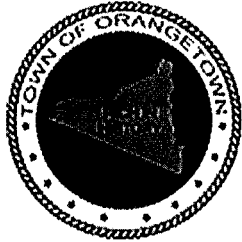


ORANGETOWN TOWN CLERK, ROSANNA SFRAGA
ROCKLAND COUNTY SOLID WASTE AUTHORITY
and PEOPLE TO PEOPLE will host
PAPER SHREDDING & NON-PERISHABLE
FOOD COLLECTION EVENT



Saturday, May 1st, 2021
8:00 a.m. – 12 noon

Shredding Service is FREE & SECURE

- Drive-thru (drive-up to the shredding truck and someone will unload your documents from your vehicle)
- Paper Clips and Staples are Acceptable
- NO Plastic Bags, Binders, or Large Binder Clips
- Please bring non-perishable food items for donation to "People to People" local food pantry



Let's shred hunger together!

Orangetown Town Hall - Parking Lot
26 Orangeburg Road, Orangeburg, NY

**LOCAL LAW NO. ___ OF 2021 OF THE
INCORPORATED TOWN OF ORANGETOWN, NEW YORK
TOWN BOARD TO AMEND CHAPTER 6 AND CHAPTER 43 OF THE TOWN CODE
OF
THE TOWN OF ORANGETOWN RELATED TO ACCESSORY STRUCTURES.**

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF ORANGETOWN AS FOLLOWS:

Additions are underlined. ~~Deletions are stricken.~~ The said section of the Code is amended as follows:

As amended, Chapter 6 entitled “Building Construction Administration” originally adopted by the Town Board on 4-8-1963 and as thereafter amended and Chapter 43 originally adopted by the Town Board 7-7-1969 by LL No. 4-1969 and as thereafter amended, are hereby amended as follows:

Section One.

Chapter 6

§6-9 Issuance of Building Permit.

E. Exemptions. No Building Permit shall be required for work in any of the following categories:

- (1) Construction or installation of one-story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed ~~100~~ 144 square feet and is a portable building;
- (5) Construction of retaining walls ~~less than two feet in height~~ unless such walls support a surcharge or impound Class I, II or IIIA liquids or redirect the current direction of drainage flow;

Section 2.

Chapter 43

Article XI Definitions and Word Usage

§11.2 Definitions

ACCESSORY

The term applied to a building or use which is clearly incidental or subordinate to and customarily in connection with the principal building or use and which is located on the same lot with such principal building or use. No residential building, tourist cabin or summer colony cottage shall be considered as "accessory" to any residential building. However one guesthouse, one caretaker's cottage or one servants' quarters may be considered as "accessory" to a residential use in R-80 only. Any "accessory" building attached to a principal building is deemed to be part of such principal building in applying the bulk regulations to such building. "Accessory" buildings, structures and uses shall not be subject to performance standards procedure, except as set forth in § 4.12. A portable building not over ~~100~~144 square feet in area shall be permitted without a building permit on any residential lot in any rear or side yard, but not closer than five feet to any property line. Notwithstanding any other provisions in the Zoning Code to the contrary, vending machines and entertainment devices shall be deemed "accessory" to recreation establishments, such as bowling alleys, dance halls, billiard parlors, driving ranges and miniature golf courses; eating and drinking places; hotels and motels; and the same shall be permitted without a building permit. An establishment where the vending machines and entertainment devices are the principal use, such as an arcade, shall be subject to the requirement for a special permit found in the CS District, Column 3, Zoning Board, Note 9, and all such other zoning districts which refer to that note.

Section 3.

This Local Law shall take effect upon the filing of same with the Secretary of State.

Many other municipalities language such as this below. This is from Clarkstown:

Accessory buildings in required side or rear yards. A building accessory to a single-family or two-family dwelling in any district except R-80 and R-40 may be located in any required side or rear yard, provided that it does not exceed 12 feet in height, it is set back from any lot line two-thirds ($2/3$) the height of such building, and the floor area of all such buildings on the lot does not exceed 15% of the area of the lot. Accessory buildings constructed at the same time may be located in pairs or groups in the required rear yard along the common side or rear lot line. Accessory buildings when not constructed in pairs or groups on adjacent yards shall be no closer than 10 feet to the rear or side yard line in an R-22 and R-15 District.



DASNY

ANDREW M. CUOMO
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

January 25, 2021

VIA EMAIL

Ms. Allison Kardon
Confidential Assistant to Town Supervisor
Town of Orangetown
26 West Orangeburg Road
Orangeburg, NY 10962

*Re: State and Municipal Facilities Program (“SAM”)
Renovations to Camp Shanks Museum
Project ID: #24198*

Dear Ms. Kardon:

As you know, the State has awarded the Town of Orangetown (“Grantee”) a State and Municipal Facilities Program (“SAM”) grant for the above-referenced project in the amount of \$50,000 (the “Grant”).

This letter explains the documentation you will need to complete and return to DASNY. ***Please return the completed documentation described below within thirty days or send an email to srosney@dasny.org to let us know when you anticipate being able to return the information.***

Please keep in mind that the completion of these documents is the beginning of the Grant Administration process and a number of approvals must be obtained before DASNY may enter into a GDA with the Grantee. ***Please read the FAQs. They provide information you will need throughout the grant administration process.***

In addition, as part of the legal review of your Grant, DASNY will need you to complete and return the following documents. The documents and their purposes are summarized below.

Note: An Authorized Officer is someone who can bind the Grantee to a contract. Please contact the Grantee’s attorney if there are any questions as to who can sign on behalf of the Grantee. By signing these documents, the person signing is certifying that they are authorized to bind the Grantee to the terms of the documents.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 539 Franklin Street, Buffalo, NY 14202 | 716-884-9780
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK’S FUTURE.
www.dasny.org

Grantee Certification

- Certain laws prohibit the use of public funds to finance religious programs or programs that may favor one religion over another. As the issuer of the bonds that will finance the project to be funded with Grant funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations.

Accordingly, please review the attached Grantee Certification (at the end of this letter) to ensure it accurately states the purposes for which the Grant funds will be used. Please arrange for two Authorized Officers of your organization to sign the Grantee Certification.

Project Certification

- As the issuer of the bonds that will finance the project to be funded with Grant funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. This includes verifying that Grant funds will not be used for a project that was previously funded with Grant proceeds, administered by DASNY, for substantially the same project at the same location as described in a Preliminary Application or Project Information Sheet DASNY processed within the last six (6) years.

Accordingly, please review the attached Project Certification (at the end of this letter) and arrange for an Authorized Officer of your organization to sign the Project Certification.

Evidence of Site Control

- Site control is required to evidence that the Grantee has sufficient authorization and control to undertake the project at the project location. In order to verify the Grantee owns, leases, or otherwise has control over the site where the project will be located, please provide a copy of the deed, lease, or other document evidencing site control by the Grantee. In the case of a vehicle purchase, title and registration will be needed at the time that requisitions for Grant funds are submitted. DASNY will also need to know the location for where the vehicle will be kept.

Financial Documentation

- Please send a copy of quotes, proposals, cost estimates or any other document that will justify the overall project value. As part of DASNY's financial review of the project, we must receive an estimate setting forth the projects costs necessary to complete the project. If the cost estimate is higher than the value of the grant, DASNY will need to see evidence of the other source(s) of funding for the project. Please see the attached checklist as a reference for what is needed for the financial review.

