

MAYOR
Brian Marsh

VILLAGE OF MENANDS



TRUSTEES
Molly Harbour
Nicholas Kalogridis
Timothy Lane
Lisa Neuman

VILLAGE CLERK
Don Handerhan

Regular Village Board Meeting, October 6, 2025

The regular semi-monthly meeting of the Board of Trustees of the Village of Menands, held on Monday, October 6, 2025, called to order by Mayor Brian Marsh at 6:00 P.M.

PRESENT:

Brian Marsh, Mayor
Molly Harbour, Trustee
Nicholas Kalogridis, Trustee
Timothy Lane, Trustee
Lisa Neuman, Trustee
Donald Handerhan, Village Clerk
Mary Jane Vredenburg, Village Treasurer
Stephen Rehfuss, Village Attorney - Virtual

Also attending: Bill Garvey, Jason Carnegie, Susan MacKay, Brianne Baggetta, Alicia Hendricks, Tressa Milotte, Megan Stuart, Jeremy Hammond, Mike Crisafulli, Rose Marsh, Teresa LaSalle, Matt Rodgers, Charlie Luke, Mike Seurer, Courtney Jaskula, Diane MacFarland, Steve Boulet, Stefa Kalogridis, Charles Ansert, Diane Leonard, Barbara Lane.

Virtual attendance: Maria MacShane, Kathy Mosca, Rob Jewitt, Beth Harbour, Lindsay Lapari, Allison Luke.

The Mayor led the Pledge of Allegiance and stated that this meeting is recorded.

Mayor Marsh opened the Special Use Permit Public Hearing for 5 Elmwood Road at 6 PM.

The Clerk read the following notice:

ORDER DETAILS

Order Number: IPLATU0100012
Order Status: Saved
Classification: Legals
Package: Albany Times Union 2 Col...
Site: Albany
Affidavit Yes: \$15.99
Final Cost: \$54.99
Payment Type:
User ID:

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Village of MENANDS will conduct a Public Hearing on Monday, October 6, 2025, at 6:00 P.M. in the Menands Village Board Room located on the second floor of 250 Broadway, Menands, New York. This hearing pertains to a Special Use Permit for Mailworks to acquire 5 Elmwood Road. A copy of the Special Use Permit Application is available for public review during regular business hours at the Clerk's office, 280 Broadway, Menands, New York, or on the Village Website, www.menandsny.gov. All individuals will have the opportunity to express their views at this public hearing. Everyone is encouraged to attend and provide comments either in person or in writing to Clerk Handerhan before noon on October 6, 2025, at dhanderhan@menandsny.gov. These public hearings are open to the public and accessible to individuals with disabilities. You may participate in the Public Hearing in person at the Village Hall on the second floor of 250 Broadway or via the Google Meets link: meet.google.com/mre-txpb-btk or by phone at (US) +1 401-646-0768 PIN: 541 841 494#. A regular Board meeting will follow. Time limitations may be imposed for each oral statement, if necessary.
Dated: September 3, 2025.
By Order of Don Handerhan, Village Clerk

SCHEDULE FOR AD NUMBER IPL0029647
September 8, 2025, Albany Times Union
PREVIEW FOR AD NUMBER IPL0029647

2.38inches x 2.58inches

Brianne Baggetta from Mailworks present the plan use for the property at 5 Elmwood Road that Mailworks is in the process of purchasing. Mailworks is planning to expand their operation into this building. Part of the building will be short term lease to a tenant until the space is needed for their operation.

