not applicable to an entire structure, a description of that portion of the structure for which the *Certificate of Occupancy / Certificate of Compliance* is issued;

(5) the use and occupancy classification of the structure;

(6) the type of construction of the structure;

(7) the assembly occupant load of the structure, if any;

(8) if an automatic sprinkler system is provided, a notation as to whether the sprinkler system is required;

(9) any special conditions imposed in connection with the issuance of the Building Permit; and

(10) the signature of the Code Enforcement Officer issuing the *Certificate of Occupancy / Certificate of Compliance* and the date of issuance.

(d) Temporary Certificate. The Code Enforcement Officer shall be permitted to issue a Temporary Certificate allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Code Enforcement Officer issue a Temporary Certificate unless the Code Enforcement Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate, may be occupied safely, (2) that any fire- and smoke-detecting or fire protection equipment which has been installed is operational, and (3) that all required means of egress from the building or structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate such terms and conditions as he or she deems necessary or appropriate to ensure safety or to further the purposes and intent of the Uniform Code. A Temporary Certificate shall be effective for a period of time, not to exceed [ 6 ] months, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate. During the specified period of effectiveness of the Temporary Certificate, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

(e) Revocation or suspension of certificates. If the Code Enforcement Officer determines that a *Certificate of Occupancy / Certificate of Compliance* or a Temporary Certificate was issued in error because of incorrect, inaccurate or incomplete information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

(f) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time of submission of an application for a *Certificate of Occupancy / Certificate of Compliance* or for Temporary Certificate.

## **SECTION 8. NOTIFICATION REGARDING FIRE OR EXPLOSION.**

The chief of any fire department providing fire fighting services for a property within the *City of Rensselaer* shall promptly notify the Code Enforcement Officer of any fire or explosion involving any structural damage, fuel burning appliance, chimney or gas vent.

## **SECTION 9. UNSAFE BUILDING AND STRUCTURES**

Unsafe structures and equipment in the *City of Rensselaer* shall be identified and addressed in accordance with the procedures established by Local Law Number 3 of 1991, as now in effect or as amended from time to time.

## **SECTION 10. OPERATING PERMITS.**

(a) Operation Permits required. Operating Permits shall be required for conducting any activity listed in paragraphs (1), (2), or (3) below or operating any type of building or structure listed in paragraphs (4), (5), or (6) below:

(1) manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 5003.1.1(1), 5003.1.1(2), 5003.1.1(3), 5003.1.1(4) of the 2015 edition of the International Fire Code (a publication currently incorporated by reference in 19 NYCRR Part 1225 or its' successors thereto);

(2) hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a byproduct, fruit and crop ripening, and waste handling;

(3) use of pyrotechnic devices in assembly occupancies;

(4) buildings containing one or more areas of public assembly with an occupant load of 100 persons or more;

(5) parking garages as defined in subdivision (a) of section 13 of this local law; and

(6) buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the Common Council of the *City of Rensselaer*.

Any person who proposes to undertake any activity or to operate any type of building listed in this subdivision (a) shall be required to obtain an Operating Permit prior to commencing such activity or operation.

(b) Applications for Operating Permits. An application for an Operating Permit shall be in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. Such application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that quantities, materials, and activities conform to the requirements of the Uniform Code. If the Code Enforcement Officer determines that tests or reports are necessary to verify conformance, such tests or reports shall be performed or provided by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant.

(c) Inspections. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the subject premises prior to the issuance of an Operating Permit.

(d) Multiple Activities. In any circumstance in which more than one activity listed in subdivision (a) of this section is to be conducted at a location, the Code Enforcement Officer may require a separate Operating Permit for each such activity, or the Code Enforcement Officer may, in his or her discretion, issue a single Operating Permit to apply to all such activities.

(e) Duration of Operating Permits. Operating permits shall be issued for such period of time, not to exceed one year in the case of any Operating Permit issued for an area of public assembly and not to exceed three years in any other case, as shall be determined by the Code Enforcement Officer to be consistent with local conditions. The effective period of each Operating Permit shall be specified in the Operating Permit. An Operating Permit may be reissued or renewed upon application to the Code Enforcement Officer, payment of the applicable fee, and approval of such application by the Code Enforcement Officer.

(f) Revocation or suspension of Operating Permits. If the Code Enforcement Officer determines that any activity or building for which an Operating Permit was issued does not comply with any applicable provision of the Uniform Code, such Operating Permit shall be revoked or suspended.

(g) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time submission of an application for an Operating Permit, for an amended Operating Permit, or for reissue or renewal of an Operating Permit.

## **SECTION 11. FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

(a) Inspections required. Fire safety and property maintenance inspections of buildings and structures shall be performed by the Code Enforcement Officer or an Inspector designated by the Code Enforcement Officer at the following intervals:

(1) Fire safety and property maintenance inspections of buildings or structures which contain an area of public assembly shall be performed at least once every twelve (12) months.

(2) Fire safety and property maintenance inspections of buildings or structures being occupied as dormitories shall be performed at least once every twelve (12) months.

(3) Fire safety and property maintenance inspections of all multiple dwellings not included in paragraphs (1) or (2) of this subdivision, and all non-residential buildings, structures, uses and occupancies not included in paragraphs (1) or (2) of this subdivision, shall be performed at least once every twelve (12) months.

(b) Inspections permitted. In addition to the inspections required by subdivision (a) of this section, a fire safety and property maintenance inspection of any building, structure, use, or occupancy, or of any dwelling unit, may also be performed by the Code Enforcement Officer or an Inspector designated by the Code Enforcement Officer at any time upon:

(1) the request of the owner of the property to be inspected or an authorized agent of such owner;

(2) receipt by the Code Enforcement Officer of a written statement alleging that conditions or activities failing to comply with the Uniform Code or Energy Code exist; or

(3) receipt by the Code Enforcement Officer of any other information, reasonably believed by the Code Enforcement Officer to be reliable, giving rise to reasonable cause to believe that conditions or activities failing to comply with the Uniform Code or Energy Code exist;

provided, however, that nothing in this subdivision shall be construed as permitting an inspection under any circumstances under which a court order or warrant permitting such inspection is required, unless such court order or warrant shall have been obtained.

(c) OFPC Inspections. Nothing in this section or in any other provision of this local law shall supersede, limit or impair the powers, duties and responsibilities of the New York State Office of Fire Prevention and Control ("OFPC") and the New York State Fire Administrator under Executive Law section 156-e and Education Law section 807-b.

*Notwithstanding any other provision of this section to the contrary:*

*(1) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a building or structure which contains an area of public assembly if OFPC performs fire safety and property maintenance inspections of such building or structure at least once every twelve (12) months;*

*(2) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a building or structure occupied as a dormitory if OFPC performs fire safety and property maintenance inspections of such building or structure at least once every twelve (12) months;*

*(3) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a multiple dwelling not included in paragraphs (1) or (2) of subdivision (a) of this section if OFPC performs fire safety and*

*property maintenance inspections of such multiple dwelling at intervals not exceeding the interval specified in paragraph (3) of subdivision (a) of this section; and*

*(4) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a non-residential building, structure, use or occupancy not included in paragraphs (1) or (2) of subdivision (a) of this section if OFPC performs fire safety and property maintenance inspections of such non-residential building, structure, use or occupancy at intervals not exceeding the interval specified in paragraph (3) of subdivision (a) of this section.]*

(d) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid prior to or at the time each inspection performed pursuant to this section. This subdivision shall not apply to inspections performed by OFPC.

## **SECTION 12. COMPLAINTS**

The Code Enforcement Officer shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law, *ordinance* or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code. The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

(a) performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;

(b) if a violation is found to exist, providing the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 16 (Violations) of this local law;

(c) if appropriate, issuing a Stop Work Order;

(d) if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

## **SECTION 13. CONDITION ASSESSMENTS OF PARKING GARAGES.**

(a) Definitions. For the purposes of this section:

(1) the term "condition assessment" means an on-site inspection and evaluation of a parking garage for evidence of deterioration of any structural element or building component of such parking garage, evidence of the existence of any unsafe condition in such parking garage, and evidence indicating that such parking garage is an unsafe structure;

(2) the term "deterioration" means the weakening, disintegration, corrosion, rust, or decay of any structural element or building component, or any other loss of effectiveness of a structural element or building component;

(3) the term "parking garage" means any building or structure, or part thereof, in which all or any part of any structural level or levels is used for parking or storage of motor vehicles, excluding:

(i) buildings in which the only level used for parking or storage of motor vehicles is on grade;

(ii) an attached or accessory structure providing parking exclusively for a detached one- or two-family dwelling; and

(iii) a townhouse unit with attached parking exclusively for such unit;



(4) the term "professional engineer" means an individual who is licensed or otherwise authorized under Article 145 of the Education Law to practice the profession of engineering in the State of New York and who has at least three years of experience performing structural evaluations;

(5) the term "responsible professional engineer" means the professional engineer who performs a condition assessment, or under whose supervision a condition assessment is performed, and who seals and signs the condition assessment report. The use of the term "responsible professional engineer" shall not be construed as limiting the professional responsibility or liability of any professional engineer, or of any other licensed professional, who participates in the preparation of a condition assessment without being the responsible professional engineer for such condition assessment.

(6) the term "unsafe condition" includes the conditions identified as "unsafe" in section 304.1.1, section 305.1.1, and section 306.1.1 of the 2015 edition of the International Property Maintenance Code (a publication currently incorporated by reference in 19 NYCRR Part 1226); and

(7) the term "unsafe structure" means a structure that is so damaged, decayed, dilapidated, or structurally unsafe, or is of such faulty construction or unstable foundation, that partial or complete collapse is possible.

(b) Condition Assessments – general requirements. The owner operator of each parking garage shall cause such parking garage to undergo an initial condition assessment as described in subdivision (c) of this section, periodic condition assessments as described in subdivision (d) of this section, and such additional condition assessments as may be required under subdivision (e) of this section. Each condition assessment shall be conducted by or under the direct supervision of a professional engineer. A written report of each condition assessment shall be prepared, and provided to the [City / Town / Village], in accordance with the requirements of subdivision (f) of this section. Before performing a condition assessment (other than the initial condition assessment) of a parking garage, the responsible professional engineer for such condition assessment shall review all available previous condition assessment reports for such parking garage.

(c) Initial Condition Assessment. Each parking garage shall undergo an initial condition assessment as follows:

(1) New parking garages shall undergo an initial condition assessment following construction and prior to a certificate of occupancy or certificate of compliance being issued for the structure,

(2) Existing parking garages shall undergo an initial condition assessment as follows:

- (i) if originally constructed prior to January 1, 1984, then prior to October 1, 2019;
- (ii) if originally constructed between January 1, 1984 and December 31, 2002, then prior to October 1, 2020; and
- (iii) if originally constructed between January 1, 2003 and the effective date of the rule adding this subdivision to 19 NYCRR section 1203.3, then prior to October 1, 2021.

