

# VILLAGE OF SCOTIA



***Resident Handbook***

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# *Welcome to the Village of Scotia!*

Scotia is the Capital District's largest village, and home to just under 8,000 people. The Village provides full time police and fire protection, paramedic level EMS, public works with municipal water, sewer, and garbage collection, as well as several attractive parks full of activities for our residents. We also host our own Post Office and branch of the Schenectady County Library. Encompassing an area of just 1.7 square miles, our Village is designed to be pedestrian and bicyclist friendly. We are home to a variety of restaurants, merchants and entertainment venues along Mohawk Avenue and scattered throughout the Village. Each year we gather as a community for our Memorial Day Parade, Father's Day Car Show, and Holiday on the Avenue celebration. Throughout the summer people from all over the area enjoy the free concert series at Freedom Park and the Water Ski Show Team performances along our waterfront. Those who love the outdoors can enjoy sledding, fishing, boating, and hiking opportunities, all right next to home. With all that our community has to offer, the Village of Scotia is a unique place to live and raise a family.

# ***Important Information for New Residents***

## ***Village Website***

The Village website at [www.villageofscotia.org](http://www.villageofscotia.org) contains information and announcements on most topics of interest to Scotia residents.

## ***Mass Emails***

Residents can receive emails regarding important announcements and emergency information from the Village by signing up through the Village web site.

## ***Village Departments***

### **Fire Department**

**148 Mohawk Avenue**

**518-381-6115**

The Scotia Fire Department is a combination department consisting of 15 paid firefighters and a corps of dedicated volunteers. The Department provides residents with expert fire suppression and emergency mitigation skills together with 24/7 paramedic level medical care. Response time for a fire or medical call is generally under 2 ½ minutes.

The Fire Department offers services to homeowners including pumping out flooded cellars, free fire safety inspections, CPR and AED training classes, and Fire Safety Education Classes. They also host a chicken BBQ prior to our Memorial Day Parade, an open house in October for Fire Prevention Week, and a cider and donut wagon on Halloween.

**Police Department**  
**4 North TenBroeck Street**  
**518-374-3110 (Administrative)**  
**518-630-0911 (Dispatch)**

The Scotia Police Department consists of 12 uniformed officers who patrol the Village 24 hours a day. The police department also provides crossing guards at busy intersections for children walking to school and park guards during the summer season to keep our parks family friendly. Our officers also conduct house security checks upon request for residents going on vacation and overnight parking overlooks in the case of emergency need.

Residents are welcome to make use of the community services offered by our Police Department which include child safety seat checks and installation of new, free seats, free kids bike helmets, bicycle identification engraving and fingerprinting for a small fee.

**Department of Public Works**  
**4 Zoar Court**  
**518-393-2159**

The Scotia Public Works Department consists of 12 employees who maintain the street, water, and sewer systems in the Village. Public Works also provides yard waste and loose leaf removal service, a large appliance pickup program, manages overgrown property issues, and administers the Village sidewalk replacement program.

**Parks Department**  
**Beach Road**  
**518-374-8611**

The Scotia Parks Department maintains the grounds and facilities in Collins Park, Freedom Park, Quinlan Park, and the Flint House Property. They also manage the recreation programs available in each of the parks. Facilities for public use such as our pavilions, public docks, Kiddie Park, and fishing access are also administered by the Parks Department.

**Clerk's Office**  
**4 North TenBroeck Street**  
**518-374-1071**

The Village Clerk's Office is the information and financial center of the Village. The Clerk's Office prepares and collects water and sewer bills as well as property taxes. Applications for the Village sidewalk program are issued through this office, as are park use applications and reservations for our pavilions. Hunting and fishing licenses are also issued by our Clerk's Office.

**Building Inspector/Code Enforcement**  
**4 North TenBroeck Street**  
**518-377-8741**

The office of the Village Building Inspector/Code Enforcement Officer issues building and plumbing permits and conducts the required inspections for building and construction projects. This office also enforces our zoning and property maintenance codes. Building and Codes is the first step in any new project planning or code variance questions.

