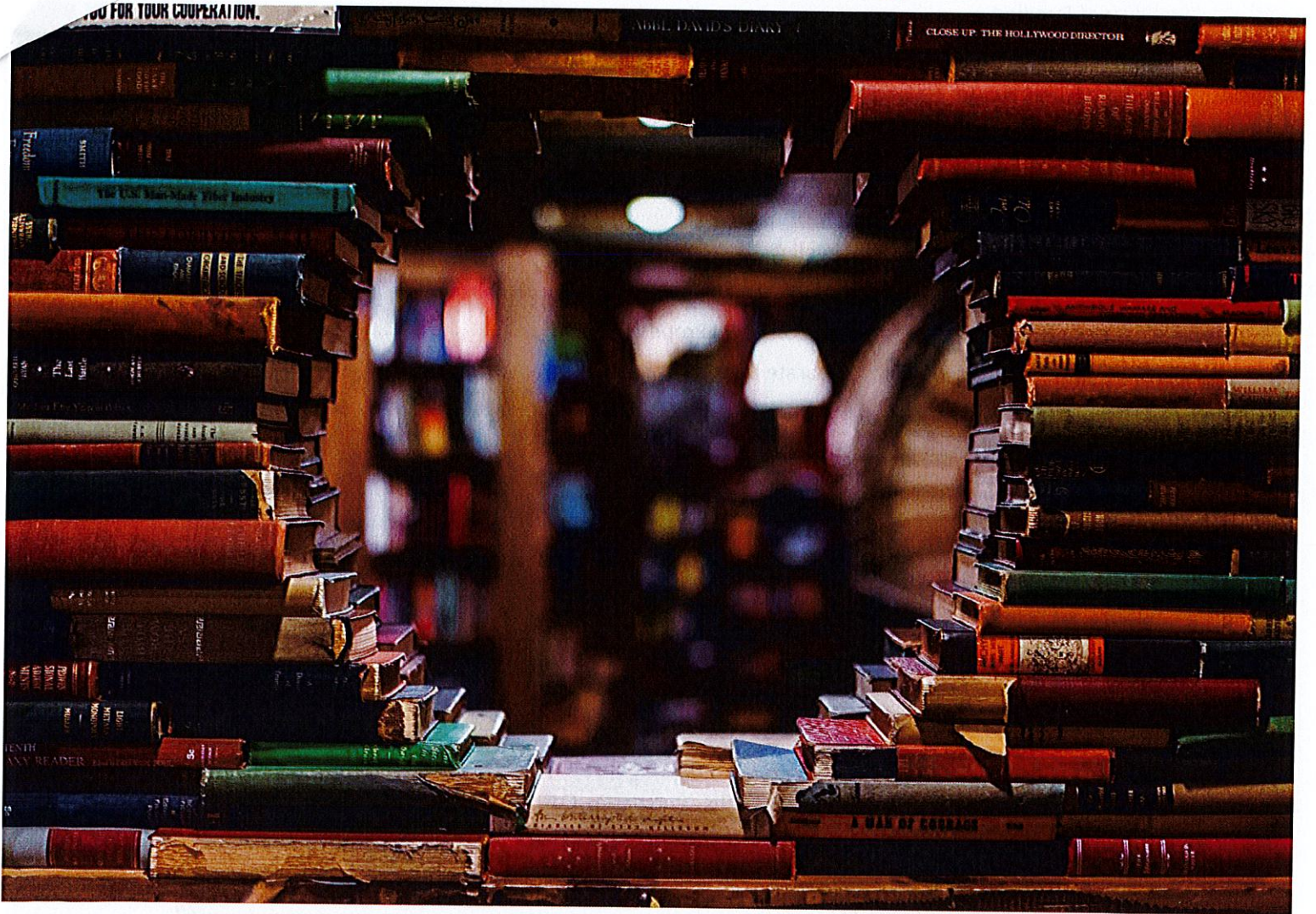


Efficiency Study



Unification of the Palisades, Tappan and
Orangeburg Library Districts
into a Single District with Three Branches

HUDSON VALLEY **PATTERN** *for* **PROGRESS**

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EXECUTIVE SUMMARY

Local libraries are crucial pillars of education, access to information, recreation, and community, making hamlets more attractive and thus underpinning property values and the tax base. Thus, the quality and financial sustainability of libraries is a critical community priority.

This is a study of the financial and service impacts of a proposed unification of the Tappan, Palisades and Orangeburg library districts into a single library district with three branches.

KEY CONCLUSION:

A unified district would reduce costs, improve services and help stabilize finances.

KEY RECOMMENDATIONS:

Library trustees and the town board should begin the process of obtaining NYS authorization for a public vote to create a single district, elect trustees and approve its budget.

Alternatively, library trustees should consider plans for operating their libraries under reduced funding conditions, including reduced staff, hours and services.

It makes sense to explore the costs and benefits of a single district for three simple reasons with many aspects: stability of funding, quality of services and economies of scale.

A single district creates a wide range of opportunities to save money, enhance services, and preserve these vital community institutions for years to come. A single district library system needs one library Director, not three, one accountant, not three, one bookkeeping software license, not three, and fewer copier machines, to note just a few efficiencies. Coordinated purchase of new books and coordinated scheduling of programs can reduce duplication and broaden resources available to the community. Managing staff as one team serving three branch libraries preserves the familiar faces residents expect to see at “their” branch while flexibly responding to staff absences due to illness, vacation or off-site training.

Stability of Funding

The value of a transparent, fair and consistent library funding mechanism is difficult to quantify, but is nonetheless an important benefit of unification. A unified library district budget would be approved through budget votes by district residents – the library users and taxpayers – when the unified library proposes an increase, not by annual contract negotiations with a town board concerned primarily with town government operations and policy. While still subject to the NYS Tax Cap, library budgets adopted via public vote tend to be more consistent from year to year. This change in funding process would bring the three libraries into alignment with the vast majority of library districts in Rockland and New York and make annual budgeting more predictable and long term planning more effective.

In summary, a unified district stabilizes funding:

- Greater financial stability and accountability through public budget approval votes
- Taxation of residents is more simple, fair and transparent
- Residents have direct approval of funding and representation through annual budget votes and election of trustees
- Greater private fundraising capacity with formation of “Friends” group for each branch

Quality Of Services

The three libraries cluster in southern Orangetown and serve a combined population of an estimated 15,000 people. Palisades and Orangeburg libraries are each less than two miles, or a 5 minute drive, from Tappan Library, which lies in between. The three library organizations are essentially identical in structure and purpose and serve the same community – southern Orangetown. Many patrons already use the libraries as if they were a single district, thanks to their physical proximity and similarity of functions, and the fact that their catalogues are linked electronically through the Ramapo Catskill Library System. However, as separate entities, these libraries have limited ability to exploit economies of scale in purchasing, administration and staffing, and limited ability to coordinate services and programs for patrons.

