



TO: Candidates for Board of Trustees, Guilderland Public Library

FROM: Nate Heyer, Interim Director
518-456-2400 x 151
Fax: 518-456-0923
Email: heyern@guilderlandlibrary.org

Thank you for your interest in serving as a board member of the Guilderland Public Library. The library's eleven elected board members meet monthly, on the third Thursday evening of the month. Board service is vital to the continued growth and operation of the library, and is required by law. It is also a significant investment of volunteer time, as board members will also serve on one or more committees including, Finance, Policies, Personnel, Buildings and Grounds, Long Range Planning, etc.

Each year, photos and short biographies for candidates are included in the May budget issue of the library newsletter. The articles concentrate on basic biographical information for each candidate and their connection to the library (for instance, knowing about any past library experience or volunteer work would be of interest). Please avoid taking stands on issues, and instead use this short bio to introduce yourself to the library community.

Please use the attached form and return it to our Public Information Officer, Luanne Nicholson, at nicholsonl@guilderlandlibrary.org. Your information should be *limited to fewer than 150 words*. Sending resumes is not encouraged. (Use the back of the page if you need more space). Photos can be sent digitally, or you may arrange to come to the library and Luanne will take your photo. She may be reached at: 518.456.2400 ext. 112.

Because the budget newsletter is compiled on a short timetable, Luanne may also contact you by telephone or e-mail to answer these questions. Please return as soon as possible. The deadline for inclusion in the newsletter is **Monday, April 22, 2024**. Petitions should be returned to Linda Livingston, Guilderland Central School District, Administration Offices, P.O. Box 18, 8 School Road, Guilderland, NY 12085, not to the library. Please note that the deadline to return petitions to the School district is **Monday, April 22, 2024**.

Once again, thank you for your interest in the Guilderland Public Library.

Name: _____

Address: _____

Telephone: _____ Work: _____ Home: _____

Email Address: _____

Professional experience:

Education – high school and colleges attended; degrees earned:

How long have you been a Guilderland resident?

List any community activities such a PTA involvement, youth/sports activities, nonprofit/volunteer work, school committee work, etc.

What role have libraries played in your life? How have you benefited most from GPL?

What is the last good book you read?

Please complete the following statement:

I am interested in becoming a candidate for the Library Board of Trustees because

Remember the total space we have for each candidate is 150 words or less.

GUILDERLAND CENTRAL SCHOOL DISTRICT
Office of the School District Clerk

TO: CANDIDATES FOR MEMBERSHIP ON THE BOARD OF EDUCATION
LIBRARY BOARD OF TRUSTEES

FROM: Linda Livingston, School District Clerk

DATE: February 1, 2024

RE: PETITIONS - CANDIDATE ACTIVITY

Enclosed are petitions for Nomination of a Candidate for a Member of the Board of Education. You will note that your petition must bear the signature of not less than **43** qualified voters of the school district and must be filed with the Clerk of the School District on or before **Monday, April 22, 2024**.

If more than one candidate files a petition, it will be necessary to have a drawing to determine your placement on the ballot. The drawing will be held on April 23rd, the day after the petitions are due, at 8:30 a.m. at the District Administration Office. Please let me know if you cannot attend this drawing.

Also, enclosed is information on **Chapter 359 of the Laws of 1978** and amendment **Chapter 151 of the Laws of 1981** regarding filing of campaign expenses by candidates.

An initial statement regarding campaign expenses must be filed with the Clerk of the School District at least thirty (30) days before the election (April 22), a second statement must be filed five (5) days preceding the election (May 16), and a final statement filed within twenty (20) days succeeding the election (June 10). **If expenditures exceed \$500, then a copy must also be filed with the Commissioner of Education.** (A sample letter is attached for your convenience in filing with the Clerk.)

Chapter 170 of the 1979 Legislation provides for the prohibition of electioneering within one hundred feet of the polling place. A copy of Chapter 170 is enclosed.

QUALIFICATIONS OF A VOTER:

1. 18 years of age or older.
2. A citizen of the United States.
3. Resident of the District for at least 30 days.