(d) Periodic Condition Assessments. Following the initial condition assessment of a parking garage, such parking garage shall undergo periodic condition assessments at intervals not to exceed twelve (12) months.

(e) Additional Condition Assessments.

(1) If the latest condition assessment report for a parking garage includes a recommendation by the responsible professional engineer that an additional condition assessment of such parking garage, or any portion of such parking garage, be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the *City of Rensselaer* shall require the owner or operator of such parking garage to cause such parking garage (or, if applicable, the portion of such parking garage identified by the responsible

professional engineer) to undergo an additional condition assessment no later than the date recommended in such condition assessment report.

(2) If the *City of Rensselaer* becomes aware of any new or increased deterioration which, in the judgment of the *City of Rensselaer*, indicates that an additional condition assessment of the entire parking garage, or of the portion of the parking garage affected by such new or increased deterioration, should be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the *City of Rensselaer* shall require the owner or operator of such parking garage to cause such parking garage (or, if applicable, the portion of the parking garage affected by such new or increased deterioration) to undergo an additional condition assessment no later than the date determined by the *City of Rensselaer* to be appropriate.

(f) Condition Assessment Reports. The responsible professional engineer shall prepare, or directly supervise the preparation of, a written report of each condition assessment, and shall submit such condition assessment report to the *City of Rensselaer* within such *time as fixed by the City of Rensselaer or thirty (30) days, whichever is shorter*. Such condition assessment report shall be sealed and signed by the responsible professional engineer, and shall include:

(1) an evaluation and description of the extent of deterioration and conditions that cause deterioration that could result in an unsafe condition or unsafe structure;

(2) an evaluation and description of the extent of deterioration and conditions that cause deterioration that, in the opinion of the responsible professional engineer, should be remedied immediately to prevent an unsafe condition or unsafe structure;

(3) an evaluation and description of the unsafe conditions;

(4) an evaluation and description of the problems associated with the deterioration, conditions that cause deterioration, and unsafe conditions;

(5) an evaluation and description of the corrective options available, including the recommended timeframe for remedying the deterioration, conditions that cause deterioration, and unsafe conditions;

(6) an evaluation and description of the risks associated with not addressing the deterioration, conditions that cause deterioration, and unsafe conditions;

(7) the responsible professional engineer's recommendation regarding preventative maintenance;

(8) except in the case of the report of the initial condition assessment, the responsible professional engineer's attestation that he or she reviewed all previously prepared condition assessment reports available for such parking garage, and considered the information in the previously prepared reports while performing the current condition assessment and while preparing the current report; and

(9) the responsible professional engineer's recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed. In making the recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed, the responsible professional engineer shall consider the parking garage's age, maintenance history, structural condition, construction materials, frequency and intensity of use, location, exposure to the elements, and any other factors deemed relevant by the responsible professional engineer in his or her professional judgment.

(g) Review Condition Assessment Reports. The *City of Rensselaer* shall take such enforcement action or actions in response to the information in such condition assessment report as may be necessary or appropriate to protect the public from the hazards that may result from the conditions described in such report. In particular, but not by way of

limitation, the *City of Rensselaer* shall, by Order to Remedy or such other means of enforcement as the *City of Rensselaer* may deem appropriate, require the owner or operator of the parking garage to repair or otherwise remedy all deterioration, all conditions that cause deterioration, and all unsafe conditions identified in such condition assessment report pursuant to paragraphs (2) and (3) of subdivision (f). All repairs and remedies shall comply with the applicable provisions of the Uniform Code. This section shall not limit or impair the right of the *City of Rensselaer* to take any other enforcement action, including but not limited to suspension or revocation of a parking garage's operating permit, as may be necessary or appropriate in response to the information in a condition assessment report.

(h) The *City of Rensselaer* shall retain all condition assessment reports for the life of the parking garage. Upon request by a professional engineer who has been engaged to perform a condition assessment of a parking garage, and who provides the *City of Rensselaer* with a written statement attesting to the fact that he or she has been so engaged, the *City of Rensselaer* shall make the previously prepared condition assessment reports for such parking garage (or copies of such reports) available to such professional engineer. The *City of Rensselaer* shall be permitted to require the owner or operator of the subject parking garage to pay all costs and expenses associated with making such previously prepared condition assessment reports (or copies thereof) available to the professional engineer.

(i) This section shall not limit or impair the right or the obligation of the *City of Rensselaer*:

(1) to perform such construction inspections as are required by section 5 of this local law;

(2) to perform such periodic fire safety and property maintenance inspections as are required by section 11 of this local law; and/or

(3) to take such enforcement action or actions as may be necessary or appropriate to respond to any condition that comes to the attention of the *City of Rensselaer* by means of its own inspections or observations, by means of a complaint, or by any other means other than a condition assessment or a report of a condition assessment.

#### **SECTION 14. RECORD KEEPING.**

(a) The Code Enforcement Officer shall keep permanent official records of all transactions and activities conducted by all Code Enforcement Personnel, including records of:

(1) all applications received, reviewed and approved or denied;

(2) all plans, specifications and construction documents approved;

(3) all Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates, Stop Work Orders, and Operating Permits issued;

(4) all inspections and tests performed;

(5) all statements and reports issued;

(6) all complaints received;

(7) all investigations conducted;

(8) all condition assessment reports received;

(9) all other features and activities specified in or contemplated by sections 4 through 13, inclusive, of this local law, including; and

(10) all fees charged and collected.

(b) All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

## **SECTION 15. PROGRAM REVIEW AND REPORTING**

(a) The Code Enforcement Officer shall annually submit to the Common Council of the City of Rensselaer a written report and summary of all business conducted by the Code Enforcement Officer and the Inspectors, including a report and summary of all transactions and activities described in section 14 (Record Keeping) of this local law and a report and summary of all appeals or litigation pending or concluded.

(b) The Code Enforcement Officer shall annually submit to the Secretary of State, on behalf of this *City* on a form prescribed by the Secretary of State, a report of the activities of this *City* relative to administration and enforcement of the Uniform Code.

(c) The Code Enforcement Officer shall, upon request of the New York State Department of State, provide to the New York State Department of State, from the records and related materials this *City* is required to maintain, excerpts, summaries, tabulations, statistics and other information and accounts of the activities of this *City* in connection with administration and enforcement of the Uniform Code.

## **SECTION 16: VIOLATIONS**

(a) Orders to Remedy. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

"The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by \_\_\_\_\_ [*specify date*], which is thirty (30) days after the date of this Order to Remedy."

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

(b) Appearance Tickets. The Code Enforcement Officer and each Inspector are authorized to issue appearance tickets for any violation of the Uniform Code.

(c) Civil Penalties. In addition to those penalties prescribed by State law, any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, *Certificate of Occupancy / Certificate of Compliance*, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to a civil penalty of not more than \$1,000.00 for each day or part thereof during which such violation continues. The civil penalties provided by this subdivision shall be recoverable in an action instituted in the name of the *City of Rensselaer*.

(d) Injunctive Relief. An action or proceeding may be instituted in the name of the *City of Rensselaer*, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, *Certificate of Occupancy / Certificate of Compliance*, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of the *City of Rensselaer*, in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the Corporation Counsel of the *City of Rensselaer*.

(e) Remedies Not Exclusive. No remedy or penalty specified in this section shall be the exclusive remedy or remedy available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

## **SECTION 17: FEES**

A fee schedule shall be established by resolution of the Common Council of the *City of Rensselaer*. Such fee schedule may thereafter be amended from time to time by like resolution. The fees set forth in, or determined in accordance with, such fee schedule or amended fee schedule shall be charged and collected for the submission of applications, the issuance of Building Permits, amended Building Permits, renewed Building Permits, *Certificates of occupancy / Certificates of Compliance*, Temporary Certificates, Operating Permits, fire safety and property maintenance inspections, and other actions of the Code Enforcement Officer described in or contemplated by this local law.

## **SECTION 18. INTERMUNICIPAL AGREEMENTS**

The Common Council of the *City of Rensselaer* may, by resolution, authorize the Mayor of the *City of Rensselaer* to enter into an agreement, in the name of the *City of Rensselaer*, with other governments to carry out the terms of this

local law, provided that such agreement does not violate any provision of the Uniform Code, the Energy Code, Part 1203 of Title 19 of the NYCRR, or any other applicable law.

#### **SECTION 19. PARTIAL INVALIDITY**

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

#### **SECTION 20. EFFECTIVE DATE**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

**1. (Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2020, in accordance with the applicable provisions of law.

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2020, and was (approved)(not approved) (repassed after disapproval) by the Elective Chief Executive Officer\*, Mayor Michael Stammel, and was deemed duly adopted on \_\_\_\_\_, 2020.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_ of 2020 \_\_\_\_ of the City of Rensselaer was duly passed by the \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_, and was (approved)(not approved)(repassed after disapproval) by the Elective Chief Executive Officer\*, \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_. Such Local Law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_, 200\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2020, and was (approved)(not approved)(repassed after disapproval) by the Elective Chief Officer\*, Mayor Michael Stammel, on \_\_\_\_\_, 2020. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_, 2020, in accordance with the applicable provisions of law.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_ of 200\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_, 200\_\_\_\_, became operative.

\* Elective Chief Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 200\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_, 200\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

\_\_\_\_\_  
Clerk of the County Legislative Body, City, Town or Village  
Clerk or officer designated by local legislative body  
**CITY CLERK**

*(Seal)*

Date: \_\_\_\_\_

**(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)**

State of New York  
County of Rensselaer

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

\_\_\_\_\_  
**Corporation Counsel**  
Title

**CITY OF: RENSSELAER**



Date: \_\_\_\_\_

By Alderperson : COUNCIL AS A WHOLE

#2

Seconded by Alderperson : \_\_\_\_\_

**A RESOLUTION TO APPROVE PROPOSED LOCAL LAW NO. 11 OF 2021**

**WHEREAS**, the City of Rensselaer is desirous of establishing a Local Law to further amend Chapter 101 of the City Code relative to the Uniform Fire Prevention and Building Code as to financial requirements for issuance of Permits, Certificates and Approvals by the City of Rensselaer Code Enforcement Office; and

**WHEREAS**, the Common Council has reviewed proposed Local Law No. 11 of the year 2021, attached hereto; and

**WHEREAS**, such Local Law appears appropriate as to form and substance, and a Public Hearing having been conducted by the Common Council so as to consider public comments on such proposed Local Law.

**NOW, THEREFORE, BE IT RESOLVED**, that proposed Local Law No. 11 of the year 2021 is hereby approved as to form and substance; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to file a certified copy of such Local Law with the Office of the New York State Secretary of State.

Approved as to form and sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Corporation Counsel

So Approved:

\_\_\_\_\_  
Mayor

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

## **BUILDING AND ZONING ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for the administration and enforcement of state and local building codes, zoning laws, subdivision regulations and housing codes for the City. Supervision may be exercised over subordinate inspectors and clerical personnel.