In summary, a unified district improves quality of services:

- Continuity of services - each library becomes a “branch” of a single organization with improved services to the community; closure of buildings and layoffs are not under consideration
- Coordination of programming to eliminate duplication and competition, and improve access
- Coordinated purchasing of books and materials to reduce duplication and broaden collection
- Unified lending rules and shared lending of ebooks, online resources, and museum passes

Economies of Scale

This study identifies the budget savings through operational efficiencies made possible by a single district operating the same facilities with the same staff as currently exist. The most immediate savings can be achieved by eliminating vacant administrative staff positions and combining the contract services the three libraries buy from outside vendors such as audit, RCLS, legal, insurance and maintenance. With further retirements in years to come, staff attrition will yield more savings. Branch closure and staff layoffs are not under consideration. Library trustees do not believe such actions are in the community’s interest.

In summary, a unified district provides economies of scale:

- Reduced staff costs through attrition – elimination of two Director positions at first, with opportunities to right-size staff in subsequent years through attrition; share staff among three branches as needed
- Administrative efficiency - merge duplicative budget, payroll, accounting, and technology systems for consistency and efficiency
- Better pricing on supplies, contractual services and technology through consolidated purchasing

This study includes the comparison of existing budgets to a model budget for a single district for the year 2020. Our analysis indicates that library district unification could result in a net initial expense reduction of as much as 6.8%, or about \$140,000 per year in operating costs, with greater expense reductions possible over subsequent years. Greater savings are possible over successive years as staff retirements and separations create opportunities to re-organize duties and as opportunities emerge to consolidate further contractual services and other costs. While these expense reductions will benefit district taxpayers for years to come, the model consolidated budget developed in this study is not a prediction of future tax levies, which will be impacted by factors beyond the scope of this study.

Loss of Autonomy

Some of the concerns of unification include the possible loss of the separate identity of the current libraries, with changes in the programs and staff to which patrons have become accustomed. Libraries do lose autonomy of governance when they join a single district, and this must be a concern for trustees, patrons and taxpayers interested in preserving familiar facilities, staff and programs. However, as this study shows, a single district may actually support these goals better than current conditions of “independence” in which these small libraries must face common challenges separately, without the benefits of coordinated action.

INTRODUCTION

The trustees of the Orangeburg, Tappan and Palisades Libraries, and the Town of Orangetown, jointly commissioned and funded this study to determine the costs and benefits of unifying these three libraries into a single district with three branches. This study shows that a unified district could save tax dollars while making the libraries more secure financially and more useful to town residents.

Study Scope

This study is a collaboration of library directors and Hudson Valley Pattern for Progress, commissioned and overseen by the trustees of the three libraries and paid for equally by the libraries and the Town of Orangetown. The scope has been to identify and quantify budget savings and any new costs from creating a single district with merged personnel and operations.

The core of the study is the model budget, developed through extensive data collection and analysis. The model budget is not a proposed budget for 2022, the earliest possible year a single district could take effect. The model compares total current library spending to spending expected under a single district.

Staff layoffs and facility closure were specifically excluded from the scope to preserve the relations users have formed with the library staff and buildings.

The study involved the collection and analysis of data on library operations, including:

- ❖ Personnel data – titles, salaries, benefits, organizational charts, staff turnover rate. Consideration of potential labor efficiencies achievable under unified district.
- ❖ Budget data – revenue and expense histories for each library, vendor contracts for professional services, equipment, subscriptions; capital spending.
- ❖ Services data – review of physical facilities; analysis of data on catalogued collections, user activity, circulation of materials among the districts, and programming calendars.
- ❖ Governance and funding structures – review of options for creating a unified district that brings greater funding stability in order to preserve and enhance existing facilities. The working group reviewed current and proposed governance structures in light of the need for fair representation of all district taxpayers and library users within a unified district.
- ❖ Expert consultations – collection of insights and perspectives from other experienced library directors, library management researchers and similar case studies.

Since 2012, Blauvelt Library, the fourth free association library funded through annual town contracts, has been part of the redistricting discussions. These discussions included outside consultants, attorneys, the Town Supervisor and Town Council. The Blauvelt Library Board of Trustees voted not to participate in this study.

This report is not a legal analysis or a plan for implementation. However, in addition to budget efficiencies, this report provides contextual information useful for understanding why library district unification is of interest and how the district unification process might occur.

Summary of Unification Impacts and Timeline

District unification would bring important changes to library governance, budget and administrative processes, while maintaining continuity of services from a library user’s perspective.

The three libraries are currently “Free Association Libraries” with tax districts established by state law, public elections of trustees, and funding through town contracts. The unified library district would be a “Special Legislative District Library” with a single tax district. Election of trustees and approval of budget would occur by public vote. The table below summarizes the effects of unification.

Table 1: Summary of District Unification Impacts

Activity	BEFORE: Three Separate Libraries	AFTER: Unified District
Funding Sources	Taxpayers of the library districts	No change
Annual Budget Approval	Town Board approves separate contract for each library and levies cost on that library's district	Residents of unified district vote on the library budget proposed by trustees
Tax rate per \$1,000 in property value	Different for taxpayers of each library district	Same for all taxpayers of unified district
Tax Collection Method	Library taxes collected by both town and school	Library taxes collected by town only
Total expenses	\$2.08 million	\$1.94 million
Facilities	Three sites	No change
Governance	25 Elected Trustees	7 Elected Trustees
Management staff	3 Library Directors	1 Library Director
Staff	20.16 FTEs, includes full-time and part-time	18.89 FTEs in Year 1; 16.64 FTEs in Year 5 through attrition
Purchasing	Duplicate costs for copiers, phones, databases, trash pickup, security alarms, phones, etc, etc.	Consolidated purchasing
Materials Acquisition	Duplicate purchases of books, etc.	Coordinated collection purchasing
Services	Certain services, such as museum passes, available only to local district residents	All services available to all residents of unified district
Programs	Duplicate and competing programs	Coordinated programming

In summary, unification would preserve the libraries as “branches” of a single organization, while enabling the consolidation of administrative functions and the coordination of services. The biggest change would be to governance, as the libraries would have one board of trustees and one director overseeing all staff and assets. Trustees are already elected by vote at annual meetings. With unification, residents would also elect library trustees and vote on any increases proposed in the library district budget, as occurs in most other library districts. This method of budget approval would replace the current system of three boards of trustees negotiating annual contracts with the Town of Orangetown’s council members during the town’s busy and politically fraught fall budget process. The library district would be directly subject to the NYS Tax Cap law, rather than indirectly via inclusion in the town budget.