See attached list of qualifications for membership on a school board.

The election and budget vote will take place on **Tuesday, May 21, 2024** in each of the five elementary schools, from 7 a.m. until 9 p.m.

If you have any questions, please call me at 518-456-6200, extension 0125.

Attachments

CHAPTER 170 - LAWS OF 1979

AN ACT to amend the education law, in relation to the conduct of, and electioneering at, school district elections.

- I. Section 2031-a Electioneering within on hundred feet of polling place prohibited; distancemarkers.
 - (a) At every election held for the office of trustee or member of a board of education and at every vote upon any proposition or issue in a school district where the election is held at a different time from and not during, the annual meeting of the district, there shall be conspicuously placed, by the inspectors of election, distance markers at a distance of one hundred feet from the polling place. Such distance markers shall indicate the prohibition contained herein and shall be so placed at least one-half hour before the opening of the pollsand shall remain until the polls are closed.
 - (b) At such elections or voting held at a different time from, and not during, the annual meetingof the district, while the polls are open no person shall do any electioneering within the polling place, or within one hundred feet therefrom in any public street, or within such distance in any place in a public manner and no banner, poster or placard on behalf or in opposition to any candidate or issue to be voted upon shall be allowed in or upon the pollingplace or within one hundred feet therefrom during the election. For the purposes of this section, the one-hundred-foot distance shall be deemed to include a one-hundred-foot radial measured from the entrances, designated by the inspectors of the election, to a building where such election is being held. This section shall not be deemed to prohibit the board of trustees or board of education from displaying within any polling place a copy or copies of any budget or proposition to be voted upon.
 - (c) Any person who willfully violates the provision of this sections shall be guilty of amisdemeanor.
- II. Section 2609 of such law is hereby amended by adding a new subdivision 4-1 to read as follows:
 - (a) At each such election there shall be conspicuously placed, by the inspectors of election, distance markers at a distance of one hundred feet from the polling place. Such distance markers shall indicate the prohibition contained in paragraph (b) of this subdivision and shall be so placed at least one-half hour before the opening of the polls and shall remain until the polls are closed.
 - (b) Where such markers are so placed and the polls are open, no person shall do any electioneering within the polling place, or within one hundred feet therefrom in any public street, or within such distance in any place in a public manner and no banner, poster or placard on behalf of or in opposition to any candidate or issue to be voted upon shall be allowed in or upon the polling place or within one hundred feet therefrom during the election. For the purposes of this subdivision, the one-hundred-foot distance shall be deemedto include a one-hundred-foot radial measured from the entrances, designated by the inspectors of election, to a building where such election is being held. This section shall not be deemed to prohibit the board of trustees or board of education from displaying within anypolling place a copy or copies of any proposition to be voted upon.

CHAPTER 359 - LAWS OF 1978 AMENDMENT
CHAPTER 151 - LAWS OF 1981

Chapter 359 of the Laws of 1978 required all candidates for election to a board of education to file sworn statements of campaign expenses. This law required candidates to file a statement with the Commissioner of Education and the Clerk of the School District. An Act (Chapter 151-Laws of 1981) amended the 1978 law to read as follows:

Any candidate for election, if he expended nothing or his only expenditures were for personal expenses which when taken together with the total expenditures incurred by others on his behalf and with his approval do not exceed five hundred dollars, shall not be required to file any statements with the commissioner of education; however such candidate shall file with the clerk of the school district a sworn statement to the effect that his election expenditures did not exceed five hundred dollars.

The following questions and answers are intended to be of assistance:

Q: Is filing required of all candidates?

A: Yes.

Q: Must a candidate who is appointed to a vacant board seat file?

A: No, filing is necessary only when an election is involved.

Q: With whom must the candidate file?

A: The clerk of the school district. If expenditures exceed \$500, then also with the Commissioner of Education.

Q: Is there a specific format for filing?

A: No, the format is left to the discretion of the candidate. However, it must indicate that election expenditures did not exceed \$500. A sample of a letter is included for the candidate's convenience.

