



# VILLAGE OF COLONIE

**VILLAGE HALL**  
2 THUNDER ROAD  
COLONIE, NY 12205  
(518) 869-7562 FAX (518) 464-0389  
**JAMES M. RUBINO**  
MAYOR

[villagehall@colonievillage.org](mailto:villagehall@colonievillage.org)  
[www.colonievillage.org](http://www.colonievillage.org)

**FRANK A. PREVRATIL**  
DEPUTY MAYOR

**PATTY SCHWARZ LOCKART**  
TRUSTEE  
**JASON M. DEPAULO**  
TRUSTEE  
**MARK STEVENS**  
TRUSTEE

**JAMIE L. BLOT**  
VILLAGE CLERK

**NOTE: THERE IS A PUBLIC HEARING TAKING PLACE PRIOR TO THE REGULAR BOARD MEETING WHICH WILL BEGIN AT 10:00 A.M. FOR  
1) RESOLUTION 2025-92 "AUTHORIZE TO EXPEND FUNDS OUT OF THE RECREATION CENTER CAPITAL RESERVE FOR FLOORING"**

**MEETING OF THE MAYOR AND BOARD OF TRUSTEES  
AGENDA  
TUESDAY, FEBRUARY 17, 2026  
10:00 A.M.**

10:00 A.M. Mayor opens the meeting – pledge of allegiance – Exit signs noted

#### ROLL CALL

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Mayor Rubino  
Deputy Mayor Prevratil  
Trustee Lockart  
Trustee DePaulo  
Trustee Stevens

#### MINUTES

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1. Regular meeting minutes 2/2/2026

#### NEW BUSINESS

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1. Vote on Resolution 2025-92 "Authorize to expend funds out of the Recreation Center Capital Reserve for flooring"
2. Vote on Resolution 2025-99 "Utility Adjustments – 4 Locust Park"
3. Vote on Resolution 2025-100 "Utility Adjustments – 39 Tanglewood Road"
4. Vote on Resolution 2025-101 "Adopt changes to the Village of Colonie fee schedule"
5. Vote on Resolution 2025-102 "Amendment to Employee Handbook"
6. Authorize the Clerk to advertise for a public hearing for Local Law #1 of 2026 "Amendments to the Village of Colonie code" to be held on March 2, 2026 at 6:30 p.m.



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## MINUTES MINUTES OF THE MAYOR AND BOARD OF TRUSTEES MONDAY, FEBRUARY 2, 2026 6:30 P.M.

The meeting of the Mayor and Board of Trustees was held on Monday, February 2, 2026, at 2 Thunder Road, Albany, NY 12205. Mayor Rubino opened the meeting at 6:30 p.m. with the Pledge of Allegiance.

Roll Call:	Mayor Rubino	Present
	Deputy Mayor Prevratil	Present
	Trustee Lockart	Present
	Trustee DePaulo	Excused
	Trustee Stevens	Present
	Clerk Blot	Present

Minutes of the regular meeting held on January 20, 2026, were reviewed by the present members of the board.

A motion was made by Trustee Lockart to approve the minutes, as presented. The motion was seconded by Deputy Mayor Prevratil.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-88 "Authorize the Mayor to apply for a receive funding under the NYS municipal parks and recreation grant and identifying a SEQR determination for the proposed improvements".

Mayor Rubino stated we wish to apply to a grant through NYS municipal parks and recreation to make some improvements in Cook Park. He said the improvements include paving and some exercise equipment along the walkways, and a putting green.

There were no comments or questions.

Deputy Mayor Prevratil made a motion to approve Resolution 2025-88, as presented. The motion was seconded by Trustee Lockart.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-91 "Waive late fee incurred for 36 Lois Court sewer bill".

Trustee Stevens made a motion to approve Resolution 2025-91, as presented.  
The motion was seconded by Trustee Lockart.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested authorization to advertise for a public hearing for Resolution 2025-92 “Authorize to expend funds out of the recreation center capital reserve for flooring” to be held on Tuesday, February 17, 2026, at 10:00 a.m., amount not to exceed \$11,000. Mayor Rubino added that this is to replace the floors at the recreation center in the bathrooms and kitchen with epoxy flooring. Trustee Lockart made a motion to authorize the Clerk to advertise, as stated above. The motion was seconded by Trustee Stevens.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-93 “Designation of Depository”. Mayor stated that this was to add “Asension Wealth Advisory Group of Northwestern Mutual” as one of our financial institutions. Trustee Lockart made a motion to approve Resolution 2025-93, as presented. The motion was seconded by Deputy Mayor Prevratil.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-94 “Addition to the policy and procedure manual – investment policy”. Mayor explained that we reviewed and revised our current investment policy based on the recommendations of the State Comptrollers guide. This updated investment policy will also allow us to make some investments, which we have not been able to do. Any and all investment options will be done in accordance with state laws. Trustee Stevens made a motion to approve Resolution 2025-94, as presented. The motion was seconded by Deputy Mayor Prevratil.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-95 “Authorize the Mayor to enter into an agreement with Eclipse Network Solutions LLC for a term of 2026-2029 for standard fire alarm agreement”. NOTE: original agreement and resolution said 2026-2036, Mayor did not want to enter into an agreement for 10 years, therefore term and proposed resolution has been changed to 2026-2029. Trustee Lockart made a motion to approve Resolution 2025-95, as presented. The motion was seconded by Deputy Mayor Prevratil.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-96 “Authorize the Mayor to enter into an agreement with Northeastern Alarm Systems, LLC for the schedule of equipment and services related to the fire alarm system”.

