

**Monthly Town Board Meeting**

**April 7, 2016**

**7:30 p.m.**

**Town Hall**

**SALUTE TO THE FLAG**

**REVIEW OF MINUTES**

- **Weekly Town Board Meeting of March 2, 2016**
- **Monthly Town Board Meeting of March 3, 2016**
- **Weekly Town Board Meeting of March 16, 2016**
- **Bid Opening of March 16, 2016**

**COMMITTEE REPORTS**

1) Conservation Board      2) Recreation      3) Recycling      4) Planning Board  
5) Zoning      6) Highway      7) Building & Land Acquisition      8) Putnam County  
Legislator      9) Cemetery Committee      10) Butterfield Library

**AGENDA**

1. **Resolution declaring April 2016 as Teen Driver Safety Awareness Month in the Town of Philipstown.**
2. **Resolution authorizing a donation in the amount of \$300.00 to the Nelsonville Fish & Fur for this years "Kids Fishing Day" scheduled for May 1, 2016.**
3. **Resolution authorizing the release of escrow funds to the following Planning Board applicants Dean Anderson, Entergy, Viewsave, LLC, Villetto Vaughn Hammond and Lyons Realty Company.**
4. **Resolution authorizing the release of escrow funds for the Friars of Atonement. (Zoning Board Applicant)**
5. **Resolution accepting the resignation of Jamie Adams as Chairman and member of the Board of Assessment Review effective 2-26-2016.**
6. **Resolution authorizing Supervisor Shea to sign the contract between the County of Putnam and the Town for Real Property Tax Services.**
7. **Resolution appointing Teri Fleming as Clerk to the Highway Department effective February 8, 2016 at a salary not to exceed that set forth in the 2016 budget.**

8. Resolution appointing Tara Percacciolo as Clerk to the Town Board effective March 7, 2016 at a salary not to exceed that set forth in the 2016 budget.
9. Resolution appointing Linda Valentino as Secretary to the Planning/Zoning/Conservation Boards and Code Enforcement Clerk effective March 14, 2016 at a salary not to exceed that set forth in the 2016 budget.
10. Resolution appointing Gordon Casement as Chairman of the Board of Assessment Review whose term will expire on September 30, 2020
11. Resolution awarding the sale of a surplus vehicle 1998 Ford Ranger Pickup Truck in the amount of \$257.00.
12. Resolution authorizing Supervisor Shea to sign the contract between the County of Putnam and the Town for the Senior Resource Officer in the amount not to exceed \$15,000.00.
13. Resolution hiring Cecilia Mastrorilli to handle updating/refreshing the Municipal Channel and train the new Clerk (Floater) at the rate of \$30.00 per hour, not to exceed \$2,000.00.
14. Resolution accepting the Butterfield Inspection Activity Report from January to March, 2016 and approving the submission for payment.
15. Resolution changing the venue for the Philipstown Planning Board meetings from the Butterfield Library to the Town Hall beginning May, 2016 and directing the Chairman to be responsible for making accommodations for people with disabilities.
16. Resolution authorizing Supervisor Shea to sign the project permit for the Washburn Parking Lot.
17. Code Enforcement Monthly Report.
18. Schedule Workshops/Meetings
19. Any other business that may come before the Town Board.

#### **AUDIENCE**

#### **VACANCIES**

CV Park District Advisory (3)  
Board of Assessment Review (2)  
Zoning Board (1)

March 29, 2016

**APPROVAL OF VOUCHERS**

General      Highway      CVPD      CVWD

**ADJOURNMENT**

**Town of Philipstown**  
**March 2016**  
**Butterfield Library Report**

- The Battle of the Books program has expanded to include a high school competition. The Butterfield Library has a team for middle school for several years. Anyone interested in learning more about this reading competition should contact Maureen McGrath at the library.
- Visit [butterfieldlibrary.org](http://butterfieldlibrary.org) to access library resources from your home! You don't have to come inside the library to enjoy home streaming of movies, downloading ebooks and magazines, or researching newspapers and other online subscriptions.
- People are using the library's "Book a Librarian" service. This service allows patrons to reserve a time to work with a librarian one-on-one on a particular topic of interest. Topics can include research, technology assistance, tips on how to use the library, job and resume help, and so much more. Visit [butterfieldlibrary.org](http://butterfieldlibrary.org) to sign up.
- Keep in mind the Butterfield Library offers Museum passes to library patrons in Philipstown over the age of 18. Parents may check tickets out for their children. Tickets are available for three days only. Please be sure to return your passes on time as there is usually someone waiting.
- Are you unable to visit the library? Don't forget that the Butterfield Library offers home delivery to any Philipstown homebound resident. It's easy to sign up and is free, contact the library 265-3040 or [jblstaff@gmail.com](mailto:jblstaff@gmail.com).

For more information regarding anything about the library, visit us online at [butterfieldlibrary.org](http://butterfieldlibrary.org).

Weekly Town Board Meeting  
March 2, 2016

The Town Board held their Weekly Meeting on the above date at 7:30 p.m. at the Town Hall, 238 Main Street, Cold Spring, New York.

**PRESENT:**

Richard Shea	Supervisor
Nancy Montgomery	Councilwoman
John Van Tassel	Councilman
Michael Leonard	Councilman

**ABSENT:**

Robert Flaherty	Councilman
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**1. Resolution approving purchase of an International Model 7400 truck with front plow and spreader in an amount not to exceed \$164,488.39, and the Evaluation of Financial Alternatives Conducted pursuant to 2 NYCRR §39.2 as attachment "A".**

**RESOLUTION #**

The following Resolution was presented by Councilman Van Tassel, seconded by Councilman Leonard and unanimously carried;

**WHEREAS**, the Town of Philipstown wishes to purchase an International model 7400 truck with front plow and spreader ("the truck") for the Town Highway Department for \$164,488.39 off of the County bid contract issued by Onondaga County and awarded to Navistar, Inc.; and

**WHEREAS**, the town proposes to finance the purchase of the truck through an installment lease/purchase agreement with KS StateBank; and

**WHEREAS**, the Town Board has investigated the cost of borrowing the funds for purchase of the truck as an alternative to the proposed lease/purchase agreement and, further, the Town has completed an "Evaluation of Financing Alternative" ("EFA") Form, a copy of which is attached hereto; and

**WHEREAS**, THE Town Board has determined that borrowing funds for the purchase of the truck does not offer any advantages over the proposed lease-purchase agreement; and

**WHEREAS**, the Town Board finds that the proposed installment lease/purchase agreement with KS StateBank complies with the requirements of General Municipal Law §109-b;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the Town Board hereby approves the proposed purchase of the truck subject to the submission of a contract in a form acceptable to the Attorney for the Town; and
2. That the Town Board hereby determines and finds that execution and delivery of the proposed installment lease/purchase agreement with KS StateBank is in the best financial interests of the Town based on due consideration of the other available acquisition and financing alternatives as set forth in the EFA form and on other administrative and management considerations with respect to the acquisition of the truck; and
3. That the Town Board hereby authorizes the Town Supervisor to execute the said contract, lease-purchase agreement and such other and further documents as may be necessary to carry out the terms and conditions thereof.

**2.Resolution approving the rental of a 8'X32' temporary modular to house the Highway Department Personnel.**

**RESOLUTION #**

The following Resolution was presented by Councilwoman Montgomery, seconded by Councilman Leonard and unanimously carried;

**RESOLVED**, that the Town Board hereby approves the one month rental for 8' x 32' mobile office for the Highway Department for a total charge not to exceed \$1,792.00.

**3.Resolution approving the rental of a 12'X50' modular to house the Highway Department personnel for up to one year.**

**RESOLUTION #**

The following Resolution was presented by Councilman Van Tassel, seconded by Councilwoman Montgomery and unanimously carried;

**RESOLVED**, that the Town Board hereby approves a one year rental for office space for a 12' x 50' office space for the Highway Department for a total charge not to exceed \$10,106.26.

**4.Resolution authorizing Town Clerk Merando to advertise for the two vacancies on the Board of Assessment Review.**

**RESOLUTION #**

The following Resolution was presented by Councilman Leonard, seconded by Councilwoman Montgomery and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Town Clerk Merando to advertise for the two vacancies on the Board of Assessment Review.

**5. Any other business that may come before the Town Board.**

Carl Frisenda then discussed speed limit signs and the allocation of monies. He noted that previously signs were in the A fund, but have moved to the Highway Budget, at an approximate cost of \$2,000.00. He also noted that the town has a lot of speed limit signs that must be placed on the roads throughout the town. Councilwoman Montgomery interjected that it was her belief that the Town Board decided that rather going crazy with the signs, the town would talk to the Sheriff to increase patrols. Councilman Leonard stated that you have to have speed limit signs to enforce. Councilwoman Montgomery responded stating, no, you have to have a law to enforce, the signs don't enforce. She stated that the Town needs a town wide speed limit. It was then explained that there is a town wide speed limit, however, working with the DOT, certain roads have a lower speed limit approved by NYS. Councilwoman Montgomery stated that she would like to further discuss this matter. The Town Board requested that Mr. Frisenda provide a list of the roads and their assigned speed limit for their review.