Brianne presented the following:

- 1) Meet The Mailworks
- 2) What We Do
- 3) Overview of Use of 236 Broadway

- 4) Reasoning for 5 Elmwood
- 5) Blueprint (renderings if they will have by then)
- 6) Outcome - jobs, traffic

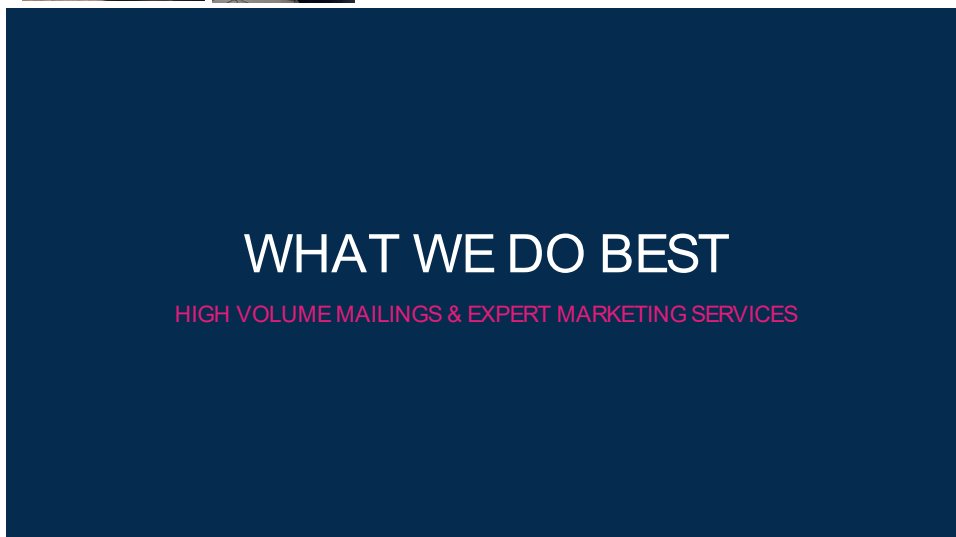


WE ARE THE mailworks

Direct Mail Experts™

A woman-owned, full service direct mail marketing company with more than 40 years of experience helping businesses nationwide.

- ➔ Calling Capital Region Home Since 1984
- ➔ 90+ Employees
- ➔ Dedicated to Growth



How We Make Direct Mail Work

Connect the right people, with the right message, at the right time.

- 1 High-Volume Mailings
- 2 End-to-End Service, All In-House
- 3 Cutting-Edge Technology
- 4 Trusted Expertise

A TYPICAL WEEK AT THE MAILWORKS:

2,704,571
pieces mailed

3,405
proofs

34
product types

141
companies

1,606
locations

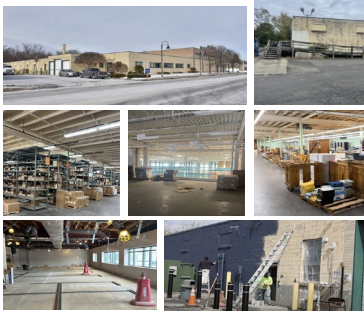
236 BROADWAY

2024

HOW WE TRANSFORMED 236 BROADWAY WITH



BEFORE



AFTER



Our Footprint In Menands

We've left our mark at 236 Broadway!