State Environmental Quality Review Act / State Historic Preservation Act Compliance

- Grantees are advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA).



- If the Grantee is a municipality or State agency, you will be asked to submit a copy of your SEQRA determination. If the SEQRA review has not yet begun, you will be asked to establish Lead Agency for the review and include DASNY as an involved agency, and the NYS Office of Parks, Recreation and Historic Preservation's (OPRHP's) State Historic Preservation Office (SHPO) as an interested party.
- Coordination with OPRHP/SHPO is required if the project building or site is eligible for, or listed on, the State and National Register's of Historic Places; if the building or site is considered a contributing element to a defined historic district; or is located in an area of archaeological sensitivity. You can find this information on the SHPO and NYS Department of Environmental Conservation (DEC) websites: (<https://parks.ny.gov/shpo/online-tools/SHPO> and <http://www.dec.ny.gov/eafmapper/>). Please provide DASNY with a copy of the determination letter from OPRHP/SHPO once the consultation has been completed.
- If the Grantee is not a municipality or State agency, but your project would require a discretionary permit (such as site plan review) from a municipality or State agency, please request that the SEQRA Lead Agency add DASNY as an involved agency and SHPO as interested party.

If you have any questions about SEQRA, the Grants Administration staff can refer you to a DASNY Environmental Manager who can assist you with the process.

For your convenience, we have enclosed a form cover letter for you to use when you return the completed documents to DASNY. **Incomplete documents will delay the processing of your Grant application.** You will be contacted during the review process if additional information is needed.

In the meantime, please review the enclosed list of **Frequently Asked Questions**. This list was designed to answer many of the questions that you may have about the Grant process. **Please keep this document to use as a reference during the administration of the Grant.**

Should you have any questions concerning the enclosed documentation, please either call (518) 257-3177 or email srosney@dasny.org and I will contact you.

Sincerely,

Sean Rosney
Grant Program Assistant II

PLEASE PRINT ON ORGANIZATIONAL ("GRANTEE") LETTERHEAD

Grants Administration
DASNY
515 Broadway
Albany, NY 12207

*SUBJECT: State and Municipal Facilities Program ("SAM")
Renovations to Camp Shanks Museum
Project ID: #24198*

Dear Grants Administration:

Enclosed please find the following documents in connection with the SAM Grant awarded to our organization:

1. Completed Grantee Certification signed by two (2) authorized officers;
2. Completed Project Certification signed by an authorized officer;
3. Evidence of Site Control;
4. Articles of Incorporation (and DBA, if applicable) or Charter;
5. Financial documentation; and
6. SEQRA and SHPO documentation

If any further information is needed or if you have any questions, please give [Grantee Contact Person] a call at () _____.

Signature

Print Name

Title

Enclosures

GRANTEE CERTIFICATION
Town of Orangetown
Renovations to Camp Shanks Museum
Project ID: #24198

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The Town of Orangetown has applied for a State and Municipal Facilities Program (“SAM”) Grant in the amount of \$50,000. This Grant will be used for the Renovations to Camp Shanks Museum. We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Town of Orangetown, we hereby certify the following in connection with the project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
 - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
 - the project or program is publicly funded;
 - the project or program is open to all, regardless of religious affiliation; and
 - the project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award a SAM Grant to the Town of Orangetown.
- We have the authority to submit this certification on behalf of the Town of Orangetown.
- By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return these documents to DASNY at grants@dasny.org. Please return them from the Grantee’s organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee’s designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer Signature

Printed Name

Date

Title

Authorized Officer Signature

Printed Name

Date

Title

**PROJECT CERTIFICATE OF THE
Town of Orangetown
State and Municipal Facilities Program (the "SAM")
For the Renovations to Camp Shanks Museum
(Project ID: 24198)**

I, the undersigned, an Authorized Officer of Town of Orangetown (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Project shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, as well as has or will develop, implement, and maintain a usage policy.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if Town of Orangetown is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
 - Deposits advance payments, or progress payments until work is completed, or goods received by grantee;
 - to pay down long term debt;
 - internal labor costs;
 - rental or leased equipment;
 - stockpiled materials;
 - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return these documents to DASNY at grants@dasny.org. Please return them from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Town of Orangetown

By: _____

Name: _____

Title _____

**LOCAL LAW NO. ___ OF 2021 OF THE
INCORPORATED TOWN OF ORANGETOWN, NEW YORK
TOWN BOARD TO AMEND CHAPTER 2, CHAPTER 24C, CHAPTER 43 AND
ADDING CHAPTER 31C TO THE TOWN CODE OF
THE TOWN OF ORANGETOWN RELATED TO SIGNS.**

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF ORANGETOWN AS FOLLOWS:

As amended, Additions are underlined, ~~Deletions are stricken~~. The said section of the Code is amended as follows:

Chapter 31C is hereby established as set forth below. As amended, Chapter 2 entitled “Architecture and Community Board of Review” originally adopted by the Town Board on 3-8-1965 by LL No. 2-1965 and as thereafter amended; Chapter 24C entitled “Property Maintenance” originally adopted by the Town Board on 11-18-2002 by LL No. 7-2002 and as thereafter amended; Chapter 43 originally adopted by the Town Board 7-7-1969 by LL No. 4-1969 are hereby amended as follows:

Section 1. The Town Board hereby establishes Chapter 31C entitled “Sign Regulations” as follows:

Chapter 31C. SIGNS

§ 31C-1. Title.

This chapter shall hereafter be known and cited as the “Sign Law of the Town of Orangetown.”

§ 31C-2. Purpose.

The intent and purpose of these regulations is to establish a reasonable framework for signage that recognizes the rights of citizens to exercise free speech and facilitates communication, at the same time recognizing the need to protect the safety and welfare of the public, maintain attractive appearance in the community, and allow adequate business identification. It is the further intent of these regulations to maintain a balance between the commercial needs of business enterprises and their visual impact on residents and visitors of the Town. To these ends, the regulations seek to ensure that all signs within the Town of Orangetown:

- A. Are compatible with their surroundings and consistent with the objectives of proper design and zoning considerations.
- B. Allow and promote optimum conditions for meeting the sign user’s rights and needs while at the same time promoting an attractive environment desired by the general public.
- C. Are designed, constructed, installed, and maintained in such a manner that they do not endanger public safety or traffic safety.
- D. Are visible and legible in terms of the message they are intended to convey.

§ 31C-3. Compliance required.

No person, including any owner, lessee, or other occupant of any premises, shall erect, construct or display, or permit the erection, construction, or display of any sign within the Town of Orangetown, other than in accordance with the provisions of this chapter.

§ 31C-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BANNER OR PENNANT — Any cloth, bunting, plastic, paper, or similar nonrigid material used for advertising purposes attached to any structure, staff, pole, line, framing, or vehicle.

BILLBOARD — A permanent off-premises outdoor advertising sign erected, maintained or used for the purpose of commercial or noncommercial messages.

BRACKET SIGN — A sign having a size no larger than six square feet, mounted on the ground using one or more posts.

HEIGHT OF SIGN — The vertical distance from the uppermost point used in measuring the area of a sign to the average grade immediately below and adjoining the sign.