Q: What information must be included when expenses exceed \$500?

A: The filing must set forth all moneys or other valuable things which the candidate has paid, given, expended or promised or which have been incurred for or on his/her behalf with his/her approval by any person, firm, association or corporation for the purpose of aiding in his/her nomination or election or to defeat any other candidate in the election.

Q: Must a candidate file if the candidate incurs little or no personal expenditures and/or if expenditures incurred by others with the candidate's approval are minimal?

A: Every candidate must file. An itemization is necessary if expenditures exceed \$500. When the candidate's only expenditures were for personal expenses which, when taken together with the total expenditures incurred by others on his behalf and with his approval are under \$500, a sworn statement must be filed with the clerk of the district only, indicating that the candidate's election expenditures did not exceed \$500.

Q: What are personal expenses for the purpose of this law?

A: Expenses directly and personally incurred and paid by the candidate including traveling expenses, and expenses incidental thereto, expenses for writing, printing and preparing for transmission letters, circulars, or other publications not issued at regular intervals, setting forth his/her position or views on public or other questions, and expenses for stationery, postage, telephone, telegraph and other public message services.

Q: What filing is required if expenditures are made by a person or persons on behalf of a candidate without his approval?

A: The person or persons making such expenditures without the candidate's approval must file a sworn statement with the clerk and commissioner stating that the candidate did not approve such expenditures. Such expenditures are limited to \$25 and shall not be included in determining the total expenditures of \$500 mentioned above.

Q: When must statements be filed?

A: A first statement must be filed on the 10th day (which may be a Saturday) preceding the election. A second statement must be filed within 20 days succeeding the election. A statement will be deemed properly filed when it is deposited in any established post office within the time indicated above, duly stamped, registered and directed to the clerk of the school district in which the filer is a candidate, and if necessary to the Commissioner of Education.

Q: Where should statements be mailed in order to meet the requirement for filing with the Commissioner of Education?

A: Commissioner of Education
The New York State Education Department Albany, New
York 12234

Q: What action may be taken against a candidate who fails to file a statement or if a statement is incorrectly filed?

A: The Supreme Court or a justice thereof, in a proceeding instituted by any candidate voted for at the election or by any five qualified voters, may compel a candidate by order to file a statement or to file a new or supplemental statement which was incorrectly filed originally.

April 22, 2024
Date

Linda Livingston, District Clerk
Guilderland Central School District
P.O. Box 18
8 School Rd.,
Guilderland Center, NY 12085

Dear Mrs. Livingston:

In compliance with Chapter 359, Laws of 1978, expenses incurred by me or contributions received by me in running for a seat on the Guilderland Library Board of Trustees have not exceeded \$500.00.

Very Truly Yours,

STATE OF NEW YORK)
)ss:
COUNTY OF ALBANY)

Sworn to before me this _____ day of
_____, 2024

Notary Public

May 16, 2024
Date

Linda Livingston, District Clerk
Guilderland Central School District
P.O. Box 18
8 School Rd.,
Guilderland Center, NY 12085

Dear Mrs. Livingston:

In compliance with Chapter 359, Laws of 1978, expenses incurred by me or contributions received by me in running for a seat on the Guilderland Library Board of Trustees have not exceeded \$500.00.

Very Truly Yours,

STATE OF NEW YORK)
)ss:
COUNTY OF ALBANY)

Sworn to before me this _____ day of
_____, 2024

Notary Public

June 10, 2024
Date

Linda Livingston, District Clerk
Guilderland Central School District
P.O. Box 18
8 School Rd.,
Guilderland Center, NY 12085

Dear Mrs. Livingston:

In compliance with Chapter 359, Laws of 1978, expenses incurred by me or contributions received by me in running for a seat on the Guilderland Library Board of Trustees have not exceeded \$500.00.