It was noted that there are two vacancies on the Board of Assessment Review.

**RESOLUTION #**

The following Resolution was presented by Councilman Leonard, seconded by Councilwoman Montgomery and unanimously carried;

**RESOVLED** that the Town Board hereby authorizes Town Clerk Merando to advertise for the two vacancies on the Board of Assessment Review.

The Town Board tentatively scheduled interviews for the Zoning and Planning Boards on Wednesday, March 9, 2016, they will confirm at the Monthly Town Board Meeting to be held March 3, 2016.

There being no further business to discuss, Councilwoman Montgomery made a motion, seconded by Councilman Leonard and unanimously carried to close the Weekly Town Board Meeting at 7:50 p.m.

Respectfully submitted by,

Tina M. Merando, Town Clerk

Monthly Town Board Meeting  
March 3, 2016

The Town Board held their Monthly Meeting on the above date at 7:30 p.m., at the Town Hall, 238 Main Street, Cold Spring, New York 10516.

**PRESENT:**

Richard Shea	Supervisor
Nancy Montgomery	Councilwoman
John Van Tassel	Councilman
Michael Leonard	Councilman
Robert Flaherty	Councilman

Supervisor Shea opened the meeting with the Salute to the Flag.

**REVIEW OF MINUTES**

Minutes of the Weekly Town Board Meeting of February 3, 2016, were reviewed.

Councilman Leonard made a motion, seconded by Councilman Van Tassel and unanimously carried that the Minutes of the Weekly Town Board Meeting of February 3, 2016, are hereby approved as presented.

Minutes of the Monthly Town Board Meeting of February 4, 2016, were reviewed.

Councilman Van Tassel made a motion, seconded by Councilman Leonard that the Minutes of the Monthly Town Board Meeting of February 4, 2016, are hereby approved as presented.

Minutes of the Bid Opening – Sale of Vehicle of February 4, 2016, were reviewed.

Councilwoman Montgomery made a motion, seconded by Councilman Flaherty that the Minutes of the Bid Opening – Sale of Vehicle of February 4, 2016, are hereby approved as presented.

Minutes of the Weekly Town Board Meeting of February 17, 2016, were reviewed.

Councilwoman Montgomery made a motion, seconded by Councilman Leonard with Councilman Flaherty abstaining that the Minutes of the Weekly Town Board Meeting of February 17, 2016, are hereby approved as presented.

**COMMITTEE REPORTS**

**CONSERVATION BOARD** – Councilman Leonard reported that the Board put a request into the Planning Board to have a discussion with regard to road projects and the conservation analysis on the Hudson Highland Reserve. The applicants were not ready so they could not have a meeting. The next meeting will be on March 8, 2016.

**RECREATION** – Councilman Van Tassel attended the March 1, 2016 meeting. The financial report was read and the minutes of the prior meeting were approved and adopted. Amber reported that new lighting was being installed to improve the lighting in the parking lot and if that does not improve the situation then they would consider putting pole lights on the rink side of the lot. The Winter Carnival was a success in spite of the fact that there was no snow or ice. The events were well attended and thanks to the Hudson Highlands Land Trust. A profit of \$800 was

made. The Friends group will be hosting the Spring Splat – 5K race at the Recreation Center on May 1, 2016. The senior luncheon was yesterday and had a very large turnout. Several senior events are planned. Trips scheduled: a winery, Foxwood and the World Trade Center. The Recreation Department will be hosting a "Pasta and Bingo Night" on March 11, 2016. It is a free event, please call to sign up. Claudio Marzollo reported that the theatre's new seats are installed and are much more comfortable. The theatre has hired professionals to develop a new website, a marketing program and has enlisted a professional grant writer as well. Councilman Van Tassel thanked Amber for assisting the Highway Department last week by training the entire highway staff on the use of the AED and CPR. Red Cross officials were at the Rec Center last week for a final walk through and inspection of the facility for its use as a shelter. The Town of Philipstown has also agreed to store two large containers at the center for the Red Cross. These containers house supplies for a large amount of people and can be moved anywhere needed. The next meeting will be March 29, 2016 at 7:30 pm.

Councilwoman Montgomery touched on the senior issue – she talked to Amber about using the grant that they got from Cablevision for computers for the seniors. Councilwoman Montgomery said that this is in the works and they are going to establish a computer lab with the help of the libraries. It will take a while because they want to do it right and make it useful.

**RECYCLING** – Councilwoman Montgomery reported that Carl Frisenda stopped by today and reported that everything is now being picked up on time at the Recycling Center.

**PLANNING BOARD** – Councilman Flaherty reported that he attended the meeting on February 18, 2016 and that there were eight (8) items on the agenda: County Line Equities, ConteFisher Construction, Randi's View, ESP, Scanga Realty, Philipstown Square, Vista 44 LLC, and Hudson Highlands Reserve. The next meeting will be held March 24, 2016, 7:30 pm at Butterfield Library.

**ZONING BOARD** – Councilman Van Tassel reported that he attended the February 8, 2016 meeting with two (2) Public Hearings; James and Melanie Matero and John and Kimberly Sabatini. The next meeting is scheduled for March 14, 2016 @7:30 pm. Councilman Van Tassel thanked Kim Schewmaker for her help in getting all the minutes up to date.

**HIGHWAY** – Councilman Van Tassel read the Highway Report submitted by Carl Frisenda, Highway Superintendent, which is on file in the Town Clerk's Office.

**BUILDING & LAND ACQUISITION** – Supervisor Shea said that they have a report from Michael Carr and will schedule a workshop in the near future.

**PUTNAM COUNTY LEGISLATOR** - County Legislator Scuccimarra was out of Town.

**CEMETERY COMMITTEE** – Councilman Leonard reported that he met with the County committee group (six towns) and had a very good discussion with regard to cemeteries. One of the things they spoke about was the reduction of the County's expenditures from last year. The County has dropped the expenditures to \$14,000 for the six towns. Our current allotment for Philipstown is \$15,000. He informed the committee that Philipstown will be making some improvements and will look into doing some fund raising. He said that the committee was very surprised that we were doing this. John Benjamin approached him about doing some work in the cemeteries – he is a stone mason. This would be a real plus for the Town. A major problem is the trees falling and causing more damage. They will meet again next Tuesday March 8, 2016.

**TOWN OF PHILIPSTOWN  
MONTHLY REPORT OF TOWN SUPERVISOR  
MONIES RECEIVED AS MARCH 3, 2016**

**GENERAL & PART-TOWN FUNDS**

T.C. Fees – 12/15  
T.C. Fees Dogs  
P.C. Cemetery  
Rec. Comm. Recycle  
Justice Fees – 12/15  
Justice Fees – 12/15  
Tax Coll.-Garrison Fire  
Tax Coll.-Gen A partial pay  
Tax Coll.-Gen B full pay  
Tax Coll.-Gen B Pro Rata  
Tax Coll.-CV Fire  
Tax Coll.-CS Fire  
Rec. Fees – 12/15  
Tax Coll.- Gen A final pay  
Tax Coll.-NH Fire  
Bldg. Fees – 1/16  
Argonaut Ins. Credit  
Tax Coll.-Gen A Pro Rata  
Tax Coll.-Butterfield Library  
Tax Coll.-Gen A Surplus

**HIGHWAY FUND**

P.C. Gas  
Tax Coll.-Hwy partial pay  
General Gas  
Perma  
P.C. Gas  
Tax Coll.-Hwy final pay

**CONTINENTAL VILLAGE WATER DISTRICT**

Tax Coll.-Unpaid water

**CONTINENTAL VILLAGE PARK DISTRICT**

Tax Coll.- Full pay  
Tax Coll.-Full pay

## **AGENDA**

### **1. Discussion with regard to copier proposals.**

Councilman Flaherty said that they have received 3 proposals. The last one they received from Toshiba is the lowest price, but he has not met with them as yet and would like to do that before making any decisions. All the proposals would give the Town all new machines, including Highway and Justice. Councilwoman Montgomery asked if it could be arranged to have a printer for the senior center. Councilman Flaherty said that a decision has to be made by next month as the leases expire soon. He will meet with the Toshiba rep next week.

### **2. Resolution approving the 2015 Conservation Board's Annual Report and authorize Town Clerk Merando to forward said report to the New York State Department of Environmental Conservation for filing.**

Supervisor Shea explained that this report shows the month by month activity and official actions taken by the Board. The report is available to the public. Councilman Leonard noted that this Board works with everyone and is opened minded. Supervisor Shea thanked the entire Conservation Board and David Klotzle.

#### **RESOLUTION #-2016**

The following Resolution was presented by Councilwoman Montgomery, seconded by Councilman Leonard and unanimously carried;

**RESOLVED**, that the Town Board approves the 2015 Conservation Board's Annual Report and authorizes Town Clerk Merando to forward said report to the New York State Department of Environmental Conservation for filing.