! Jobs, Growth, & Renewal

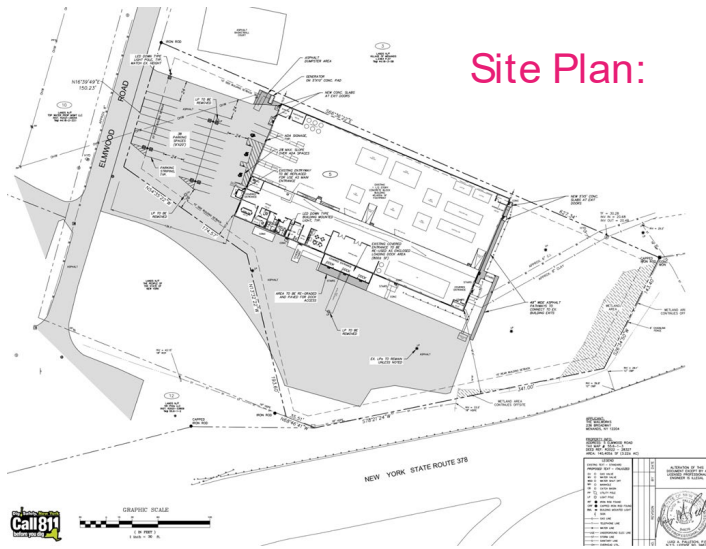
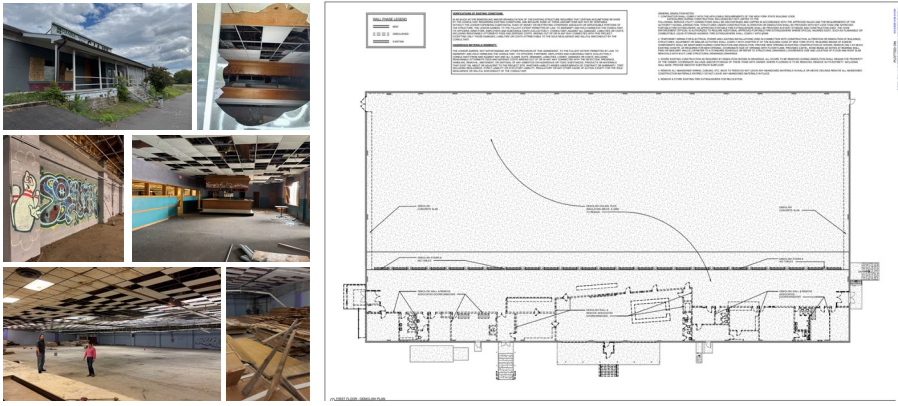
- In 2025 alone we have added 14 new roles to our company
- We are continuing to hire with **8 open job postings right now!**
- Diverse group of trustworthy employees with outstanding values

Why 5 Elmwood?

- **Redundancy, Resilience & Reliability**
- **5-Year Growth Goals**
- **Rooted in Menands**



Current State at 5 Elmwood



Site Plan:



OUR CURRENT INITIATIVES

- Demolition & Removal
- Interior Build Out
- New Electrical Services
- Heating & Cooling
- Adding Windows
- Exterior Improvements
 - (windows, paint, signage, landscaping).



Detailed Overview of Work to be Done at 5 Elmwood

Demolition & Removal

- Full interior demo of all walls, electrical, plumbing, mechanical systems, dropped ceilings, ceiling insulation
- Remove roof over front entrance

Structural & Floor Modifications

- Build a new conditioned, fully enclosed loading dock area on top of the entrance slab
- Infill the middle elevation floor to match the first-floor height
- Install ADA and forklift ramps down to lower elevation
- Install guard rail at elevation edge change

Building Envelope

- New storefront windows at rear and sides of building
- Replace all broken storefront doors and windows that will remain
- Install all new steel exterior doors on non-primary entrances
- Repaint the 3 visible exteriors of the building
- Replace vinyl siding at end gables with new exterior products such as siding or panels (TBD)
- Restore walkways and railings around the building perimeter
- Install new pedestrian egress path from south exits of the building
- New exterior signage
- Stripe parking lot

Mechanical, Electrical, & Plumbing

- Install all new 80-ton HVAC system for full heating and cooling of entire building
- Bring in new electrical service (increase from 800 amps at 20/208v to 1200 amps at 277/480v)
- New circuits and LED lighting throughout
- Modify wet fire sprinkler system for full coverage below ceiling line throughout

Interior Finishes & Build Out

- Install new acoustical ceiling tile throughout the building with new insulation above
- Build out all new offices, bathrooms, break room, and other rooms shown on plan
- Repaint all walls inside the building, including warehouse area
- Misc interior cosmetic improvements

THE OUTCOME



Discussion followed.

Public Comments: Residents Bill Garvey, Diane MacFarland, Steve Boulet, and Matt Rodgers from LaBella made comments.

Hearing all comments Mayor Marsh closed the Public Hearing at 6:25 PM.

Mayor Marsh introduced Liz Podowski King Director of Planning and Design for Highland Planning representing the Broadway Multimodal Resiliency Study committee.

Liz Podowski gave a presentation of the final Broadway Multimodal Resiliency plan and asked the Board for their approval. Discussion followed.