There would be one library tax levy, making the funding process more transparent, predictable and accountable. The same taxpayers would fund the new unified district as have funded the three former districts, via the usual property tax assessment and collection process. Because there would be one budget instead of three, all district residents would be taxed at the same rate. Branch representation on the unified board of trustees would help ensure each branch’s needs are addressed in the annual budget process.

NYS law provides for various ways to govern and fund library districts. The libraries will need legal counsel to craft enabling legislation, work with NYS for review and approval, and if successful, combine assets under a single district. Library trustees, the Town Board, the state of New York and ultimately the voting public all have decisions to make that can either advance or stop the process. Below is a summary timeline of key steps in the process of forming a single library district based on trustees initiating a re-districting process starting in the Fall of 2019.¹

¹ The NYS Education Department, Division of Library Development, provides detailed information on this topic. See NYSED, “Creating public library districts,” <http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/index.html>

Table 2: Timeline

ACTIVITY/QUARTER	2019			2020				2021
	Oct	Nov	Dec	Q1	Q2	Q3	Q4	Q1
Trustees of three libraries reach a consensus and decide to move ahead	X							
Town board presentation and vote to accept report and support new district			X					
Trustees determine specifics of unified district			X	X				
Bill drafted				X				
Town board vote on petition to NYS for authorization of public vote on new district				X				
Legislation introduced; NYS agency review					X			
Legislation passed by NYS assembly, senate, signed into law by Governor					X	X		
Community education and outreach		X	X	X	X	X		
Election held to create unified district, elect trustees and approve next year's budget						X		
Apply for NYS charter, dissolve old library districts, transfer all assets to new district							X	X
Unified library district becomes effective								X
Tax roll for new district established								X
First taxes collected for new district								X

It is common for library districts to operate multiple branches. In Rockland, the Haverstraw library has two locations, one in the village and one in Garnerville, and transitioned to a special district library with public budget votes in the late 1970s. Statewide, there are many multi-branch libraries, and several successful recent examples of the elimination of multiple districts in favor of a single district with several branch libraries:

- The Chemung County Library District resulted from a merger of two autonomous libraries; the Horseheads Free Library and the Steele Memorial Library in Elmira. The new district continues to operate both libraries and each facility has its own friends group and supporting foundation.
- The Northern Onondaga Library District involved a merger of three autonomous libraries; the Cicero Free Library, the Brewerton Free Library, and the North Syracuse Free Library. The three libraries remain open under a single administrative and governance structure.
- The Western Sullivan Public Library in Sullivan County involved the merger of three public libraries; the Tusten-Cochecton Public Library, the Delaware Free Library, and the Jeffersonville Public Library. The three libraries now operate as separate branches under a single administrative and governance structure.²

Economies of scale and preservation of local identity are both very important. These principles are routinely accommodated, and even enhanced, through the elimination of multiple tax districts in favor of unified administration and funding of a single district with multiple branches.

² NYSED, "Consolidating and merging libraries," <http://www.nysl.nysed.gov/libdev/libs/pldtools/guide/consmrge.htm>

EXISTING CONDITIONS AND RECENT HISTORY

The three libraries are clustered in southern Orangetown and serve a combined population of an estimated 15,000 people. Palisades and Orangeburg libraries are each less than two miles, or a 5 minute drive, from Tappan Library, which lies in between. As small libraries, their organizations are functionally identical, even as their collections, architecture and programs have developed in unique ways.

All libraries in Orangetown are chartered and regulated by the NYS Department of Education, but these organizations take various forms. All are overseen by boards of trustees and are tax-exempt.

The four libraries serving central Orangetown and funded through town contracts – Tappan, Orangeburg, Palisades and Blauvelt – began operations as volunteer organizations in the late 1800s to mid 1900s. The libraries are very similar to each other in organizational and administrative structure, mission and services, but they differ in the size of their territories, levels of circulation and needs with regard to facilities improvement and maintenance. Each has its own unique history, architectural character and blend of holdings, programs and services, designed around the needs and interests of the community it serves. For example, Palisades Library is the smallest library in the county, Orangeburg Library occupies part of a town-owned building originally owned by the school district, and Tappan Library has recently expanded its facilities so it has a mortgage. Blauvelt Library is unique for having accumulated a large reserve fund, among other reasons.

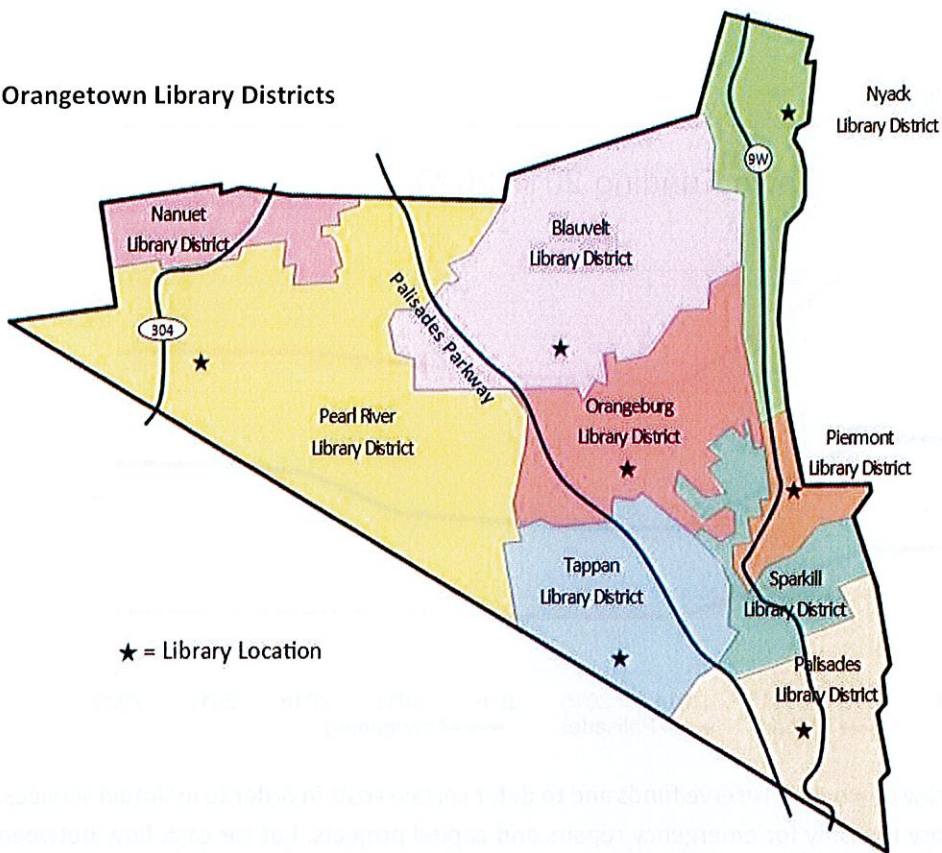
Library District Formed, Library Tax Levied on Town Property Tax Bill

In 1962, growing town population resulted in the creation under NYS law of the Orangetown Library District. The creation of a public library district meant the Tappan, Palisades, Orangeburg and Blauvelt libraries would thereafter be funded primarily through a library tax paid by library district residents and collected by the town via the town property value assessment and tax collection process. Budgets would be set through annual contracts with the town board, in contrast to the budget votes by library districts residents that are the norm elsewhere in Orangetown, Rockland County and New York.