The Building and Zoning Administrator also does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews for approval and specifications for building construction repair and alteration;

Inspects buildings under construction for compliance with approved plans and specifications and applicable ordinances and codes;

Prepares accurate and complete reports of all field inspections;

Issues building permits and certificates of occupancy;

May supervise the activities of subordinates engaged in inspection and clerical duties;

Cooperates with legal and judicial authorities to ensure that improper conditions are corrected and that appropriate penalties are imposed for violations;

Maintain permanent records of all transactions and activities including applications received, plans reviewed and approved, permits and certificates issued, fees collected, inspection reports, and notices and orders issued;

Explains requirements of building codes and zoning laws to contractors and the general public

Cooperates with the Planning Commission and the Zoning Board of Appeals in making determinations on requests for subdivision and site plan review, special permits and variances from provisions of the Zoning Law;

Cooperates and, when necessary, requests assistance from local, state and federal officials concerned with building, housing, and zoning matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern building techniques, materials, and tools; thorough knowledge of local building codes and ordinances;

Good knowledge of the New York State Multiple Residence Law;

Ability to read and understand plans and specifications; Ability to supervise the work of others; Clerical ability; Ability to inspect structures to determine their condition; Physical condition equal to the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered two or four year college or university with an Associates or Bachelor's Degree in engineering, construction, fire prevention, architectural technology, or related field or

B. Graduation from high school or possession of a high school equivalency diploma and five years of experience in the building trades, engineering architecture, building inspection, public health inspection, firefighting or fire inspection.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF**

**APPLICATIONS:** Incumbent shall successfully complete a New York State certified basic training program within 18 months of initial appointment and attend a minimum of 24 hours of approved in-service training each calendar year.

ADOPTED: June 16,2016  
CSC MTG.

CLASSIFICATION: Competitive

## **ASSISTANT BUILDING INSPECTOR**

**GENERAL STATEMENT OF DUTIES:** Assists in the enforcement of the building code and related laws; does other related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible inspection position involving the combination of legality and structural safety of new construction and alteration of buildings. Work is done under the general supervision of the Building Inspector and violations of a serious nature and difficult decisions are referred to him for review.

**EXAMPLES OF WORK:** (Illustrative only)

Makes field inspections of building construction and materials used;  
Reports violations of building code, zoning and housing ordinances to Building Inspector, consults with contractors, owners, state inspectors and fire inspectors in enforcing the building code.  
Investigates and reports on compliments received as to possible violations of the building code and related ordinances as directed by Building Inspector;  
Reviews specifications and plans which are submitted for building permit;  
Gives out information as to the requirements of the building code and zoning ordinances;  
Makes periodic inspections of homes and other buildings to gather information for determining water assessments;  
Keeps records of work done;  
Prepares oral and written reports.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of practices materials and tools used in building construction; good knowledge of the building code, zoning and housing ordinance; ability to establish and maintain cooperative relationship with contractors; owners and general public; ability to read and interpret plans and specifications; good judgment; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from high school and two (2) years of experience in building construction.

REVIEWED: July 25, 2007  
CSC Mtg.

Classification: Competitive

CITY OF RENSSELAER

LOCAL LAW NO. 11 OF THE YEAR 2021.

A Local Law to Further Amend Chapter 101 of  
the Rensselaer City Code – Fire Prevention and  
Building Code, Uniform

Be it enacted by the Common Council of the City of Rensselaer as follows:

**SECTION 1. PURPOSE AND INTENT**

This local law provides for the further amendment of the New York State Uniform Fire Prevention and Building Code (the Uniform Code) and the State Energy Conservation Construction Code (the Energy Code) previously incorporated into the City Code of the *City of Rensselaer*. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law and amends Section 3 (a)(1) of Local Law Number 4 of 2021 to explicitly set forth that no Certificates, Permits or Plans will be issued or approved by the Code Enforcement Office unless the Applicant is current on all financial obligations to the City of Rensselaer, including, but not limited to, City taxes, charges, fees, penalties and fines. Except as otherwise provided in the Uniform Code, other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, are subject to the provisions this local law. The provisions of this Local Law supersede all previously adopted City of Rensselaer City Code provisions contrary to the provisions contained in this Local Law.

**SECTION 2. DEFINITIONS**

In this local law:

"Building Permit" shall mean a permit issued pursuant to section 4 of this local law. The term "Building Permit" shall also include a Building Permit which is renewed, amended or extended pursuant to any provision of this local law.

"Certificate of Occupancy" / "Certificate of Compliance" shall mean a certificate issued pursuant to subdivision (b) of section 7 of this local law.

"City" shall mean the City of Rensselaer.

"Code Enforcement Officer" shall mean the Code Enforcement Officer appointed pursuant to subdivision (b) of section 3 of this local law.

"Code Enforcement Personnel" shall include the Code Enforcement Officer and all Inspectors.

"Energy Code" shall mean the State Energy Conservation Construction Code, as currently in effect and as hereafter amended from time to time.

"Inspector" shall mean an inspector appointed pursuant to subdivision (d) of section 3 of this local law.

"Operating Permit" shall mean a permit issued pursuant to section 10 of this local law. The term "Operating Permit" shall also include an Operating Permit which is renewed, amended or extended pursuant to any provision of this local law.

"Order to Remedy" shall mean an order issued by the Code Enforcement Officer pursuant to subdivision (a) of section 16 of this local law.

"Permit Holder" shall mean the Person to whom a Building Permit has been issued.

"Person" shall include an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.

"Stop Work Order" shall mean an order issued pursuant to section 6 of this local law.

"Temporary Certificate" shall mean a certificate issued pursuant to subdivision (d) of section 7 of this local law.

"Uniform Code" shall mean the New York State Uniform Fire Prevention and Building Code, as currently in effect and as hereafter amended from time to time.

### **SECTION 3. CODE ENFORCEMENT OFFICER AND INSPECTORS**

(a) The office of Code Enforcement Officer is hereby created. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and this local law. The Code Enforcement Officer shall have the following powers and duties:

(1) to receive, review, and approve or disapprove applications for Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, and the plans, specifications and construction documents submitted with such applications, however, no Certificates, Permits or Plans will be issued or approved by the Code Enforcement Office unless the Applicant is current on all financial obligations to the City of Rensselaer, including, but not limited to, City taxes, charges, fees, penalties and fines;

(2) upon approval of such applications, to issue Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, and to include in Building Permits, *Certificates of Occupancy / Certificates of Compliance*. Temporary Certificates and Operating Permits such terms and conditions as the Code Enforcement Officer may determine to be appropriate;

(3) to conduct construction inspections, inspections to be made prior to the issuance of *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates and Operating Permits, fire safety and property maintenance inspections, inspections incidental to the investigation of complaints, and all other inspections required or permitted under any provision of this local law;

(4) to issue Stop Work Orders;

(5) to review and investigate complaints;

- (6) to issue orders pursuant to subdivision (a) of section 16 (Violations) of this local law;
- (7) to maintain records;
- (8) to collect fees as set by the Common Council of the *City of Rensselaer*;
- (9) to pursue administrative enforcement actions and proceedings;
- (10) in consultation with this *City's* attorney, to pursue such legal actions and proceedings as may be necessary to enforce the Uniform Code, the Energy Code and this local law, or to abate or correct conditions not in compliance with the Uniform Code, the Energy Code or this local law; and
- (11) to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by this local law.
- (b) The Code Enforcement Officer shall be hired by the Mayor of the City of Rensselaer. The Code Enforcement Officer shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training and other training as the State of New York shall require for code enforcement personnel, and the Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. The Code Enforcement Officer shall meet the qualifications for a "Building and Zoning Administrator" under the Rensselaer County Civil Service competitive classification.
- (c) In the event that the Code Enforcement Officer is unable to serve as such for any reason, an individual shall be hired by the Mayor of the City of Rensselaer to serve as Acting Code Enforcement Officer. The Acting Code Enforcement Officer shall, during the term of his or her appointment, exercise all powers and fulfill all duties conferred upon the Code Enforcement Officer by this local law. Such person must also meet the qualifications set forth herein.
- (d) One or more Inspectors may be hired by the Mayor of the City of Rensselaer to act under the supervision and direction of the Code Enforcement Officer and to assist the Code Enforcement Officer in the exercise of the powers and fulfillment of the duties conferred upon the Code Enforcement Officer by this local law. Each Inspector shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training and other training as the State of New York shall require for code enforcement personnel, and each Inspector shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. Such Inspectors shall meet the qualifications for a "Assistant Building Inspector" under the Rensselaer County Civil Service competitive classification.
- (e) The compensation for the Code Enforcement Officer and Inspectors shall be fixed from time to time by the Common Council of the *City of Rensselaer*.

#### **SECTION 4. BUILDING PERMITS.**

(a) Building Permits Required. Except as otherwise provided in subdivision (b) of this section, a Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof, and the installation of a solid fuel burning heating appliance, chimney or flue in any dwelling unit, paving of driveway, installation of a fence. No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer.



(b) Exemptions. No Building Permit shall be required for work in any of the following categories:

(1) construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88 square meters);

(2) installation of swings and other playground equipment associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses);

(3) installation of swimming pools associated with a one- or two-family dwelling or multiple single-family dwellings (townhouses) where such pools are designed for a water depth of less than 24 inches and are installed entirely above ground;

(4) construction of retaining walls unless such walls support a surcharge or impound Class I, II or IIIA liquids;

(5) construction of temporary motion picture, television and theater stage sets and scenery;

(7) installation of window awnings supported by an exterior wall of a one- or two-family dwelling or multiple single-family dwellings (townhouses);

(8) installation of partitions or movable cases less than 5'-9" in height;

(9) painting, wallpapering, tiling, carpeting, or other similar finish work;

(10) installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances;

(11) replacement of any equipment provided the replacement does not alter the equipment's listing or render it inconsistent with the equipment's original specifications; or

(12) repairs, provided that such repairs do not involve (i) the removal or cutting away of a loadbearing wall, partition, or portion thereof, or of any structural beam or load bearing component; (ii) the removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; (iii) the enlargement, alteration, replacement or relocation of any building system; or (iv) the removal from service of all or part of a fire protection system for any period of time.

(c) Exemption not deemed authorization to perform non-compliant work. The exemption from the requirement to obtain a building permit for work in any category set forth in subdivision (b) of this section shall not be deemed an authorization for work to be performed in violation of the Uniform Code or the Energy Code.

(d) Applications for Building Permits. Applications for a Building Permit shall be made in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. The application shall be signed by the owner of the property where the work is to be performed or an authorized agent of the owner. The application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that the intended work complies with all applicable requirements of the Uniform Code and the Energy Code. The application shall include or be accompanied by the following information and documentation:

(1) a description of the proposed work;

(2) the tax map number and the street address of the premises where the work is to be performed;

(3) the occupancy classification of any affected building or structure;

(4) where applicable, a statement of special inspections prepared in accordance with the provisions of the Uniform Code; and

(5) at least 2 sets of construction documents (drawings and/or specifications) which (i) define the scope of the proposed work; (ii) are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law; (iii) indicate with sufficient clarity and detail the nature and extent of the work proposed; (iv) substantiate that the proposed work will comply with the Uniform Code and the Energy Code; and (v) where applicable, include a site plan that shows any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines.