Resolution Number: 260046

Trustee Neuman made a motion to approve the final Broadway Multimodal Resiliency plan, seconded by Trustee Lane.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Resolution Number: 260047

Trustee Lane made a motion to accept the, September 2, 2025, Village Board Meeting Minutes, seconded by Trustee Neuman.

ADOPTED:

Trustee Harbour	voting	ABSTAINED
Trustee Kalogridis	voting	ABSTAINED
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Resolution Number: 260048

Trustee Harbour made a motion to approve payment for the following, seconded by Trustee Neuman.

WARRANT # 09/05/25:

GENERAL	totaling	\$18,912.57
WATER	totaling	\$ 1,357.00
	TOTALS	\$20,269.57

WARRANT # 09/09/25:

GENERAL	totaling	\$ 8,745.31
WATER	totaling	\$ 528.24
	TOTALS	\$ 9,273.55

WARRANT # 09/09/25XX:

GENERAL	totaling	\$ 5,135.69
WATER	totaling	\$ 474.61
	TOTALS	\$ 5,610.30

WARRANT # 09/30/25:

GENERAL	totaling	\$ 14,336.44
WATER	totaling	\$ 430.00
SEWER	totaling	\$.00
	TOTALS	\$ 14,766.44

WARRANT # 09/30/25:

GENERAL	totaling	\$ 7,277.91
WATER	totaling	\$ 1,081.76
SEWER	totaling	\$ 00
	TOTALS	\$ 8,359.67

WARRANT # 9:

GENERAL	totaling	\$159,121.78
WATER	totaling	\$ 21,116.63
SEWER	totaling	\$.00
CAPITAL PROJ	totaling	\$ 63.00
	TOTALS	\$180,301.41

<u>PAYROLL # 8:</u> (09/04/25 – 09/18/25)	totaling	\$117,018.22
--	----------	--------------

<u>PAYROLL # 9:</u> (09/19/25 – 10/02/25)	totaling	\$115,778.84
	TOTALS	\$232,797.06

Capital Projects South End Water Sewer:

	totaling	\$59,396.12
	totaling	\$ 4,000.00
	Totals	\$63,396.12

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Treasurer Vredenburg requested the following transfers:

GENERAL FUND:

FROM:

A11100103(CLERK TO JUSTICE PERSONAL) \$725.77 TO:

A14100104{ADMIN ASST OVERTIME) \$725.77

FROM:

A51100401(SUPPLIES) \$505.00

TO:

A51100405(INSURANCE)\$505.00

FROM:

A71100401(SUPPLIES)\$407.56

TO:

A71100412(GAS/ELECTRIC NATIONAL GRID)\$407.56

FROM:

A90400805(WORKERS COMP VOLUNTEER FIRE)\$10,698.11 TO:

A90400804(WORKERS COMP VILLAGE EMPLOYEES)\$10,698.11

WATER FUND:

FROM:

F83400218(PIPE AND SLEEVE) \$124.25 TO:

F83400200(EQUIPMENT) \$124.25

Resolution Number: 260049

Trustee Lane made a motion to approve the transfers request by the Treasurer, second by Trustee Harbour.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Mayor Marsh asked the Board if they have any concerns regarding the Special Use Permit Mailworks at 5 Elmwood Road. Matt Rodgers from LaBella advised the Board the procedure for a Special Use Permit and the discussion and concerns from the Albany County Planning Board. Discussion followed.

Resolution Number: 260050

Trustee Lane entered the following Resolution:

Resolution of the Menands Village Board
Issuing Special Use Permit and Site Plan Approval
Applicant: The Mailworks
5 Elmwood Ave., Menands, NY S.B.L. 55.6-1-3

Whereas, the Applicant, The Mailworks, is seeking Site Plan approval to renovate and repurpose the existing 40,400 ± SF former bowling alley into a modern print production facility at 5 Elmwood Ave. (Parcel: 55.6-1-3), and in the Light Industrial Zoning District, referred to as the “Proposed Project”; and

Whereas, the Applicant submitted a Special Use Permit and Site Plan Application on August 29, 2025, a Short Form Environmental Assessment Form (EAF) on September 8, 2025, and a revised Site Plan drawing on September 24; and