SIGN — Any announcement, declaration, demonstration, billboard display, illustration, symbol, token, figure, device, design, banner, image or insignia used to promote or advertise the interests of any person, group of persons, company, corporation, service or product when the same is placed, erected, attached, painted or printed where it may be viewed from the outside of any structure on the premises where placed. The display of merchandise and products inside a building and located at least two feet from a window shall not be considered a sign.

SIGN AREA — The area within the outside perimeter of all faces of a sign, including all decorations or the entire sign, if portable, but excluding supports, if any, unless the same are illuminated. In computing “sign area,” the area of all faces of a sign shall be counted, except that the “area of a double-faced sign” shall be computed by computing the area of one side thereof. Where any neon tube, string or incandescent lights or similar device is utilized, the “sign area” shall be the area within the maximum length and total height of the lettering or device.

TEMPORARY SIGN — Any sign intended to be displayed for a limited period of time and capable of being viewed from any public right-of-way, parking area or neighboring property. Banners, pennants, bunting, streamers and similar devices shall be considered temporary signs.

§ 31C-5. General guidance.

- A. The number and size of accessory signs for each zoning district is provided in Chapter 43, Zoning, Use Tables, Column 5.
- B. For land use applications, the respective land use boards have authority under various Code provisions to review and approve signage relating to land use applications.
- C. In addition to the regulations as referenced in paragraph A above, the signs, devices and installations listed below are prohibited anywhere in the Town of Orangetown.
 - (1) Flashing, moving, animated, digital (except time or temperature), or fluttering signs. (Fire departments, school districts, governmental entities, religious institutions, and civic organizations such as the Rotary Club, Lions Club or Chambers of Commerce are exempt from this prohibition).
 - (2) Signs that emit smoke, visible vapors or particles, sound or odor.

- (3) Signs affixed to the exterior of a window or glass.
 - (4) Signs of such design and location that they interfere with, compete for attention with or may be mistaken for a traffic signal.
 - (5) Billboards.
 - (6) Signs that are displayed in such a manner as to be hazardous to traffic.
 - (7) Window and door signs that exceed 15% of the glass area and temporary window and door signs that exceed 10% of the glass area.
 - (8) Signs that are painted, pasted, printed on or hung from any wall, façade, roof, window, door, curbstone, flagstone, pavement or any portion of any sidewalk or street except house numbers, traffic control signs, and other signs specifically authorized by Town Code.
 - (9) Except as otherwise permitted in this chapter, signs which are not accessory to a use located on the premises.
 - (10) Highly reflective glass or fluorescent paint in red, green or amber.
 - (11) Any sign erected, constructed, or maintained above the primary roof or roof peak of a building.
 - (12) Internally lit “can” or cabinet signs with transparent backgrounds.
 - (13) Inflatable signs or devices.
 - (14) Temporary signs that have a maximum total sign area of over 32 square feet or exceed 10 feet in height or width.
 - (15) Signs attached to utility or light poles (other than for utility identification purposes), trees, fences, traffic signs, and street markers.
- D. No person other than a duly authorized official or employee of the Town shall post, attach or display any sign, notice, placard, poster, or other advertising medium to or upon or over any sidewalk, tree, stone, fence, wall, pole, railing or other object in, along, upon, or over any street, park or other public place in the Town except as otherwise as set forth herein. Any signage so placed shall be removed without notice by the Town.
- E. Notwithstanding the prohibition of signs in the public right of way, property owners are authorized to post signs that otherwise comply with the Town Code on rights of way directly abutting their property, however, such signs may be removed by the

Town if necessary for maintenance purposes or if the placement of the sign constitutes a hazardous or dangerous condition.

- F. No sign shall be placed on any private property without the consent of the owner thereof.
- G. No sign shall be placed or painted on any tree or rock.
- H. No sign shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where by reason of the position, shape or color it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, or which makes use of the words "STOP," "LOOK," "DRIVE-IN," "DANGER," or any other word, phase, symbol or character in such manner as to interfere with, mislead or confuse traffic. This shall not prohibit signs in private parking lots as directed by the Planning Board.
- I. No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape.
- J. Sign lighting. Illuminated signs may be directly or indirectly lighted, provided that they comply with the following standards:
 - (1) Illumination of directly illuminated signs shall be of the diffused lighting type.
 - (2) Indirectly illuminated signs with external spot or flood lighting must be arranged such that the light source is directed away from passersby. The light source must be directed against the sign such that it does not shine into adjacent property or cause glare for motorists and pedestrians.
 - (3) Floodlights or spotlights used for the illumination of signs, whether such lights are attached to or separate from the building, shall not project light beyond the sign. Gooseneck reflectors and lights shall be permitted, provided that the reflectors shall be provided with proper glass lenses concentrating the illumination upon the area of the sign so as to prevent glare upon the street or adjacent property.
 - (4) All lighting in connection with signs shall be extinguished by 11:00 p.m. prevailing time, or at the close of business or activity services by said signs or lights; provided, however, that the Building Inspector may authorize exterior lighting at additional hours to assist in the protection of properties which otherwise may be subject to this section when so recommended by the Chief of Police of the Town of Orangetown.

§ 31C-6. Guidance for land use boards.

Town of Orangetown land use boards when considering the appropriateness of signs, shall consider the following matters, not relating to content:

- A. The size of signs shall be in proportion to the size of their location.
- B. All signs should be architecturally integrated with their surroundings in terms of size, shape, color, texture and lighting so that they are complementary to the overall design of the building.
- C. Signs should reflect the character of the building and its use.
- D. Signs should respect the context of the building's location and the overall character of the area.
- E. Signs should complement the primary design elements of unique architectural features of buildings.
- F. The number of signs per building should be limited to the fewest necessary to clearly identify businesses located within.
- G. Signs should not cover or obscure important architectural features of the building.
- H. Primary signs should contain only the name of the business and/or its logo or the address.
- I. The colors and lettering styles should complement the building façade.
- J. The design and alignment of signs on multiple use buildings should complement each other such that a unified appearance is achieved.
- K. The size of letters and graphics should be no larger than what is necessary to display a legible and aesthetic text.

§ 31C-7. Temporary signs.

In all zoning districts, temporary signs are authorized as follows:

- A. Bracket signs with a maximum total sign area of six square feet are authorized without set back limitations.
- B. Temporary signs that have a maximum total sign area of 32 square feet or less.
- C. Temporary signs shall not exceed 10 feet in height or width.

- D. All temporary signs that are not bracket signs must have a set back from the designated street line of a minimum of 5 feet.
- E. All temporary signs shall be removed within 90 days of their initial placement and may not be re-posted for a period of 60 days.

§ 31C-8. Administration and enforcement; penalties for offenses.