**Village Court**  
**4 North TenBroeck Street**  
**518-374-2099**

The Scotia Village Court Clerk's Office accepts filings for small claims court and evictions. It also accepts payment of traffic fines. The Court Clerk can answer questions regarding court proceedings, but by law cannot provide any legal advice. Village Court is held in Village Hall on Thursdays at 5:30.

## ***Village Events***

### **Memorial Day Parade**

Our Memorial Day Parade and Services are held the Wednesday before Memorial Day weekend. The parade marches down Mohawk Avenue. Following the parade a memorial service is held at our Veterans' Monument next to the library.

### **Car Show**

Each Father's Day the Village sponsors a car show on Mohawk Avenue. Any vehicle is welcome from classics to your every-day driver. There are food, crafters, cars and more for a fun family Father's Day.

### **Freedom Park Concert Series**

From late June through August, the Freedom Park Foundation presents free concerts at the Freedom Park Amphitheater. For several nights each week music of all varieties is performed by some of the most popular bands in our area.

### **Holiday on the Ave.**

The first Sunday of December marks the Village's celebration of the holidays with the closing of Mohawk Avenue for this event. A variety of family activities and events warm up the season as we face the cold months ahead.

# ***Parks and Recreation***

**Collins Park** is our largest park and features Collins Lake, playing fields, picnic facilities, and multiple pavilions available for reservation. Fishing, boating, the Kiddie Park and field activities are popular in this park.

**Freedom Park** is located along our waterfront. Picnicking and fishing are popular along the Mohawk River here. The Freedom Park Amphitheater presents a free summer concert series several nights a week from June through August. Our municipal docks are located in Freedom Park for daytime boaters and overnight guests.

**Quinlan Park** is a smaller park located on the eastern end of Collins Lake and is popular for bird watching, picnicking, and fishing.

The historic **Flint Property** is a former broom corn farm and hosts the Flint House, our Village Museum. The Village Historian is located here and periodically hosts open house tours. The Community Garden and Dog Park are also located on this property.

# ***Village Programs***

## **Village Sidewalk Program**

The Village offers a sidewalk repair reimbursement program to residents replacing their sidewalks. Village residents enrolled in the program can be reimbursed \$10.00 per linear foot of sidewalk and may qualify for a partial reimbursement for the removal of a tree in the Village right of way if that removal is necessary to replace the sidewalk. This reimbursement will be one third of the cost of the tree removal, up to a maximum of \$500.00. There are important conditions which must be met for both the sidewalk and tree reimbursement programs. Interested parties should obtain an application from the Village Clerk's Office prior to any work being started.

## **Do Not Vend Program**

Village residents who do not want door to door vendors to visit their house can sign up for our Do Not Vend Program. Participants will receive a "No Solicitation" sticker for their door and have their address placed on a listing which will be distributed to all vendors. Residents can register for this program on our website, or in person at Village Hall. There is no charge for the program.

## **Collins Park Summer Recreation Program**

The Parks and Recreation Department offers a DROP-IN summer recreation program from late June through mid-August Monday through Friday morning session, 9:00 a.m. to 12:00 p.m., and afternoon session 1:00 p.m. to 4:00 p.m. A wide variety of recreational activities is offered. Information on participating in this program as well as many other programs including tennis lessons and baseball camp can be obtained from the Village Clerk's Office or on our website.

## **Community Garden**

The Village sponsors a Community Garden for our residents. For a small plot fee, individuals or families can plant a garden complete with water and gardening tools available. Residents can enroll in this program at the Village Clerk's Office.

## **Dog Park**

The Village Dog Park is located at the Flint House Property and is free to village residents. All dogs must have an annual park permit to insure vaccination compliance. Permits can be obtained at the Village Clerk's Office.