(e) Construction documents. Construction documents will not be accepted as part of an application for a Building Permit unless they satisfy the requirements set forth in paragraph (5) of subdivision (d) of this section. Construction documents which are accepted as part of the application for a Building Permit shall be marked as accepted by the Code Enforcement Officer in writing or by stamp. One set of the accepted construction documents shall be retained by the Code Enforcement Officer, and one set of the accepted construction documents shall be returned to the applicant to be kept at the work site so as to be available for use by the Code Enforcement Personnel. However, the return of a set of accepted construction documents to the applicant shall not be construed as authorization to commence work, nor as an indication that a Building Permit will be issued. Work shall not be commenced until and unless a Building Permit is issued.

(f) Issuance of Building Permits. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code. The Code Enforcement Officer shall issue a Building Permit if the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

(g) Building Permits to be displayed. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed.

(h) Work to be in accordance with construction documents. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit. The Building Permit shall contain such a directive. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. The Building Permit shall contain such a directive. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.

(i) Time limits. Building Permits shall become invalid unless the authorized work is commenced within [ 6 ] months following the date of issuance. Building Permits shall expire [12 ] months after the date of issuance. A Building Permit which has become invalid or which has expired pursuant to this subdivision may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer.

(j) Revocation or suspension of Building Permits. If the Code Enforcement Officer determines that a Building Permit was issued in error because of incorrect, inaccurate or incomplete information, or that the work for which a Building Permit was issued violates the Uniform Code or the Energy Code, the Code Enforcement Officer shall revoke the Building Permit or suspend the Building Permit until such time as the Permit Holder demonstrates that (1) all work then completed is in compliance with all applicable provisions of the Uniform Code and the Energy Code and (2) all work then proposed to be performed shall be in compliance with all applicable provisions of the Uniform Code and the Energy Code.

(k) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time of submission of an application for a Building Permit, for an amended Building Permit, or for renewal of a Building Permit.

## **SECTION 5. CONSTRUCTION INSPECTIONS.**

(a) Work to remain accessible and exposed. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer or by an Inspector authorized by the Code Enforcement Officer. The Permit Holder shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

(b) Elements of work to be inspected. The following elements of the construction process shall be inspected made, where applicable:

- (1) work site prior to the issuance of a Building Permit;
- (2) footing and foundation;
- (3) preparation for concrete slab;
- (4) framing;
- (5) building systems, including underground and rough-in;
- (6) fire resistant construction;
- (7) fire resistant penetrations;
- (8) solid fuel burning heating appliances, chimneys, flues or gas vents;
- (9) Energy Code compliance; and
- (10) a final inspection after all work authorized by the Building Permit has been completed.

(c) Inspection results. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Permit Holder shall be notified as to where the work fails to comply with the Uniform Code or Energy Code. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.

(d) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid prior to or at the time of each inspection performed pursuant to this section.

## **SECTION 6. STOP WORK ORDERS.**

(a) Authority to issue. The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to this section. The Code Enforcement Officer shall issue a Stop Work Order to halt:

- (1) any work that is determined by the Code Enforcement Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or

(2) any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work, or

(3) any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.

(b) Content of Stop Work Orders. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Code Enforcement Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.

(c) Service of Stop Work Orders. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by [*registered mail / certified mail*]. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by *registered mail / certified mail*, provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

(d) Effect of Stop Work Order. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder and any other Person performing, taking part in or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order.

(e) Remedy not exclusive. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision (a) of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 16 (Violations) of this local law or under any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

## **SECTION 7. [CERTIFICATES OF OCCUPANCY / CERTIFICATES OF COMPLIANCE]**

(a) *Certificates of Occupancy / Certificates of Compliance* required. A *Certificate of Occupancy / Certificate of Compliance* shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a *Certificate of Occupancy / Certificate of Compliance*.

(b) Issuance of *Certificates of Occupancy / Certificates of Compliance*. The Code Enforcement Officer shall issue a *Certificate of Occupancy / Certificate of Compliance* if the work which was the subject of the Building Permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the building, structure or work prior to the issuance of a *Certificate of Occupancy / Certificate of Compliance*. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the *Certificate of Occupancy / Certificate of Compliance*, shall be provided to the Code Enforcement Officer prior to the issuance of the *Certificate of Occupancy / Certificate of Compliance*.

- (1) a written statement of structural observations and/or a final report of special inspections, and
- (2) flood hazard certifications.

(c) Contents of *Certificates of Occupancy / Certificates of Compliance*. A *Certificate of Occupancy / Certificate of Compliance* shall contain the following information:

- (1) the Building Permit number, if any;
- (2) the date of issuance of the Building Permit, if any;
- (3) the name, address and tax map number of the property;

(4) if the *Certificate of Occupancy / Certificate of Compliance* is not applicable to an entire structure, a description of that portion of the structure for which the *Certificate of Occupancy / Certificate of Compliance* is issued;

(5) the use and occupancy classification of the structure;

(6) the type of construction of the structure;

(7) the assembly occupant load of the structure, if any;

(8) if an automatic sprinkler system is provided, a notation as to whether the sprinkler system is required;

(9) any special conditions imposed in connection with the issuance of the Building Permit; and

(10) the signature of the Code Enforcement Officer issuing the *Certificate of Occupancy / Certificate of Compliance* and the date of issuance.

(d) Temporary Certificate. The Code Enforcement Officer shall be permitted to issue a Temporary Certificate allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Code Enforcement Officer issue a Temporary Certificate unless the Code Enforcement Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate, may be occupied safely, (2) that any fire- and smoke-detecting or fire protection equipment which has been installed is operational, and (3) that all required means of egress from the building or structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate such terms and conditions as he or she deems necessary or appropriate to ensure safety or to further the purposes and intent of the Uniform Code. A Temporary Certificate shall be effective for a period of time, not to exceed [ 6 ] months, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate. During the specified period of effectiveness of the Temporary Certificate, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

(e) Revocation or suspension of certificates. If the Code Enforcement Officer determines that a *Certificate of Occupancy / Certificate of Compliance* or a Temporary Certificate was issued in error because of incorrect, inaccurate or incomplete information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

(f) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time of submission of an application for a *Certificate of Occupancy / Certificate of Compliance* or for Temporary Certificate.

## **SECTION 8. NOTIFICATION REGARDING FIRE OR EXPLOSION.**

The chief of any fire department providing firefighting services for a property within the *City of Rensselaer* shall promptly notify the Code Enforcement Officer of any fire or explosion involving any structural damage, fuel burning appliance, chimney or gas vent.

## **SECTION 9. UNSAFE BUILDING AND STRUCTURES**

Unsafe structures and equipment in the *City of Rensselaer* shall be identified and addressed in accordance with the procedures established by Local Law Number 3 of 1991, as now in effect or as amended from time to time.

## **SECTION 10. OPERATING PERMITS.**

(a) Operation Permits required. Operating Permits shall be required for conducting any activity listed in paragraphs (1), (2), or (3) below or operating any type of building or structure listed in paragraphs (4), (5), or (6) below:

(1) manufacturing, storing or handling hazardous materials in quantities exceeding those listed in Tables 5003.1.1(1), 5003.1.1(2), 5003.1.1(3), 5003.1.1(4) of the 2015 edition of the International Fire Code (a publication currently incorporated by reference in 19 NYCRR Part 1225 or its' successors thereto);

(2) hazardous processes and activities, including but not limited to, commercial and industrial operations which produce combustible dust as a byproduct, fruit and crop ripening, and waste handling;

(3) use of pyrotechnic devices in assembly occupancies;

(4) buildings containing one or more areas of public assembly with an occupant load of 100 persons or more;

(5) parking garages as defined in subdivision (a) of section 13 of this local law; and

(6) buildings whose use or occupancy classification may pose a substantial potential hazard to public safety, as determined by resolution adopted by the Common Council of the *City of Rensselaer*.

Any person who proposes to undertake any activity or to operate any type of building listed in this subdivision (a) shall be required to obtain an Operating Permit prior to commencing such activity or operation.

(b) Applications for Operating Permits. An application for an Operating Permit shall be in writing on a form provided by or otherwise acceptable to the Code Enforcement Officer. Such application shall include such information as the Code Enforcement Officer deems sufficient to permit a determination by the Code Enforcement Officer that quantities, materials, and activities conform to the requirements of the Uniform Code. If the Code Enforcement Officer determines that tests or reports are necessary to verify conformance, such tests or reports shall be performed or provided by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant.

(c) Inspections. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the subject premises prior to the issuance of an Operating Permit.

(d) Multiple Activities. In any circumstance in which more than one activity listed in subdivision (a) of this section is to be conducted at a location, the Code Enforcement Officer may require a separate Operating Permit for each such activity, or the Code Enforcement Officer may, in his or her discretion, issue a single Operating Permit to apply to all such activities.

(e) Duration of Operating Permits. Operating permits shall be issued for such period of time, not to exceed one year in the case of any Operating Permit issued for an area of public assembly and not to exceed three years in any other case, as shall be determined by the Code Enforcement Officer to be consistent with local conditions. The effective period of each Operating Permit shall be specified in the Operating Permit. An Operating Permit may be reissued or

renewed upon application to the Code Enforcement Officer, payment of the applicable fee, and approval of such application by the Code Enforcement Officer.

(f) Revocation or suspension of Operating Permits. If the Code Enforcement Officer determines that any activity or building for which an Operating Permit was issued does not comply with any applicable provision of the Uniform Code, such Operating Permit shall be revoked or suspended.

(g) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid at the time submission of an application for an Operating Permit, for an amended Operating Permit, or for reissue or renewal of an Operating Permit.

## **SECTION 11. FIRE SAFETY AND PROPERTY MAINTENANCE INSPECTIONS**

(a) Inspections required. Fire safety and property maintenance inspections of buildings and structures shall be performed by the Code Enforcement Officer or an Inspector designated by the Code Enforcement Officer at the following intervals:

(1) Fire safety and property maintenance inspections of buildings or structures which contain an area of public assembly shall be performed at least once every twelve (12) months.

(2) Fire safety and property maintenance inspections of buildings or structures being occupied as dormitories shall be performed at least once every twelve (12) months.

(3) Fire safety and property maintenance inspections of all multiple dwellings not included in paragraphs (1) or (2) of this subdivision, and all non-residential buildings, structures, uses and occupancies not included in paragraphs (1) or (2) of this subdivision, shall be performed at least once every twelve (12) months.