### **3. Resolution authorizing the release of escrows for Joseph Tuana and Roland Padilla applications.**

Town Clerk Merando read the letter from Anthony Merante with regard to releasing the escrows.

#### **RESOLUTION #-2016**

**WHEREAS**, Joseph Tuana submitted an application to the Planning Board of the Town of Philipstown seeking approval for a proposed subdivision of property located on Old Albany Post Road, Town of Philipstown, New York, Tax Map Section 50, Block 2, Lots 50.1, 50.2 & 50.3; and

**WHEREAS**, Roland Padilla submitted an application to the Planning Board of the Town of Philipstown seeking approval for a proposed subdivision of property located on 1160 Old Albany Post Road, Garrison, New York, Tax Map Section 49, Block 1, Lot 59; and

**WHEREAS**, in regard to both of the said applications escrow funds were posted with the Town for payment of consultants' fees and processing costs; and

**WHEREAS**, the Town Board has received correspondence from the Planning Board confirming that the said applications have been completed and that any remaining escrow funds posted may now be released back to the applicants;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

That the Town Board hereby authorizes the release back to the applicants of any remaining escrow funds posted on Tuana and Padilla subdivision applications.

Councilwoman Montgomery presented the foregoing resolution which was seconded by Councilman Leonard.

The vote on the foregoing resolution was as follows;

Nancy Montgomery, Councilwoman	Voting	AYE
John Van Tassel, Councilman	Voting	AYE
Robert Flaherty, Councilman	Voting	AYE
Michael Leonard, Councilman	Voting	AYE
Richard Shea, Supervisor	Voting	AYE

**4. Resolution authorizing Supervisor Shea to sign the Parade Permit for David Marzollo for the Mayfest scheduled for May 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>.**

**RESOLUTION #-2016**

The following Resolution was presented by Councilwoman Montgomery seconded by Councilman Flaherty and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Supervisor Shea to sign the Parade Permit for David Marzollo for the Mayfest scheduled for May 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup>.

**5. Resolution authorizing the release of \$50,000.00 to the Town of Fishkill in connection with the Consolidated Funding Application Grant for the Fjord Trail.**

Supervisor Shea explained that this \$50,000 is from the Highland Land Trust to be used for signage and wayfinding for the Fjord Trail and that the Town is working with Fishkill on this project. He emphasized that this is not the Town of Philipstown's money and Fishkill will be spearheading this aspect of the project. Supervisor Shea has spoken with the Attorney and all is in order.

**RESOLUTION #-2016**

**WHEREAS**, the Town of Philipstown is a sponsor and participant, along with other municipalities, in the creation of the "Fjord Trail" along the Hudson River; and

**WHEREAS**, on or about November 17, 2015, the Town of Philipstown received a check from the Hudson Highlands Land Trust in the amount of \$50,000 which represented the final payment of the \$100,000 originally pledged to serve as a portion of the matching funds for Consolidated Funding Application Grant approved for the creation of the Fjord Trail; and,

**WHEREAS**, in making the said payment, the Hudson Highlands Land Trust represented that if the said funds exceeded the amount needed to satisfy the matching requirement of the Consolidated Funding Application Grant then such portion of the funds as exceeded the matching requirement could be redirected and used for payment for the work of the signage fabrication firm selected for sign fabrication/construction for the sub-region that includes trail systems/recreational

offerings, business districts, parking areas and cultural/historic sites, provided that if the said signage work is not completed or if the funds exceed the amount needed to pay for the said signage the funds or the portion of them remaining shall be returned to the Hudson Highlands Land Trust; and

**WHEREAS**, the said \$50,000 donation exceeds from the amount needed to satisfy the matching requirement of the Consolidated Funding Application Grant for the Fjord Trail; and

**WHEREAS**, the Town of Fishkill, which is a municipality sponsoring and participating in creation of the Fjord Trial, has contracted with firm selected for sign fabrication/construction ("Timely Signs") for the sub-region that includes trail systems/recreational offerings, business districts, parking areas and cultural/historic sites, and requires the said \$50,000 to pay for the cost thereof; and

**WHEREAS**, the Town of Philipstown has consulted with the Hudson Highlands Land Trust in regard to the Town of Fishkill's request for transfer of the \$50,000 to pay for the said signage and the Hudson Highlands Land Trust has consented to the transfer on the terms set forth above;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. That the Town Board of the Town of Philipstown hereby authorizes the release to the Town of Fishkill of the \$50,000 received from the Hudson Highlands Land Trust for the purpose of paying for the work of the signage fabrication firm selected for sign fabrication/construction for the sub-region that includes trail systems/recreational offerings, business districts, parking areas and cultural/historic sites; and

2. That as a condition of the said transfer of funds, it is expressly understood and agreed that if the said signage work is not completed or if the funds exceed the amount needed to pay for the said signage then the funds or the portion of them remaining shall be returned to the Hudson Highlands Land Trust.

Councilwoman Montgomery presented the foregoing resolution which was seconded by Councilman Flaherty,

The vote on the foregoing resolution was as follows

Nancy Montgomery, Councilwoman	voting	AYE
John Van Tassel, Councilman	voting	AYE
Robert Flaherty, Councilman	voting	AYE
Michael Leonard, Councilman	voting	AYE
Richard Shea, Supervisor	voting	AYE

**6. Resolution authorizing Town Clerk Merando to advertise for the sale of a surplus vehicle.**

Town Clerk Merando said that this vehicle is from the Recreation Department – a 1998 Ford Pick Up Truck.

**RESOLUTION #-2016**

The following Resolution was presented by Councilman Flaherty, seconded by Councilman Leonard and unanimously carried;

Monthly Town Board Meeting  
March 3, 2016

**RESOLVED**, that the Town Board hereby authorizes Town Clerk Merando to advertise for the sale of a surplus vehicle VIN#1FTZR15U6WTA42372, a 1998 Ford Pick Up Truck..

**7. Resolution authorizing Supervisor Shea to sign a letter to the Putnam County Youth Bureau declining funding for youth services.**

Town Clerk Merando read a letter from Amber Stickle, Director requesting that the Town no longer accept the allotted money for the Youth Bureau Grants noting that the expectations are no longer something that their department is capable of meeting.

**RESOLUTION #-2016**

The following Resolution was presented by Councilman Van Tassel, seconded by Councilman Leonard and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Supervisor Shea to sign a letter to the Putnam County Youth Bureau declining funding for youth services.

**8. Schedule meetings/workshops.**

March 9, 2016	-	Workshop to interview for Planning Board	@7:30pm
		Zoning Board	@7:45pm
		Bldg. Dept. consolidation with Cold Spring	@8:00pm
March 16, 2016	-	Workshop on Buildings	

**9. Code Enforcement Report.**

Town Clerk Merando read the report which is on file in the Clerk's office.

**10. Any other business that may come before the Town Board.**

Councilman Leonard attended a meeting on February 19, 2016 in Fishkill for the Renewable Highlands Community Choice Aggregation which is a volunteer group of Towns and Villages. The group's ideal goal is to lower and stabilize utility rates.

Councilwoman Montgomery asked if a resolution could be passed authorizing the Town Clerk to submit the agendas electronically. She has not received one since November. Town Clerk Merando said she would check because she believed that they were all getting it via the Blast.

Councilwoman Montgomery said we should congratulate the girls' varsity basketball team for winning the section championship. Councilman Van Tassel went on to say the boys' varsity team will be playing tomorrow night for the regional championship. Councilwoman Montgomery then thanked Andrea Maasik who earned the Eastern NY Soccer Association personality of the month.

**AUDIENCE**

Mr. Bob Juby addressed the Board with regard to the recent heavy rains and the culvert which was clogged. He took pictures of what had happened and did remove the leaves and debris. He did see Carl Frisenda on the road and spoke with him about the situation.

Mr. Ande Merante asked Supervisor Shea to explain what was going on with the Board secretary. Supervisor Shea explained that one person was hired to cover all the Boards. That person will also be working in the Building Department to bring the files up to date and hopefully digitize the

Monthly Town Board Meeting  
March 3, 2016

files. Supervisor Shea advised Mr. Merante that the Board hired Linda Valentine and she will be starting on March 14, 2016. Mr. Merante asked for contact information so that he could set up a meeting with her. Councilwoman Montgomery provided Mr. Merante with that information.

Councilwoman Montgomery announced that there is Narcan training scheduled at St. Christopher's Inn which will take place on the First Sunday of each month. Town Clerk Merando noted that the information has been put up on the website and the municipal channel.

#### **VACANCIES**

CV Park District (3)  
Board of Assessment Review (2)  
Planning Board (1)  
Zoning Board (1)

#### **APPROVAL OF VOUCHERS**

Councilwoman Montgomery made a motion, seconded by Councilman Flaherty and unanimously carried that the General Vouchers in the amount of \$1,224,362.93 are hereby approved as set forth in Abstract 2A & 3.