Mayor Rubino explained that this is for the equipment and related services for the Recreation Center items.

Deputy Mayor Prevratil made a motion to approve Resolution 2025-96, as presented. The motion was seconded by Trustee Lockart.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-97 “Authorize the Mayor to enter into an agreement with Northeastern Alarm Systems, LLC for the rider for multiple locations agreement”.

Mayor Rubino stated that this is to add other buildings to the agreement if we would like to in the future. The initial agreement is for the Recreation Center, 3 Thunder Road, Albany, NY 12205.

Trustee Stevens made a motion to approve Resolution 2025-97, as presented. The motion was seconded by Trustee Lockart.

Vote: Unanimous to approve.  
Motion passed.

Clerk Blot requested a vote on Resolution 2025-98 “Authorize the Mayor to enter into an agreement with Northeastern Alarm Systems, LLC for Standard Fire Alarm Agreement for the Recreation Center, 3 Thunder Road”.

NOTE: original agreement said 10-year term, Mayor did not want to enter in an agreement for 10 years, therefore term has been changed to 2026-2029.

Trustee Lockart made a motion to approve Resolution 2025-98, as presented. The motion was seconded by Deputy Mayor Prevratil.

Vote: Unanimous to approve.  
Motion passed.

Chief Kayser read aloud the fire report for the month of January 2026. He also mentioned that the fire department held a snow-standby for 28hours during the recent snowstorm.

Chief Kayser also requested to be considered when looking at fire alarm upgrades.

Mayor Rubino commended the fire department for having an in quarters unit during the storm. Chief Kayser added that this has been one of the busiest and coldest January's the department has had in years, adding that there were 59 calls in the first month.

Trustee Stevens mentioned that this month is the fire company's annual rose sale, which is the second largest fund raiser of the year.

Mayor Rubino thanked everyone for coming to the meeting. He commended the Department of Public Works for all their work lately with the snow and cold. He commended the fire department as well.

Mayor Rubino mentioned that there will be a Zoning Board meeting this Wednesday, February 4<sup>th</sup> 2026, at 6:30 p.m., QuickChek is on the agenda with a public hearing for a gas station at the current Walgreens site, 1850 Central Avenue. Deputy Mayor Prevratil added that Walgreens will be out of business in the next year or so.

Reports Submitted:

Senior Center Expenditure VS. Revenue Report 1/12/2026 – 1/23/2026

Recreation Center report January 2026

Fire Department report January 2026

Abstract #17

General: \$127,576.78

Water: \$11,501.37

Sewer: \$33,805.28

**Total: \$172,883.43**

Trustee Stevens made a motion to adjourn the meeting.

This motion was seconded by Trustee Lockart.

Vote: Unanimous to approve.

Motion passed.

Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Jamie L. Blot  
Village Clerk

**RESOLUTION 2025-92**  
**“AUTHORIZE TO EXPEND FUNDS OUT OF THE RECREATION CENTER CAPITAL  
RESERVE FOR FLOORING”**

**WHEREAS**, the Village of Colonie has established Capital Reserve Funds, pursuant to Section 6-c of the General Municipal Law, at Pioneer Bank; and

**WHEREAS**, the Village of Colonie wishes to expend funds from the Recreation Center capital reserve for flooring restoration in the recreation center; and

**NOW THEREFORE, BE IT RESOLVED**, that the Mayor and Board of Trustees authorize expenses, as stated above, in an amount not to exceed \$11,000.

**BY ORDER OF THE BOARD OF TRUSTEES:**

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Jamie L. Blot

Village Clerk

**DATED** this 17<sup>th</sup> day of February, 2026.

**RESOLUTION 2025-99**

**UTILITY ADJUSTMENTS – 4 LOCUST PARK**

**WHEREAS**, the following utility bills were generated for 4 Locust Park: June 2025 sewer invoice, October 2025 water invoice and December 2025 sewer invoice; and

**WHEREAS**, a house fire took place in January 2025, and the water meter was removed at the time of the house fire and the house has since been demolished; and

**WHEREAS**, the utilities were changed to “removed” in the utility billing system, but still marked as “active”, and therefore invoices were generated for the said billing periods stated above; and

**WHEREAS**, the Village Clerk is requesting authorization to adjust these invoices, totaling \$294.14 (\$165 sewer/\$129.14 water); and

**WHEREAS**, the Village Clerk has suspended the utility accounts in the system and changed the account status to “inactive”, until such time as a rebuild takes place and a new water meter is installed on the property,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Board of Trustees approve the utility adjustment as follows: \$-294.14, as stated above.