(b) Inspections permitted. In addition to the inspections required by subdivision (a) of this section, a fire safety and property maintenance inspection of any building, structure, use, or occupancy, or of any dwelling unit, may also be performed by the Code Enforcement Officer or an Inspector designated by the Code Enforcement Officer at any time upon:

(1) the request of the owner of the property to be inspected or an authorized agent of such owner;

(2) receipt by the Code Enforcement Officer of a written statement alleging that conditions or activities failing to comply with the Uniform Code or Energy Code exist; or

(3) receipt by the Code Enforcement Officer of any other information, reasonably believed by the Code Enforcement Officer to be reliable, giving rise to reasonable cause to believe that conditions or activities failing to comply with the Uniform Code or Energy Code exist;

provided, however, that nothing in this subdivision shall be construed as permitting an inspection under any circumstances under which a court order or warrant permitting such inspection is required, unless such court order or warrant shall have been obtained.

(c) OFPC Inspections. Nothing in this section or in any other provision of this local law shall supersede, limit or impair the powers, duties and responsibilities of the New York State Office of Fire Prevention and Control ("OFPC") and the New York State Fire Administrator under Executive Law section 156-e and Education Law section 807-b.

*Notwithstanding any other provision of this section to the contrary:*

*(1) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a building or structure which contains an area of public assembly if OFPC performs fire safety and property maintenance inspections of such building or structure at least once every twelve (12) months;*

*(2) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a building or structure occupied as a dormitory if OFPC performs fire safety and property maintenance inspections of such building or structure at least once every twelve (12) months;*

*(3) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a multiple dwelling not included in paragraphs (1) or (2) of subdivision (a) of this section if OFPC performs fire safety and property maintenance inspections of such multiple dwelling at intervals not exceeding the interval specified in paragraph (3) of subdivision (a) of this section; and*

*(4) the Code Enforcement Officer shall not perform fire safety and property maintenance inspections of a non-residential building, structure, use or occupancy not included in paragraphs (1) or (2) of subdivision (a) of this section if OFPC performs fire safety and property maintenance inspections of such non-residential building, structure, use or occupancy at intervals not exceeding the interval specified in paragraph (3) of subdivision (a) of this section.]*

(d) Fee. The fee specified in or determined in accordance with the provisions set forth in section 17 (Fees) of this local law must be paid prior to or at the time each inspection performed pursuant to this section. This subdivision shall not apply to inspections performed by OFPC.

## **SECTION 12. COMPLAINTS**

The Code Enforcement Officer shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law, *ordinance* or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code. The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

(a) performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;

(b) if a violation is found to exist, providing the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 16 (Violations) of this local law;

(c) if appropriate, issuing a Stop Work Order;

(d) if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

## **SECTION 13. CONDITION ASSESSMENTS OF PARKING GARAGES.**

(a) Definitions. For the purposes of this section:

(1) the term "condition assessment" means an on-site inspection and evaluation of a parking garage for evidence of deterioration of any structural element or building component of such parking garage, evidence of the existence of any unsafe condition in such parking garage, and evidence indicating that such parking garage is an unsafe structure;

(2) the term "deterioration" means the weakening, disintegration, corrosion, rust, or decay of any structural element or building component, or any other loss of effectiveness of a structural element or building component;



(3) the term "parking garage" means any building or structure, or part thereof, in which all or any part of any structural level or levels is used for parking or storage of motor vehicles, excluding:

- (i) buildings in which the only level used for parking or storage of motor vehicles is on grade;
- (ii) an attached or accessory structure providing parking exclusively for a detached one- or two-family dwelling; and
- (iii) a townhouse unit with attached parking exclusively for such unit;

(4) the term "professional engineer" means an individual who is licensed or otherwise authorized under Article 145 of the Education Law to practice the profession of engineering in the State of New York and who has at least three years of experience performing structural evaluations;

(5) the term "responsible professional engineer" means the professional engineer who performs a condition assessment, or under whose supervision a condition assessment is performed, and who seals and signs the condition assessment report. The use of the term "responsible professional engineer" shall not be construed as limiting the professional responsibility or liability of any professional engineer, or of any other licensed professional, who participates in the preparation of a condition assessment without being the responsible professional engineer for such condition assessment.

(6) the term "unsafe condition" includes the conditions identified as "unsafe" in section 304.1.1, section 305.1.1, and section 306.1.1 of the 2015 edition of the International Property Maintenance Code (a publication currently incorporated by reference in 19 NYCRR Part 1226); and

(7) the term "unsafe structure" means a structure that is so damaged, decayed, dilapidated, or structurally unsafe, or is of such faulty construction or unstable foundation, that partial or complete collapse is possible.

(b) Condition Assessments – general requirements. The owner operator of each parking garage shall cause such parking garage to undergo an initial condition assessment as described in subdivision (c) of this section, periodic condition assessments as described in subdivision (d) of this section, and such additional condition assessments as may be required under subdivision (e) of this section. Each condition assessment shall be conducted by or under the direct supervision of a professional engineer. A written report of each condition assessment shall be prepared, and provided to the [City / Town / Village], in accordance with the requirements of subdivision (f) of this section. Before performing a condition assessment (other than the initial condition assessment) of a parking garage, the responsible professional engineer for such condition assessment shall review all available previous condition assessment reports for such parking garage.

(c) Initial Condition Assessment. Each parking garage shall undergo an initial condition assessment as follows:

(1) New parking garages shall undergo an initial condition assessment following construction and prior to a certificate of occupancy or certificate of compliance being issued for the structure,

(2) Existing parking garages shall undergo an initial condition assessment as follows:

- (i) if originally constructed prior to January 1, 1984, then prior to October 1, 2019;
- (ii) if originally constructed between January 1, 1984 and December 31, 2002, then prior to October 1, 2020; and
- (iii) if originally constructed between January 1, 2003 and the effective date of the rule adding this subdivision to 19 NYCRR section 1203.3, then prior to October 1, 2021.

(d) Periodic Condition Assessments. Following the initial condition assessment of a parking garage, such parking garage shall undergo periodic condition assessments at intervals not to exceed twelve (12) months.

(e) Additional Condition Assessments.

(1) If the latest condition assessment report for a parking garage includes a recommendation by the responsible professional engineer that an additional condition assessment of such parking garage, or any portion of such parking garage, be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the *City of Rensselaer* shall require the owner or operator of such parking garage to cause such parking garage (or, if applicable, the portion of such parking garage identified by the responsible professional engineer) to undergo an additional condition assessment no later than the date recommended in such condition assessment report.

(2) If the *City of Rensselaer* becomes aware of any new or increased deterioration which, in the judgment of the *City of Rensselaer*, indicates that an additional condition assessment of the entire parking garage, or of the portion of the parking garage affected by such new or increased deterioration, should be performed before the date by which the next periodic condition assessment would be required under subdivision (c) of this section, the *City of Rensselaer* shall require the owner or operator of such parking garage to cause such parking garage (or, if applicable, the portion of the parking garage affected by such new or increased deterioration) to undergo an additional condition assessment no later than the date determined by the *City of Rensselaer* to be appropriate.

(f) Condition Assessment Reports. The responsible professional engineer shall prepare, or directly supervise the preparation of, a written report of each condition assessment, and shall submit such condition assessment report to the *City of Rensselaer* within such *time as fixed by the City of Rensselaer or thirty (30) days, whichever is shorter*. Such condition assessment report shall be sealed and signed by the responsible professional engineer, and shall include:

(1) an evaluation and description of the extent of deterioration and conditions that cause deterioration that could result in an unsafe condition or unsafe structure;

(2) an evaluation and description of the extent of deterioration and conditions that cause deterioration that, in the opinion of the responsible professional engineer, should be remedied immediately to prevent an unsafe condition or unsafe structure;

(3) an evaluation and description of the unsafe conditions;

(4) an evaluation and description of the problems associated with the deterioration, conditions that cause deterioration, and unsafe conditions;

(5) an evaluation and description of the corrective options available, including the recommended timeframe for remedying the deterioration, conditions that cause deterioration, and unsafe conditions;

(6) an evaluation and description of the risks associated with not addressing the deterioration, conditions that cause deterioration, and unsafe conditions;

(7) the responsible professional engineer's recommendation regarding preventative maintenance;

(8) except in the case of the report of the initial condition assessment, the responsible professional engineer's attestation that he or she reviewed all previously prepared condition assessment reports available for such parking garage, and considered the information in the previously prepared reports while performing the current condition assessment and while preparing the current report; and

(9) the responsible professional engineer's recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed. In making the recommendation regarding the time within which the next condition assessment of the parking garage or portion thereof should be performed,

the responsible professional engineer shall consider the parking garage's age, maintenance history, structural condition, construction materials, frequency and intensity of use, location, exposure to the elements, and any other factors deemed relevant by the responsible professional engineer in his or her professional judgment.

(g) Review Condition Assessment Reports. The *City of Rensselaer* shall take such enforcement action or actions in response to the information in such condition assessment report as may be necessary or appropriate to protect the public from the hazards that may result from the conditions described in such report. In particular, but not by way of limitation, the *City of Rensselaer* shall, by Order to Remedy or such other means of enforcement as the *City of Rensselaer* may deem appropriate, require the owner or operator of the parking garage to repair or otherwise remedy all deterioration, all conditions that cause deterioration, and all unsafe conditions identified in such condition assessment report pursuant to paragraphs (2) and (3) of subdivision (f). All repairs and remedies shall comply with the applicable provisions of the Uniform Code. This section shall not limit or impair the right of the *City of Rensselaer* to take any other enforcement action, including but not limited to suspension or revocation of a parking garage's operating permit, as may be necessary or appropriate in response to the information in a condition assessment report.

(h) The *City of Rensselaer* shall retain all condition assessment reports for the life of the parking garage. Upon request by a professional engineer who has been engaged to perform a condition assessment of a parking garage, and who provides the *City of Rensselaer* with a written statement attesting to the fact that he or she has been so engaged, the *City of Rensselaer* shall make the previously prepared condition assessment reports for such parking garage (or copies of such reports) available to such professional engineer. The *City of Rensselaer* shall be permitted to require the owner or operator of the subject parking garage to pay all costs and expenses associated with making such previously prepared condition assessment reports (or copies thereof) available to the professional engineer.

(i) This section shall not limit or impair the right or the obligation of the *City of Rensselaer*:

(1) to perform such construction inspections as are required by section 5 of this local law;

(2) to perform such periodic fire safety and property maintenance inspections as are required by section 11 of this local law; and/or

(3) to take such enforcement action or actions as may be necessary or appropriate to respond to any condition that comes to the attention of the *City of Rensselaer* by means of its own inspections or observations, by means of a complaint, or by any other means other than a condition assessment or a report of a condition assessment.

#### **SECTION 14. RECORD KEEPING.**

(a) The Code Enforcement Officer shall keep permanent official records of all transactions and activities conducted by all Code Enforcement Personnel, including records of:

(1) all applications received, reviewed and approved or denied;

(2) all plans, specifications and construction documents approved;

(3) all Building Permits, *Certificates of Occupancy / Certificates of Compliance*, Temporary Certificates, Stop Work Orders, and Operating Permits issued;

(4) all inspections and tests performed;

(5) all statements and reports issued;

(6) all complaints received;

(7) all investigations conducted;

(8) all condition assessment reports received;

(9) all other features and activities specified in or contemplated by sections 4 through 13, inclusive, of this local law, including; and

(10) all fees charged and collected.