Councilman Van Tassel made a motion, seconded by Councilman Leonard and unanimously carried that the Highway Vouchers in the amount of \$87,026.32 are hereby approved as set forth in Abstract 2A & 3.

Councilman Leonard made a motion, seconded by Councilman Flaherty and unanimously carried that the CVPD Vouchers in the amount of \$1,272.68 are hereby approved as set forth in Abstract 3.

Councilman Van Tassel made a motion, seconded by Councilman Flaherty and unanimously carried that the CVWD Vouchers in the amount of \$5,347.25 are hereby approved as set forth in Abstract 3

There being no further business to discuss, Councilman Van Tassel made a motion, seconded by Councilwoman Montgomery to close the Monthly Meeting at 8:55 p.m.

Respectfully submitted by,

Theresa Crawley  
Deputy Town Clerk

**Weekly Town Board Meeting  
March 16, 2016**

The Town Board held their Weekly Meeting on the above date at 7:30 p.m. at the Town Hall, 238 Main Street, Cold Spring, New York.

**PRESENT**

Richard Shea	Supervisor
Nancy Montgomery	Councilwoman
John Van Tassel	Councilman
Michael Leonard	Councilman
Robert Flaherty	Councilman

**AGENDA**

**1.Resolution appointing Neal Tomann as a member of the Philipstown Planning Board, whose term will expire March 31, 2017.**

**RESOLUTION #**

The following Resolution was presented by Councilwoman Montgomery, seconded by Councilman Flaherty and unanimously carried;

**RESOLVED**, that the Town Board appoints Neal Tomann as a member of the Philipstown Planning Board, whose term will expire March 31, 2017.

**2.Resolution authorizing Supervisor Shea to sign the contract for the new copier lease agreement.**

**RESOLUTION #**

The following Resolution was presented by Councilman Leonard, seconded by Councilman Flaherty and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Supervisor Shea to sign the contract between the Town and Eastern Managed Print Network for the lease of four copiers and the Maintenance Agreement.

There being no further business to discuss, Town Clerk Merando was excused from the Weekly Meeting at 7:40 p.m.

Respectfully submitted by,

Tina M. Merando, Town Clerk

Bid Opening  
March 16, 2016

The Town Clerk's Office held a Bid Opening at the Town Hall, 238 Main Street, Cold Spring, NY 10516, on the above date at 2:00pm, for the sale of a 1998 Ford Pickup Truck, VIN#1FTZR15U6WTA42372.

The bid result is as follows:

John S. Jeseck	Sole Bidder	\$257.00
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Respectfully submitted,

Theresa Crawley  
Deputy Town Clerk

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**WHEREAS**, statistics and experience demonstrate that the greatest danger to our youth in the Town of Philipstown, are the dangers posed from traffic crashes; and

**WHEREAS**, highway crash statistics inform us that although teen drivers make up only 7% of the driving population, they comprise 18% of the injury related automobile crashes; and

**WHEREAS**, the leading cause of accidental deaths to our youthful population throughout the United States are automobile accidents; and

**WHEREAS**, analysis shows us that the reasons for teen overrepresentation in injury related automobile crashes include: driver inexperience, excessive speed, unnecessary risk taking, inattentive driving and use of alcohol and drugs; and

**WHEREAS**, in Philipstown, we have too often experienced a tragedy with the death of a teen driver at the wheel. Many of these deaths have occurred during the spring and summer months with a high incidence rate during the period leading up to prom season; and

**WHEREAS**, all accidents are preventable and crash rates can be lowered through the use of education and awareness programs through the use of our school systems, law enforcement programs and youth services organizations such as Boy Scouts, Girl Scouts, Junior RTC programs and the Civil Air Patrol, just to name a few; and

**WHEREAS**, these programs work best when there is a period set aside for local government at every level, our school districts and churches, synagogues and youth service organizations coming together to provide these educational programs;

**NOW, THEREFORE, BE IT RESOLVED**, that we the Town Board of the Town of Philipstown declare April 2016 as Teen Driver Safety Awareness Month in Philipstown; and

**BE IT FURTHER RESOLVED**, that we encourage all levels of government, our school districts, law enforcement, our churches and synagogues, our youth service organization and all the citizens of Philipstown support programs that promote teen driver safety awareness in Philipstown thereby protecting tow of our most precious resources, our children and grandchildren.



PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512



**DONALD B. SMITH**  
Brigadier General, U.S. Army (Ret.)  
SHERIFF  
(845) 225 - 3000

**PETER H. CONVERY**  
UNDERSHERIFF  
(845) 225-1460

February 19, 2016

Honorable MaryEllen Odell  
County Executive  
40 Gleneida Avenue  
Carmel, New York 10512

Honorable Ginny Nacerino  
Chairwoman, Putnam County Legislature  
40 Gleneida Avenue  
Carmel, New York 10512

*MaryEllen Odell*  
*Ginny Nacerino*  
Dear County Executive Odell and Chairwoman Nacerino:

I am writing to ask for your support in once again declaring the month of April as "Teen Driver Safety Awareness Month in Putnam County". As we know from statistics and personal experience, the greatest danger to our youth in Putnam County is the danger posed from traffic crashes. The leading cause of accidental deaths to our youthful driving population, throughout the United States, is automobile accidents. Statistics also tell us that although teen drivers make up only 7% of the driving population, they comprise 18% of the injury related automobile crashes. The reasons for this overrepresentation in automobile crashes include: driver inexperience, excessive speed, unnecessary risk taking, inattentive driving and use of alcohol and drugs.

In Putnam County we have too often experienced a tragedy with the death of a teen driver at the wheel. Many of these deaths have occurred during the spring and summer months, with a high incidence rate during the period leading up to prom season. I make this request to establish April as "Teen Driver Safety Awareness Month" on behalf of the members of the Putnam County Traffic Safety Board, Putnam County law enforcement and many of our partners in this effort, including Communities that Care and the National Council on Alcoholism and Other Drug Dependencies (NCADD).

At the enclosure is a draft proclamation that I hope you will find helpful. By working together, we can make it an even safer place to live, work and raise a family. Thank you for your help in this important project which we pray will help to protect two of our most precious resources, our children and grandchildren.

Best wishes. Keep the faith!

Sincerely,  
*Donald B. Smith*  
Donald B. Smith  
Sheriff

enclosure  
cc: Traffic Safety Board  
Communities that Care  
NCADD

# Nelsonville Fish & Fur Club

Est. 1895

Mailing address: 36 Parsonage ST. Cold Spring, N.Y. 10516

To Whom it May Concern,

The Nelsonville Fish & Fur Club was established in 1895 by a group of men with the same interest in fishing , hunting, and trapping. It is the oldest hunting club in New York State. 121 years after its founding, the Club is still going strong.

For the past 27 years, the Club has held the Annual Kids Fishing Derby, which has become a great family day and community event for children 15 and under and their parents. (Average 120 kids). The derby is supported and sponsored by local businesses in our community and municipalities and emergency services, just to name a few. The event is held every May for all the kids. The Club stocks the local reservoir with over 285 trout ranging from 10" to 22" and 5 special golden trout from a local hatchery. Prizes are given for the largest fish and the smallest fish taken that day. Everything is free to all that attend the derby, including hot dogs, pizza, soda, water, candy, coffee, and pastries. All the bait is supplied by the Club absolutely free.

**The only way that we are able to keep this event going is by donations.** This years derby will be held on May 1st, 2016 at the Cold Spring Reservoir on Fishkill Rd.

On this note, we would love to have your support for this great day. Please help us keep this great community event going with a donation or giveaways!

Thank You

President: Mike Savastano / Vice President: Chet Warren

Secretary: Ed Mancari / Treasurer: Mark Frisenda



RECEIVED  
5.9.16 [Signature]

**RESOLUTION #**

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes a donation in the amount of \$300.00 to the Nelsonville Fish & Fur for this years "Kids Fishing Day" scheduled for May 1, 2106.

Town of Philipstown  
238 Main Street  
P.O. Box 155  
Cold Spring, New York 10516

March 25, 2016

ATTN: RICHARD SHEA  
Town Board  
Town of Philipstown  
238 Main Street  
P.O. Box 155  
Cold Spring, New York 10516

Re: Release of escrow funds on multiple applications to Town Planning Board

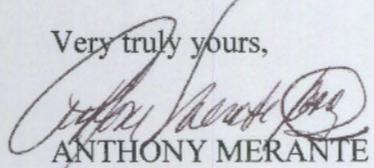
Dear Supervisor Shea:

I am writing to advise you that at the March 24, 2016 Town Planning Board meeting it was determined that the following applications have been completed and that any escrow funds for processing and consultants' fees being held by the Town should be released back to the applicants at this time:

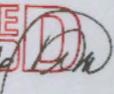
- Dean Anderson
- Entergy
- Viewsave, LLC
- Villetto Vaughn Hammond
- Lyons Realty Company

Thank you.