Whereas, the Proposed Project and all final application documents are more formally described in the attached Notice of Decision; and

Whereas, on September 18, 2025, Albany County Planning Board recommended that “Review and permits from the NYSDOT for commercial property development plans involving new or modified access to a state highway, or involve any change of use or expansion of an existing development on a state highway should be required”; and

Whereas, the Proposed Project does not include new or modified access to a state highway or involve any change of use or expansion of an existing development on a state highway and the Applicant has indicated that access to the adjoining NYSDOT property is not required; and

Whereas, the Village Board opened a public hearing on October 6, 2025, and closed the Public hearing on October 6, 2025; and

Whereas, the Village Board has reviewed Part 1 of the Short EAF, and based upon this review, the Village Board has determined, in accordance with 6 NYCRR Part 617 (State Environmental Quality Review Act or SEQRA) regulations, that the Proposed Project qualifies as a Type II Action and requires no further SEQRA review; and

Whereas, the Village Board has reviewed the application and supplemental information provided against the requirements of the previous Chapter 169, (Zoning) and has determined the application meets the requirements for approval as detailed in the Attached Notice of Decision.

Now, Therefore Be It Resolved that the Menands Village Board hereby issues Special Use Permit and concurrent Preliminary and Final Site Plan approval for the Proposed Project with conditions as indicated on the attached Notice of Decision, seconded by Trustee Kalogridis.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

The Clerk advised that Bloom Brother Dispensary asked to amend their hours of operation they were hoping business would increase with our current proposed hours but unfortunately, we need to adjust capture a bigger crowd, so we are hoping the following proposed hours are acceptable with the village:

From:
Sunday: 11:00 AM – 7:00 PM

Monday – Thursday: 10:00 AM – 7:00 PM
 Friday and Saturday: 9:00 AM – 9:00 PM

To:
 Sunday: 9:00 AM – 7:00 PM
 Monday – Thursday: 9:00 AM – 8:00 PM
 Friday and Saturday: 9:00 AM – 9:00 PM

Resolution Number: 260051

Trustee Lane made a motion to approve the amendment of hours of operations to Sunday: 9:00 AM – 7:00 PM, Monday – Thursday: 9:00 AM – 8:00 PM and Friday and Saturday: 9:00 AM – 9:00 PM, seconded by Trustee Harbour.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

The Clerk advised that the Everbridge is up for renewal there are two options:

1. One Year Plan \$6,427.58
2. Three Year Plan \$6,245.46, \$6,433.03 & 6,626.02



Prepared for:
 Don Handerhan
 Village of Menands
 250 Broad Way
 Mendands Way NY 12204
 United States
 Ph: 5184342922
 Fax:
 Email: handerhand@villageofmenands.com

Quotation

Quote #: Q-228950-1
Date: 9/5/2025
Expires On: 11/28/2025
Confidential

Salesperson: Richard Kramer
Phone:
Email: richard.kramer@everbridge.com
Payment Term: Net 30
Entity ID: Everbridge, Inc. - 26-1919312

Contract Summary Information:	
Contract Period:	12 Months
Contract Start Date:	12/15/2025
Contract End Date:	12/14/2026

Year 1

QTY	DESCRIPTION	
5,000	Mass Notification Base	
Year 1 TOTAL:		USD 6,427.58

Pricing Summary:

Year One Fees:	USD 6,427.58
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
Total Year One Fees Due:	USD 6,427.58

Messaging Credits Summary:

	Initial Credits Allowance	Additional Credits Purchased	Total Credits
Year 1	1,000,000	0	1,000,000

Prepared for:
 Don Handerhan
 Village of Menands
 250 Broad Way
 Mendands Way NY 12204
 United States
 Ph: 5184342922
 Fax:
 Email: handerhand@villageofmenands.com

Quotation

Quote #: Q-228951-1
Date: 9/5/2025
Expires On: 11/28/2025
Confidential

Salesperson: Richard Kramer
Phone:
Email: richard.kramer@everbridge.com
Payment Term: Net 30
Entity ID: Everbridge, Inc. - 26-1919312

