

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING AGENDA
7:00 PM July 21, 2020

Pledge of Allegiance

Staff Reports

Mayor's Report

Police Department

Altamont Fire Dept

Treasurer

Public Works

Public Comment

1. Public Hearing on July 21, 2020 at 7:00 p.m. to consider adopting Local Law No. 2 of 2020 a Local Law to Require Emergency Knox Boxes for Commercial Buildings Within the Village of Altamont.
2. Consider SEQRA review of proposed Local Law No. 2 of 2020.
3. Consider approving Local Law No. 2 of 2020 a Local Law to Require Emergency Knox Boxes for Commercial Buildings Within the Village of Altamont.
4. Consider approval of contract for Village of Altamont's renewal of liability insurance of \$50,757.52 from Marshall and Sterling.
5. Consider approval to purchase terrorism insurance of \$709 from Marshall & Sterling.
6. Consider authorizing Mayor Dineen to sign escrow agreement with Anthony Vaccarielli, Schuyler, LLC, for technical & legal services on water and sewer application for a project on Agawam Lane.
7. Consider approval of application from Ethan Jubrey, Altamont, as Apprentice Firefighter membership in the Altamont Fire Department per request of Kyle Haines, Chief.
8. Consider hiring Anthony Kossmann, Knox, as part-time senior van driver, at a salary of \$12.00 per hour.
9. Consider approval of Board Minutes for July 9, 2020.
10. Consider motion to adjourn.

Next scheduled meetings: Tuesday, September 01, 2020 – 7:00 p.m.

**Village of Altamont
Local Law No. 2 of 2020**

**A Local Law To Require Emergency Knox Boxes for Commercial Buildings Within the
Village of Altamont**

Be it enacted by the Village of Altamont Board of Trustees as follows:

§ 1. Purpose and Intent.

- A. The Village of Altamont Board of Trustees (“Village Board”) hereby finds that a local law is needed to require key lock boxes for all commercial buildings located in the Village, commonly known as the “Knox Box” system, as the Village Board has determined lock boxes are advantageous in circumstances in which a non-forced entry to the premises would be desirable to react to an emergency.
- B. It is the Village’s intent to enact a Knox Box Local Law to provide for the placement in secured, locked containers of keys to important areas within a structure and information that may be vital and necessary to the health, safety and welfare of the occupants and the emergency first responders. Access to those key areas and advance knowledge of their location and the location of hazardous or potentially hazardous materials enhances responders’ abilities to preserve and protect lives and property.
- C. The purpose of this Local Law is to expedite the access to buildings for emergency first responders and limit the amount of potential physical damage to structures brought about by the need to access a commercial building or structure promptly to save lives, prevent injuries and protect property.

§ 2. Definitions.

- A. A “**Knox Box**” is a rapid access system that allows first responders to quickly enter a building in the event of an emergency. Knox Boxes are secure key safes that can only be accessed by first responders. The term “Knox Box” shall mean a device as prescribed by the Village of Altamont in coordination with the Altamont Fire Department and/or Building and Zoning Officer in which shall be placed a master key to the premises, access to which box shall be limited and regulated so that a minimum number of persons shall have access to the key that will open said lock box and a record is maintained at all times as to the person or persons who may obtain access to the box. The lock box shall also contain an updated emergency notification list of at least two individuals with telephone numbers and addresses. This list will be kept updated by said owner of the commercial property.

- B. **“Alarm system”** shall mean any system by which notification of a possible emergency is made, directly or indirectly, to the Guilderland Communications Center or other emergency response entity or emergency communications center or which activates an audible signal that can be heard off of the property on which the alarm system is located or a visual signal which can be seen off of the property on which the alarm system is located.
- C. **“Automatic Sprinkler System”** shall mean an integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes a suitable water supply. The portion of the system above the ground is a network of specially sized or hydraulically designed piping installed in a structure or are generally overhead, and to which automatic sprinklers are connected in a systematic pattern. The system is usually activated by heat from a fire and discharges water over the fire area.

§ 3. Knox Box Required.

- A. All commercial buildings located within the Village of Altamont having an Alarm System or an Automatic Sprinkler System shall be equipped with a Knox Box. A business that operates twenty-four (24) hours per day, seven (7) days per week and has a representative or employee on site at all times may seek an exemption from this requirement which shall be granted at the discretion of the Building and Zoning Officer.

§ 4. Location.

- A. The Knox Box shall be located in a location approved by the Building and Zoning Officer, within unobstructed view of the main entry and shall be mounted six feet above grade.

§ 5. Contents.

- A. The Knox Box shall contain the following:

Sufficient keys must be provided to allow access to all areas of the building necessary to mitigate any foreseen emergency condition emergency services may be called upon to protect. This includes, but is not limited to, keys to unlock all fire systems control devices; locked mechanical and sprinkler riser rooms; elevator controls and fire alarm control panels; electrical rooms; storage rooms; locked points of egress, interior and exterior; and other areas as specified and required by the Fire Department. All keys must be labeled properly to ensure the quickest entry. It is the responsibility of the property owner to notify the Building and Zoning Officer if there are any changes that would require the contents of the Knox Box to be updated.

§ 6. Time for Compliance.

- A. All existing buildings covered by this local law shall comply within 18 months of the effective date of this Local Law.
- B. All new construction covered by this Local Law, including buildings currently under construction as of the effective date, for which no certificate of occupancy has been issued, shall comply immediately.

§ 7. Penalties:

Failure to comply with any portion of this Local Law shall be deemed a misdemeanor, and the violator shall be liable for a fine of not less than \$500 nor more than \$1,000, and each day such violation continues shall constitute a separate offense.

§ 8. Enforcement:

It shall be the duty of the Altamont Building and Zoning Officer to administer, supervise and maintain the Village-wide Knox Box system. These responsibilities shall include maintaining all of the required and associated paperwork, working with the Fire Department and property owner to determine the appropriate location of the box system, and all other aspects of this program.

§ 9. Severability:

The invalidity of any word, section, clause, paragraph, sentence, part, or provision of this local law shall not affect the validity of any other part of this local law which can be given effect without such invalid part or parts.

§ 10. Effective Date:

This local law shall take effect upon filing with the Secretary of State.