Very truly yours,

  
ANTHONY MERANTE  
Chairman

cc: Town Clerk

RECEIVED  
3-29-16  


**RESOLUTION #**

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

**WHEREAS**, on March 24, 2016, the Philipstown Planning Board determined that the following applications are complete and any escrow funds for processing and consultant's fees should be released to applicants;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby authorizes the release of escrow funds to Dean Anderson, Entergy, Viewsave, LLC, Viletto Vaughn Hammond and Lyons Realty Company.

**CERTIFICATION**

I, **Tina M. Merando**, the duly qualified and acting Town Clerk of the Town of Philipstown, Putnam County, New York, do hereby certify that attached hereto is a true and correct copy of an extract from the minutes of the Monthly Meeting of the Town Board of the Town of Philipstown, held on April 7, 2016, and that the Resolution set forth herein is a true and correct copy of the Resolution of the Town Board of said Town adopted at said meeting.

**I FURTHER CERTIFY** that pursuant to section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the said Town, this 7<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Tina M. Merando  
TOWN CLERK

(seal)

A true copy of this Resolution was filed in the Office of the Town Clerk on April, 2016.

\_\_\_\_\_  
Tina M. Merando  
TOWN CLERK

238



# Town of Philipstown

Code Enforcement Office  
Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

## MEMORANDUM

March 17, 2016

ATTN: RICHARD SHEA  
Town Board of Town of Philipstown  
238 Main Street  
P. O. Box 155  
Cold Spring, New York 10516

Re: Release of escrow funds on Friars of the Atonement, Old West Point Road (East) Zoning Board of Appeals application.

Dear Supervisor Shea:

At the March 14, 2016 Town Zoning Board of Appeals meeting a motion was made by Robert Dee to okay the return of the escrow to the Friars of the Atonement. It was noted that if they want to make a new file or application they will have to file a new application. Lenny Lim seconded the motion. The motion carried unanimously.

I am requesting that any remaining escrow funds for processing and consultants' fees being held by the Town should be released back to the applicant at this time.

Very truly yours.

Linda Valentino  
Zoning/Planning Secretary

**RESOLUTION #**

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

WHEREAS, on March 14, 2016, the zoning Board of Appeals determined that the escrow funds for the Friars of atonement be returned;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the release of the remaining escrow funds for processing and consultant's fees be returned to the Friars of Atonement.

5



Town Clerk <townclerk@philipstown.com>

## Resignation from Board of Assessment Review

2 messages

**James Adams** <jaltadams@yahoo.com>

Sun, Feb 28, 2016 at 11:55 AM

Reply-To: James Adams <jaltadams@yahoo.com>

To: "supervisor@philipstown.com" <supervisor@philipstown.com>

Cc: "townclerk@philipstown.com" <townclerk@philipstown.com>, "nmontgomery@philipstown.com" <nmontgomery@philipstown.com>, "jvantassel@philipstown.com" <jvantassel@philipstown.com>, "rflaherty@philipstown.com" <rflaherty@philipstown.com>, "mleonard@philipstown.com" <mleonard@philipstown.com>

Feb 26, 2016

Supervisor Richard Shea and Town Board  
Town of Philipstown  
P O Box 155  
Cold Spring, NY 1516

Dear Richard and Board,

If is with deepest regret that I must report that unmovable out of state work commitments require me to resign from my position on the Board of Assessment Review.

I have been proud and pleased to have had the experience of serving on that Board for more than 20 years. It has given me a unique window from which to get to know our beautiful town a little bit better and to maybe give a little bit back. I will truly miss the service and wish to thank you all for having provided me the opportunity.

Jamie Adams  
36 Manitou Woods  
Garrison, NY 10524  
jaltadams@yahoo.com  
914-523-1693

**Mike Leonard** <mleonard@philipstown.com>

Tue, Mar 1, 2016 at 9:55 AM

To: James Adams <jaltadams@yahoo.com>

Cc: "supervisor@philipstown.com" <supervisor@philipstown.com>, "townclerk@philipstown.com" <townclerk@philipstown.com>, "nmontgomery@philipstown.com" <nmontgomery@philipstown.com>, "jvantassel@philipstown.com" <jvantassel@philipstown.com>, "rflaherty@philipstown.com" <rflaherty@philipstown.com>

Thank you Jamie for not only your long dedicated service but your kindness in welcoming me to work on my first board with the town. Learned a lot beyond just the financial side about true customer service. All the best.

[Quoted text hidden]

5

## RESOLUTION

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby accepts the resignation of Jamie Adams as a Chairman and member of the Board of Assessment Review effective February 26, 2016.

6

"THE GUARDIANS OF FAIRNESS"

MARYELLEN ODELL  
County Executive



LISA A. JOHNSON  
County Director

## Memorandum

DATE: March 8, 2016  
TO: Town Supervisors, School Superintendents, & Village Mayors  
FROM: Lisa A. Johnson -County Director of Real Property *[Signature]*  
RE: 2016 Contracts

Please sign enclosed contracts and **return all 3 originals with resolution attached** to:

Putnam County Real Property  
40 Gleneida Ave.  
Carmel, NY 10512

A completed signed original will be returned for your records.

If you have any questions please call.

## PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 7TH DAY OF MARCH BETWEEN: THE TOWN OF PHILIPSTOWN REFERRED TO AS THE TOWN AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF 2016 AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1st, ALL CHANGES SHALL BE ENTERED ON OR BEFORE APRIL 15th BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1st DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN JUNE 17th. FOR FINAL ROLL PROCESSING.
- 5) ALL CHANGES FOR THE SCHOOL TAX PROCESSING SHALL BE SUBMITTED BY AUGUST 8TH.
- 6) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE NOVEMBER 14th.
- 7) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY NOVEMBER 1<sup>ST</sup>, RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY NOVEMBER 18<sup>TH</sup>.
- 8) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS \$ 0.50 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (2 COPIES\*) AND ASSOCIATED REPORTS, COA'S
- 2) FINAL ASSESSMENT ROLL (2 COPIES\*)
- 3) TAX ROLL (2 COPIES\*)
- 4) HARD & SOFT BINDERS FOR ROLLS
- 5) BANK CODE LISTINGS
- 6) APPORTIONMENT OF SPECIAL FRANCHISE
- 7) 1 SET OF TAX BILLS IN ENVELOPES
- 8) RPS 145D1,155D1 & 160D1 TAX EXTRACTS
- 9) DATA ENTRY FOR PRO-RATAS
- 10) 1 SET TAX MAPS 24" x 36"

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 50.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

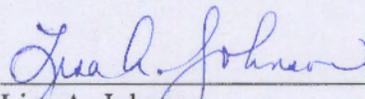
IF ANY INSERTS ARE REQUESTED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER ENVELOPE.

\*.02 PER PARCEL WILL BE DEDUCTED IF ONE (1) COPY OF EACH ROLL IS REQUESTED INSTEAD OF TWO (2)

THE TOWN OF PHILIPSTOWN HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

_____ DATE: _____	 DATE: 3/7/16
MaryEllen Odell County Executive	Lisa A. Johnson County Director, R.P.T.S.A.
_____ DATE: _____	_____ DATE: _____
William J. Carlin Commissioner of Finance	Jennifer S. Bumgarner County Attorney
_____ DATE: _____	_____ DATE: _____
Adrienne Lotto Risk Manager	Richard Shea Town Supervisor

**RESOLUTION #-2014**

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Supervisor Shea to sign the contract between Putnam County Real Property and the Town of Philipstown to prepare the necessary documents for property taxes.

RESOLUTION #

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby appoints Teri Fleming as Clerk to the Highway Department effective February 8, 2016 at a salary not to exceed that set forth in the 2016 budget.

RESOLUTION #

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby appoints Tara Percacciolo as Clerk to the Town Board effective March 7, 2016 at a salary not to exceed that set forth in the 2016 budget.

RESOLUTION #

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby appoints Linda Valentino as Secretary to the Planning/Zoning/Conservation Boards and Code Enforcement Office effective March 14, 2016 at a salary not to exceed that set forth in the 2016 budget.

RESOLUTION #

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby appoints Gordon Casement as Chairman of the Board of Assessment Review whose term will expire on September 30, 2020.

RESOLUTION #

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

RESOLVED, that the Town Board hereby awards the sale of a surplus vehicle – 1998 Ford Ranger Pickup Truck in the amount of \$257.00 to John Jeseck, 9 Bank Street, Cold Spring, New York. VIN #1FTZR15U6WTA42372 in as in condition.



MARYELLEN ODELL  
County Executive

PATRICIA SHEEHY  
Director

January 1, 2016

Town of Philipstown  
Richard Shea, Town Supervisor  
238 Main St., P.O. Box 155  
Cold Spring, NY 10516

Dear Supervisor Shea,

The Putnam County Office for Senior Resources is currently renewing our agreement with you in regards to our partnership for outreach services in your town.