(b) All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

## **SECTION 15. PROGRAM REVIEW AND REPORTING**

(a) The Code Enforcement Officer shall annually submit to the Common Council of the City of Rensselaer a written report and summary of all business conducted by the Code Enforcement Officer and the Inspectors, including a report and summary of all transactions and activities described in section 14 (Record Keeping) of this local law and a report and summary of all appeals or litigation pending or concluded.

(b) The Code Enforcement Officer shall annually submit to the Secretary of State, on behalf of this *City* on a form prescribed by the Secretary of State, a report of the activities of this *City* relative to administration and enforcement of the Uniform Code.

(c) The Code Enforcement Officer shall, upon request of the New York State Department of State, provide to the New York State Department of State, from the records and related materials this *City* is required to maintain, excerpts, summaries, tabulations, statistics and other information and accounts of the activities of this *City* in connection with administration and enforcement of the Uniform Code.

## **SECTION 16: VIOLATIONS**

(a) Orders to Remedy. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

"The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by \_\_\_\_\_ [*specify date*], which is thirty (30) days after the date of this Order to Remedy."

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect,

tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

(b) Appearance Tickets. The Code Enforcement Officer and each Inspector are authorized to issue appearance tickets for any violation of the Uniform Code.

(c) Civil Penalties. In addition to those penalties prescribed by State law, any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, *Certificate of Occupancy / Certificate of Compliance*, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to a civil penalty of not more than \$1,000.00 for each day or part thereof during which such violation continues. The civil penalties provided by this subdivision shall be recoverable in an action instituted in the name of the *City of Rensselaer*.

(d) Injunctive Relief. An action or proceeding may be instituted in the name of the *City of Rensselaer*, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, *Certificate of Occupancy / Certificate of Compliance*, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of the *City of Rensselaer*, in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the Corporation Counsel of the *City of Rensselaer*.

(e) Remedies Not Exclusive. No remedy or penalty specified in this section shall be the exclusive remedy or remedy available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

## **SECTION 17: FEES**

A fee schedule shall be established by resolution of the Common Council of the *City of Rensselaer*. Such fee schedule may thereafter be amended from time to time by like resolution. The fees set forth in, or determined in accordance with, such fee schedule or amended fee schedule shall be charged and collected for the submission of applications, the issuance of Building Permits, amended Building Permits, renewed Building Permits, *Certificates of occupancy /*

*Certificates of Compliance*, Temporary Certificates, Operating Permits, fire safety and property maintenance inspections, and other actions of the Code Enforcement Officer described in or contemplated by this local law.

#### **SECTION 18. INTERMUNICIPAL AGREEMENTS**

The Common Council of the *City of Rensselaer* may, by resolution, authorize the Mayor of the *City of Rensselaer* to enter into an agreement, in the name of the *City of Rensselaer*, with other governments to carry out the terms of this local law, provided that such agreement does not violate any provision of the Uniform Code, the Energy Code, Part 1203 of Title 19 of the NYCRR, or any other applicable law.

#### **SECTION 19. PARTIAL INVALIDITY**

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

#### **SECTION 20. EFFECTIVE DATE**

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

**1. Final adoption by local legislative body only.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2020, in accordance with the applicable provisions of law.

**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by Elective Chief Executive Officer\*.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. 11 of 2021 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2021, and was (approved)(not approved) (repassed after disapproval) by the Elective Chief Executive Officer\*, Mayor Michael Stammel, and was deemed duly adopted on \_\_\_\_\_, 2021.

**3. (Final adoption by referendum.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_, and was (approved)(not approved)(repassed after disapproval) by the Elective Chief Executive Officer\*, \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_. Such Local Law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on \_\_\_\_\_, 200\_\_\_\_, in accordance with the applicable provisions of law.

**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_\_ of 2020 of the City of Rensselaer was duly passed by the Common Council on \_\_\_\_\_, 2020, and was (approved)(not approved)(repassed after disapproval) by the Elective Chief Officer\*, Mayor Michael Stammel, on \_\_\_\_\_, 2020. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_, 2020, in accordance with the applicable provisions of law.

**5. (City local law concerning Charter revision proposed by petition.)**

I hereby certify that the local law annexed hereto, designated as Local Law No. \_\_\_\_\_ of 200\_\_\_\_ of the City of \_\_\_\_\_ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on \_\_\_\_\_, 200\_\_\_\_, became operative.

\* Elective Chief Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

**6. (County local law concerning adoption of Charter.)**

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 200\_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_, 200\_\_\_\_, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

**(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)**

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

\_\_\_\_\_  
Clerk of the County Legislative Body, City, Town or Village  
Clerk or officer designated by local legislative body

**CITY CLERK**

(Seal)

Date: \_\_\_\_\_

**(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)**

State of New York  
County of Rensselaer

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

\_\_\_\_\_

**Corporation Counsel**

Title

**CITY OF: RENSSELAER**

Date: \_\_\_\_\_



By Alderperson:

Council As A Whole

#3

Seconded by Alderperson:

\_\_\_\_\_

## RESOLUTION AUTHORIZING USE OF NORTHEAST FIREHOUSE FOR ANNUAL TOY DRIVE

**WHEREAS**, the City of Rensselaer is desirous of allowing the North End Firehouse to be utilized on December 18th, 2021 from 10:00AM to 1:00PM for a their annual toy drive, and

**WHEREAS**, in the spirit of the upcoming Holidays, the goal is to fill a City Fire Engine with as many donated toys as possible for Rensselaer CoNSERNS-U.

**NOW THEREFORE BE IT RESOLVED**, that the North Station Firehouse be utilized on December 18th, 2021 from 10:00AM to 1:00PM to conduct a toy drive to benefit Rensselaer CoNSERNS-U.

Approved as to form and sufficiency  
This 1st day of December, 2021

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahy	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

\_\_\_\_\_  
Corporation Counsel

Approved by:

\_\_\_\_\_  
Mayor

By Alderperson:  
Seconded by Alderperson:

Council as a Whole

#4

## RESOLUTION ACCEPTING DONATIONS AND INCREASING FUNDS

**WHEREAS**, the City of Rensselaer is desirous of increasing the Christmas in the City Revenue line by \$2,500.00 (Two thousand five hundred dollars) and the Christmas in the City Expenditure line by the same amount, and

**WHEREAS**, the \$2,500.00 (Two thousand five hundred dollars) is a collective donation from the generous groups on the list attached hereto.

**NOW THEREFORE BE IT RESOLVED**, that the Common Council of the City of Rensselaer authorizes the City Treasurer to make the following increase in the 2021-2022 budget.

### Increase Revenue Line:

<u>REVENUE LINE:</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A.0000.2705	Gifts and Donations	\$2,500.00
	<b>Total</b>	<b>\$2,500.00</b>

### Increase Expenditure Line:

<u>EXPENDITURE:</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A.7550.7405	Christmas in the City	\$2,500.00
	<b>Total</b>	<b>\$2,500.00</b>

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

Approved as to form and sufficiency  
This 1st day of December, 2021

\_\_\_\_\_  
Corporation Counsel

Approved by:

\_\_\_\_\_  
Mayor

CHRISTMAS IN THE CITY DONATIONS 2021

ALBANY YACHT CLUB	\$ 200.00
AMERICAN EVERGREEN INC.	300.00
CAPITOL CONTAINER CORP.	250.00
COLLAR CITY AUCTIONS REALTY & MGT	500.00
D.A. COLLINS CONSTRUCTION CO.	250.00
DWIGHT PLUMBING & HEATING	200.00
JOHN P. HICKS LAW FIRM	50.00
W.J. LYONS, JR FUNERAL HOME	250.00
JOHN MOONEY REAL ESTATE	100.00
KRISTOPHER M. REMINGTON	100.00
STILSING ELECTRIC INC.	100.00
V. ZAPPALA & CO., INC.	<u>200.00</u>
 TOTAL:	 \$ 2500.00

By Alderperson : COUNCIL AS A WHOLE

#5

Seconded by Alderperson : \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE INCREASE TO THE GENERAL FUND 2021-22  
ADOPTED RENSSELAER CITY BUDGET FOR A GRANT RECEIVED - POLICE  
DEPARTMENT**

**WHEREAS**, The City of Rensselaer Police Department has received \$25,000.00 from the NYS Division of Criminal Justice Services to be spent on police dash cameras providing much needed services to the residents of the City of Rensselaer by increasing the Police Department contractual lines,

**WHEREAS**, the Common Council, on behalf of the City of Rensselaer and the Rensselaer Police Department, is desirous of accepting such funds,

**NOW, THEREFORE BE IT RESOLVED**, that the City of Rensselaer hereby accepts the aforementioned Funds, and

**BE IT FURTHER RESOLVED** that the 2021-22 Rensselaer City Adopted Budget shall be, and hereby is, amended as follows:

**2021-22 GENERAL FUND APPROPRIATIONS**

REVENUE LINE	PRESENT	CHANGE	REVISED
A.0000.3389 Public Safety Grants	\$35,000.00	\$25,000.00	\$60,000.00
EXPENDITURE LINES	PRESENT	CHANGE	REVISED
A.3120.7407 Contractual Service	\$90,000.00	\$25,000.00	\$115,000.00

Approved as to form and sufficiency  
this \_\_\_\_\_ day of December, 2021

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

\_\_\_\_\_  
Corporation Counsel

SO APPROVED!

\_\_\_\_\_  
Mayor



**Division of Criminal  
Justice Services**

**KATHY HOCHUL**  
Governor

**MICHAEL C. GREEN**  
Executive Deputy Commissioner

**JEFFREY P. BENDER**  
Deputy Commissioner

## Grant Award Notice

<b>Grantee/Contractor:</b> Rensselaer Police Department	<b>Date:</b> 8/25/21
<b>Program Name:</b> Equipment Purchase - Dash Cameras	<b>Award Amount<sup>1</sup>:</b> \$25,000
<b>Contact Name:</b> Deputy Chief Warren Famiglietti	<b>Contract Materials Return Date:</b> Within 30 days of receipt of this award notice
<b>Email:</b> <a href="mailto:warren.famiglietti@renselaerpolice.org">warren.famiglietti@renselaerpolice.org</a>	<b>SFS #</b> 1000002340
<b>Grants Gateway Contract #:</b> DCJ01-T00304GG-1090000	<b>Application/Document Info. #:</b> DCJ01-LG-2021-00126
<b>Period of Performance:</b> - TBD	
<b>Additional Information:</b> Funds will be used to purchase and install four (4) dash cameras in Rensselaer Police patrol vehicles.	

<b><u>Contract Questions</u></b>
Robert Frost Program Representative NYS Division of Criminal Justice Services Office of Program Development and Funding (518) 485-2979 or <a href="mailto:robert.frost@dcjs.ny.gov">robert.frost@dcjs.ny.gov</a>

Congratulations on your award! DCJS looks forward to working with you on this important project.