As the map below shows, the Orangetown Library District is actually composed of five sub-districts, with each hamlet library having its own service area and tax district. Sparkill residents may choose to obtain a library card from either Tappan, Palisades, Blauvelt or Orangeburg library. Sparkill property owners' town library taxes are allocated to the four free association libraries in amounts proportionate to the number of Sparkill residents with library cards in each district.

The four town-funded libraries together with Piermont Library cover most of the South Orangetown Central School District (Grandview is actually within the Nyack Library district). It is typical for library districts to follow school district boundaries, as is the case with the Pearl River, Nanuet and Nyack/Valley Cottage libraries.

Map: Orangetown Library Districts



2012 Home Rule Legislation Created Separate Budgets

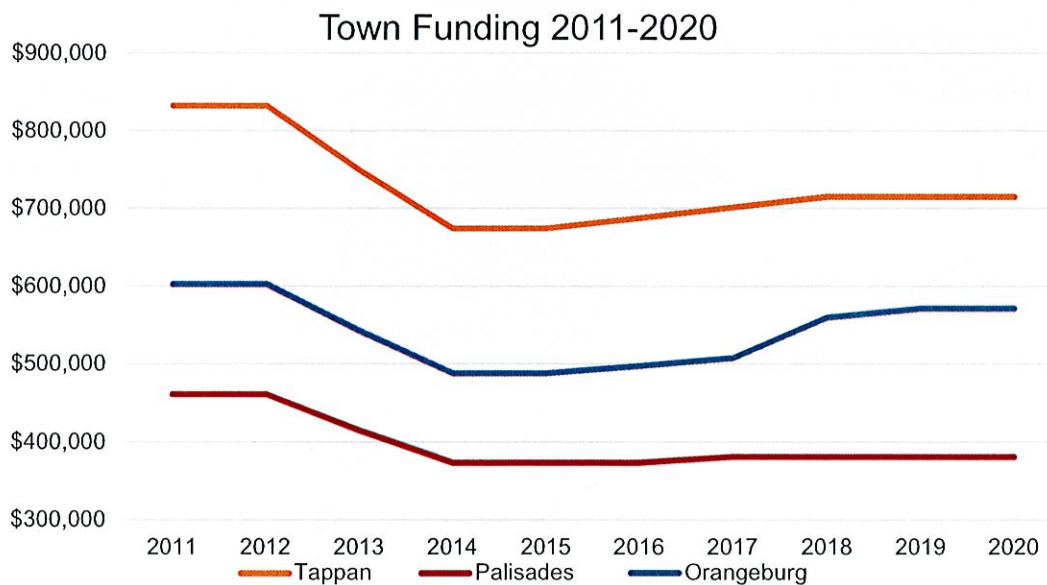
Prior to 2012, the four libraries existed as a type of tax district that required the Town to apply the same budget change, say a 3% increase in a given year, to all four libraries. In practice, this meant that the four libraries met to agree on a proposed budget change with the same percentage increase or decrease for each of the four. The Town then reviewed the proposal, determined how much to modify it, and applied the result to all four libraries, regardless of actual differences in library budget needs. This system resulted in substantial accumulations of reserve funds for some libraries, including the Blauvelt library.

In 2012, the Town and libraries successfully petitioned New York State, via Home Rule Legislation, for authorization to budget separately for the four libraries. This change enabled each library to propose a contract individually with the town board based on the library's specific needs, rather than lumping all the libraries together.³ This change was long in the works and in principle enabled the town council to better address individual libraries' budget needs.

Despite the newly enacted 2012 legislation allowing the Town Board to finally assess each library budget request based on actual need, in 2013 and 2014 the Town Board voted to slash each library's budget equally by 10% for each of those years regardless of differences in library needs. Since then, the town council has ended to keep the library budgets flat at 0% or provide modest increases, depending on the case, such as Orangeburg's 10% increase in 2018.

³ S06751 (2012) Creates the Orangetown public library district; modifies the boundaries; authorizes individual libraries to apply for appropriations on an individual basis. https://nyassembly.gov/leg/?default_fld=&bn=S06751&term=2011&Summary=Y&Actions=Y&Text=Y&Votes=Y

Chart 1: Town Funding Trends



Libraries were forced to draw down their reserve funds and to defer certain costs in order to maintain services. Reserve funds are necessary not only for emergency repairs and capital projects, but for cash flow between the end of the fiscal year in December and the town collection of library and town taxes in March. Libraries also need healthy reserves to qualify for grants from New York State for library improvements. Despite post-Recession economic austerity, the public voted in favor of an increase in the amount of library taxes collected by the South Orangetown Central School District. Funds collected through the school district remain a relatively small portion of overall library budgets.

School District Tax Levy Increased in 2017

A library tax collected by the school district provides a small but critical portion of library operating funds to the five libraries serving the South Orangetown Central School District (Tappan, Palisades, Orangeburg, Blauvelt and Piermont libraries).

A 1990 referendum authorized the school district to collect \$225,000 per year in library taxes from all school district taxpayers to help fund the five libraries serving the school district, the three libraries in this study plus Blauvelt and Piermont libraries. The funds were split equally among the five libraries, or \$45,000 each, without regard to library size or need. In the absence of additional referenda, this funding level remained stagnant for over 25 years, despite increasing library costs due to inflation and population growth. Another referendum vote in 2017 boosted the total funds collected on behalf of the libraries to \$500,000 per year. The 2017 referendum also changed how school library tax funds are allocated among libraries. Funds are now allocated based on the size of the library's tax base.

In summary, improvements have occurred in how libraries are funded through the town and the school district. However, the libraries continued dependency on annual town contracts has not provided libraries with a predictable level of funding, due to the annual possibility of budget cuts or flat funding.

