

# Local Law Filing

## Instructions

New York State Department of State  
Division of Corporations, State Records and Uniform Commercial Code  
One Commerce Plaza, 99 Washington Avenue  
Albany, NY 12231-0001  
www.dos.ny.gov

### PLEASE OBSERVE THESE INSTRUCTIONS FOR FILING LOCAL LAWS WITH THE SECRETARY OF STATE

1. Each local law shall be filed with the Secretary of State within 20 days after its final adoption or approval as required by section 27 of the Municipal Home Rule Law. The cited statute provides that a local law shall not become effective before it is filed in the office of the Secretary of State.
2. Each local law to be filed with the Secretary of State shall be an original certified copy.
3. Each local law shall be filed on a form provided by the Department of State. If additional pages are required, they must be the same size as the form. Typewritten copies of the text may be attached to the form. Only legible copies will be accepted.
4. File only the number, title and text of the local law.
5. In the case of a local law amending a previously enacted local law, the text must be that of the law as amended. Do not include any matter in brackets, with a line through it, italicized or underscored to indicate the changes made. The printed number of the bill and explanatory matter must be omitted.
6. For the purpose of filing a local law with the Department of State, number each local law consecutively, beginning with the number one for the first local law filed in each calendar year. The next number in sequence should be applied to each local law when it is submitted for filing, regardless of its date of introduction or adoption. The date of filing of a local law is the date on which the local law is placed on file by the Department.

It is suggested that municipalities use introductory identifying bill numbers for proposed local laws. After the local law is enacted (and approved by the voters, if required), the local law should then be numbered with the next consecutive local law number, as described above, and then submitted to the Department for filing.

7. Each copy of a local law filed with the Secretary of State shall have affixed to it a certification by the Clerk of the County legislative body or the City, Town or Village Clerk or other officer designated by the local legislative body. Certification forms are provided herewith.
8. A copy of each local law may be mailed or delivered to:  
NYS Department of State  
Division of Corporations, State Records and Uniform Commercial Code  
One Commerce Plaza, 99 Washington Avenue  
Albany, NY 12231.

**(DO NOT FILE THIS INSTRUCTION SHEET WITH THE LOCAL LAW.)**

# 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 Glenville

Local Law No. 3 of the year 2024

A local law Titled, "Amendment to Glenville Town Code Chapter 101 to Require Fire Safety  
(Insert Title)  
Registration Statements", to the Town Code of the Town of Glenville.

Be it enacted by the Town Board of the  
(Name of Legislative Body)

County  City  Town  Village  
(Select one.)

of Glenville as follows:

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

Sponsored by: Christopher A. Koetzle, Town Supervisor  
Submitted by: Jeffrey A. Siegel, Attorney to the Town

**RESOLUTION NO. 86-2024**

**Moved by: Councilman Kirkham**  
**Seconded by: Councilman Ramotar**

**WHEREAS**, the Town regularly reviews Chapter 101 of the Town of Glenville Town Code ("Town Code") in order to confirm that the Town Code continues to address changing and evolving community needs, plans, and goals; and

**WHEREAS**, the Town has determined that it is in the best interests of the Town to add certain provisions to the Town Code relating to the submission fire registration statements for each building or structure subject to the fire safety and property maintenance inspections; and

**WHEREAS**, proposed Local Law No. 3 of 2024 titled "Amendment to Glenville Town Code Chapter 101 to Require Fire Safety Registration Statements" has been made available for public inspection; and

**WHEREAS**, the Town Board published notice of a public hearing in the Daily Gazette on March 10, 2024, and held a public hearing pursuant to the notice on March 20, 2024 at 7:00 p.m. at the Town of Glenville Municipal Center, 18 Glenridge Road, Glenville, New York 12302, and accepted comments and input from the public; and

**NOW, THEREFORE BE IT RESOLVED** that, after due deliberation, Local Law No. 3 of 2024 is hereby adopted.

**Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle**  
**Noes: None**  
**Absent: None**  
**Abstention: None**

**Motion Carried**

Town Board decision on March 20, 2024

TOWN OF GLENVILLE  
LOCAL LAW NO. 3 OF 2024

AMENDMENT TO GLENVILLE TOWN CODE  
CHAPTER 101 TO REQUIRE  
FIRE SAFETY REGISTRATION STATEMENTS

Section 1. The Town Board of the Town of Glenville finds that it is beneficial to the health and safety of the public to require the owners of each building and each structure in the Town that is subject to fire safety and property maintenance inspections to submit to the Town a Fire Safety Registration Statement. The information set forth in the Fire Safety Registration Statement will enable the Town to create and maintain a registry of such buildings and structures, containing information that may be required in emergencies or other situations. To accomplish these purposes, the Town Board hereby amends Chapter 101 of the Glenville Town Code.