- A. Administration. This chapter shall be administered by the Building Inspector of the Town of Orangetown, who shall be responsible for the inspection, investigation and pursuit of compliance through enforcement of all the provisions of this chapter.
- B. Enforcement.
 - (1) The Building Inspector, his or her subordinates, and Town officials with code enforcement authority shall enforce all provisions of this chapter and are empowered to cause any sign, place or premises to be inspected and to order in writing the remedying of any condition found to exist in violation of any provision of this chapter.
 - (2) All written notices issued shall be by first class mail and shall be posted on the premises in full view, or by certified mail, return receipt requested, to the last known address of an owner, tenant, lessee or other cited person or business entity.
 - (3) For the purposes of any prosecution pursuant to this chapter, it shall be presumed that the owner, tenant, lessee, agent, property manager, sign company, contractor or any other person involved with the building where a violation of this chapter has been committed or exists is subject to penalties in accordance with the provisions of this chapter.
 - (4) Any sign placed on Town property or in a Town right of way in violation of this Chapter may be removed by the Town without notice to the owner of the sign. The cost of such removal may be charged to the owner of the sign and the person responsible for placing the sign.
- C. Penalties. Any person, firm or corporation who shall violate any of the provisions of this chapter shall be punishable by a penalty as set forth in Chapter 41A of this Code, as well as being required to pay for the reimbursement of costs to the Town associated with removal of the sign.

§ 31C-9. Severability.

The phrases, clauses, sentences, paragraphs, and subsections of this chapter are severable, and if any phrase, clause, sentence, paragraph, or subsection of this chapter shall be declared

unconstitutional or otherwise unlawful by the valid judgment, decree, injunction or order of a court of competent jurisdiction, such ruling shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and subsections of this chapter.

Section 2. The Town Board hereby amends Chapter 24C entitled “Property Maintenance” as follows:

§ 24C-12. Signs.

- ~~A. In the unincorporated portion of the Town of Orangetown all political signs, posters, stickers, and advertising shall be removed from all poles, structures and other public areas within 30 days of an election, general election or primary election by the candidate or his or her committee.~~
- ~~B. In the unincorporated portion of the Town of Orangetown all event signs, garage sale, tag sale, rummage sale, yard sale or sale event signs, posters, stickers and advertising shall be removed from all public areas (where otherwise permitted) within seven days of the sale, or be subject to removal by the Town, notwithstanding the provisions of § 24C-15 of this chapter.~~
- ~~C. In the unincorporated portion of the Town of Orangetown all "For Sale" signs or signs which offer items for sale, employment, merchandise, products and services and/or any other advertising or temporary sign are prohibited within the public highway right-of-way.~~
- ~~D. Any signage placed on the public highway or right-of-way in violation of this section shall be removed without notice. Any signage remaining after the expiration of the time period referred to in § 24C-12A and B above shall be removed without notice, and a report by the Superintendent of Highways will be filed with the Town Board showing the cost and expense of such removal.~~
- A. The owner or tenant of a building or premises shall properly maintain all signs on his or her property. All signs, awnings and canopies, together with their framing, supports, braces and anchors shall be kept in repair and a proper state of preservation. The display surfaces of all signs, awnings and canopies shall be kept neatly painted or posted at all times, free from paint scaling or breaks, tears and defacing.
- B. Unsafe signs or unsightly, damaged, or deteriorated signs or signs in danger of falling shall be removed upon written notice. If compliance is not achieved within the time period specified in such notice, the sign shall be repaired or removed by the Town and the costs assessed to the property owner.
- C. The owner or tenant of a building or premises shall remove all temporary signs within the appropriate timeframe required by Section 31C-7E.

Section 3. The Town Board hereby amends Chapter 43, entitled “Zoning”, Article IV entitled “Additional Use Regulations” as follows:

§ 4.2. Additional regulations for signs and artificial lights.

4.21. General controls over signs: No sign, billboard, advertising display or structure, poster or device shall be erected, moved, enlarged or reconstructed except as expressly permitted in this Code, State, county and Town signs and private traffic signs installed for public purposes shall be excluded from the total sign area permitted for business and advertisement signs where used solely for traffic safety and direction.

~~4.22. Prohibited signs. The following types of signs or artificial lights are prohibited:~~

- ~~(a) Flashing signs.~~
- ~~(b) Signs (except signs painted on awnings or signs on theater marquees) which project more than one foot over the street.~~
- ~~(c) Any artificial light or reflecting device connected to or used with a sign or otherwise located or displayed where such light interferes with, competes for attention with or may be mistaken for a traffic signal.~~
- ~~(d) Illuminated signs outlining any part of a building such as a gable, roof, side wall or corner.~~
- ~~(e) A sign illuminated with a light not shielded so that the direct rays therefrom are visible elsewhere than on the lot where such illumination occurs, or a sign where the light therefrom is visible through a transparent panel.~~
- ~~(f) Unshielded neon signs.~~

4.22. (Reserved)

4.23. Sign allowances for units of lot frontage. The number and sizes of accessory signs provided in Use Table, Column 5, shall apply, provided that the district regulations permit:

- (a) To each street frontage for corner lots or through lots.
- (b) To each unit of street frontage of not less than 500 feet abutting any lot.
- (c) Where sign allowances are combined to form a single sign, such sign shall not exceed a maximum of 30 feet in height or 300 square feet in sign area, set back 75 feet, and may list the name of the shopping center plus tenants.

4.24. Within 500 feet of the right-of-way of the Palisades Interstate Parkway, all signs two square feet or more in area must have the permission of the Palisades Interstate Park Commission or an authorized representative thereof.

4.25. Advertising signs. See §§ 4.32E and 9.362.

4.26. Subdivision signs:

- (a) An advertising sign is to be allowed at the entrance of a subdivision under construction. A total sign area of two square feet for each house and a maximum of 60 square feet of sign are permitted.
- (b) The subdivision sign is to be nonilluminated and set back a minimum of 15 feet from any street, except at street intersections where the setback shall be 25 feet.
- (c) No directional signs advertising subdivisions or buildings shall be posted without Building Department approval and the landowner's permission. Such signs shall not exceed four in number and shall be located within a one-mile distance as measured along roads from the subdivision.
- (d) All subdivision advertising is to be removed upon completion of the project, which shall be prior to the request for the last certificate of occupancy in the subdivision. Removal shall be at that time.

4.27. The exterior lighting of a lot, in every zone, shall be accomplished so that no direct rays therefrom are visible elsewhere than on the lot where such illumination occurs.

~~4.28. Temporary signs. The following regulations shall apply to temporary signs (for purposes of these regulations, portage signs, flags, pennants, bunting, streamers and similar devices shall be considered temporary signs):~~

- ~~(a) The Building Inspector may grant special permission for the maintenance of a temporary sign or signs to a charitable or nonprofit organization for a period not to exceed 30 days. No fee is to be charged for such.~~
- ~~(b) Temporary signs announcing the grand opening of premises shall be permitted in CS, CC and CO Districts for a period not to exceed 15 days before the date of opening and 15 days after the date of opening. Such sign shall not be hung from public utility poles, trees or other public property. Special event, holiday signs, grand openings and announcement signs heralding special sales or events may be permitted in these districts for a period not to exceed 15 days.~~
- ~~(c) No sign, other than signs placed by agencies of the government, shall be placed on any public property unless written consent is first obtained from the Orangetown Town Board. No sign shall be placed on any private property without the consent of the owner thereof. No sign shall be placed or painted on any tree or~~

~~rock. No sign shall be placed on any utility pole except for utility identification or similar purposes.~~

- ~~(d) — One contractor sign per frontage, with a maximum size of 24 square feet, shall be permitted, provided that such signs are located at ground floor level and shall be erected no more than five days prior to the beginning of construction for which a valid permit has been issued and shall be removed within five days after completion of the project.~~
- ~~(e) — A temporary sign announcing the anticipated occupancy of a site or building may be permitted for a period not to exceed three months without the Building Inspector's approval. Such sign shall not exceed 24 square feet if it is affixed to a building or wall and not more than 40% of the window area if an interior sign.~~
- ~~(f) — One temporary nonilluminated sign advertising the sale or rental of the premises on which such sign is situated may be permitted, with an area of not over four square feet, provided that such sign is located on the front wall of the building or, if freestanding, then not nearer than 15 feet to any street, except at street intersections, where setback shall be 35 feet.~~

Section 4. The Town Board hereby amends Chapter 43 entitled “Zoning”, Article XI – “Definitions and Word Usage” as follows:

SIGN

For all definitions relating to signs, see § 31C-4.