We have previously negotiated the amount of \$15,000 for the Town of Philipstown. As in the past, you will continue to receive a bill for the above amount at the end of the year.

Please sign, notarize and return both copies of this letter, as well as, additional documents to us by April 1, 2016. If you have any question please feel free to call me at (845) 808-1700.

Thank you again for your continued support in helping us facilitate to the needs of the senior population of Putnam County.

Sincerely,

Doreen Crane  
Coordinator of Services

\_\_\_\_\_  
Date  
Richard Shea, Town Supervisor

\_\_\_\_\_  
Notary Public

DC:mgh

Contract #: \_\_\_\_\_

Putnam County Purchasing Department  
Notice of Application to Certify Compliance with Federal Law  
(8 U.S.C. Section 1324 a)  
with Respect to Lawful Hiring of Employees  
To be completed by Applicant / Covered Employer / Owner

Employer / Business / Company Name: Town of Philipstown  
Address: 238 Main St. PO Box 155 Cold Spring, NY 10516

Vendor #: \_\_\_\_\_ (if known) Contract ID: \_\_\_\_\_ (if known)

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Term of Contract or Extension: 1 yr.

Amount of Contract Extension: \$15,000

Brief Description of Project or Service: Outreach Services for Seniors

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

Vendor #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Description of Compensation, Project or Service: \_\_\_\_\_

Evidence of Compliance: Copies of the following must be maintained by covered employers or the owners thereof for each employee for the time periods set forth in the Putnam County Code, Chapter 134, Section 5.

- United States Passport; or
- Resident alien card or alien registration card; or
- Birth certificate indicating that the person was born in the United States; or
- A drivers license, if it contains a photograph of the individual; AND a social Security number card (other than such a card which specifies on its face that the issuance of the card does not authorize employment in the United States); or
- Employment authorization documents such as an H-1B Visa, and L-1 Visa, or other work visa as may be authorized by the United States Government at the Time the County contract is awarded for all covered employees.

**Affidavit of Compliance**  
with the Requirements of  
8 U.S.C. Section 1324 a  
with Respect to Lawful Hiring of Employees

State of New York County of

Putnam \_\_\_\_\_ ) :ss:  
\_\_\_\_\_ )

\_\_\_\_\_ being duly sworn, deposes and says:  
(Print name of deponent)

1) I am the Owner / Authorized Representative of \_\_\_\_\_  
(circle one) (Name of Corp., business, company)

2) I certify that I have complied, in good faith, with the requirements of Title 8 of the United States Code (U.S.C.) Section 1324a (Aliens and Nationality) with respect to the hiring of covered employees and with respect to the alien and nationality status of the owners thereof, as set forth in the Putnam County Chapter.

\_\_\_\_\_  
(Signature of deponent)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of New York

**Request for Taxpayer  
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type  
See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**RESOLUTION #**

The following Resolution was presented by \_\_\_\_\_, seconded by \_\_\_\_\_ and unanimously carried;

**RESOLVED**, that the Town Board hereby authorizes Supervisor Shea to sign the contract between the Town of Philipstown and Putnam County Office for Senior Resources for outreach services for the fiscal year 2016 in the amount of \$15,000.00.

Councilwoman Nancy Montgomery wants to hire Cecilia Mastroilli at \$30/ hour to handle updating/ refreshing the municipal channel (bulletin board,) and training the new Clerk office "floater" on how to manage it. Mastroilli currently films various municipal meetings for the Town and Cold Spring. Technical and audio changes in the Town Hall will take place. Montgomery will also be calling Cablevision to work out the channel's volume and live stream issues.

14



# Town of Philipstown

Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

# Memo

To: Richard Shea, Supervisor  
From: Kevin Donohue, Code Enforcement Officer  
Date: 3/21/2016  
Re: Butterfield, Village of Cold Spring Activity Report from January to March, 2016

The following inspections were performed of the Butterfield Site;

Date	Type	Duration	Fee
1-7-16	Footing Elevator	25 minutes	\$25.00
2-19-16	Steel Frame	25 minutes	\$25.00
3-21-16	Framing	55 minutes	\$50.00
			<b>Total \$100.00</b>



**FIELD INSPECTION REPORT**

Name: Butterfield Bld #2 Street Location: 1756 Route 9D  
 Date: 3/21/16 Permit# 2015:07008 TM# \_\_\_\_\_

- Work Site     Soil Conditions     Footing     Foundation     Footing Drains/ Waterproofing     Under Slab/Floor Utilities
- Rough Framing     Rough Plumbing     Rough Electrical     Rough Mechanical     Fire Resistant Construction & Penetrations
- Insulation & Energy Code Compliance     Heating Appliance     Solid Fuel Burning Appliances     Chimneys, Flues or Gas vents
- Oil or LP Tank and Piping     Fire Protection Equipment     Final BP Complete     Soil & Erosion Control     Compliant

Comments & Observations

IN 10:00am  
 out 11:00am

- ① Verify fire ~~stop~~ stop concealed cavity Area.
- ② Verify LVL & Truss "Girder" uplift means of Attachment
- ③ Verify Roof bottom cord bracing

- Continue Construction
- Stop Construction
- Call for Re-inspection

Kan





Town of Philipstown  
 238 Main Street, PO Box 155  
 Cold Spring, NY 10516  
 Office (845) 265- 5202 Fax (845) 265-2687

AM

FIELD INSPECTION REPORT

Name: Butterfield Street Location: Bldg #2  
 Date: 1-7-16 Permit# 2015: 07-008 TM# \_\_\_\_\_

- Work Site  Soil Conditions  Footing  Foundation  Footing Drains/ Waterproofing  Under Slab/Floor Utilities
- Rough Framing  Rough Plumbing  Rough Electrical  Rough Mechanical  Fire Resistant Construction & Penetrations
- Insulation & Energy Code Compliance  Heating Appliance  Solid Fuel Burning Appliances  Chimneys, Flues or Gas vents
- Oil or LP Tank and Piping  Fire Protection Equipment  Final BP Complete  Soil & Erosion Control  Compliant

*Rebar inspection for Elevator Pit*

Comments & Observations

*Drawing S 301 sect.  
 # 5 rebar - 2 layers of bars*

*1-7-16 9:50 To 10:15 - A.M. 25 MIN*

- Continue Construction
- Stop Construction
- Call for Re-inspection

*Robert Emerick*

15



Town Clerk <townclerk@philipstown.com>

**4/7/16 Agenda Item**

2 messages

**Nancy Montgomery** <nmontgomery@philipstown.com> Wed, Mar 30, 2016 at 11:33 AM  
 To: Town Clerk <townclerk@philipstown.com>  
 Cc: Ann Gallagher <amgal720@yahoo.com>, Linda Valentino <lvalentino@philipstown.com>, Ande Merante <AMerante@philipstown.com>, adm1243@gmail.com, Town Supervisor <supervisor@philipstown.com>, Mike Leonard <MLeonard@philipstown.com>, John VanTassel <Jvantassel@philipstown.com>, Robert Flaherty <rflaherty@philipstown.com>

Dear Tina -  
 Please add to the 4/7/16 agenda a resolution moving the Planning Board meetings from the Butterfield Library to the Town Hall on the 3rd Thursday of the month at 7:30pm. (Planning Board Chairman Request).

Planning Board Chair will be responsible for communication regarding making accommodations for people with disabilities.

Please Confirm that this is on the agenda.  
 Thanks.

Regards,  
 Nancy

**Linda Valentino** <lvalentino@philipstown.com> Wed, Mar 30, 2016 at 12:45 PM  
 To: Ann Gallagher <amgal720@yahoo.com>, townclerk@philipstown.com

----- Forwarded Message -----

**Subject:**Re: Fwd: 4/7/16 Agenda Item  
**Date:**Wed, 30 Mar 2016 12:39:31 -0400  
**From:**Linda Valentino <lvalentino@philipstown.com>  
**To:**Nancy Montgomery <nmontgomery@philipstown.com>, Ande Merante <AMerante@philipstown.com>, adm1243@gmail.com  
**CC:**Town Supervisor <supervisor@philipstown.com>

Nancy,

If the resolution to change the location for the Planning Board is passed, can you please make it start in May. Ann and I sent out legal notices for a public hearing yesterday which states the location as being the Butterfield Library.

Linda

On 3/30/2016 11:37 AM, Nancy Montgomery wrote:

Hi Ande -  
 Would you mind sending a quick note to the Town Board regarding the request for a change in location for Planning Board meetings and that you will make accommodations for people with disabilities ahead of time

(like - change the location for disabled access when requested)..

Thanks, we just need something in writing.