Contract Summary Information:	
Contract Period:	36 Months
Contract Start Date:	12/15/2025
Contract End Date:	12/14/2028

Year 1	
QTY	DESCRIPTION
5,000	Mass Notification Base
Year 1 TOTAL:	USD 6,245.66

Pricing Summary:	
Year One Fees:	USD 6,245.66
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
Total Year One Fees Due:	USD 6,245.66

Ongoing Fees:	
Year Two Fees:	USD 6,433.03
Year Three Fees:	USD 6,626.02

Messaging Credits Summary:			
	Initial Credits Allowance	Additional Credits Purchased	Total Credits
Year 1	1,000,000	0	1,000,000

Board decided to table until next meeting.

Mayor Marsh opened a discussion regarding alternate side parking along North and South Lyons Ave and Brookside Ave. Discussion followed.

The Clerk advised the Board has reviewed the following policies regarding After Hours Drop Box and Credit Card Policy. Board decided to table until next meeting.

Mayor Marsh advised the Board that Superintendent Mike Hagmann and Clerk Don Handerhan interviewed Jason Lyon, for the position of Laborer for the DPW. Jason already holds a CDL License and will start at step 2 according the DPW contract. Mayor Marsh appointed Jason Lyon to the position of Laborer for the DPW Department at a salary of \$23.97 which is step 2 of the DPW Contract. Discussion followed.

Resolution Number: 260052

Trustee Harbour made a motion to approve the appointment of Jason Lyon as a Laborer for the DPW and at a starting salary of \$23.96 an hour, seconded by Trustee Lane.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Mayor's Report:

1. Truck or Treat will be Sunday October 19, 2025, at 2 PM at the Menands Market.
2. Park reservation will be closing on October 31st.
3. Attended the Ribbon cutting for the Welcome Center at 96 Menands Road.
4. The Village has signed up for a purchasing program called Empire Connect.

5. The has transferred our Amazon Account over to an agreement that NYCOM shared with their members.
6. The tire pond and the leaf dump have been cleared of violations from DEC.
7. Tuscan Bakery held their Grand Opening on Sunday.
8. On October 21st attended the e-BIZ Docs 25-year celebration.
9. Groundbreaking for the South End Project.
10. St Patrick's Club will be selling wreaths and will be selling Christmas Trees.
11. Library will be hosting a Diwali Festival on
12. CDTA bus stop at 80 Broadway will be opening soon.
13. Times Union had a report regarding lowering the speed limit to 25 MPH.
14. The was an event at Ganser Smith Park held be Albany County to award Park Improvement Grant to municipalities within Albany County.

Trustee's Report:

Neuman: Advised of upcoming Library events.

Kalogridis:

1. The Annual Fire Company Fund Drive is happening in October.
2. Asked if a Stop Sign can be installed on the corner of Menand Road and N Lyons Ave?

Lane:

1. Gave the Historian's Liaison report:

The Menands Village Historian has been busy making meetings and providing research for the ongoing Little River Project by providing historical research, photos, map copies and old Watervliet and early Colonie Town Tax records to the committee regarding the Little River area and railroad spur that left the main line of the Delaware and Hudson Railroad just east of present day Morgan Linen and through the "Flatts" area via trestles and an iron bridge to connect to the Corning Iron Works on Breaker Island in the Hudson River. The Corning Steel and Iron works closed during a depression of the 1890s, and the iron bridge spanning the Little River to Breaker Island was dismantled by the Abele family and sold for scrap during the Great Depression. The line was used again to connect to the Capital District Regional market in the 1930's and through time to the old Wards Metro Warehouse, and later Wickes Lumber. This spur was finally abandoned in the 1980's as it had become unsafe for the railroad to continue operating on it and the tracks were removed.