Very Truly Yours,

STATE OF NEW YORK)
)ss:
COUNTY OF ALBANY)

Sworn to before me this _____ day of
_____, 2024

Notary Public

PETITION FOR NOMINATION OF A CANDIDATE

for

MEMBER OF THE GUILDERLAND PUBLIC LIBRARY BOARD OF TRUSTEES

Each petition must bear the signature of not less than 43 qualified voters of the school district.

To the Clerk of the Guilderland Central School District:

We, the undersigned, do hereby state that we are duly-qualified voters of Guilderland Central School District, and we hereby nominate the following-named person as a candidate to fill one (1) three-year vacancy as a member of the Board of Trustees of the Guilderland Public Library; currently held by Catherine Barber, Barbara Fraterrigo and Michael Hawlrylchak

Name of Candidate		Residence Address of Candidate		
	Printed Name	Signature	Address	Date
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Petitions must be filed with the Clerk of the School District on or before April 22, 2024

OVER →

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OVER →

Guiderland Central School District

www.guiderlandschools.org

Administration Offices

P.O. Box 18, 8 School Road Guiderland Center, NY 12085 (518) 456-6200 FAX (518) 456-1152

MARIE WILES, Ph.D., *Superintendent of Schools*
ANDREW VAN ALSTYNE, Ph.D., *Assistant Superintendent for Business*
REGAN D. JOHNSON, *Assistant Superintendent for Human Resources*
RACHEL ANDERSON, *Assistant Superintendent for Instruction*

BOARD OF EDUCATION

SEEMA RIVERA, *President*
KELLY PERSON, *Vice-President*
KIMBERLY BLASIAK
REBECCA BUTTERFIELD
KATIE DIPIERRO
BLANCA GONZALEZ-PARKER
NATHAN SABOURIN
JUDY SLACK
GLORIA M. TOWLE-HILT

February 1, 2024

Dear Prospective Board/Trustee Candidate,

As a prospective board/trustee candidate, I wanted to share some information about campaigning laws of which you may not be aware. If you are planning to utilize promotional signs, you may not place them on any school property. In addition, the signs must not contain any graphics (e.g. school, library or district logo) or words that could be construed as the district's or library's endorsement of your candidacy.

From past experience, I would also like to note a couple of areas that you may not consider school property that actually are school property. The vacant grassy area to the right of The Grand Rehabilitation and Nursing at Guiderland, located in Guiderland Center, is school district property. Also, the road frontage for Farnsworth Middle School extends quite a distance to the right to the neighboring property. In addition, please review and comply with the town ordinances for signs that were provided to you previously.

If signs are placed on school property or we are informed by the town(s) of violations, you will be notified. Signs placed on school property will be removed and stored by the district until you are able to arrange for pickup.

As a reminder, your petition must bear the signature of not less than 43 qualified voters of the school district and must be filed with the Clerk of the School District on or before Monday, April 22, 2024. If more than one candidate files a petition, it will be necessary to have a drawing to determine your placement on the ballot. The drawing will be held on April 23rd, the day after the petitions are due, at 8:30 a.m. at the District Administration Office. Please let me know if you cannot attend this drawing.

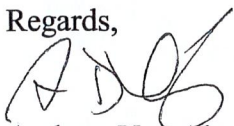
Finally, please mark your calendar for **Wednesday, April 24 from 3:30 – 4:30 p.m.** to attend an informational session on voting procedures and related candidate information. The meeting will be held at the District Offices located on the GHS campus. We are the first entrance on West Drive located just behind the West Tennis Courts. If you are unable to make the meeting in person, you will have the option to attend remotely via Google Meet.

I wish to thank you for your interest in serving our students, staff, and school community. Please feel free to contact Linda Livingston, District Clerk, or me via phone or email as noted below with any question:

Phone: (518) 456-6200 x0125

Email: livingstonl@guiderlandschools.net or vanalstynea@guiderlandschools.net

Regards,



Andrew Van Alstyne, Ph.D.
Assistant Superintendent for Business

Town of Guilderland
Temporary signs

1. General provisions. A temporary sign permitted under this subsection shall comply with the following:
 - (a) Except as expressly provided in this subsection, a temporary sign shall comply with the requirements set forth in § 280-26C.
 - (b) No temporary sign shall be attached to fences, trees, utility poles, bridges or traffic signs.
 - (c) No temporary sign shall obstruct or impair pedestrians or traffic.
 - (d) No temporary sign shall be lighted.
 - (e) No sign shall be erected which, in the opinion of the Zoning Inspector, may cause hazardous or unsafe conditions.
 - (f) If a requirement is not satisfied, the Zoning Inspector may order the removal of the temporary sign.