Current Levels of Service

The table below provides a snapshot of 2018 available data to show important features of the three libraries in this study.⁴ The table shows how much each of the libraries contributes to the total column.

Table 3: Summary of Existing Conditions (2018)

ACTIVITY	Orangeburg Library**	Palisades Library*	Tappan Library	Total
Population of the Legal Service Area	38%	7%	55%	12,008
Portion of district population served	38%	7%	55%	1
Library square footage	24%	24%	52%	18,429
Total # of cataloged books	42%	23%	35%	79,010
# of registered borrowers	35%	15%	50%	7,122
Visits	42%	15%	43%	118,425
Total circulation	48%	18%	33%	129,816
Total program attendance	44%	15%	41%	13,904
# of adult program sessions	42%	22%	37%	665
# of children's program sessions	45%	20%	36%	531
# of one on one program sessions	7%	78%	15%	220
# of young adult program sessions	46%	26%	28%	46
Total # reference transactions	54%	14%	32%	15,939
Local databases	30%	27%	42%	33
Total operating fund receipts	31%	25%	44%	\$1,954,257
Total # of staff FTEs	31%	21%	41%	21

Source: NYS Department of Education, Division of Library, Development, BiblioStat Connect, 2018 data

www.nysli.nysed.gov/libdev/libd/index.html#Find

*Palisades library district population is undercounted due to NYS error on district boundary with Tappan district.

**Does not include Greenbush auditorium, regularly used by library for special programs

The three libraries clearly differ in size, measured in various ways, from population served to sizes of facilities and collections, circulation and frequency of program sessions. If the libraries create a unified district, a more detailed trend analysis of patterns of library use will aid in planning the purchase of new materials and scheduling of programs in order to leverage complementarities among the branches.

Each of the three libraries is dealing in its own way with the current trends of library operations:

- Libraries are lean, providing a wealth of services at low cost.
- The loaning of library books and other materials enables residents to avoid the costs of purchasing these resources, dramatically expanding access to costly resources.
- Circulation of physical resources such as books is flat or declining, whereas circulation of electronic books, films, data and other resources is increasing, along with the loan of nontraditional items.

⁴ All libraries submit annual reports to the NYS Department of Education, Division of Library Development, quantifying a wide range of library activities and functions. Because library catalogues and lending activities are computerized, a great deal of data on library activities is available. As nonprofit organizations, libraries are particularly rich in data on their operations and library directors use this data to plan acquisitions and programs.

- Libraries provide program sessions targeting adults, youth and children, functioning as hubs of community, culture and education.
- Individual coaching in technology use and research methods is increasing as libraries automate or outsource routine back office clerical duties.
- Children, parents of children and seniors are particularly active library users.
- Students and adults increasingly use libraries as remote offices, as an alternative to working from home or commuting. Libraries are adding wifi, printing, computers, seating and other facilities to support this use.
- Technology is increasingly important, enabling remote access to library resources (websites and databases), automating library use (self-checkout), as a focus of value-added services (computer literacy, maker-spaces, etc.), and as a source of data-driven management.

Overlapping District User Activity

A key trend in library use is the simple fact that people already treat the three libraries as a single district in the sense that they routinely visit all three libraries, not to mention use other libraries both near and far through the inter-library loan program. As shown in the table below, the typical library patron from south Orangetown uses the other two libraries for 17% of his or her transactions. This is a conservative figure, as program attendance is rarely tracked by library card. A nuanced review of library cross-over use according to patron age, days of the week, materials borrowed, and other variables, will aid in the coordination of collections, hours and programs by the three libraries in the event a single district is formed. For example, Tappan residents more frequently patronize the other two libraries (25% of their transactions are at Orangeburg and Palisades libraries), perhaps because it is located midway between them and has few parking spaces, yet Tappan is particularly popular among patrons in the 27-49 years age range, serving these people, and probably their children as well, from the other two districts.

Table 4: Overlapping Library User Activity

ACTIVITY	Tappan	Orangeburg	Palisades	Total
Transactions by card holders at home library	34,916	28,992	13,361	77,269
Transactions by card holders at other two libraries	11,780	1,644	2,261	15,685
Total transactions by cardholders at home and at other two libraries	46,696	30,636	15,622	92,954
Portion of transactions card holders conduct at libraries other than their home library	25%	5%	14%	17%

Dwindling Reserves, Deficit Spending and Service Reductions

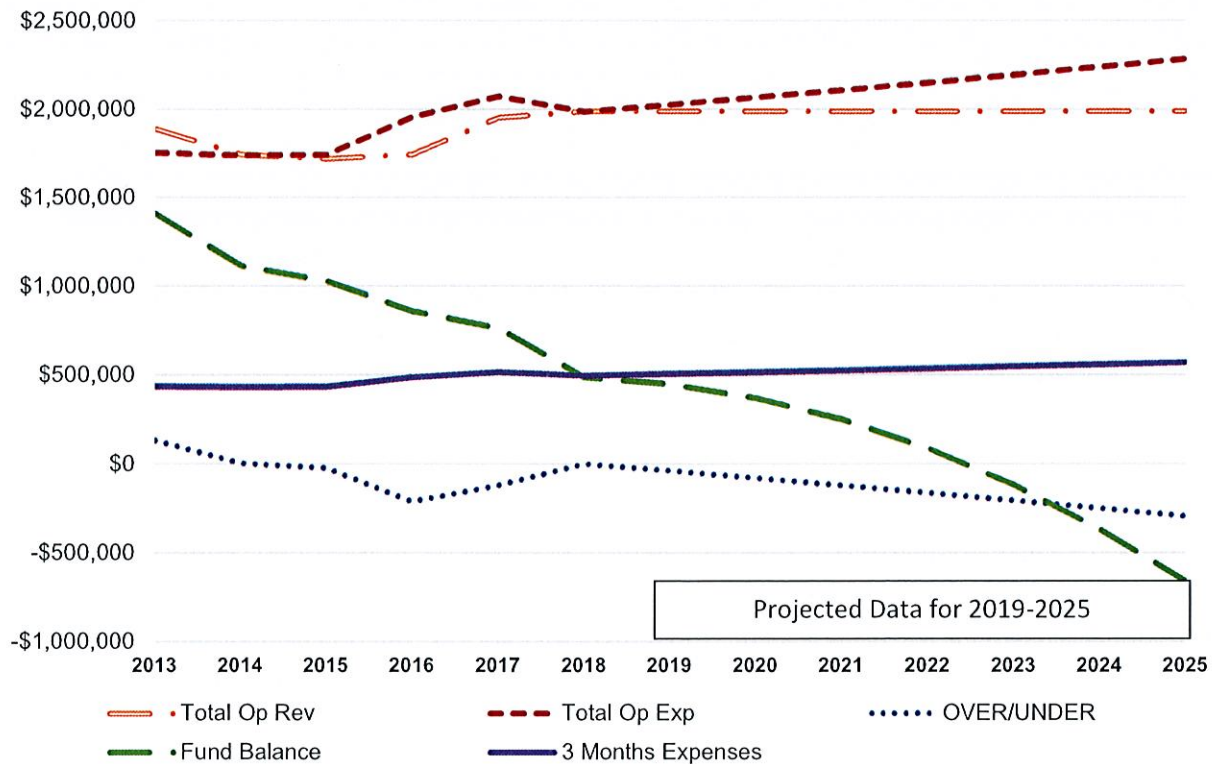
Under existing conditions, the three libraries show dwindling operating reserves due to budget austerity. Without a change, libraries will have to reduce levels of service and eliminate programs and force staff layoffs, and ultimately, risk losing their NYS accreditation and face closure of facilities.