~~Any structure or part thereof, or any device attached to a building or painted or represented thereon, which shall display or include any letter, word, model, flag, device or representation which is in the nature of, or which is used as, an announcement, direction or advertisement, for commercial purposes or otherwise. A "sign" includes a billboard, also a neon tube, string of lights or similar device outlining or hung upon any part of a building or lot, but does not include the flag or insignia of any nation or group of nations or of any governmental agency or of any political, educational, charitable, philanthropic, civic, professional, religious, business or like campaign, drive, movement or event.~~

~~SIGN, ADVERTISING~~

~~A sign, including the type commonly known as a "billboard," which directs attention to a business, commodity, service, entertainment or attraction conducted, sold, offered or existing elsewhere than upon the same lot where such sign is displayed or only incidentally upon such lot.~~

~~SIGN AREA~~

~~The area within the outside perimeter of all faces of a sign, including all decorations or the entire sign, if portable, but excluding supports, if any, unless the same are illuminated. In computing "sign area," the area of all faces of a sign shall be counted, except that the "area of a double-faced sign" shall be computed by computing the area of one side thereof. Where any neon tube, string or incandescent lights or similar device is utilized, the "sign area" shall be the area within the maximum length and total height of the lettering or device.~~

~~SIGN, BUSINESS~~

~~A sign which directs attention to a business, commodity, service, entertainment or attraction conducted, sold or offered upon the same lot where sign is displayed. A "For Sale" or "To Let" sign related to the lot on which it is displayed shall be deemed to be a "business sign."~~

~~SIGN, DIRECTIONAL~~

~~A sign with sign area of not over two square feet indicating the direction or route to an establishment.~~

~~SIGN, FLASHING~~

~~Any directly or indirectly illuminated sign on which the artificial light is not maintained stationary and constant in intensity and color, at all times when in use.~~

~~SIGN, ILLUMINATED~~

~~Any sign intensified by artificial or natural light, or a sign incorporating a device or material designed to increase reflected light, such as iridescent or fluorescent paints, scotch lite, sequins or disc reflectors.~~

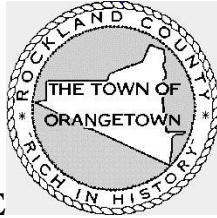
~~SIGN WALL AREA~~

~~The area of a building wall below 30 feet abutting on a street, including windows and doors.~~

Section 5. The Town Board hereby amends Chapter 2 entitled “Architecture and Community Appearance Board of Review” as follows:

§ 2-5. Recommendations.

- B. Inappropriateness of a structure or land development in relation to any other structure or land development existing or for which a permit has been issued or to any other structure or land development included in the same application with respect to one or more of the following features:
- (1) Cubical contents.
 - (2) Gross floor area.
 - (3) Height of building or height of roof.
 - (4) Other significant design features such as material or quality or architectural design, roof structures, chimneys, exposed mechanical equipment and service, service and storage enclosures, ~~signs~~, landscaping, retaining walls, parking areas, service and loading docks, dividing walls, fences, lighting posts and standards provided that a finding of inappropriateness existed to provoke beyond reasonable doubt one or more of the harmful effects set forth in § 2-1.
 - (5) Signs. In the Board’s review of signs, the Board shall consider and apply the provisions of Chapter 31C – Signs.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2020

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Belleville Landscaping, Inc.
84 North Route 9W
Congers, NY 10920
Tel.: 845-268-7437

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

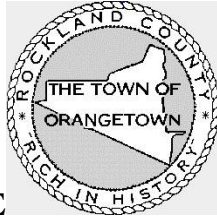
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Coppola Services, Inc.
28 Executive Parkway
Ringwood, NJ 07456
Tel.: (973) 962-1890

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Dutra Excavating, & Sewer
10 Stone Hollow Road
Montvale, NJ 07645
Tel.: 201-930-1229

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

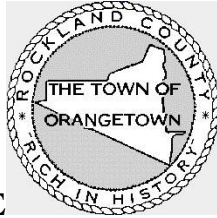
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Hewitt Excavating, LLC
18 Broad Street
Norwood, NJ 07648
201-767-1510

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

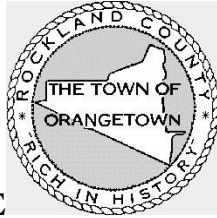
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Paving Solutions, Inc.
548 Route 17M
Monroe, NY 10950
Tel.: 845-782-1775

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Rino Paving & Construction, Inc.
20 Viola Road
Suffern, NY 10901
Tel.: 845-357-5473

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

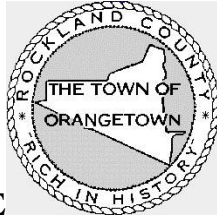
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

SDM Industries
21 South Park Terrace
Congers, NY 10920
Tel.: 845-268-7235

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: January 29, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

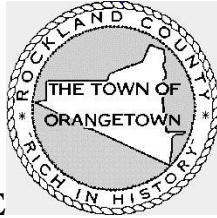
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Victor P. Zugibe, Inc.
66 West Railroad Avenue
Garnerville, NY 10923
Tel.: 845-947-2255

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021.

Should you have any questions, please do not hesitate to contact this Office.

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: February 2, 2021

TO: Rosanna Sfraga, Town Clerk (with originals)

cc: Town Board Members (w/o encl.)
Kimberly Allen, Administrative Secretary to the Supervisor (w/o encl.)
Ellie Fordham, Secretarial Assistant II, DEME (w/o encl.)

FROM: Dennis D. Michaels, Deputy Town Attorney

RE: Certificate of Plumbing Registration (Sewer Work) 2021

The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from a legal standpoint, by the Office of the Town Attorney.

Carmelo Scaffidi & Sons Blacktopping, Inc.
34 North Route 9W
West Haverstraw, NY 10993
Tel.: 845-429-0081

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 9, 2021. Should you have any questions, please do not hesitate to contact this Office.

Should you have any questions, please do not hesitate to contact this Office.

encl.



Rockland County JOB CLASSIFICATION QUESTIONNAIRE

County, Town, Village, School District, Library or Special District Town of Orangetown	Department obzpaee	Position Title (if established) Clerk Part-Time
This position requires:		Rate of Pay
17.25 Hours work per week	12 Months work per year	\$ 12.50 Per hr.
Persons Supervising this position		(Direct, Occasional, General)
Name	Title	Type of Supervision
Jane Slavin	Director	Direct
Persons Supervised by Employee in this position		
Name	Title	Type of Supervision
NA		
Persons doing substantially the same kind and level of work		
Name	Title	Location of Position
Linda Curly	Clerk Part-Time	OBZPAE
PERCENT OF WORK TIME	DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear work picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.	
30%	Sorts, indexes and files building permit applications and supporting plans and documents. Scans and enters documents into department digital system.	
20%	Communicates with the public in person at the service window and via telephone and email. Provides information to the public, applicants and requestors regarding status of applications and requests.	
30%	Processes foil requests, retrieves property files in response to foil request. Receives and processes permit applications. Receives and processes title search requests and retrieves required property files.	
20%	Operates office machines including desktop computer, digital filing system, copier, scanner and large format printer and scanner.	