**BY ORDER OF THE BOARD OF TRUSTEES:**

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Jamie L. Blot  
Village Clerk

**DATED** this 17th day of February 2026.

**RESOLUTION 2025-100**

**UTILITY ADJUSTMENTS – 39 TANGLEWOOD ROAD**

**WHEREAS**, the following utility bills were generated for 39 Tanglewood Road: June 2025 sewer invoice, October 2025 water invoice and December 2025 sewer invoice; and

**WHEREAS**, a house fire took place in March 2025, and the water meter was removed at the time of the house fire and the house has since been demolished; and

**WHEREAS**, the utilities were changed to “removed” in the utility billing system, but still marked as “active”, and therefore invoices were generated for the said billing periods stated above; and

**WHEREAS**, the Village Clerk is requesting authorization to adjust these invoices, totaling \$294.14 (\$165 sewer/\$129.14 water); and

**WHEREAS**, the Village Clerk has suspended the utility accounts in the system and changed the account status to “inactive”, until such time as a rebuild takes place and a new water meter is installed on the property,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Board of Trustees approve the utility adjustment as follows: \$-294.14, as stated above.

**BY ORDER OF THE BOARD OF TRUSTEES:**

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Jamie L. Blot  
Village Clerk

**DATED** this 17th day of February 2026.

**RESOLUTION 2025-101**

**ADOPT CHANGES TO THE VILLAGE OF COLONIE FEE SCHEDULE**

**WHEREAS**, the Village of Colonie Code Revision Committee updated the Village of Colonie fee schedule and adopted the schedule on May 19, 2019,

**WHEREAS**, the Clerk is requesting review of the current fee schedule, and adoption of attached fee schedule, with any changes, corrections, additions or deletions as noted,

**NOW THEREFORE, BE IT RESOLVED**, that the Mayor and Board of Trustees adopts the attached fee schedule, as presented.

**BE IT FURTHER RESOLVED**, that the Mayor and Board of Trustees will

1. Amend said fee schedule from time to time by resolution, as needed, but at least once a year at the annual meeting.
2. The attached Village of Colonie fee schedule shall supersede the fee schedule that was adopted on November 3, 2025.

**BY ORDER OF THE BOARD OF TRUSTEES:**

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Jamie L. Blot  
Village Clerk

**DATED** this 17<sup>th</sup> day of February 2026.

VILLAGE OF COLONIE  
FEE SCHEDULE

**[HISTORY: Adopted by the Mayor and Board of Trustees on May 20, 2019, by Resolution 2019-21: amendments noted where applicable]**

**§ 1. Site plan approval. [Amended 5/16/2022 by Resolution] [Amended 12/2/2024 Resolution 2024-105]**

Pursuant to Chapter 43, Planning Commission, of the Code of the Village of Colonie, the following fees are hereby established.

Where engineering review or construction escrow is required: the applicant shall deposit the Village an amount to be estimated for the applicant's project. Said funds shall be used to pay for said engineering review or anticipated construction. Additionally, an administration fee of the total escrow will be charged to the applicant by the Village of Colonie upon deposit, and upon any additional deposits thereafter for escrows. **There will be a 10% administration fee for escrows in the amount of \$50,000 or less; there will be a 5% administration fee for escrows in the amount of \$50,001 or more.** Any funds remaining will be returned to the applicant.

A. Site plan approval application fee.

**One acre or less** **\$200**

**(plus associated engineering costs)**

**Over one acre** **\$300**

**(plus associated engineering costs)**

B. Where the Planning Commission has determined to require cash in lieu of park land:  
**\$4,000 \$5,000 per dwelling unit, 100% payable prior to building permit issuance.**

**§ 2. Building construction RESIDENTIAL. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 79, Building Construction of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

For an existing one or two-family dwelling, structural alterations, additions, enlargements or conversions to or in an existing structure, such as the completion of expansion attics, so as to make additional rooms or the addition of rooms to existing structures or the adding, extending or enclosing of porches or accessory structures:

**(1) When the cost of construction is \$1,000 or less** **~~\$125~~ \$135**

**(1) For each additional \$1,000 thereafter** **~~\$10~~/\$1000**

**~~\$15~~/\$1000**

For new one and two-family dwellings:

**When the cost of construction is \$1,000 or less** **\$125**

**For each additional \$1,000 thereafter** **\$10/\$1000**

B. Fence permit.

**\$50**

C. Demolition permit.

<b>When cost of demolition is \$1,000 or less</b>	<b>\$200</b>
<b>For each additional \$1,000 thereafter</b>	<b>\$15/\$1000</b>

D. For beginning work without a permit, double the fee which would be charged in connection with a timely application. Penalties may also be collected as per 79-16 in addition to fees.