Operating reserves are unrestricted funds set aside to fund capital improvement and stabilize a library's finances in the face of unexpected cash flow shortages, such as might be caused by building repairs, delayed payments, facilities damage due to severe storms or other economic conditions. NYS library construction grants require a library to have reserves equal to the full cost of the construction project in order to qualify for state funding. Libraries always need reserves to bridge between the end of the fiscal year and the arrival of tax revenues in March. Nonprofits commonly have an operating reserves standard of at least three months expenses in the case of organizations with predictable revenue streams, although every organization is different.

The chart below shows a scenario in which town funding remains flat, expenses increase at 2% (the approximate rate of inflation), and the libraries fail to reduce expenses aggressively. The chart reflects actual financial data from 2013 to 2018, and projected financials for subsequent years. The solid line represents a minimum reasonable operating reserve level of three months of a library's operating budget for staff, utilities, etc. This line does not show actual changes in reserves. The descending dashed line represents declining reserve funds in recent years and projected into the future.

In the absence of further action to reduce costs, and depending on a library's specific financial circumstances, the reserve funds will dwindle to less than recommended levels, imperiling library operations, and then in theory to zero over a few years. Tappan and Orangeburg libraries already manage with operating reserves below this recommended level, and Palisades will likely experience this reality in a few years. Absent changes to expenses or funding levels, such as recommended in this study, the south Orangetown libraries face insolvency and closure at some point in the not-too-distant future.

Chart 2: Reserve Fund Decline Scenario Assuming Town Funding Flat and Expenses Increase with Inflation



THE BENEFITS OF DISTRICT UNIFICATION

The opportunity to cut costs through consolidation of administrative staff and processes is a major benefit of library district unification and covered in detail below, along with implications for staffing, operations and services. The analysis begins with governance, however, because good governance is the backbone of an organization’s ability to provide the best services at the least cost, in the face of changing community needs, technologies and other conditions.

Governance: A Unified District Provides More Stable Funding and is More Accountable to Taxpayers and Users

Currently, the town board reviews and approves library budgets, a process that is inefficient and burdensome to both the libraries and the town administration. There are several reasons why the town contract process is not well suited to library funding, in comparison to a public library vote, as would occur under a unified district.

First, the town board is poorly positioned to determine library budgets since, unlike town operations, the town board and its management staff have no oversight of how the funds are used and no role in coordinating services. Other contracts, such as those for ambulance, recycling or animal shelter services, involve routine coordination of the contract services with town operations. Library contracts, on the other hand, are a tiny

portion of town spending and only emerge as a town government concern once a year during a budget process that is hectic for all involved. Unfortunately for libraries, their town budget allocations are discretionary, unlike the vast majority of town spending that is virtually locked in year to year by labor contracts and NYS mandates. This also contributes to the town’s spending allocation under the NYS Tax Cap. For these reasons, town library spending is subject to circumstantial budgetary stresses unrelated to the needs of libraries or the desires of library district taxpayers relative to library services.

Second, the history of library funding in Orangetown via town contracts has been problematic. The inclusion of library budgets in the town budget process resulted, for many years, in exaggerated budgets for the libraries, partly because the town was prohibited legally from differentiating among the libraries in the budget process. Since 2012, when the town board slashed library budgets across the board, town contracts have required libraries to spend excessively from reserve funds. The uncertainty of town contract approval creates instability for library management and budget planning.

Third, the town contract process is less accountable to taxpayers than would be a single district funded through public budget votes. Direct votes on library budgets, in addition to the election of trustees, by the residents of the tax district are more likely to yield library budgets and policies reflective of the actual needs and desires of district tax payers. By contrast, town board members are elected at-large and thus may not live within, or pay taxes to, the south Orangetown library districts. As a single district, the libraries would face the same NYS Tax Cap limitations on spending currently faced by the town.

A single district would also be simpler and more fair to tax payers, eliminating the variations in library tax rates that currently exist among the library districts (see Table 5).

Table 5: Variations in Residential Library Tax Rates per \$1000 in Assessed Value

Library District	Town Tax	School Tax	Single District Tax
<i>Orangeburg</i>	1.7693	0.239442	1.96
<i>Palisades</i>	1.6655	0.239442	1.96
<i>Sparkill</i>	1.725	0.239442	1.96
<i>Tappan</i>	1.5761	0.239442	1.96

In light of the fact that library patrons routinely access library resources at libraries other than their “home” library (Table 4), it makes little sense for taxpayers of the different districts to pay different tax rates for essentially the same service.

Lastly, as discussed further below with regard to the coordination of library services, district unification solves the problem of library trustees proposing budgets that are essentially blind to the operations and investments planned by their neighboring libraries, libraries frequently used and relied upon by their own local library patrons. While informal coordination among libraries on services and programs is routine, there is no formal mechanism for shared decision making on such important matters as personnel, collections, capital projects or technology. Under a unified library district, the trustees could propose an annual budget in which the relationships among the three branch libraries are no longer incidental, but optimized in the interest of achieving the best user experience at each branch at the lowest overall cost.

The difficulties of funding libraries via town contract are not unique to Orangetown. The New York Library Association placed the funding of libraries through public votes at the top of its list of recommendations to the NYS Board of Regents and Education Department in its strategic plan for library service in New York.⁵ Funding via public vote creates more stable and predictable funding and increased accountability directly to library district taxpayers.

Costs: A Unified District Saves an Estimated 6.8% in Expenses

The governance structure of a unified library district provides for more cost-effective services to taxpayers than is possible under current conditions.