The above statements are accurate and complete.

Signature:

Date: 1-26-2021

Attach a separate sheet, if more space is needed.

TO BE COMPLETED BY THE APPOINTING OFFICER

Place an (X) mark opposite the item in each group which best describes the work of this position.

<input checked="" type="checkbox"/> Routine, but involves some judgment to perform the duties. <input type="checkbox"/> Complex, involving independent decisions as to scope and planning of projects and programs. <input type="checkbox"/> Difficult, involving independent decisions as to scope and planning of projects and programs.	<input type="checkbox"/> Repetitive and routine. <input checked="" type="checkbox"/> Routine, but involves some judgment to perform the duties. <input type="checkbox"/> Complex, involving independent decisions as to scope and planning of projects and programs. <input type="checkbox"/> Difficult, involving independent decisions as to scope and planning of projects and programs.
<input checked="" type="checkbox"/> Works according to prescribed procedure with supervision available as needed. <input type="checkbox"/> Is under general supervision as exercised through reports, conferences and job inspection. <input type="checkbox"/> Is subject only to policies and administrative approval.	<input type="checkbox"/> Requires no previous training or special knowledge. <input checked="" type="checkbox"/> Requires some basic abilities or knowledge of the general work. <input type="checkbox"/> Requires good knowledge of the primary work. <input type="checkbox"/> Requires thorough knowledge of all phases of the work. <input type="checkbox"/> Requires a particular proficiency or skill in a specialized activity.

What minimum qualifications do you think should be required for this position?

Education: High school _____ Diploma or equivalent diploma _____ years.

College _____ years, with specialization in _____

Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledge, skills and abilities: Organized, ability to understand and carry out basic oral and written directions, ability to process documents, file in alphabetical and numerical orders and maintain basic records. Type of license or certificate required: none

COMMENTS:

CERTIFICATE OF PERSONNEL OFFICE

In accordance with the provisions of Civil Service Law, Section 22, and the Rockland County Rules, the Rockland County Personnel Office certifies that the appropriate civil service title for the position described is:

Clerk (Part-Time) (Non-Competitive)

Signature of appointing officer: _____

Date: 1/26/2021

Signature of appointing officer: _____

Date: 1/26/2021

Signature: _____

Date: 1/26/2021

Lois Gruebel, Commissioner of Personnel

Signature: _____

Date: _____

The new position described by the title indicated in 8 above was established on _____ or at salary grade No. _____ at a salary of \$ _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY IF A NEW POSITION

JAMES J. DEAN
Superintendent of Highways
Roadmaster IV

Orangetown Representative:
R.C. Soil and Water Conservation Dist.-Chairman
Stormwater Consortium of Rockland County
Rockland County Water Quality Committee

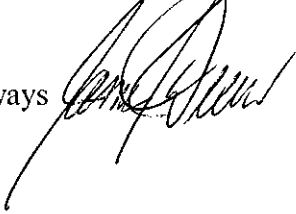


**HIGHWAY DEPARTMENT
TOWN OF ORANGETOWN**
119 Route 303 • Orangeburg, NY 10962
(845) 359-6500 • Fax (845) 359-6062
E-Mail – highwaydept@orangetown.com

Affiliations:
American Public Works Association NY Metro Chapter
NYS Association of Town Superintendents of Highways
Hwy. Superintendents' Association of Rockland County

MEMORANDUM

TO: Town Board

FROM: James J. Dean, Superintendent of Highways 

DATE: January 20, 2021

RE: **APPROVE AGREEMENT FOR EXPENDITURE OF MONEYS FOR
ORANGETOWN 2021 PAVEMENT PRESERVATION
PROGRAM/IMPROVEMENT & REPAIRS**

As per the attached agreement for the expenditure of highway moneys, please place the following resolution on the Tuesday, February 9, 2021 Regular Town Board Meeting Agenda:

RESOLUTION NO. XXX

APPROVE / AGREEMENT EXPENDITURE OF HIGHWAY MONIES / ROCKLAND COUNTY 2021 PAVEMENT PRESERVATION PROGRAM / IMPROVEMENT & REPAIRS

WHEREAS, pursuant to the provisions of Section 284 of the Highway Law, we agree that monies bonded by the Town and received from the State for State aid for the repair & improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS, the sum of \$ 1,220,000.00 shall be set aside to be expended for primary work and general repairs upon **16 miles** of town highways.
2. PERMANENT IMPROVEMENTS, below contains a list of roads which will be treated in the 2021 Pavement Preservation Program:

BLAUVELT

Sgt Parker Dr



Van Wyck Rd

PEARL RIVER

Old South Highland Ave
Marycrest Rd
Sgt Ahlmeyer Rd
Reld Dr
Marion Pl
Patton Pl
Arlene Ct
North Rd
South Pascack Rd
Orangeburg Rd

ORANGEBURG

East 704th St
Birch Ct
Cedar Ave
Kevin Dr
East Cortwood
Wisteria Ct
Oak St
Maple Ave
Dutchess Dr
Pulaski Ct
Spencer Ct
Hunt Rd
Horn St
Ethan Allen Ct
Old Orangeburg Rd
Dutch Hill Rd (N of Orangeburg Rd)
Dutch Hill Rd (S of Orangeburg Rd)
Lester Dr

TAPPAN

Horn St (Howard to Ethan Allen)
Princeton Dr
Revere Pl
Hamilton Ave
Jones Pl
Key Pl
Webster Rd

Hale Pl
Ross Pl
Morris Rd
Liberty Rd
Newport Ave
Ryerson Pl
Conklin Ave
Yorktown Ct
Lawrence St
Avenue C

PALISADES

Muroney Ave
Fern Rd
Justin Ct
Prior Ct

SPARKILL

Depot Square

UPPER GRANDVIEW

South Broadway

There will be money spent on other Town Highways as needed to maintain a safe driving surface. This agreement shall take effect when it is approved by the Town Board.

RESOLVED, approve Agreement for expenditure of Highway monies, between the Town Superintendent of Highways of the Town of Orangetown, Rockland County, New York and the undersigned members of the Town Board.

Councilperson XXXXXXXX offered the above resolution, which was seconded by Councilperson XXXXXXXX and was Adopted:

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

**TOWN OF ORANGETOWN
ROCKLAND COUNTY, NEW YORK**

AGREEMENT between the Town Superintendent of the Town of Orangetown, Rockland County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys bonded by the Town and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of **\$1,220,000.00** shall be set aside to be expended for primary work and general repairs upon **16** miles of town highways.

2. PERMANENT IMPROVEMENTS. The attached spreadsheet contains a list of roads which will be treated in the 2021 Pavement Preservation Program.

There will be money spent on other Town Highways as needed to maintain a safe driving surface.

This agreement shall take effect when it is approved by the Town Board.

