

# Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County  City  Town  Village

(Select one.)

of BALLSTON SPA

Local Law No. 3 of the year 2023

A local law ADDING CHAPTER 15 "COMMITTEES" TO THE CODE OF THE VILLAGE OF  
(Insert Title)  
BALLSTON SPA

Be it enacted by the BOARD OF TRUSTEES of the  
(Name of Legislative Body)

County  City  Town  Village

(Select one.)

of BALLSTON SPA as follows:

SEE ATTACHED TEXT OF LAW

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

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

I hereby certify that the local law annexed hereto, designated as local law No. 3 of 2023 of the [REDACTED] (Village) of BALLSTON SPA was duly passed by the BOARD OF TRUSTEES on DECEMBER 11 2023, in accordance with the applicable provisions of law.

[REDACTED]

[REDACTED]

[REDACTED]

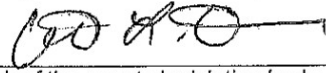
[REDACTED]

\* Elective Chief Executive 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.

[REDACTED]

[REDACTED]

**(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

Date: 12/18/23

(Seal)

**Local Law 3 of 2023**

**CHAPTER 15,  
COMMITTEES**

Be It Enacted by the board of trustees of the Village of Ballston Spa that Chapter 15, entitled Committees, is hereby added as follows:

**Section 15-1. Legislative Intent.**

It is the intent of this local law to provide a standardized procedure for membership on and appointment to a Village committee or board not otherwise established by state or local law.

**§15-2. Definitions.**

**BOARD OF TRUSTEES; BOARD** – the Board of Trustees of the Village of Ballston Spa.

**COMMITTEE** – for purposes of this Chapter only, any committee not already described in Village code or State law, including committees required for grants, or that is convened for the purpose of generating recommendations to the Village Board of Trustees, or results in actions to be taken by the Village Board, but does not possess sovereign authority to act on behalf of the Village on its own. The term “committee” shall be deemed to be a generic designation and shall also include any group appointed by a majority vote of the Village Board, including but not limited to any board, advisory council, board, commission, council, advisory committee, task force or any other similar nomenclature.

**COMMITTEE INTEREST FORM** – a form maintained by the Village, required to be filled out and submitted to be considered for membership on a committee.

**BOARD LIAISON** – person or persons responsible for communications between a Committee, as defined above, and the Village Board, who shall not be a member of the Committee. This does not preclude the mayor from making a liaison appointment to a Committee to represent the executive branch of the Village.

**§15-3 Establishment of committees.**

A. The Village Board, by resolution, may establish committees for such purposes as it may deem necessary to assist it in the performance of its duties.

**§15-4 Recruiting Members.**

A. When a committee is in need of membership, the Village Administrator or their designee will publicize the opening via official Village email, Village website, Village social media accounts and in the Clerk’s Office, that members are sought, together with a description of purpose and duties. Such postings will remain active until the positions are filled.

- B. Interested individuals shall complete and provide the Village Administrator a Committee Interest Form, which will be available electronically and in person in the Clerk's Office. Completed forms will be distributed to the Board of Trustees by the Village Administrator or their designee within five business days of receipt.

#### **§15-5 Board of Trustees Obligations.**

- A. The Board of Trustees shall determine the purpose of any committee, its duties, its duration, and the maximum number of people permitted on the committee, which shall be an odd number.
- B. The Board of Trustees shall approve any committee charter.
- C. When a Committee is created, each member of the Village Board is entitled to choose an equal number of members from the pool of applicants. In the event the number of Committee members does not divide equally among Village Board members, members will be chosen in the following order; first by the Mayor, then by each Trustee in order of seniority by time on the Board.
- D. In the event a Board member fails to select a committee member, or if there is a delay in the selection by a Board member by more than three weeks from creation of the Committee, that Board member forfeits their selection, and the committee members are chosen by the remaining Board members, in order of seniority by time on the Board.
- E. When a committee member resigns prior to the end of their term, the Village Board member who originally appointed the person, if still a member of the Board of Trustees, will appoint a replacement. If that Board member is no longer a member of the Board of Trustees, then the Board member with the longest seniority will choose the replacement.
- F. In the event the Village Board requires a liaison to the Committee, the liaison will be chosen by a majority vote. This does not preclude the Mayor from appointing a different person not on the Board from also serving as Liaison.
- G. The Village Board, through majority vote, may alter the above procedure due to time constraints, the need for additional recruitment, or other pertinent reason(s) agreed to by the majority of the Village Board.

#### **§15-6 Committee Responsibilities**

- A. Committees shall appoint their own Chair. If no chair is identified, then the Village Board will choose the Chair by majority vote.
- B. The Committee Chair will work with Village staff to ensure all meetings are posted on the Village website and on Village social media accounts at least 72 hours prior to the meeting. The Chair will also ensure approved minutes are provided to the Village Clerk and staff for record keeping and publication online within 72 hours of their approval.

C. Meeting requirements. All committee meetings will be open to the public and provide the opportunity for public comment. Agenda and minutes will be required. Meetings will be held in person, and via a virtual platform whenever possible. Committee members participating remotely can vote and fulfill all their committee responsibilities remotely. Any meeting that is held using a virtual platform must be recorded and available for the public upon request.

**§15-7. Effective Date.**

This law shall become effective upon filing with the Department of State.

Project:

Date:

***Short Environmental Assessment Form***  
***Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**PRINT FORM**

Project:

Date:

### *Short Environmental Assessment Form Part 3 Determination of Significance*

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Board of Trustees of the Village of Ballston Spa has taken a hard look at the environmental impacts which may occur as a result of the adoption of Local Law 3 of 2023 and has determined that the adoption will result in no significant environmental impact. The action will further have no adverse impacts on the public health or facilities. Further, the adoption of the law is a reasonable exercise of government authority. The purpose of the law is to provide for process to populate Village committees.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input checked="" type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Board of Trustees	December 11, 2023
Name of Lead Agency	Date
Frank Rossi, II	Mayor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**