<sup>1</sup>Award is contingent upon the approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

# 6

By Alderperson : Bryan Leahey  
Seconded by Alderperson : Eric Endres

**A RESOLUTION TO TENTATIVELY APPROVE ABANDONMENT AND SALE  
OF PAPER STREET TO RICHARD E. VAN VORST AND SANDRA VAN VORST AND SCHEDULING A  
PUBLIC HEARING THEREON**

**WHEREAS**, The Common Council of the City of Rensselaer has been provided with the attached legal description of a portion of a paper street that is proposed to be abandoned pursuant to Section 90 of the City of Rensselaer Charter and then sold pursuant to Section 88 of the City of Rensselaer Charter to abutting landowners, Richard E. Van Vorst and Sandra Van Vorst, for \$300.00 plus attorney, recording and closing costs of \$750.00, for a total of \$1,050.00, with such real property to then be merged with the property of Richard E. Van Vorst and Sandra Van Vorst, located at 1478 Fourth Street, Rensselaer, New York, tax map number 144.22-5-10, and

**WHEREAS**, the Common Council has reviewed such proposed abandonment and sale, and it appearing that the City would be transferring out a vacant strip of land measuring 25' x 200' (.115 acres) constituting a portion of Love Street that was never developed nor appears to serve any public use contemplated in the future, and in return the City would receive \$300.00 compensation which has been determined to be a fair and equitable amount by the City Assessor for the subject parcel to be conveyed, plus the attorney, recording and closing costs of \$750.00, for a total of \$1,050.00, and

**WHEREAS**, such proposed abandonment and sale appears to be in the best interests of the City of Rensselaer and it appearing appropriate for a Public Hearing to be scheduled so as to consider public comments on such proposed abandonment and sale,

**NOW, THEREFORE BE IT RESOLVED**, that the attached proposed Abandonment and Sale is hereby tentatively approved subject to Public Hearing, and

**BE IT FURTHER RESOLVED**, that a Public Hearing will be held at 6:30pm on January 5th, 2022, at the City Hall of the City of Rensselaer located at 62 Washington Street, Rensselaer, New York, so as to allow the Common Council to hear Public Comment on the possible approval of the proposed Abandonment and Sale, and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized and directed to issue and publish once a week for three consecutive weeks the attached Public Notice of the Public Hearing scheduled herein.

Approved as to form and sufficiency  
this \_\_\_\_\_ day of December, 2021

\_\_\_\_\_  
Corporation Counsel

So Approved!

\_\_\_\_\_  
Mayor

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input checked="" type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	5 Aye	No	Abstain	Absent
Result				



Sharon L. Martin, IAO  
COMMISSIONER

# CITY OF RENSSELAER

OFFICE OF  
COMMISSIONER OF ASSESSMENT  
AND TAXATION  
CITY HALL, 62 WASHINGTON STREET  
RENSSELAER, NEW YORK 12144

Telephone: (518) 462-5421  
Fax: (518) 465-6803

**Nov 23, 2021**

**Adjoining Property Owner(s)**

Richard & Sandra Vanvorst  
1498 Fifth Street  
Rensselaer, NY 12144

Your Tax Map #: 144.22-5-10

Dear Adjoining Property Owner(s),

The City of Rensselaer owns vacant land located adjacent to your property. The land is available for sale to abutting property owners pursuant to Section 57-1 of the Code of the City of Rensselaer, a copy of which is attached hereto. If you are interested in purchasing this parcel, you now have the opportunity to place a bid to purchase such property. Should two or more abutting property owners be interested in purchasing the parcel, you will be contacted by my office to schedule an informal bidding session. Your signed and dated original agreement to purchase the subject parcel must be received in the Office of the City Clerk within three weeks of the date of this letter. Closing must take place within sixty (60) days of the date of this letter. In addition to the Purchase Price, the Attorney, Closing and Recording costs will be \$750. The City will prepare and file the Quitclaim Deed, TP & RP forms.

Tax Map #: N/A Paper Street  
Address of City owned parcel: 25 x 200  
Purchase Price Offer Amount: : \$300

Attached is a tax map showing the City parcel being offered adjacent to your property. The vacant parcel will be merged into one tax map parcel with your current parcel. The address of the Rensselaer City Clerk is City Hall, 62 Washington Street, Rensselaer, New York 12144, telephone number (518) 462-4266. All property sales must be approved by the City Council.

If you should have any questions and/or concerns please contact this office for further information.

Yours truly,

*Sharon Martin, IAO*

Sharon Martin, IAO  
Commissioner

I hereby agree to purchase the subject vacant parcel for the Purchase Price listed above pursuant to Section 57-1 of the Rensselaer City Code.

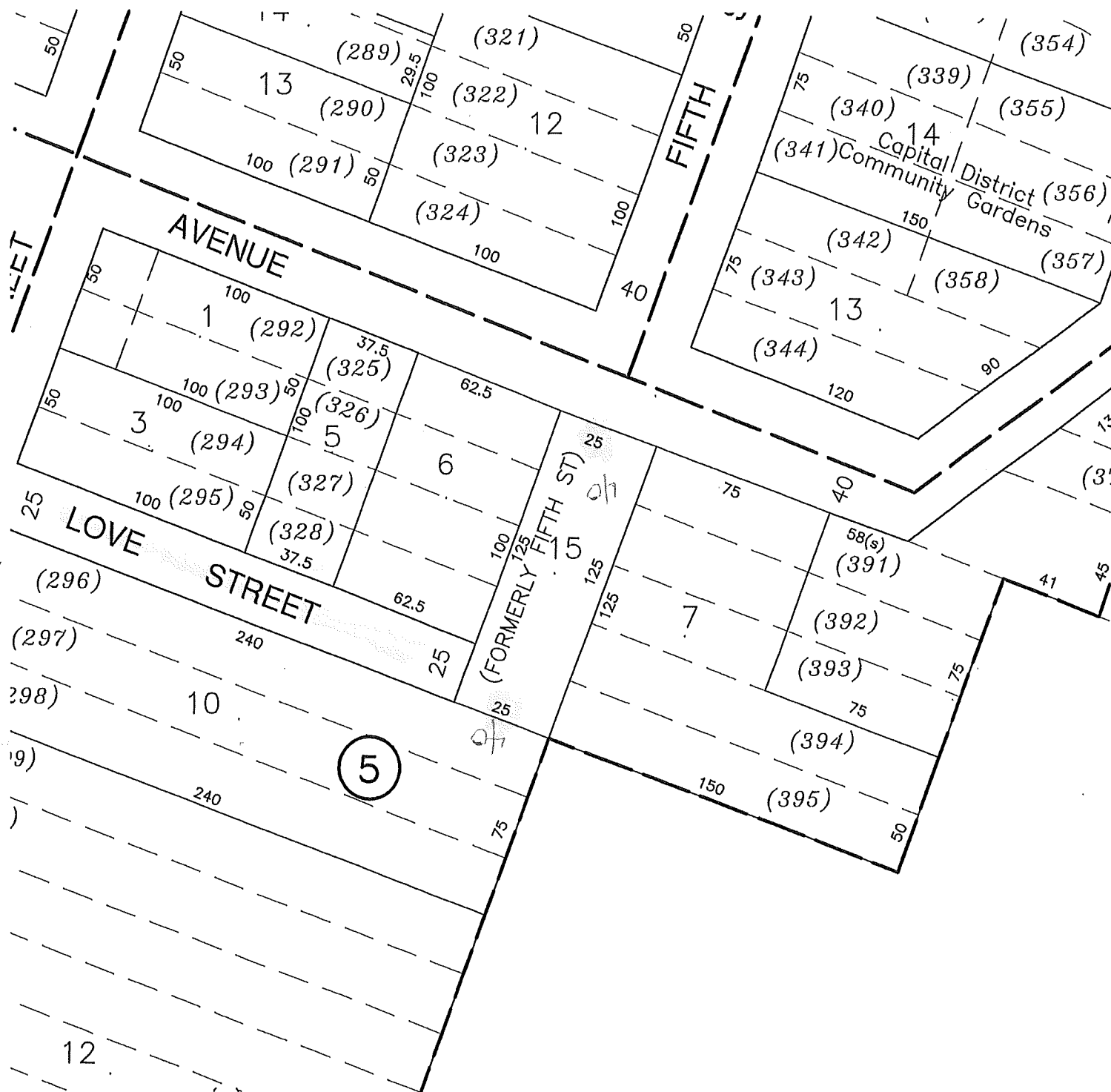
Dated: 11/23/2021

*Richard & Sandra Vanvorst*  
Adjoining Property Owner(s)

Email: rvanvorst1@nycap.rr.com

Contact # 518-469-6763





**John J. Dunn L.S.**  
**Land Surveying**  
**259 Partition St. Ext.**  
**Rensselaer, N.Y. 12144**

---

November 12<sup>th</sup>, 2021

Description of the bed of Love Street to be discontinued by the City of Rensselaer

Schedule "A"

ALL that piece or parcel of land situate in the City of Rensselaer, County of Rensselaer, State of New York shown as Love Street and laid out on the "Map of Frenches Village of Bath", prepared by W.V.D Williams, dated 1858 and filed in the Rensselaer County Clerk's Office on February 15<sup>th</sup>, 1860 in Drawer 17 as map 7; more particularly bounded and describes as follows:

BEGINNING at an iron rod found in the easterly line of Fourth Street; said iron rod being the northwest corner of the premises conveyed to Michael K. Drozdal by deed dated February 15<sup>th</sup>, 2019 and recorded in the Rensselaer County Clerk's Office on March 4<sup>th</sup>, 2019 in Liber 8770 of Deeds at page 285; said iron rod is at intersection of the easterly line of Fourth Street with the southerly line of Love Street; said iron rod also being the northwest corner of Lot No. 296 as shown on the above mention "Map of Frenches Village of Bath", thence North 40 deg. 09 min. East 25 feet along the said easterly line of Fourth Street and the westerly end of Love Street to a point; said point being the southwest corner of the premises conveyed to Anna Lynch & John P. Kilmartin by deed dated May 21<sup>st</sup> 2021 and recorded in the Rensselaer County Clerk's Office on May 25<sup>th</sup> 2021 in Liber 9597 of Deeds at page 272; thence south 49 deg. 51 min. East 200 feet along the division line of Lot No. 295 & 328 of the "Frenches Village of Bath" subdivision and the rear lot lines of Lynch & Kilmartin (Book 9597 pg. 272), Robert P. Mirabelli (Book 1538 pg. 109) and Mark A. Drozdal (Book 8561 pg. 76) on the north and the bed of Love Street on the south to a point; said point being intersection of the Dead End of Love Street with the westerly line of Fifth Street an abandoned and discontinued Paper Street, conveyed to Richard E. Van Vorst by deed dated September 29<sup>th</sup> 2021 and recorded in the Rensselaer County Clerk's Office on October 1<sup>st</sup> 2021 as Instrument # 2021-597490; thence South 40 deg. 09 min. West 25 feet along the said dead end of Love Street to a point; thence North 49 deg. 51 min. West 200 feet along the division line of the said lands of Michael K. Drozdal (Book 8770, pg. 285) and a portion of Lot # 296 on the south and the parcel herein described (the bed of Love Street which is 25 feet wide & 200 feet long) on the north to the point of BEGINNING.