2. Temporary signs shall be permitted upon the issuance of a permit by the Zoning Inspector as follows:
 - (a) Signs up to 32 square feet in area advertising an educational, charitable, civic, professional, religious, or like campaign or event for a period not to exceed 14 consecutive days prior to the event, provided that such signs do not exceed 32 square feet. No more than three such temporary permits shall be issued to an organization during any 12 consecutive months. Signs authorized under this subsection only shall be permitted to have banners, subject to approval of the Zoning Inspector, and all such temporary signs shall be removed within 48 hours after the event.
 - (b) A sign announcing the opening of a new business that meets the following requirements:
 - [1] One sign measuring not more than 32 square feet in total area; and
 - [2] Allowed for not more than one fourteen-day period during the first year of operation of the new business.
 - (c) One sign during construction of or in connection with a real estate development for a period of not more than six months, provided that such sign does not exceed 32 square feet. Such sign may be renewed for an additional period of like duration under the same procedures and conditions as required for the original permit.

3. Temporary signs shall be allowed without requiring a permit as follows:
 - (a) A sandwich board or inverted V-sign shall be allowed for a business that meets the following requirements:
 - [1] One sign not exceeding two feet in width, and 3 1/2 feet in height;
 - [2] Allowed only during operating hours of the business;
 - [3] Located within 10 feet of the front door of the business;
 - [4] Placed to allow a minimum of 36 inches of unobstructed sidewalk clearance between it and a building or other obstruction;
 - [5] Freestanding and not affixed, chained, anchored, or otherwise secured to the ground or to a pole, parking meter, tree, tree grate, fire hydrant, railing, or other structure;
 - [6] Internally weighted so that it is stable and windproof; and
 - [7] The design, which includes the color, lettering style, symbols and material, shall complement the design of the establishment's primary sign, abutting properties, and the general streetscape in the immediate vicinity of the establishment.
 - (b) Signs announcing candidates seeking public elected office and other data pertinent that meet the following requirements:
 - [1] Not to exceed 12 square feet in area or per side if double-faced.
 - [2] Placed not more than 21 days before the election and removed within four days after the election.
 - (c) Signs advertising the prospective sale, renting or leasing of a residence or business or real estate improvements may be placed on the affected property with the name of the persons effecting the sale, rental or lease, or improvement, provided that:
 - [1] The size shall not exceed an area of six square feet per side of a two-faced sign.
 - [2] No more than one such sign shall be placed upon a property.
 - [3] Signs shall be a minimum of 10 feet from a lot line.
 - [4] Signs shall be removed within 24 hours of such sale, renting, leasing, or completion of the improvement.

Town of Bethlehem
Plain Language Rules for Temporary Signs

1. “Temporary signs” include political signs, signs advertising civic, religious, educational or non-profit events, and similar signs (this does not include for-profit business signs).
2. Temporary signs can only be placed on private non-commercial property by the owner, or with the owner’s permission (non-commercial includes residential property, schools, churches, civic and non-profit organizations).
3. Temporary signs must be placed at least 5 feet from the edge of the roadway pavement, and should not obstruct sidewalks or otherwise cause a hazard.
4. Temporary signs CANNOT simply be placed along the roadside where no one appears to live, this includes town, state, county and other streets, roads, or highways. They can only be placed on private non-commercial property with the owner’s permission.
5. Temporary signs must be temporary, meaning they cannot be permanently affixed to the ground or a structure, and should not be displayed for more than three months a year; they must be less than six square feet in size (per side) – for example 2 feet x 3 feet.