Comparing Separate vs Unified Budgets

Library district unification creates opportunities to reduce operational expenses, as well as save labor time and enhance levels of service to the public. The table below shows the three libraries' budgets before and after unification based on 2020 budget plans. The model is a snapshot of the year 2020, comparing what it will cost to operate the three libraries separately in 2020, versus the cost to operate them as branches of a hypothetical single district. The table summarizes a line-by-line review of current expenses, from staff to insurance, supplies and subscriptions, that identified all feasible savings made possible by unification.

The model single district budget is intended as a comparison to existing conditions for the purposes of understanding the difference unification makes to the cost of operations. The model budget accounts for all known new operational costs from unification, offsetting expected savings. For example, annual budget votes for a single district would generate postage, printing and polling costs. Some possible new operational costs are too uncertain for inclusion. For example, if the Town vacates the Greenbush building as part of its eventual consolidation of the Building Department into a new town hall, Orangeburg Library may need to pay more of the costs of building maintenance.

The unification process also involves one-time costs for planning, legal work, and integration of accounting, payroll and other systems. Since these costs are unrelated to routine operations they are not included in the model.

The model 2020 budget is not to be mistaken for an estimate of a single district budget proposal in a future year, in the event a single district actually comes about through a public referendum. Such a future tax levy proposal would be affected by the passage of time, town board decisions on library funding in 2021, the further diminution of reserve funds, staff turnover and the decisions and judgments of a newly constituted board of trustees, among other factors.

⁵ Creating the Future: A 2020 Vision Plan for Library Service in New York State
<http://www.nysl.nysed.gov/libdev/rac/2020final/index.html#speciallibraries>

Table 6: Budget Impacts of District Unification

	Cumulative 3 District Budget	Model Single District Budget	Change (Unified-Cumulative)
INCOME			
Fundraising and Donations	\$16,475	\$21,500	\$5,025
Overdue Fines	\$13,200		(\$13,200)
Interest Income	\$4,446	\$10,000	\$5,554
NYS Aid to Libraries	\$4,200	\$3,200	(\$1,000)
School District Library Tax	\$278,000	-	(\$278,000)
Town of Orangetown Contract	\$1,665,987	0	(\$1,665,987)
Budget Vote	0	\$1,896,268	\$1,896,268
TOTAL INCOME	\$1,982,308	\$1,940,968	(\$41,340)
<i>Note: Current 2020 cumulative budget plans require spending of approximately \$98,000 from reserves by Orangeburg and Palisades Libraries, causing a decline in end of year fund balance equal to that amount.</i>			
EXPENSES			
Board of Trustee Expenses	\$3,150	-	(\$3,150)
Books, Videos, Ebooks	\$192,697	\$164,000	(\$28,697)
Program Adult/Teen/Child	\$39,200	\$30,000	(\$9,200)
Equipment Software	\$18,500	\$8,500	(\$10,000)
Operating Expenses	\$296,275	\$272,900	(\$23,375)
Professional Services	\$75,950	\$52,400	(\$23,550)
Salaries	\$1,049,667	\$1,005,520	(\$44,147)
Personnel Expenses	\$286,965	\$324,648	\$37,683
Miscellaneous Expenses	\$11,625	\$6,000	(\$5,625)
Capital Expenses	\$107,650	\$77,000	(\$30,650)
TOTAL EXPENSES	\$2,081,679	\$1,940,968	(\$140,711)
% SAVINGS EXPECTED			-6.80%

A single district with three branches would cost an estimated 6.8% less to operate, a savings of over \$140,000. This is a conservative estimate. As stated earlier, these cost reductions will lighten the tax burden of district residents, but the 2020 model is not intended as a forecast of a future budget proposal and tax levy for a single district. Such a budget proposal will be affected by the passage of time, changes in reserve funds, future town funding decisions and other factors. This model includes some savings from consolidation of contractual services that may take more than a year to obtain, due to the complexity of some vendor relations and the need for current leases or agreements to expire. The economic benefits of library district unification would increase over time with staff attrition, the consolidation of contractual services and the adoption of more efficient workflows. The sections below provide a more detailed discussion of the most important anticipated savings from consolidation, those associated with staffing, professional services and other operating costs.

STAFFING: A UNIFIED DISTRICT SAVES ON ADMINISTRATIVE STAFF COSTS

District unification would enable elimination of duplicative administrative work and positions, resulting in an overall decrease in staff, both management and clerical. These changes create over \$44,000 in savings on salaries, even though standardization of wage levels across the three libraries increases expenses slightly and the elimination of positions is partially offset by the need to create new positions. The reduced salary costs are offset by increased expenses for personnel benefits (health insurance, retirement contributions, etc.). The net effect of these changes is that overall personnel costs (wages and benefits) are roughly the same before and after unification, but the organizational chart has shifted away from administrative and toward patron services and overall headcount is decreased.

It is important to note that decisions about salary, wages and benefits are made by library trustees and are not a part of civil service regulations. Civil service regulations are administered by the county personnel office and pertain to the establishment and definition of job titles, candidate qualifications and eligible candidates, not compensation.

The model 2020 budget reflects the elimination of currently vacant administrative positions – the Orangeburg Library Director and the Tappan Library Assistant Director. All other staff transfer over to the unified district. In the absence of a merger, this attrition plan is not possible and the vacant positions will be filled. The model budget also shows the addition of a full time HR/Principle Account Clerk position, necessary to transition the library administrative systems following the creation of a single district and provide administrative support on an on-going basis.

Personnel related costs for health and retirement benefits change with district unification. All three libraries currently use the NYS Health Insurance Program (NYSHIP) and Orangeburg Library employees are in the NYS retirement system. The model budget assumes those single district employees who would be covered by health insurance would pay 20% of the cost of individual policies and 65% of the cost of family policies. Unification entails the migration of Tappan and Palisades Library employees who qualify into the NYS retirement system at a somewhat increased cost per covered employee. This cost would be partially offset by the elimination of the existing 401k and 403b program and associated employer contributions and

administrative fees 90% of employees would enter the retirement system as Tier 6 employees who are required to make larger contributions toward funding the system than employees in previous tiers. Overall, non-salary personnel costs increase slightly with unification.

It is worth pointing out that improved benefits and a unified organizational chart bring other important benefits that are not easily quantified. First, the modestly increased value of job benefits would help the new library district attract and retain talented employees. Staff attraction and retention is a significant challenge for the libraries, since the profile of a typical new employee includes early career aspiring librarians likely to seek higher paying jobs, and mid-career local residents for whom part-time work complements family responsibilities that change over time. Combined with very low unemployment, these factors result in staff turnover and a limited pool of candidates to fill open positions. Second, there would be greater opportunity for professional development and career mobility within a unified library district, and thus a greater incentive for prospective employees to join the team in the first place. A slightly enhanced benefits regime also helps restrain salary growth.