Section 2. Chapter 101 of the Glenville Town Code, as adopted on March 7, 2007 by Local Law No. 2-2007, and amended in its entirety on May 4, 2022 by Local Law 4-2022, is hereby amended follows:

A. **§101-11E** is hereby deleted.

B. The following sections are added after **§101-11D**:

E. Fire Safety Registration Statement required. The owner of each building or structure subject to the fire safety and property maintenance inspections required by this chapter shall submit to the Town a Fire Safety Registration Statement in a form provided by the Town, as may be amended from time to time by resolution of the Town Board. The Code Enforcement Officers and inspectors, as set forth in Section 101-3 of this chapter, are responsible for the enforcement of all matters relating to Fire Safety Registration Statements.

F. Deadline for submission of and updates to Fire Safety Registration Statement. For each building or structure existing as of the effective date of Section 101-11E of this chapter for which a Fire Safety

Registration Statement is required, the owner shall submit a Fire Safety Registration Statement within 60 days after the effective date of Section 101-11E of this chapter. For each building or structure first subject to fire and safety maintenance inspections after the effective date of Section 101-11E of this chapter, the owner shall submit a Fire Safety Registration Statement prior to occupancy of the building or structure. Each Fire Safety Registration Statement shall be updated no later than fifteen (15) days after any change to any of the information set forth in the last filed Fire Safety Registration Statement, including a change in ownership or occupancy. The Town is entitled to rely upon the information set forth in the last filed Fire Registration Statement.

**G.** Registry and information required. The Town will compile and maintain a registry of all buildings and structures containing the information set forth on the most recently filed Fire Registration Statement for each property or structure. The Fire Registration Statement shall include, at a minimum, the following information:

1. Owner information, including the owner's name, legal address, and telephone number.
2. Occupant information, including each occupant's name, legal address, and telephone number.
3. Managing Agent information, including the name, legal address and telephone number of each managing agent or other person in control of the real property.
4. Property information, including building or structure legal address, tax map parcel number, number of residential buildings or structures, and number of non-residential buildings or structures.
5. 24-hour emergency contact information for the owner, managing agent, and any other person in control of the real property.

**H.** Fee. The fee specified in or determined in accordance with the provisions set forth in § **101-18** (Fees) of this chapter must be paid prior to or at the time each inspection is performed, or a Fire Safety

Registration Statement is submitted, pursuant to this chapter. This subsection 101-11H shall not apply to inspections performed by OFPC.

C. **§101-18** is hereby deleted and replaced with the following:

**§101-18 Fees.**

A fee schedule shall be established by resolution of the Town Board. 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, Fire Safety Registration Statements, and other actions of the Code Enforcement Officer described in or contemplated by this chapter.

Section 3. The provisions of this local law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, clauses or part of this local law.

Section 4. This Local Law shall take effect immediately upon filing with the New York Secretary of State.

(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 2024 of the ~~(County)(City)(Town)(Village)~~ of Glenville was duly passed by the Town Board on March 20 2024, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*

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

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ and was deemed duly adopted on \_\_\_\_\_ 20    , in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

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 \_\_\_\_\_ 20\_\_\_\_, 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 20\_\_\_\_ of the (County)(City)(Town)(Village) of \_\_\_\_\_ was duly passed by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, and was (approved)(not approved) (repassed after disapproval) by the \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of \_\_\_\_\_ 20\_\_\_\_, in accordance with the applicable provisions of law.  
*(Name of Legislative Body)*  
*(Elective Chief Executive Officer\*)*

\* 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.

**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 20 \_\_\_\_ 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 \_\_\_\_\_ 20\_\_\_\_, became operative.

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

I hereby certify that the local law annexed hereto, designated as local law No. \_\_\_\_\_ of 20 \_\_\_\_ of the County of \_\_\_\_\_ State of New York, having been submitted to the electors at the General Election of November \_\_\_\_\_ 20\_\_\_\_, 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.

*Julie Dawenoreit*  
Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: 3/22/2024

(Seal)