Executed in duplicate this _____ day of _____, 2020

Supervisor

Councilman

Councilman

Councilman

Councilman

Town Superintendent of Highways

Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.

ORANGETOWN HIGHWAY DEPARTMENT

SURFACE TREATMENT PROGRAM 10 YEAR PROJECTION PLAN 2018-2027

2021

PEARL RIVER	TAPPAN
Old South Highland Ave	Horn St (Howard to Ethan Allen)
Marycrest Rd	Princeton Dr
Sgt Ahlmeyer Rd	Revere Pl
Reld Dr	Hamilton Ave
Marion Pl	Jones Pl
Patton Pl	Key Pl
Arlene Ct	Webster Rd
North Rd	Hale Pl
South Pascack Rd	Ross Pl
Orangeburg Rd	Morris Rd
	Liberty Rd
ORANGEBURG	Newport Ave
East 704th St	Ryerson Pl
Birch Ct	Conklin Ave
Cedar Ave	Yorktown Ct
Kevin Dr	Lawrence St
East Cortwood	Avenue C
Wisteria Ct	
Oak St	PALISADES
Maple Ave	Muroney Ave
Dutchess Dr	Fern Rd
Pulaski Ct	Justin Ct
Spencer Ct	Prior Ct
Hunt Rd	
Horn St	SPARKILL
Ethan Allen Ct	Depot Square
Old Orangeburg Rd	
Dutch Hill Rd (N of Orangeburg Rd)	UPPER GRANDVIEW
Dutch Hill Rd (S of Orangeburg Rd)	South Broadway
Lester Dr	
	BLAUVELT
	Sgt Parker Dr
	Van Wyck Rd

Proposed Pearl River Parking Permit Changes – Jan 2021

1. Municipal Parking Permit - allows parking from 9am to 6pm in any of the three municipal parking lots:

Cost for full year: \$110 (from \$190)

Cost for half year: \$55 (from \$100)

2. Overnight Parking Permit – allows parking in any of the three municipal lots in designated spaces between the hours of 10pm – 6 am:

Cost for full year: \$200 (from \$300)

Cost for Seasonal: \$100 (from \$200) Nov 15th to April 15th

3. 24/7 Parking Permit - allows for 24/7 parking in any of the municipal parking lots:

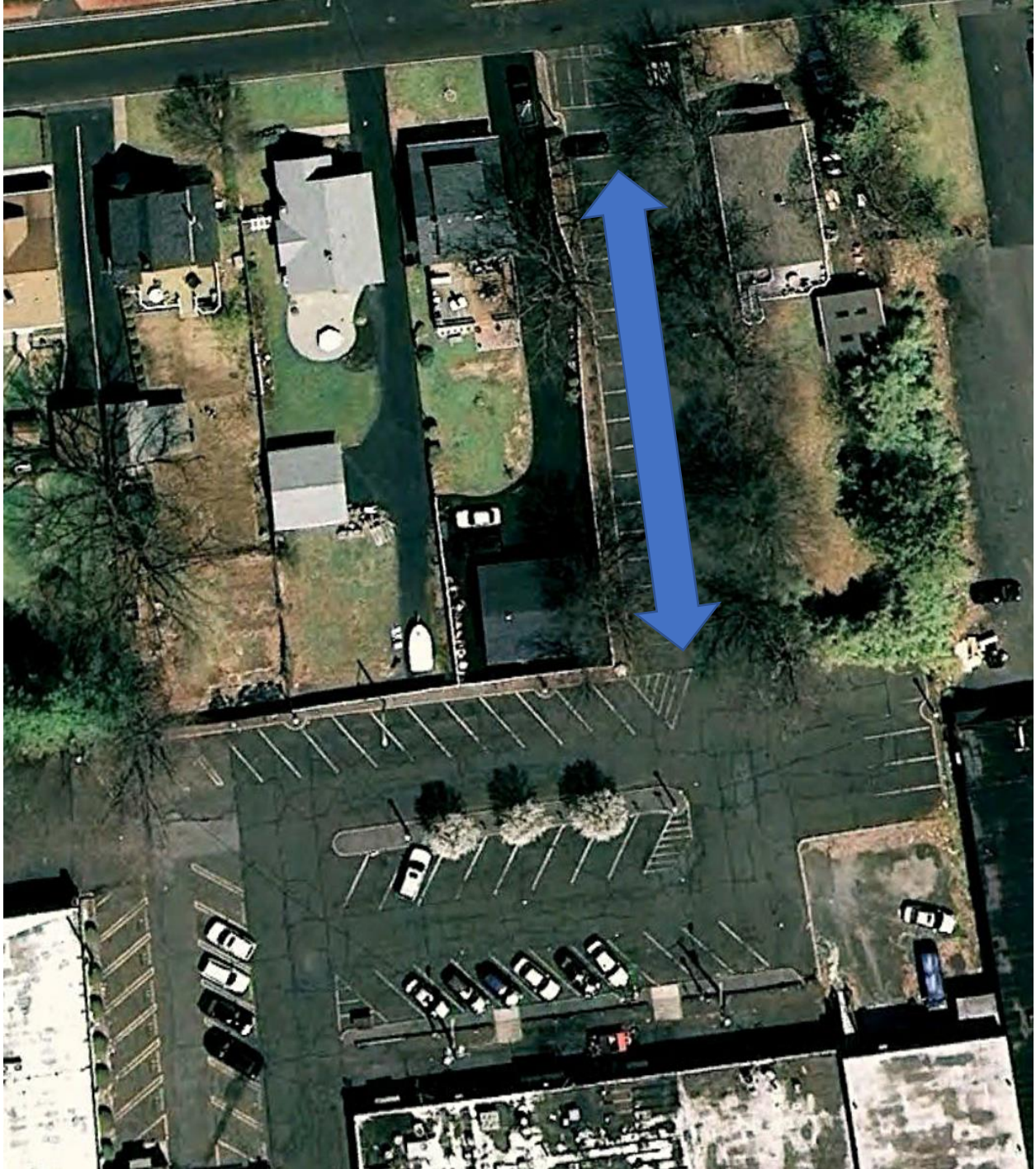
Cost for full year: \$300 (from \$600)

Cost for half year: \$150 (new)

4. Merchant Parking Permit – allows for merchants/employees of businesses to park at the designated “Merchant Only” Parking Meters (Yellow color)

Cost for full year: \$10 (PLUS must pay the meter fee)

The major change, besides the price reduction, is that overnight and 24/7 parking will now be allowed in all three municipal lots as compared to previously being only in Lot #2 (behind Joe & Joes Restaurant). When a permit is issued at the Town Clerks office the purchaser will be advised that in case of forecasted snow or a “Snow Emergency” vehicles must be removed from the lots to allow for snow removal. I will be working with the highway supervisors to see if signage will be needed to direct permit holders’ to specific areas within each lot that they should be parking overnight in. We also will be looking into a notification system, either email or text, to remind them of the above need.