E. Chicken coop permit.  
**Application fee**

**\$75**

**§ 2A. Building construction COMMERCIAL. [Amended 11/2024 by Resolution]**

Pursuant to Chapter 79, Building Construction of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

For structural alterations, additions, enlargements or conversions to or in an existing structure:

<b>When the cost of construction is \$1,000 or less</b>	<b>\$300 <del>\$500</del></b>
<b>For each additional \$1,000 thereafter</b>	<b>\$15/\$1000</b>

For new buildings for non-residential or mixed use:

<b>When the cost of construction is \$1,000 or less</b>	<b>\$300</b>
<b>For each additional \$1,000 thereafter</b>	<b>\$15/\$1000</b>

For new churches, parochial schools, private schools, convents, dormitory buildings or other buildings accessory to schools, colleges, or churches, or other not-for-profit organizations (with proof of non-profit status):

<b>For the first 1000 SF</b>	<b>\$200</b>
<b>Over 1000 SF to 15000 SF</b>	<b>\$100/1000 SF</b>
<b>Over 15000 SF</b>	<b>\$80/1000 SF</b>

B. Tents, temporary structures, large balloons, etc.

<b>Temporary – retail use for max of 20 days for each</b>	<b>\$200</b>
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C. Moving of mobile home onto a site in a mobile home park

**\$180**

D. Fence permit.

**\$50**

E. Demolition permit.

<b>When cost of demolition is \$1,000 or less</b>	<b>\$400</b>
<b>For each additional \$1,000 thereafter</b>	<b>\$15/\$1000</b>

F. Tenant change permit fee.

<b>If no construction cost</b>	<b>\$300</b>
<b>If any construction</b>	<b>Refer to Sect. A</b>

- G. For beginning work without a permit, double the fee which would be charged in connection with a timely application. Penalties may also be collected as per 79-16 in addition to fees.

**§ 3. Moving of buildings.**

Pursuant to Chapter **82**, Buildings, Moving of, of the Code of the Village of Colonie, the following fees are hereby established:

- A. Permit.

**Permit to move a building** **\$500**  
**(plus any engineering or professional fees)**

**§ 4. Operation of businesses. [Amended 11/2024 by Resolution]**

Pursuant to Chapter **88**, Businesses, Operation of, of the Code of the Village of Colonie, the following fees are hereby established:

- A. Approval of a business operation:

**Name change/change of ownership** **\$200**  
**Change of occupancy** **\$300 \$325**  
**(plus any engineering fees, fees for building permits are additional)**

**§ 5. Environmental quality review.**

Pursuant to Chapter **114**, Environmental Quality Review, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Preparation or review of an environmental impact statement: the actual cost to the lead agency, not to exceed the limitations set forth in 6 NYCRR 617.

**§ 6. Littering.**

Pursuant to Chapter **145**, Littering, of the Code of the Village of Colonie, the following fees are hereby established.

**Clearing of litter and weeds from private property** **\$100**  
**(plus actual cost to the Village for performance of work)**

**§ 7. Mobile homes.**

Pursuant to Chapter **150**, Mobile Home Parks, of the Code of the Village of Colonie, the following fees are hereby established.

**Annual permit fee** **\$200**  
**Fee per additional unit** **\$50**  
**(fee for moving a mobile home into a park is additional)**

**§ 8. Parks and recreation. [Amended 11/3/2025 Resolution 2025-75] [Rate changes effective 1/1/2026]**

Pursuant to Chapter **158**, Parks and Recreation, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Permit for Cook Park Pavilion.

**Village residents \$175 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$375**

**Village businesses \$250 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$450**

B. Permit for Sharon Drive Pavilion.

**Village residents \$150 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$350**  
**Village businesses \$220 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$420**

C. Permit for Family Recreation Center.

**Village residents \$175 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$375**  
**Village businesses \$200 + \$200 labor (6hrs + 1/setup + 1hr/cleanup) TOTAL: \$400**

D. Permit for Pole Barn.

**Village residents \$125 + \$25 labor TOTAL: \$150**  
**Village businesses \$150 + \$25 labor TOTAL: \$175**

- E. There shall be a refundable security deposit of **\$150** in the form of a personal or business check, posted for the use of Cook Park Pavilion, Sharon Drive Pavilion, Pole Barn and the Family Recreation Center.
- F. Each rental in all facilities is for 6 hours, additional hours are \$50.00 each extra hour or portion of.
- G. Multiple days/evenings after 6p.m. rentals at the Family Center are \$35.00 per hour with a minimum of 3 hours, for a total of \$105/minimum per rental (these include school teams ex: little league, cheerleading, softball, pickleball, basketball, etc.).