Best,

Nancy

[Quoted text hidden]

NEW YORK STATE  
EXECUTIVE DEPARTMENT  
**OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION**

**Project Permit**

THIS PERMIT, made this \_\_\_\_ day of \_\_\_\_\_, 2016 between THE PEOPLE OF THE STATE OF NEW YORK, acting by and through the Taconic Region of the Office of Parks, Recreation and Historic Preservation, with an office at 9 Old Post Road, Staatsburg, NY 12580 pursuant to a delegation of authority made by the Commissioner of Parks, Recreation and Historic Preservation, Albany, NY 12238, with offices at 625 Broadway, Albany, NY 12207 (hereinafter referred to as "PARKS") and the Town of Philipstown whose address is 238 Main Street, Cold Spring, NY 10516 (hereinafter referred to as the "PERMITEE").

**WITNESSETH:**

1. PARKS does hereby grant unto the said PERMITEE, a revocable permit, to use and occupy a certain parcel of land located in the **Hudson Highlands State Park, Cold Spring, Putnam**, State of New York, hereinafter referred to as the PREMISES, **as shown on the attached site plan and construction documents (Attachment A)**, such documents being a part of this Permit.
2. This permit is granted to the PERMITEE for the following specific purpose:
  - A. Making improvements at Washburn Trailhead Parking lot
3. This Permit shall be valid for a term of twenty-two (22) weeks, beginning April 1, 2016 and ending on September 2, 2016, or until it is replaced by a subsequent Permit.
4. The total fee to be paid by the PERMITEE to PARKS, at this time, in consideration for the permission granted herein shall be the sum of ONE and 00/100 DOLLARS (\$1.00), which is hereby considered waived.
5. The PERMITEE shall comply with all Federal, State and local laws, ordinances, rules and regulations, and in the event said PERMITEE shall fail to so comply, PARKS shall have the right to enter the PREMISES and take whatever steps may be necessary to achieve compliance. Any cost or expense incurred by PARKS thereby shall be billed to the PERMITEE, coming due, including interest thereon, and payable within thirty (30) days after the date billed. All remedies herein affecting such costs shall apply in like manner to such added amounts.
6. PARKS shall have the right to enter the PREMISES at all reasonable hours for the purpose of making an inspection.
7. The PERMITEE covenants not to assign, mortgage nor Pledge this Permit, nor let or underlet the whole or any part of the said premises. It is understood that PERMITEE's contractors and sub-

contractors are entitled to access and use the PREMISES for purposes authorized hereunder pursuant to this Permit.

8. Subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act and Section 17 of the Public Officers Law, OPRHP shall be responsible for a final judgment of a Court of competent jurisdiction arising from the negligence or wrongful breach of a legal obligation on the part of OPRHP, its agents, officers or employees acting within the scope of their employment.

9. It is further understood and agreed that if at any time during the term of this Permit, PARKS shall need the PREMISES for any use necessary or convenient to the performance of its public purposes, PARKS may terminate this Permit on giving to the PERMITEE, or the legal representatives of the PERMITEE, or any person occupying the PREMISES, thirty (30) days notice in writing of intention so to do, and upon the giving of such notice, this Permit and the term thereof shall terminate, expire and come to an end on the date fixed in such notice, as if said date were the date originally fixed in this Permit for the termination or expiration thereof.

10. It is further understood and agreed that this Permit may be cancelled and terminated by the PERMITEE; provided that thirty (30) days prior to the effective date of such cancellation and termination, written notice of the intention to terminate, addressed to PARKS at the aforementioned address.

11. AND IT IS MUTUALLY UNDERSTOOD AND AGREED that the covenants and agreements contained in this Permit shall be binding upon the parties hereto and upon their respective successors and legal representatives.

12. SPECIAL CONDITIONS: The PERMITEE hereby agrees to the following special conditions:

- a. PERMITEE must obtain any and all required permits related to the projected work. Copies of which must be provided to PARKS.
- b. PERMITEE must control access to the work areas.
- c. PERMITEE must provide safety fencing around any excavations and the work areas.
- d. PERMITEE shall provide PARKS with forty-eight hour advance notice, prior to the start of work on the project.
- e. Work shall be coordinated with Dan Seymour, Landscape Architect (845) 889-3849 and Evan Thompson, Park Manager, who can be reached at (845) 225-7207.
- f. PERMITEE shall take care to protect all existing utilities and structures, and if disturbed, they are to be replaced or repaired immediately, at no additional cost to PARKS, in a manner approved by PARKS, to a condition equal to or better than the condition prior to the disturbance,

g. PERMITEE shall restore the disturbed Park areas to original condition which shall be subject to PARKS approval at no additional cost to PARKS.

h. PERMITEE shall provide PARKS with as built drawings showing the exact location of the work, as constructed, upon completion.

i. PERMITEE shall provide and pay for the inspection and testing of work as required by applicable codes, specifications and regulations. This includes but is not limited to geotechnical bearing capacity testing and concrete testing.

PERMITEE shall also comply with the following requirements:

**Workers' Compensation Insurance and Disability Insurance to include:**

In accordance with Sections 57 and 220(8) of the Workers' Compensation Law, State Parks requires annual proof of both **Workers' Compensation Insurance and Disability Insurance**. The following are the only acceptable means of proof (please note that ACORD forms are not acceptable proof of coverage):

**(a) Disability Benefits:**

- i. CE-200: Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Insurance coverage; **or**
- ii. DB-120.1: Certificate of Disability Benefits Insurance; **or**
- iii. DB-155: Certificate of Disability Benefits Self-Insurance.

**(b) Workers' Compensation:**

- i. CE-200: Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Insurance Coverage; **or**
- ii. C-105.2(9-07): Certificate of Workers' Compensation Insurance; note: the State Insurance Fund provides its own version of this form, the U-26.3; **or**
- iii. SI-12: Certificate of Workers' Compensation Self-Insurance.

If automobiles are used by PERMITEE in its conduct of activities by this Permit, PERMITEE shall provide **Comprehensive Business Automobile Liability Insurance** with a limit of not less than one million dollars (\$1,000,000) per accident. Such insurance shall cover liability arising out of any automobiles including owned, leased, hired and non-owned automobiles; and,

PERMITEE shall require that all **independent contractors** shall have insurance policies providing

commercial general liability with a limit of not less than one million dollars (\$1,000,000), workers' compensation (if required) and comprehensive business automobile liability insurance to the extent set forth in the section above. PERMITTEE shall provide State Parks with a certificate from such independent contractor evidencing such coverage, and naming State Parks as additional insured's as provided below.

Insurance coverage shall be provided only by an insurance carrier rated A-Class VII or better throughout the term of this permit. Such carrier shall be duly licensed in the State of New York.

All insurance policies and certificates shall name as additional insured "*the People of the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the Taconic Region State Park, Recreation and Historic Preservation Commission, their officers, agents and employees.*"

Designating Parks as a "certificate holder" shall not constitute compliance with this section.

All insurance coverage shall be written such that Parks is afforded at least thirty (30) days prior notice of cancellation or modification of coverage.

PERMITTEE shall notify Parks of any claims involving serious bodily injury, death or substantial property damage, arising on or within the Premises. Such notice shall be provided in writing as soon as practicable, however in any event within five days of PERMITTEE'S receipt of notice of the accident or claim.

Coverage required in this section and any insurance retention or deductible may be adjusted by Parks if, in its sole reasonable judgment, levels of risk associated with PERMITTEE's operations require modification of coverage that is commercially available at commercially reasonable rates and carried by other operators of similar businesses.

Failure of the PERMITTEE to obtain and maintain appropriate insurance as specified and without gap may be deemed a material breach of this permit.

All notices permitted or required hereunder shall be in writing and shall be transmitted either:

- i. Via certified or registered United States mail, return receipt requested;
- ii. By facsimile transmission;
- iii. By personal delivery;

- iv. By expedited delivery service; or
- v. By e-mail.

Such notices shall be addressed as follows or to such different addresses as the parties may from time-to-time designate:

**A copy shall be delivered to:**

**Linda G. Cooper, Regional Director**

**NYS OPRHP, Taconic Regional Headquarters**

9 Old Post Road

PO Box 308

Staatsburg, NY 12580

Telephone Number: 845-889-3811

Facsimile Number: 845-889-8217

E-Mail Address: [Linda.Cooper@parks.ny.gov](mailto:Linda.Cooper@parks.ny.gov)

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed the day and year first above written.

The People of the State of New York acting by and through the Regional Director of the Taconic Region in the Office of Parks, Recreation, and Historic Preservation pursuant to a delegation of authority made by the Commissioner of Parks, Recreation, and Historic Preservation.