Enforcement:

- Town employees, including building, highway, DPW and others may remove signs placed along public roadsides that pose a hazard, or otherwise in violate these rules.
- Any signs placed along the roadside and not on private property will be removed and destroyed.
- Signs on private property placed too near to the road (less than 5 feet from pavement), or otherwise causing an obstruction may be removed, or pulled and left on the owner’s property with a note indicating the problem.
- Any property owner can remove signs placed on their property without their permission.
- Real estate and other temporary business signs (for example when a contractor works on a house) are covered by other portions of the town code; garage and estate sale signs must follow the provisions outlined above.
- Questions or complaints can go to the Town Building Department: 518-439-4955 ext. 1112

Town of Knox Sign Regulations

No sign or other device for advertising purposes of any kind may be erected or established in the municipality except as provided as follows:

1. Signs in Residential or Agricultural Districts: No sign or other device for advertising purposes of any kind may be erected or established in any Residential or Agricultural District except as provided as follows:
 - a. Permitted non-residential uses and legal non-conforming non-residential uses, including places of worship, libraries, museums, social clubs or societies or day nurseries, may display one non-illuminated sign or bulletin board pertaining to the use of property, having a total face area of not more than 12 square feet, and not projecting beyond the principal building of such use to which they are attached more than 12 inches, except that where such non-residential uses are set back from property lines, the sign may be erected in the ground, provided that such ground signs shall not exceed 12 square feet in total face area, shall not exceed four feet in height, and shall be no nearer than 10 feet from nearest point of sign to any property line. If such free standing signs face substantially at right angles to the road and/or display in more than one direction, they shall have a total face area of not more than twelve square feet, with no more than two sides.
 - b. Dwellings for five or more families may display one non-illuminated sign identifying the premises, having a total face area of not more than eight square feet.
 - c. Any dwelling unit in a detached, attached or townhouse structure may display one non-illuminated name plate or professional sign not exceeding two square feet in total face area.
 - d. Any home occupation or bed & breakfast/tourist home may display one nonilluminated sign having a total face area not exceeding six square feet. See also Section 50A1a & b
2. Signs in Business Districts: Not more than two signs per business unit, not to exceed a total face area of fifty (50) square feet. Such signs shall not project more than five feet beyond the principal building on the lot, and there shall be not more than one projecting sign per business unit, provided further that such signs shall not extend more than 20 feet above the ground level or exceed the highest part of the building housing the business or service advertised, whichever is less restrictive and, in the case of pole signs, maximum height shall be 20 feet above ground level.
3. Representational Signs: No representational sign shall be permitted in any district except such sign as shall be approved by the Planning Board. Further, such sign shall not project more than 5 feet beyond the principal structure to which it is attached, and shall not have a total face area of more than 15 square feet. Only one such sign per establishment shall be permitted.
4. Billboards: Notwithstanding any other provisions of this Ordinance, signs not pertaining to the use, sale, rent, or lease of property on the same lot, and signs not representing construction or subdivision activity as allowed, are not permitted in any district, except that signs for the purpose of directing persons to a local business or community establishment may be erected in any district, providing that such signs shall not exceed four square feet in total face area per establishment, shall conform with applicable regulations of the district in which they are located, shall be grouped on community poles and shall be approved by the Town Planning Board.
5. Projecting Signs: Signs projecting into a public right-of-way shall have a clearance of not less than 10 feet above the sidewalk or surrounding ground and not less than 15 feet above any public driveway or thoroughfare. No sign may project into any public right-of-way without written approval from the Town Board.
6. Subdivision Signs: Any person offering lots for sale in a subdivision may erect nonilluminated, directional signs within the limits of the subdivision, or adjoining property in the same ownership, having a total face area of not more than fifty (50) square feet. The permit for such signs shall be issued for a period of one year by the Building & Zoning Administrator, and may be renewed for successive periods of one year each following a determination by the Building and Zoning Administrator that the signs have been repainted or are in good condition in each case.
7. Exemption from above regulations:
 - a. Real estate signs which advertise the sale, rental, or lease of the premises upon which said signs are located, having a total face area of not more than twelve square feet within any Residential, Agricultural, or Business District.