### **§ 9. Peddling.**

Pursuant to Chapter 162, Peddling, of the Code of the Village of Colonie, the following fees are hereby established.

<b>License fee</b>	<b>\$300</b>
<b>(valid for 120 days)</b>	

### **§ 10. Public access to records.**

Pursuant to Chapter 170, Records, Public Access to, of the Code of the Village of Colonie, the following fees are hereby established.

<b>Inspection of records</b>	<b>No fee</b>
<b>Fee for any type of search requested</b>	<b>\$50</b>
<b>Photocopies not exceeding 9 in x 14 in</b>	<b>\$.25</b>
<b>Copies of records other than photocopies which are 9 in x 14 in, or less in size: actual copying cost, excluding fixed agency costs, such as salaries, except when a different fee is otherwise prescribed by statute.</b>	

### **§ 11. Sewers.**

Pursuant to Chapter 177, Sewers, of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit for sewer connections	
<b>Single-family dwelling</b>	<b>\$300/connect.</b>
<b>Public/non-profit building</b>	<b>\$300/connect.</b>
<b>Multiple dwelling</b>	<b>\$400, plus \$200 per addtl</b>
<b>Commercial/industrial building</b>	<b>\$500/connect.</b>

<b>Discontinuance of sewer lateral</b>	<b>\$400</b>
<b>Sewer rents</b>	<b>See Sect. 17</b>

- B. Residential properties: \$75.00 per family unit billed semiannually.
- C. Nonresidential properties: based on nonresidential water rate per 1,000 gallons of metered consumption. Consumption will be based on the preceding water cycle metered consumption. Minimum nonresidential sewer bill for metered properties, 20,000 gallons or less, is \$160 semiannually.

**§ 12. Signs. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 181, Signs, of the Code of the Village of Colonie, the hereby fees are established.

- A. Permit fee.
 

<b>Application for sign permit</b>	<b>\$200/sign</b>
<b>Application for directional sign (2 ft x 2 ft max per sign)</b>	<b><del>\$50</del> \$75/sign</b>
<b>Application for temporary sign Billboard</b>	<b>\$150</b>
- B. Sign review board.
 

<b>Application for first sign</b>	<b>\$250</b>
<b>Each additional sign (plus cost of publication of notice and additional engineering costs)</b>	<b>\$150</b>

**§ 13. Streets and Sidewalks.**

Pursuant to Chapter 196, Streets and Sidewalks, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Work permits.
 

<b>Permit fee</b>	<b>\$250</b>
<b>Deposit to cover cost of restoration (both the fee and the deposit will be waived in the case of public utility companies)</b>	<b>Est. by Superintendent of DPW</b>
- B. Special event permits.
 

<b>Permit for a block party</b>	<b>\$100</b>
<b>Permit for a special event</b>	<b>\$100</b>

**§ 14. Subdivision of land. [Amended 12/2/2024 Resolution 2024-105]**

Pursuant to Chapter 199, Subdivision of Land, of the Code of the Village of Colonie, the following fees are hereby established

- |  |                  |
|--|------------------|
| <b>Application for review and approval<br/>(plus associated engineering and mailing publication costs)</b> | <b>\$400/lot</b> |
|--|------------------|
- A. Final plan review RESIDENTIAL
 

<b>Three or fewer lots</b>	<b>\$100</b>
<b>More than 3 lots</b>	<b>\$100, plus \$30/lot</b>
  - B. Final plan review COMMERCIAL

<b>One acre or less</b>	<b>\$200</b>
<b>Over one acre</b>	<b>\$200, plus \$200/acre</b>

- C. Fee for observation of improvements, based on the value of required improvements: **3% of the construction value as initially estimated.** A refund will be made if the money is not all used, additional funds will be required if the fee is insufficient.
- D. Fee for review of plans and specifications for water, sewer and drainage based on estimated cost, **2% of the construction value as initially estimated.** A refund will be made if the money is not all used, addition funds will be required if the fee is insufficient.
- E. All residential subdivisions, cash in lieu of land for parks, **\$4,000 per lot**, and in the case of **multi-family housing projects, \$4,000 per dwelling unit**; 50% is due at the time of final plan review and 50% is at the time the building permit is issued.

**§ 15. Swimming pools. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter **203**, Swimming Pools, of the Code of the Village of Colonie, the following fees are hereby established.