CONTAINING in all 0.115 acres or 5000 sq. feet of land be the same, more or less.

# Love Street



**A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR DPW'S OFFICE FOR EMERGENCY  
REPAIRS TO CITY HALL BOILER - COMPTROLLER**

117

Sponsored by: COUNCIL AS A WHOLE

Aldersperson(s): \_\_\_\_\_

**WHEREAS**, the City of Rensselaer is desirous of making budget transfers of \$42,418.80 in the budget lines as listed below and such transfer has been approved by the City Comptroller to pay for the City Hall boiler repairs since there is currently insufficient funds in contractual services. This expenditure is an emergency and therefore the necessary funds need to be transferred.

**NOW, THEREFORE BE IT RESOLVED**, that the following budget transfers be authorized.

**FROM:**

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
A.5010.7440	Contractual Services	\$17,418.80
A.1900.7440	Contractual Services	\$20,000.00
A.1900.7432	Judgments and Claims	<u>\$5,000.00</u>
	<b>TOTAL</b>	<b>\$42,418.80</b>

A.1620.7440	Contractual Services	<u>\$42,418.80</u>
	<b>TOTAL</b>	<b>\$42,418.80</b>

Approved as to form and sufficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Corporation Counsel

Approved by:

\_\_\_\_\_  
Mayor

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

#8

By Alderperson:

COUNCIL AS A WHOLE

Seconded by Alderperson:

**RESOLUTION AUTHORIZING AGREEMENT, NUNC PRO TUNC, WITH  
DWIGHT PLUMBING & HEATING, INC. FOR EMERGENCY SERVICES  
ON CITY HALL BOILER - CITY DPW**

**WHEREAS**, emergency services were needed on the City Hall Boiler per the attached Justification Letter from the DPW Commissioner, and the attached invoices from Dwight Plumbing & Heating, Inc. totaling \$42,418.80 are proper for payment, and such payment has been approved by the City of Rensselaer Purchasing Agent, and

**WHEREAS**, good and valuable consideration being mutually offered and accepted between the Parties as set forth in the Attachments hereto,

**NOW, THEREFORE BE IT RESOLVED**, that on behalf of the City of Rensselaer, the attached invoices from Dwight Plumbing & Heating, Inc. totaling \$42,418.80 are hereby approved, nunc pro tunc, and the appropriate City Officials are hereby authorized to make payment thereon.

Approved as to form and sufficiency  
this      day of December, 2021

James Van Vorst	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Dave Gardner	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Bryan Leahey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
James Casey	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Eric Endres	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Margaret Van Dyke	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
John DeFrancesco	<input type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Vote Totals	Aye	No	Abstain	Absent
Result				

\_\_\_\_\_  
Corporation Counsel

Approved by:

\_\_\_\_\_  
Mayor



# EMERGENCY JUSTIFICATION

## CITY OF RENSSELAER

MAYOR MICHAEL STAMMEL

### PUBLIC WORKS SOLID WASTE

Telephone 518-462-9616  
Fax: 518-694-8886

CITY HALL  
62 WASHINGTON STREET  
RENSSELAER, NEW YORK 12144

### WATER DEPT. SEWER DEPT

Telephone 518-462-6466  
Fax 518-462-0749

### *Office of Commissioner of Public Works*

JIM BRADY  
COMMISSIONER

EMAIL: [jim.brady@rensselaerny.gov](mailto:jim.brady@rensselaerny.gov)

November 19, 2021

Rich Berhaupt – Purchasing Agent

Re: emergency boiler repair for city hall

**Background:** In February of this year (2021) we started having problems with the city hall boiler. The inefficiency of the boiler was noticed by the output of the exhaust through the stack. There was a lot of water vapor in the exhaust.

I asked different companies that had previously bid on our work if they would review the boiler problems. Dwight Heating and Plumbing (DHP) was the only company that had a qualified boiler technician / repair person for a boiler of our size.

The boiler was inspected and found to have major cracks and leaks in the first 3 sections of the steam makeup chops. This represents a major failure to the boiler in the coldest part of the season. DHP was able to keep the boiler running and limping along until the end of the heating season.

I asked DHP for a ballpark quote to replace the boiler so I could add it to the budget for next year and they complied. I added the cost to our budget proposal and the council removed it. That meant a new boiler was out of the question. Since DHP had the personnel available, I asked them to review the boiler to see what could be done to save it. During a tear down and inspection, numerous problems were found and it was suggested we move ahead with a replacement.

I went back to the alternate contractors and none of them had the ability to work on a boiler of that size. DHP started looking for a new boiler but they were told one would not be available for 6 months at least. This is due to supply shortages. I called other possible suppliers and contacts and they all concurred that large boilers are not available.

Now, we are in an emergency mode. Heat season is approaching and we have a boiler that probably would not last the season. If it were to fail, we would have to shut down city hall and the court system.

DHP started looking for parts to repair our boiler. They found the 3 sections for our boiler (made by Weil Mclean – the manufacturer of our boiler). The bad news was they were earmarked for another company. Norm Rowe of DHP was able to convince the company to sell us the parts. These were the only 3 available and the agreement had to be signed immediately or they would sell them to the original buyer. (he wanted them for spares but since we had a failure, he was willing to relinquish them) I wrote to the head of the common council stating our plight (copy attached) and he called me and said it would be approved, do not delay and get what you need.

The parts were delivered, set in place by a crane, the old parts removed and the rebuild completed just in time for the heating season.

# Dwight Plumbing & Heating, Inc.

485 South Street  
Rensselaer, NY 12144  
(518) 433-2600  
dph@dwrightplumbingandheating.com

## Invoice

DATE 09/24/2021  
INVOICE# 219240  
TERMS NET 15

### BILL TO

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144

### SERVICE LOCATION

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144  
(518) 858-2377

JOB#	DATE	PO/REF#	DESCRIPTION
219240			Furnish labor and material necessary to replace (3) intermediate sections of boiler

contract cost - \$31,500.00

### Completion Notes:

#### Job Charges

Contract  
contract cost and installations

#### Job Subtotal

#### Job Total

Qty	Rate	Total
1.00	\$31,500.00	\$31,500.00
		<b>\$31,500.00</b>
		<b>\$31,500.00</b>

### CUSTOMER MESSAGE

Invoice Total:	\$31,500.00
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$31,500.00

# RECEIVED

NOV 17 2021

PURCHASING DEPARTMENT - 1  
CITY OF RENSSELAER

# Dwight Plumbing & Heating, Inc.

455 South Street  
Rensselaer, NY 12144  
(518) 433-2600  
dph@dwrightplumbingandheating.com

## Invoice

DATE 10/29/2021  
INVOICE# 81605  
TERMS NET 15

### BILL TO

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144

### SERVICE LOCATION

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144  
(518) 858-2377

JOB#	DATE	PO/REF#	DESCRIPTION
81605	09/27/2021		Replace parts and pieces for Burner

**Completion Notes:** Install new burner plate  
remount burner and blot down  
reconnect all wiring and piping  
purge air from gas line and starts up  
check combustion O2-4.5% CO 39-45  
unit lighting of properly  
pumps and fill valve working properly  
safety's working properly  
did not change any pressure settings

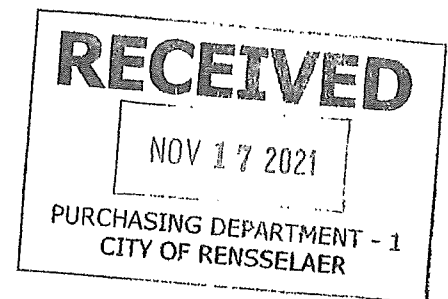
### Job Charges

Commercial HVAC Labor  
Labor on commercial property  
Material

Qty	Rate	Total
10.00	\$115.00	\$1,150.00
1.00	\$762.53	\$762.53
<b>Job Subtotal</b>		<b>\$1,912.53</b>
<b>Job Total</b>		<b>\$1,912.53</b>

### CUSTOMER MESSAGE

Invoice Total: \$1,912.53  
Deposits (-): \$0.00  
Payments (-): \$0.00  
Total Due: \$1,912.53





# Dwight Plumbing & Heating, Inc.

455 South Street  
Rensselaer, NY 12144  
(518) 433-2600  
dph@dwrightplumbingandheating.com

## Invoice

DATE 11/15/2021  
INVOICE# 81851  
TERMS NET 15

### BILL TO

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144

### SERVICE LOCATION

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144  
(518) 858-2377

JOB#	DATE	PO/REF#	DESCRIPTION
81851	09/22/2021		Repair Piping

**Completion Notes:** replaced rotted fittings and nipples on boiler  
replaced 2 1/2 flange on boiler  
return  
repaired Hartford loop piping at boiler

### Job Charges

Commercial HVAC Labor  
Labor on commercial property

Welder  
outsource welding

Material

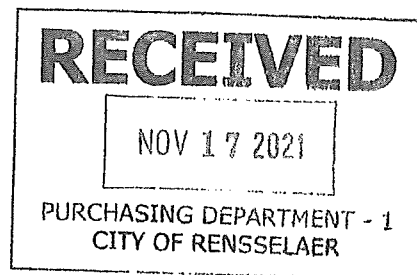
Job Subtotal

Job Total

Qty	Rate	Total
12.00	\$115.00	\$1,380.00
1.00	\$946.00	\$946.00
1.00	\$699.27	\$699.27
		<b>\$3,025.27</b>
		<b>\$3,025.27</b>

### CUSTOMER MESSAGE

Invoice Total: \$3,025.27  
Deposits (-): \$0.00  
Payments (-): \$0.00  
Total Due: \$3,025.27



# Dwight Plumbing & Heating, Inc.

445 South Street  
Rensselaer, NY 12144  
(518) 403-2600  
dph@dwightplumbingandheating.com

## Invoice

DATE 09/24/2021  
INVOICE# 219241  
TERMS NET 15

### BILL TO

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144

### SERVICE LOCATION

City of Rensselaer  
62 Washington Street  
Rensselaer NY 12144  
(518) 858-2377

JOB#	DATE	PO/REF#	DESCRIPTION
219241			Furnish labor and material necessary to front section of the existing steam boiler  contract cost - \$5,981.00

### Completion Notes:

Job Charges	Qty	Rate	Total
Contract contract cost and installations	1.00	\$5,981.00	\$5,981.00
<b>Job Subtotal</b>			<b>\$5,981.00</b>
<b>Job Total</b>			<b>\$5,981.00</b>

### CUSTOMER MESSAGE

Invoice Total:	\$5,981.00
Deposits (-):	\$0.00
Payments (-):	\$0.00
<b>Total Due:</b>	<b>\$5,981.00</b>