## **Large Appliance Pickup**

Residents wishing to dispose of large items like washers or refrigerators can participate in the Large Appliance Program by contacting the Department of Public Works. Each item must have a sticker affixed to it. These stickers can be purchased at a moderate cost at the Village Clerk's Office. Rules and conditions of the program are posted on the Village website.

## **First Time Homebuyer Fee Forgiveness Program**

The Village of Scotia and New York State building codes require most new construction and renovations to be permitted and inspected. Under the Village of Scotia First Time Homebuyers Program, the fees attached to these required permits are forgiven for a period of two years from the date of purchase. Persons planning home improvements and renovations are advised to contact the Building Inspector at 518-377-8741 for specific information regarding any proposed projects.

Listed below are the common types of required permits and their purpose.

**BUILDING PERMITS are required for many building projects, including:**

- New Construction
- New Garage or Shed Over 96 Square Feet
- Renovations/Alterations
- Repairs
- Additions
- Demolition
- Deck/Porch Installation or Replacement
- Foundation Repair
- Retaining Wall Over 4 Feet
- Swimming Pools
- Furnaces
- Central Air Conditioning
- Windows
- Solar Panel Installation
- Security System Installation
- Change of Use

**PLUMBING PERMITS are required for the following:**

- Water Service Repair
- New Water Service
- All Interior Plumbing
- Replacement of Bath Fixtures
- Sewer Service Repair
- Gas Piping
- Abandon Water or Sewer Service
- Reconnect Water or Sewer Service

**ELECTRICAL WORK** does not require a permit but must be inspected for conformity with New York State Uniform Fire Prevention and Building Code.

# ***Important Reminders***

## ***Overnight Parking***

Street parking is restricted in the Village. No street parking is allowed between the hours of 3:00 a.m. and 6:00 a.m. Additionally, parking on the front lawn of a property is prohibited. An exception for overnight parking may be granted by the police department for up to three nights in the case of an emergency. Call 518-374-3110 for assistance.

## ***Village Speed Limit***

The speed limit on all Village streets outside of parks and school zones is 30 mph.

## ***Sidewalks***

Village homeowners are responsible for the condition and maintenance of the sidewalk on their frontage. All sidewalk replacement and repairs are required to be made in concrete. It is important to note that it is illegal to throw or push snow into the street.

## ***Taxes and Fees***

Village residents receive three bills from the Village annually. Your tax bill is mailed in June and is due by July 1. Water and sewer is billed biannually, meaning you will receive a bill on October 1, due without penalty by October 31, and a bill on February 1, due without penalty by February 28.

## ***Solid Waste and Yard Waste***

The Village provides solid and yard waste disposal to residents. Regulations regarding solid waste, recyclables, and yard waste are listed below. The collection day for individual addresses can be accessed on the Village website or picked up at Village Hall. Other questions should be directed to the Department of Public Works at 518-393-2159.

### ***Solid Waste Garbage Services Include:***

- Non-recyclable solid waste, up to 90 gallons per week placed in containers of maximum 40 gallon size and not to exceed 50 lbs.
- One non-metal furniture item per week.
- Electronics pickup upon request.
- Normal weekly service does not include: bulk waste, hazardous waste, construction and demolition debris, tires, appliances, car parts, metal, yard waste, or brush or garden vegetation. For information on how to dispose of these items, contact the County Farm at 518-399-6980.

### ***Recyclables Services Include:***

- Single stream recycling of tin, plastic, paper, cardboard and glass up to 40 gallons per week.
- Newspapers, magazines, junk mail, brown grocery bags, plastic containers, glass containers, metal cans, and juice and milk cartons may all be comingled in one 40 gallon container, not to exceed a total weight of 50 lbs.
- All papers and cardboard should be clean and dry.
- Flatten cans and boxes, and remove labels from containers when possible.