A. Building permit.

<b>Aboveground pools</b>	<b>\$150</b>
<b>Inground pools</b>	<b>\$300</b>
<b>Hot tubs</b>	<b>\$50 <del>\$75</del></b>

**§ 16. Water. [Amended 2/21/2023 by Resolution] [Amended 2/3/2025 by Resolution]**

Pursuant to Chapter **234**, Water, of the Code of the Village of Colonie, the following fees are hereby established.

A. Taps and connections

1. Three-quarter inch

<b>Near side</b>	<b>\$500</b>
<b>Far side</b>	<b>\$750</b>

2. One-inch

<b>Near side</b>	<b>\$500</b>
<b>Far side</b>	<b>\$750</b>

3. Larger than 1 inch

<b>Supervision fee</b>	Work done by owner <b>\$500</b>
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B. Testing water meters

1. One-inch or smaller

<b>(plus the cost of the test to the Village)</b>	<b>\$150</b>
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2. Over one inch

<b>(owner's responsibility to remove and test at Village approved facility)</b>	Test done by owner
<b>Supervision fee</b>	<b>\$500</b>

- C. Replacement of water meter
1. Three-fourth inch meter
 

<b>Base only</b>	<b>\$125</b>
<b>Head only</b>	<b>\$300</b>
<b>Complete meter</b>	<b>\$400</b>
  
  2. One-inch meter
 

<b>Base only</b>	<b>\$250</b>
<b>Head only</b>	<b>\$500</b>
<b>Complete meter</b>	<b>\$700</b>
- D. Use of water from a hydrant
- \$250 or \$15/1000 gallons (whichever is higher)**
- E. Disconnection and restoration
- |                                 |   |
|---------------------------------|---|
| <b>Disconnection of service</b> | <b>\$500</b>                            |
| <b>Restoration</b>              | <b>Same fee as for new installation</b> |
- F. Lawn sprinklers
- |                    |              |
|--------------------|--------------|
| <b>Residential</b> | <b>\$100</b> |
| <b>Commercial</b>  | <b>\$150</b> |
- \*Inspection per connection to assure that the backflow prevention device approved by the NYS Department of Health has been installed properly
- G. Fees in connection with cross connection control
1. Review for initial application: **\$150**, which includes mandatory \$100 application fee for the Albany County Health Department's review
  
  2. Re-review fee for any initial or subsequent application which has to be returned to the applicant because it is incomplete or does not conform to requirements or regulations: **\$150**
  
  3. If the applicant/customer chooses to use the services of the Village Engineer to design and specify the cross-connection control devices required for the applicant's water service: actual cost **\$500** minimum; cost will depend on difficulty and time required for the preparation of the application and the design of the required device(s). An estimate of the cost will be provided prior to the start of any professional services.
  
  4. Initial review of completed installation by Village or its agent **\$125**
  
  5. Annual review by the Village or its agent **\$125**

- 6. Annual testing, to be performed by a state-certified tester acceptable to the Village, if the water customer chooses to be use the services of the Village or its agent to arrange for and/or perform the test **\$400**

H. Water system rate elements

- 1. (Reserved)
- 2. Base metered amounts: 20,000 gallons semiannually
- 3. (Reserved)
- 4. Water rate

**Residential properties: \$5.87 per 1,000 gallons; minimum single-family-unit water bill will be \$117.40 semiannually**  
**Nonresidential properties: \$8.00 per 1,000 gallons; minimum non-residential water bill will be \$160 semiannually**

- 5. Penalties for late payment

**April water bills paid by May 15** **No fee**  
**After May 15** **10% late fee**

**October water bills paid by November 15** **No fee**  
**After November 15** **10% late fee**

**June sewer bills paid by July 15** **No fee**  
**After July 15** **10% late fee**

**December sewer bills paid by January 15** **No fee**  
**After January 15** **10% late fee**

- 6. (Reserved)

I. Miscellaneous fees and charges

- 1. **Water on/off/location** **\$25 \$50**

If the request to turn the water service back on is made more than 48 hours after the request to turn it off, a second water on/off charge may be assessed. Any and all fees are due prior to turning on or off service. Any and all fees need to be accompanied with a water on/off/location request form, which can be obtained from Village Hall.

- 2. **Final meter reading for sale of property** **\$40 \$50**

Village Hall and Department of Public Works staff read the meters prior to the closing of a property. Fee will be added to the next water bill and the amount would be disclosed in a tax search.

**§ 17. Watercourses.**

Pursuant to Chapter 237, Watercourses, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Permit from Superintendent of DPW.  
**To perform work covered by Chapter 237** **\$50**  
**(plus costs incurred by the Village for review of plans)**

**§ 18. Zoning. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 242, Zoning, of the Code of the Village of Colonie, the following fees are hereby established.