- b. One sign denoting the architect, engineer, and/or contractor when placed upon work under construction, and not exceeding six square feet in total face area.
 - c. Memorial signs or tablets, names of buildings, and dates of erection when cut into any masonry surface or when constructed of bronze, stainless steel, or similar material and which shall be subject to Planning Board approval.
 - d. Traffic or other municipal signs, legal notices, and such temporary, emergency, or nonadvertising signs as may be authorized by the Town Board.
 - e. Posting of a notice to the public pertaining to but not limited to fishing, trespassing, provided each such sign does not exceed one square foot in total face area.
 - f. This section eliminates intentionally.
8. Illuminated Signs: Illumination of signs shall not be of intermittent or varying intensity or produce direct glare beyond the limits of the side property line. Colored lights of such shape and hue that they may be confused with official traffic lights and signals shall be prohibited. All bare incandescent light sources and immediately adjacent reflecting surface shall be shielded from view.
 9. Banners: No sign or part thereof shall contain or consist of banners, posters, pennants, ribbons, streamers, spinners or other similar moving, fluttering or revolving devices which shall be displayed for longer than two weeks in any 12 month period. These devices, as well as strings of lights, shall not be used for the purposes of advertising or attracting attention when not a part of a sign.
 10. Window Signs: No signs erected or maintained in the window of a building, visible from any public or private street or highway, shall occupy more than 10% of the area of said window.
 11. Roof Signs: No signs shall be placed on the roof of any building.
 12. Posters: Temporary, non-permanent posters, covering such things as political events, sporting events, shows and elections, shall not be displayed until 4 weeks prior to the event and must be removed within 4 days after the event. No such sign shall be attached to a street or utility pole.
 13. No sign, whether new or existing, shall hereafter be erected or altered, except in conformity with the provisions of this ordinance. However, notwithstanding any provisions contained herein, the sign must be kept clean, neatly painted and free from all hazards, such as, but not limited to, faulty wiring, loose fastenings, and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety. In the event of violation of any of the foregoing provisions the Building and Zoning Administrator shall give written or personal notice, specifying the violation to the owner of the sign and the owner of the land upon which the sign is erected, sent to the addresses of record, notice to conform or remove such sign. The sign shall thereupon be conformed by the owner of the land within 30 days from the date of said notice. In the event such sign shall not be so conformed within 30 days, such sign shall be removed by the owner of the sign (and/or) the owner of the land.
 14. Any sign existing on or after the effective date of this Ordinance which no longer advertises an existing business conducted or product sold on the premises, shall be removed by the owner of the premises upon which such sign is located after written notice as provided herein. The Building and Zoning Administrator, upon determining that any such sign exists, shall notify the owner of the premises in writing to remove the said sign within 30 days from the date of such notice. Upon failure to comply with such notice within the prescribed time, the Building and Zoning Administrator is hereby authorized to remove or cause removal of such sign, and shall assess all costs and expenses incurred in said removal against the land or building on which such sign is located, unless the existing contract between the owner of the signs or billboards has limited the responsibility of the owner of the land for removal of the sign. If the Building and Zoning Administrator shall find that any sign regulated by this Ordinance is unsafe or insecure or is a menace to the public, written notice shall be given to the named owner of the sign and the named owner of the land upon which the sign is erected, who shall remove or repair the said sign within 30 days from the date of said notice. If the said sign is not removed or repaired, the Building and Zoning Administrator shall remove or repair said sign and shall assess all costs and expenses incurred in said removal or repair against the land or building on which such sign was located. The Building and Zoning Administrator may cause any sign which is a source of immediate peril to persons or property to be removed summarily and without notice.
 15. Advisory Board: The Supervisor of the Town of Knox is hereby authorized and empowered to appoint a sign and billboard advisory board consisting of members of the Town Board, the Zoning Board and the Planning Board with such professional volunteers as they deem helpful or necessary.