By: \_\_\_\_\_  
Regional Director

By: \_\_\_\_\_  
PERMITEE

Title: \_\_\_\_\_

Federal ID or Social Security No. \_\_\_\_\_

**PERMITTEE ACKNOWLEDGEMENT**

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

STAMP

**REGIONAL DIRECTOR ACKNOWLEDGEMENT**

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

STAMP

**ATTACHMENT A**

# STATE AID VOUCHER

Voucher No. \_\_\_\_\_

① Originating Agency <b>OPRHP</b>			Orig. Agency Code <b>1290000</b>		Interest Eligible (Y/N)	
Payment Date (MM) (DD) (YY) / /		OSC Use Only		Liability Date (MM) (DD) (YY) / /		
② Payee ID		Additional	③ Zip Code	Route	Payee Amount	
④ Payee Name (Limit to 30 spaces)					MIR Date (MM) (DD) (YY) / /	IRS Code
Payee Name (Limit to 30 spaces)					Stat. Type	IRS Amount
Address (Limit to 30 spaces)					⑤ Ref/Inv. No. (Limit to 20 spaces)	
Address (Limit to 30 spaces)					Ref/Inv. Date (MM) (DD) (YY) / /	
City (Limit to 20 spaces)		(Limit to 2 spaces) →	State <b>NY</b>	Zip Code		

⑥ Date Paid	Check or Voucher No.	Description of Charges (If Personal Service, show name, title, period covered)	Amount	
			Dollars	Cents

⑦ State Aid Program or Applicable Statute:		TOTAL	
⑧ Payment Certification: I certify that the above expenditures have been made in accordance with the provisions of the Applicable Statute; that the claim is just and correct; that no part thereof has been paid except as stated; that the balance is actually due and owing; and that taxes which the State is exempt are excluded.		Less Receipts	
→ _____ Signature in Ink		NET	
_____ Date		% State Aid Claimed	
Title _____			
Name of Municipality _____			

**FOR STATE AGENCY USE ONLY**

**STATE COMPTROLLER'S PRE-AUDIT**

Merchandise Received _____ Date _____ Page No. _____ By _____	I certify that this claim is correct and just, and payment is approved.  _____ By _____ Date	State Aid _____	Verified _____ Audited	Certified For Payment of State Aid Amount By _____
--	---	--------------------	------------------------------	---

Expenditure					Liquidation						
Cost Center Code				Object	Accum		Amount	Orig. Agency	PO/Contract	Line	F/P
Dept.	Cost Center Unit	Var	Yr		Dept.	Statewide					

## GRANTEE CERTIFICATION FOR PAYMENT, FINAL REPORT AND CLOSE OUT

Organization Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

This submission is (*check all that apply*):

- Payment request
- Final Report
- Close out

This certifies that:

1. The related expenditures under the contract for the above-referenced project were managed and expended in accordance with all applicable laws, regulations, project agreement terms, and program/project guidelines.
2. All required payment documentation is **on file** and will be **available for inspection** upon request for a **period of 6 years** from the ending of the calendar year in which the final payment was/will be made.
3. All figures are **true and correct**.
4. All items listed:
  - a. are eligible costs as listed in **Appendix B** (Budget) of the contract;
  - b. are expenditures that **comply with the terms and conditions** of the contract;
  - c. are **expenditures for services rendered and/or goods delivered within the contract term**; and
  - d. are **not duplicates of any items previously submitted** for reimbursement.

For Payment Requests: Enclosed is the material for processing payment # \_\_\_\_\_ for the above-referenced project covering total expenditures of \$ \_\_\_\_\_

Certifying Officer's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

PAYMENT DOCUMENTATION

"ATTACHMENT E"

VALUE OF DONATED LABOR  
TIME SHEET

PROJECT NAME AND NUMBER

NAME OF PERSON CONTRIBUTING DONATED TIME

DESCRIPTION OF WORK PERFORMED (LABORER, PLUMBER, MASON, ETC.)

HOUR RATE BASED ON

The value for labor of an adult (18 and over) donating time to a project may be computed up to the amount indicated for New York at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) unless it is a professional skilled in the work being performed on the project (i.e., plumber doing work on pipes, mason doing work on brick building, architect, attorney). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project.

DATE	TIME OF WORK				TOTAL HOURS WORKED	HOURLY RATE	VALUE (DONATED HOURS X RATE)
	START	END	START	END			
TOTAL VALUE OF WAGES							\$

SIGNATURE REQUIRED VERIFYING RECORD

SIGNATURE OF PERSON DONATING TIME

DATE

SUPERVISOR VERIFYING ACCURACY

DATE



Town Supervisor <supervisor@philipstown.com>

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## Project permit and payment request paperwork

3 messages

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Drost, Erin (PARKS) <Erin.Drost@parks.ny.gov>

Thu, Mar 24, 2016 at 11:01 AM

To: "akacala@scenichudson.org" <akacala@scenichudson.org>, "supervisor@philipstown.com"

<supervisor@philipstown.com>

Cc: "Steber, Christopher (PARKS)" <Christopher.Steber@parks.ny.gov>

Please find attached the project permit to sign and notarize. The only thing missing are the plans and specs which will be a part of the final version. I'm not back dating it to when the County started work, as they are just doing some of the initial grubbing and clearing. The Town should have the permit signed and notarized and return it to me for Linda's signature. Once she has signed it, you will get a copy and we will keep the original here. Don't worry about the insurance requirements – it is understood that the Town is self-insured.

I'm also attaching payment request paperwork. Keep in mind we will need to submit a payment by June. It doesn't need to be a substantial payment, just something to show DOT that work is progressing so the money doesn't become deobligated.

The payment should include the following:

- State Aid voucher – Fill in boxes 4 and 8 only (name, address and signature boxes) – Must have original signature

- Grantee certification form – Must have original signature

- Expense summary – List all invoices/force account time and donated labor (from County). Include copies of invoices and checks paid.

- Attachment B sheets – for each Town employee doing work, if any. Include payroll journal/log as back up for dates work and hourly rate. Each person should fill out their own sheet with a supervisor signing off.

- Attachment E sheets – for each County employee. Include payroll log/journal as back up for hourly rate. Each person should fill out their own sheet with a supervisor signing off.

- Photos of work done - Please also include progress photos.

I'm cc-ing Chris Steber on this email as he will be the contact in the Region while I am out on maternity leave.

Please let me know if you have any questions.

Erin

**Erin Drost**

Grants Officer

**New York State Parks, Recreation and Historic Preservation**

Palisades/Taconic Regions

PO Box 308

Staatsburg, NY 12580

(845) 889-3866

[www.nysparks.com](http://www.nysparks.com)

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**6 attachments**

-  **Standard PROJECT PERMIT.docx**  
33K
-  **State Aid Voucher.pdf**  
20K
-  **Grantee Certification.doc**  
30K
-  **Expense Summary.doc**  
42K
-  **Att.B.ForceAccount.pdf**  
33K
-  **Attachment E - Value of Donated Labor Time Sheet - DRAFT CLEAN COPY 5-2013.docx**  
17K

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**Town Supervisor** <[supervisor@philipstown.com](mailto:supervisor@philipstown.com)>  
To: Richard Shea <[shea@philipstown.com](mailto:shea@philipstown.com)>

Mon, Mar 28, 2016 at 9:35 AM

[Quoted text hidden]

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**6 attachments**

-  **Standard PROJECT PERMIT.docx**  
33K
-  **State Aid Voucher.pdf**  
20K
-  **Grantee Certification.doc**  
30K
-  **Expense Summary.doc**  
42K

 **Att.B.ForceAccount.pdf**  
33K

 **Attachment E - Value of Donated Labor Time Sheet - DRAFT CLEAN COPY 5-2013.docx**  
17K

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**Richard Shea** <shea@philipstown.com>  
To: Town Supervisor <supervisor@philipstown.com>

Tue, Mar 29, 2016 at 2:06 PM

Dottie  
Please print  
[Quoted text hidden]

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**6 attachments**

 **Standard PROJECT PERMIT.docx**  
33K

 **State Aid Voucher.pdf**  
20K

 **Grantee Certification.doc**  
30K

 **Expense Summary.doc**  
42K

 **Att.B.ForceAccount.pdf**  
33K

 **Attachment E - Value of Donated Labor Time Sheet - DRAFT CLEAN COPY 5-2013.docx**  
17K



# Town of Philipstown

Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

17

## MONTHLY REPORT for March 2016

1. Fees Collected	<u>14,910.70</u>
2. Total Number of Permits Issued	<u>25</u>
3. New One- or Two-family dwellings:	<u>1</u>
4. New Commercial/Industrial buildings:	<u>0</u>
5. New Hazardous (H) occupancies:	<u>0</u>
6. New Multi family occupancies:	<u>0</u>
7. Additions, alterations or repairs residential buildings	<u>10</u>
8. Additions, alterations or repairs commercial buildings:	<u>0</u>
9. All other permits (pools, sheds, decks, plumbing, HVAC, etc.)	<u>14</u>
10. Number of Certificates of Occupancy :	<u>21</u>
11. Number of Stop Work Orders issued:	<u>0</u>
12. Operating permits issued	<u>0</u>
13. Operating permits issued hazardous materials	<u>0</u>
14. Operating permits Hazardous processes and activities	<u>0</u>
15. Permits issued for the Use of pyrotechnic devices:	<u>0</u>
16. Inspection of public assembly :	<u>1</u>
17. Inspection of commercial occupancies	<u>4</u>
18. Inspection of buildings with 3 or more dwelling units:	<u>0</u>

Projects of Significance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_