- A. Special permits.  
**With submission of application** **\$150**
  
- B. At time of Planning Commission review  
 Before Planning Commission schedules a public hearing, reimbursement of all costs and expenses incurred by the Village for outside engineering, planning, environmental and other expert services required to review the application and its supporting material up to that point.  
**Before public hearing** **Cost of publication of notice**  
**Before final decision communicated** **\$100**  
**(plus reimbursement of costs incurred by Village)**  
**If building permit required** **See Sect. 2**  
**No building permit required** **\$100**
  
- C. Variances  
**One-family dwellings, including accessory structures** **\$50**  
**(plus cost of publication of notice and professional fees)**  
**Two-family dwellings, including accessory structures** **\$100**  
**(plus cost of publication of notice and professional fees)**  
**All other uses** **\$150**  
**(plus cost of publication of notice and professional fees)**  
**Fees for site plan approval** **See Sect. 1**
  
- D. Zoning verification letter **\$50**

**§ 19. Clearing, grading and erosion control.**

Pursuant to Chapter 95, Clearing, Grading and Erosion Control, the following fees are hereby established.

- A. Permit  
**Application fee** **\$200**  
 Applicant shall reimburse the Village for cost of technical review of the application and the cost of observation and report to the Planning Commission by the Village Engineer.

**§ 20. Communication towers; satellite antennas; antennas. [Amended 7/3/2023 by Resolution]**

Pursuant to Chapter 212 of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit

**Application fee** **\$3000**

**§ 21. Returned check service charge. [Amended 5/16/2022 by Resolution]**

In the event that any check presented to the Village of Colonie in payment of any fee, charge, tax or penalty is returned for any reason, a service charge equal to, but not to exceed the amount charged by the financial institution, shall be paid to the Village in addition to the original amount owed, with any penalty for late payment, if applicable. This service charge is in addition to any other remedy available to the Village in collecting such fee, charge, tax or penalty.

**Fee** **\$20**

**§ 22. Nuisance alarm fee. [Amended 5/5/2025 by Resolution]**

Pursuant to #, Nuisances, of the Code of the Village of Colonie, the following fees are hereby established.

**First nuisance alarm** **No fee**

**Second instance within 90 days of original alarm** **\$200**

**Third instance within 90 days of original alarm** **\$400**

**Fees shall double for each offense thereafter within 90 days after original alarm**

**§ 23. Temporary storage container.**

Pursuant to #, Temporary Storage Containers, of the Code of the Village of Colonie, the following fees are hereby established.

A. Permit

**Permit fee (first 90 days)** **\$50**

**To extend past 90 days, up to 180 total days** **\$75**

B. Penalties

**Per day** **\$50, not to exceed \$250**

**§ 24. Heavy item pick-up program. [Amended 5/16/2022 by Resolution]**

During the Summer months that the heavy item pick-up program is run, Village residents are able to fill out a form at Village Hall to be assigned a date for their pickup. There is a fee associated with running this program, and payment is due at the time of sign up. Each residence is only allowed one pick-up per year.

**Fee** **\$25**

**§ 25. Short Term Rental Registration. [Amended 04/21/2025 by Resolution]**

Pursuant to Chapter 243 of the Village of Colonie Code, the following fees are hereby established.

**Registration** **\$400**

**Registry Update (3 nights or less)** **\$50**

**Registry Update (4-7 nights)** **\$100**

**Registry Update (7+ nights)** **\$200**

**§ 26. Hotels and Motels Sex Offender Annual Housing License. [Amended 5/5/2025 by Resolution]**

Pursuant to Chapter 133 of the Village of Colonie Code, the following fees are hereby established.

<b>Hotels with 50 or less units</b>	<b>\$1500</b>
<b>Hotels with 51 or more units</b>	<b>\$3000</b>

**VILLAGE OF COLONIE  
FIRE INSPECTION FEE SCHEDULE**

**[HISTORY: Adopted by the Mayor and Board of Trustees on July 3<sup>rd</sup>, 2023, by Resolution 2023-34: amendments noted where applicable]**

<b>Public School Fire Inspection:</b>	<b>\$175</b>
<b>Businesses and Mercantile Occupancies:</b> <b>2,500 SF</b> (performed every 24 months)	<b>\$125 \$150/tenant up to</b> <b>\$4.25 per addtl. 1,000 SF</b>
<b>Industrial and Storage Occupancies:</b> (performed every 24 months)	<b>\$125/tenant up to 2,500 SF</b> <b>\$4.25 per addtl. 1,000 SF</b>
<b>Public Assembly Occupancies:</b> (performed every 12 months)	
1-50 people	<b>\$60/tenant</b>
51-99 people	<b>\$85</b>
100 to 300 people	<b>\$125</b>
301-1,000 people	<b>\$150</b>
1,000+ people	<b>\$175</b>
<b>Institutional Occupancies:</b>	<b>\$140</b>
<b>Miscellaneous:</b>	<b>\$140</b>
<b>Hazardous Group H Inspections:</b>	<b>\$175</b>
<b>Family Home Day Care Inspection:</b>	<b>\$100</b>
<b>Adult Care Facilities Inspection:</b>	<b>\$100</b>
<b>Group Family Day Care Home Inspection:</b>	<b>\$100</b>
<b>Reinstate Revoked Operational Permit:</b>	<b>\$350</b>
<b>Not for Profit Inspection:</b>	<b>\$60</b>