*All recyclable containers should be clean and rinsed. They should be labeled with a Single Stream Recycling Sticker available at the Department of Public Works or Village Hall.*

***Yard Waste Services Include:***

- Yard waste includes residential leaf waste, lawn clippings, and brush and will be picked up on the same day as regular trash collection.
- Yard waste pickup begins the first Monday of April and concludes the Thursday before Thanksgiving, weather permitting.
- Yard waste consisting of grass, leaves, hedge clippings, twigs, etc. must be in either a 30 gallon compostable bag or a rigid 30 gallon container with top and marked "YARD WASTE". Either receptacle must not exceed 60 lbs.
- Brush and tree branches must be 4' maximum length, 4" maximum diameter. Brush and branches must be bundled and tied and cannot exceed 60 lbs. in weight.
- Brush or limbs over 4' long or 4" in diameter, and stumps must be disposed of by the property owner.

***Fall Loose Leaf Pickup:***

- Loose leaves will be vacuumed from the curb each fall according to a schedule set by the Department of Public Works.

# *A Message from the Mayor*

Dear Resident,

I hope you find this handbook informative, whether you are new to the Village or a long time resident. This booklet is designed to highlight the services and qualities that make the Village of Scotia such a special place to live.

The primary goal of your village government is to maintain the high level of services and quality of life that defines us as a community. In a small community like ours, access to your elected officials is crucial. I encourage you to contact me with any questions or comments regarding all aspects of our Village at <tgifford@villageofscotiany.gov> or by phone at 518-374-3195. I also invite you to attend our monthly board meetings on the first Tuesday (informal work session) and second Wednesday (formal meeting) of each month. The Village of Scotia is most certainly a community of neighbors, and together we can keep our hometown special.

I would like to invite you to get involved in our community. The Village has many different volunteer opportunities. The Special Events Committee organizes our Car Show and Holiday on the Avenue. The Freedom Park Foundation presents the Summer Concert Series in Freedom Park. The Flint House Museum hosts tours and programs. The Village Planning Board and Zoning Board of Appeals are important guardians of the Village made up of resident volunteers. Volunteer members of the Fire Department work side by side with the paid firefighters to support village residents on their worst day. For contact information on any of these opportunities, feel free to contact Village Hall at 374-1071.

Sincerely,  
Tom Gifford, Mayor

## VILLAGE OF SCOTIA OFFICES

4 N. Ten Broeck Street, Scotia, New York 12302

[www.villageofscotia.org](http://www.villageofscotia.org)

Village Email: [village\\_of\\_scotia@hotmail.com](mailto:village_of_scotia@hotmail.com)

OFFICE	NAME	PHONE
Mayor	Thomas A. Gifford	518-374-3195
Trustees	Joseph Rizzo, Dep Mayor Heather Gray George Solotruck Thomas P. Tiberio	518-374-1071 518-374-1071 518-374-1071 518-374-1071
Village Clerk-Treasurer	Maria Schmitz	518-374-1071
Deputy Clerk-Treasurer	Teresa Norton	518-374-1071
Deputy Clerk	Newe Haile	518-374-1071
Village Fax		518-374-0542
Assessor**	William Purtell, x403	518-688-1200
Attorney	Lydia R. Marola	518-374-1071
Building & Plumbing Inspector	Luis Aguero	518-377-8741
Chief of Police	Daniel Harrigan Sr.	518-374-3848
Fire Chief	Kenneth Almy	518-381-6114
Dog Control Officer**	Heather Newell	518-630-0911
Dept. of Public Works	Andrew Kohout/Supt.	518-393-2159
Parks & Recreation	James Marx	518-374-8611
Village Justice	John N. Lockwood	518-374-2099
Acting Village Justice	Michael Boyle	518-374-2099
Clerk to Village Justice	Victoria Ferrante	518-374-2099
Court Fax		518-374-5620
Police Department	Emergency Non-Emergency	911 518-630-0911
Police Dept. Administration	Barbara Becker	518-374-3110
Fire Department	Emergency Non-Emergency	911 518-381-6115
Glenville Senior Center**	Vicki Hillis	518-374-0734
Scotia Post Office		518-377-1297
Scotia Library		518-386-2247
	** Located at the Town of Glenville	