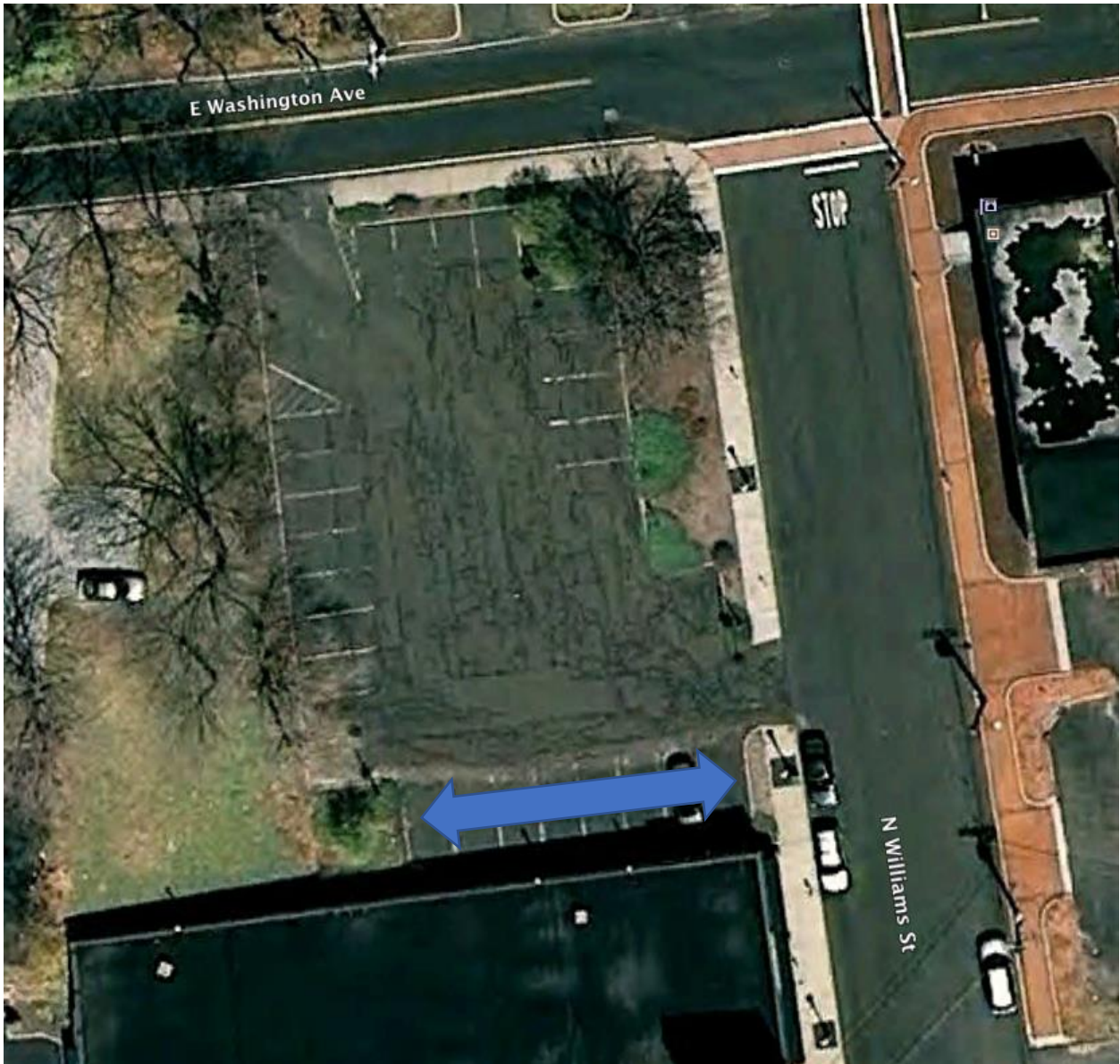
Municipal Parking Lot #1

Overnight & 24/7 parking to be allowed in the parking spaces leading out to E. Washington Ave.



Municipal Parking Lot #2

Overnight & 24/7 parking to be allowed in the eleven parking spaces closest to S. William St.



Municipal Lot #3

Overnight & 24/7 parking to be allowed in the eight parking spaces facing the building.

WARRANT

Warrant Reference	Warrant #	Amount	
Approved for payment in the amount of			
	122320	\$ 39,399.30	Animal Shelter Pmt
	122620A	\$ 442,851.05	Regular Audit
	122820	\$ 131,880.86	Primarily Utilities
	011821	\$ 330.00	
	012021	\$ 142,990.77	Primarily Utilities
	020921	\$ 547,555.65	Regular Audit
	Total	\$ 1,305,007.63	

The above listed claims are approved and ordered paid from the appropriations indicated.

APPROVAL FOR PAYMENT

AUDITING BOARD

Councilman Gerald Bottari

Councilman Paul Valentine

Councilman Thomas Diviny

Councilman Denis Troy

Supervisor Teresa M. Kenny

**TOWN OF ORANGETOWN
FINANCE OFFICE MEMORANDUM**

TO: THE TOWN BOARD
FROM: JEFF BENCIK, *DIRECTOR OF FINANCE*
SUBJECT: AUDIT MEMO
DATE: 2/4/2021
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 2/9/2021 consists of 6 warrants for a total of \$1,305,007.63.

The first warrant had 1 voucher for \$39,399 and was for Hi-Tor Animal Shelter (2020 items).

The second warrant had 86 vouchers for \$442,851 and had the following items of interest (2020 items).

1. Bertussis (p6) - \$10,473 for retainage payable.
2. BPAS Actuarial and Pension (p6) -\$8,125 for actuarial services.
3. Capasso & Sons (p7) - \$68,562 for recycling.
4. Global Montello (p11) - \$18,035 for fuel.
5. Keane & Beane (p13) -\$9,069 for outside counsel.
6. Lothrop Associates, LLP (p19) - \$185,922 for Town Hall design services.
7. Maser Consulting (p19) - \$16,713 for Rt. 303 culvert design work.
8. Rockland County Dept. of Highways (p24) - \$16,541 for paint striping.
9. Rockland County Solid Waste Management (p25) - \$10,413 for solid waste removal.
10. Sprague Operating Resources (p26) - \$9,854 for fuel.
11. State Comptroller (p26) - \$35,262 for Justice fines.
12. Verde Electric (p28) - \$15,124 for retainage payable.

The third warrant had 36 vouchers for \$131,880 and was for utilities (2020 items).

The fourth warrant had 2 vouchers for \$330 and was for streetlight repair (2021 items).

The fifth warrant had 57 vouchers for \$142,990 and was for utilities (2021 items).

The sixth warrant had 113 vouchers for \$547,555 and had the following items of interest.

1. Applied Golf (p3) - \$124,500 for Blue Hill Mgmt contract.
2. Applied Golf (p3) - \$49,583 for Broadacres Mgmt contract.
3. Atlantic Machinery (p3) - \$10,253 for Highway equipment.
4. Axon Enterprise (p4) - \$7,440 for police equipment.
5. Beckman Appraisals (p6) - \$7,500 for tax certiorari expense.
6. Corsi Tires (p8) - \$16,971 for Highway equipment.
7. Crafcro Equipment (p8) - \$8,542 for Highway supplies.
8. Crown Castle Fiber (p9) - \$12,940 for Feb./Mar. connectivity.
9. General Code (p15) - \$25,023 for Town code on CD.
10. Schultz Ford (p21) - \$79,256 for Highway equipment (bonded).
11. US Pitchcare (p40) - \$144,921 for Blue Hill bunker project (bonded).
12. Verde Electric (p41) - \$8,200 for traffic signal at convent and third ave.

Please feel free to contact me with any questions or comments.

Jeffrey W. Bencik, CFA

845-359-5100 x2204