**Re-Inspection Fee:** \$60  
(after 3<sup>rd</sup> follow up)

**Late Payment Fee:** \$60

**Hazardous Material Technical Assistance Fee:** \$200/hour

**§ 27. Residential Occupancy Permits. [Amended 11/3/2025 Resolution 2025-75]**

Pursuant to Chapter 243, Rental Registry, of the Code of the Village of Colonie, the following fees are hereby established.

<b>Residential Occupancy Permit</b> (required with each new tenant or 24 months)	<b>\$100</b>
<b>No-Show/Cancellation Fee</b>	<b>\$50</b>

**§ 28. Abandoned/Vacant building registration fee schedule. [Note: effective 3/2/2026]**

Foreclosure	NYS Maximum
Vacant 35 days and up to one year	\$1,000
Vacant one year up to two years	\$2,000
Vacant two years up to three years	\$3,000
Vacant three years up to four years	\$4,000
Vacant four years up to five years	\$5,000
Vacant five years up to ten years	\$6,000
Vacant ten years	\$7,000

For any properties vacant more than 10 years; in addition to the ten year charge, there shall be a charge of \$750 for each year, in excess of the ten years.

**All fees specified in this article are nonrefundable and are not cumulative.**

**RESOLUTION 2025-102**  
**AMENDMENT TO EMPLOYEE HANDBOOK**

**WHEREAS**, the Village of Colonie has the authority to adopt personnel rules and regulations concerning personnel matters affecting all elected officials, appointed officials, full-time, part-time and seasonal employees; including but not limited to: probationary periods, vacation and sick leave regulations, compensation, health/dental/life insurance, professional conduct, work schedules, and other personnel matters; and

**WHEREAS**, these personnel matters shall be defined and set forth in what is to be known as the “Village of Colonie Employee Handbook”; and

**WHEREAS**, the Village of Colonie has determined that it is desirable and in the public interest to review and make revisions for the procedures and policies contained therein; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees as follows:

Modify **Section 105 Employee Medical Examinations, *Positive Drug or Alcohol Test, Follow-up*** to read as follows: Positive test results require the employee submit to a minimum of six (6) follow-up drug and/or alcohol tests which will be administered in the first 12 months following the initial positive test result, **the employee shall be responsible for any associated costs for these follow-up tests.**

Modify **Section 105 Employee Medical Examinations as follows:**

**Medical Review Officer**

Confidential Screening & Consulting, LLC

**Certified Laboratory**

Confidential Screening & Consulting, LLC

**Collection Agency**

Confidential Screening & Consulting, LLC

**BE IT FURTHER RESOLVED**, that these changes shall take effect immediately and this revision shall be added to the Employee Handbook and shall replace the current handbook revision dated 11/17/2025.

**RESOLUTION 2025-102**  
**AMENDMENT TO EMPLOYEE HANDBOOK**

**BY ORDER OF THE BOARD OF TRUSTEES:**

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Jamie L. Blot  
Village Clerk

**DATED**, this 17<sup>th</sup> day of February 2026.



# VILLAGE OF COLONIE

## VILLAGE HALL

2 THUNDER ROAD

COLONIE, NY 12205

(518) 869-7562 FAX (518) 464-0389

**JAMES M. RUBINO**

MAYOR

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DEPUTY MAYOR

**PATTY SCHWARZ LOCKART**  
TRUSTEE

**JASON M. DEPAULO**  
TRUSTEE

**MARK P. STEVENS**  
TRUSTEE

**JAMIE L. BLOT**  
VILLAGE CLERK

## NOTICE OF PUBLIC HEARING

### LOCAL LAW #1 OF 2026 "AMENDMENTS TO THE VILLAGE OF COLONIE CODE"

PLEASE TAKE NOTICE, that there has been duly presented before the Board of Trustees of the Village of Colonie, a need for a public hearing for  
**LOCAL LAW #1 OF 2026 "AMENDMENTS TO THE VILLAGE OF COLONIE CODE"**  
**Including: removal of section 79-39 Abandoned/vacant building registration fee schedule.**

PLEASE TAKE FURTHER NOTICE, that a public hearing will be duly held on March 2, 2026, at 6:30 p.m. at such hearing, all persons will be given an opportunity to be heard.

### BY ORDER OF THE BOARD OF TRUSTEES:

Jamie L. Blot  
Village Clerk

Dated: February 17, 2026