The importance of this research, of course was for the tidal waters of the "Little River" between the west bank of the Hudson River and the three prominent islands in the Hudson River between Menands and South Troy. As the past police photographer for the Menands Police Department, I developed our own black and white film in a small darkroom in the Police Department. Past Chief Francis "Butch" Kemrproski had been the official photographer for the department and when he became Chief, I voiced an interest in photography, and it was during this period that I purchased my own 35mm film camera and began taking photographs of various areas of the Village. I was taught how to develop film and little tricks of the trade of photography which I still use to this day. Some of the film was developed but never printed out. The Village recently purchased a film and slide viewer (last week) and I've found that it will be very helpful toward identifying sites I photographed over 40 years ago, some of which should include areas of the Little River. There are many rolls of developed film I have to search through.

In 2023-24 the Village was preparing for its 100th Anniversary in 2024 as an incorporated Village and it was my responsibility to draft several different story lines for inclusion into a proposed book to commemorate the 100th Anniversary. One source of early Menands history came from past Menands Historian Howard Menand's 50th Menands Anniversary Book where he wrote a chapter called: "Bridges-Places-People" based on his memory of the Village as it was in about 1900 when he was a young man. Howard's memory and his description of both the east and west sides of Broadway from the Watervliet City Line to the Albany City Line were the foundation for using over my nearly 40 years of collecting Menands History to include photos, map images, short biographies, etc., to enhance Howard's text of 1974. It is my understanding that the 100th Anniversary book will be printed very shortly after a final review soon and I look forward to being in attendance for that review as well. It was a project that required many hours of work and meetings with the 100th Anniversary committee and I am grateful for their support and to have worked with them.

I continue to gather research about Menands History and just this week took in a scrapbook of 1940's era photographs of the Menands School on Menand Road showing student projects, and several photos related to student and school activities which supported our Nation during WWII.

All of these 8” x 10” professionally shot photographs will need to be digitized and added to the ever-growing digital files related to the History of the Village of Menands. The scrap book was given to me yesterday by Beth Harbour.

2. The Littke River Project Report is complete and return to DEC.

Harbour:

1. The School would like to get the students involved with the Village Board.
2. October 23rd the will be hosting a Hispanic Event
3. CYO signups will be October 15-16.
4. In November, the PTA will be having a Fall Festival.

Clerk’s Report:

1. The Village has received the approved Franchise agreement with Spectrum from Public Service Commission.
2. The Clerk will be on Jury Duty starting October 14, 2025.

Treasurer’s Report: No Report

General Comments:

Resident Bill Garvey:

1. Happy to see hemlock tree removed from Menands Pump Station.
2. Thought former Olympic Lanes was going to be a warehouse?
3. Would like to remove the graffiti off light pole on Harts Lane.
4. Donated a roll of toilet paper for the men’s room due the dispenser being broken.
5. Would like to No Parking sign being place near Fire Hydrants on Louis Ave.

Resident Steve Boulet:

1. Complained about Sewer Odor and if there were any updates
2. Asked about Trunk or Treat this. Discussion followed

Resident Diane MacFarland:

1. Asked about the water breaks in South End. Discussion followed.

At 8:05 P.M. Trustee Harbour made a motion to enter Executive Session to discuss a Personnel Issue, seconded by Trustee Kalogridis.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

The regular meeting reconvened at 8:47 P.M.

Resolution Number: 260053

Mayor Marsh made a motion to approve the Mayor to sign a Last Chance Agreement with Kelvin Schoonmaker, second by Trustee Lane.

ADOPTED:

Trustee Harbour	voting	NAY
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

Trustee Harbour made a motion to adjourn, seconded by Trustee Lane.

ADOPTED:

Trustee Harbour	voting	AYE
Trustee Kalogridis	voting	AYE
Trustee Lane	voting	AYE
Trustee Neuman	voting	AYE
Mayor Marsh	voting	AYE

The meeting duly adjourned at 8:50 P. M.

I, Donald Handerhan, Village Clerk for the Village of Menands, Do Hereby Certify that the foregoing is a true and correct report of all motions and resolutions and or enacted, and all other procedures had and taken by the Village of Menands Board of Trustees at the regular meeting held on, October 6, 2025

.

Donald Handerhan
Village Clerk