The overall impact of these personnel changes is a net reduction in staffing, or FTEs (Full Time Equivalents) as retirements or separations occur and the new organizational chart evolves. The three libraries are currently budgeted for a combined total of 20.16 FTEs. This includes thirteen full-time staff and twenty-four part-time staff who work from one to 24 hours per week. The part-time staff account for 7.16 FTEs. The table below shows the staff changes proposed by the model budget.

Table 7: Estimated Staff Reduction Following Creation of a Single District

Timeframe	Total FTEs	Attrition/Addition
Current	20.16	
Single District Model, Year 1	19.16	Eliminate full-time Director & Assistant Director (2 FTEs); Add FT HR/Principle Account Clerk
Single District Model, Year 1	18.89	Add FT Librarian; Reduce hours of various clerical positions.
Single District Model, Year 5	16.64	Reduce clerical positions (2.25 FTEs)
Total FTE Attrition, Years 1-5	3.52	

Staff turnover in recent years at the three libraries combined has been about five employees per year. This natural turnover creates further opportunities for attrition and adjustment of personnel. Attrition of an additional 2.25 FTEs can be expected over the course of several years, for a savings of about \$108,000 in salary and benefits. Together with the elimination of administrative positions currently held vacant and creation of new part-and full-time positions proposed above, this attrition would likely bring total FTEs for all three libraries down to 16.64, or a 17% reduction in personnel.

The table below shows one way in which staffing of a unified library with three branches could work. Most positions would routinely report to a single library branch, while others would “float” depending on needs due to staff illness, vacations, program schedules and other factors.

Table 8: Organization of Single District

Multi-Site Staff	Notes
Director II	Senior management staff will work as a team to administer all three branches of the single district, locating their offices as needed.
Assistant Director II	
HR/Principle Account Clerk	
Program Coordinator	Unified event calendars, meeting room reservations, website and newsletter publicity.
Librarian I (substitute)	Substitute librarians and some other part-time staff will be assigned to branch libraries as needed.
Library Clerk I (substitute)	
Library Aide/Assistant	
Site-Based Staff (Flexible)	Notes
Librarian III (Youth)	These staff will spend most of their time in a single branch, but provide specialized support to other branches as needed.
Librarian III (Tech/Adult)	
Librarian III (Adult)	
Site-Based Staff	Notes
Librarian I	These staff will always work in the same branch.
Library Clerk I (Circulation Manager)	
Library Clerk	
Library Page	

Given the randomness of retirements and separations, the library leadership will need to continuously evaluate the needs of the three branches and the human resources available. Minimum safe staffing of two employees on duty at all times seems reasonable, with more staff for busier times of the day and week. Future issues for consideration in staffing are discussed further below.

Operating Expenses, Professional Services and Other Purchasing Costs: A Unified District Saves on Many Non-Staff Costs

Unification brings opportunities to save money across almost every type of library purchasing activity, from supplies and equipment to professional services, subscriptions to periodicals and databases and myriad other costs. The libraries already use the Ramapo Catskill Library System (RCLS) to offer patrons a unified catalogue of materials for loan and obtain certain IT services. District unification pushes the logic of shared administration, resources and technology into other commonsense areas. In many cases, savings opportunities are tied to reorganization of workflows within a unified district.

Below is a partial list of staff activities that currently occur at all three branches, but make sense to consolidate into the job descriptions of fewer employees, to conduct from a single location, or to streamline in other ways.

- **Governance** – one board of trustees, not three, enables labor time savings for library staff, and former trustees to focus on fundraising and other library district supporting activities via formation of a nonprofit “Friends” group.
- **Administration** – one Director, not three, reduces overhead costs and integrates management of three branches within one district.
- **New materials selection and processing and “weeding” of outdated materials to free up shelf space** – these are labor intensive activities that can be coordinated and conducted among branches to make them more efficient.
- **Bookkeeping, HR, personnel administration** – one staff person, not three; one budget; one payroll processing service, elimination of duplicative systems.
- **Purchasing and procurement** – consolidation of vendors for everything from elevator maintenance and inspection to database and museum pass subscriptions.
- **Program planning, scheduling and contracting** – one staff person coordinates calendar, contracts with vendors, schedules facilities, promotes programs to media and community, reserves meeting rooms at all three branches for public use, etc.
- **IT and website maintenance** – one website, one staff person in charge, one host service, enabling savings of both labor time and purchasing of services, as well as easier public access to information.
- **Newsletter production** – one staff person coordinates and designs one newsletter so public can easily see resources and programs at all three library branches.
- **Supplies storage and distribution** – one storage area serves three branches.
- **Volunteer recruitment, training and oversight** – single volunteer recruitment campaign for all branches, facilitated by creation of nonprofit “Friends” group engaging “alumni” of the library boards of trustees as core participants.
- **Fundraising activities** – one employee in charge of grantwriting for all branches.

The above changes in workflow enable savings across the wide range of non-personnel related expenses libraries incur in the course of normal operations. The summary budget above indicates likely savings in the following categories of spending:

EXPENSES	
Board of Trustee Expenses	(\$3,150)
Books, Videos, Ebooks	(\$28,697)
Program Adult/Teen/Child	(\$9,200)
Equipment Software	(\$10,000)
Operating Expenses	(\$23,375)
Professional Services	(\$23,550)
Miscellaneous Expenses	(\$5,625)

Professional and contractual Services

The list below provides a more detailed view of professional services and operating expenses that all three libraries obtain from diverse vendors. In many cases, a unified district may reduce overall costs of contractual services, and reduce staff time necessary to manage these contracts and vendors, by consolidating services to a single vendor. A phased approach may be necessary as transitioning to consolidated vendors may take several years. As seen in the budget table above, the initial phase of consolidation of these purchases would yield significant savings.

- Annual audit
- IT support
- Computer maintenance services from RCLS
- Elevator maintenance and inspection
- Fire alarm maintenance and inspection
- HVAC system monitoring and maintenance
- Website hosting
- Printing of newsletters
- Copier leases
- Software licenses
- Custodial services
- Landscaping
- Snowplowing
- Payroll processing
- Pension administration
- Supplies (paper, etc.)
- Insurance
- Telephone service
- Professional memberships, and training
- Subscriptions to magazines, newspapers, online databases, museum passes, etc.
- Program vendors (adult and children programs)

Operating and Equipment Expenses

Savings in operating expenses include savings through consolidation on the fees paid Ramapo Catskill Library System, which provides diverse catalogue, IT and delivery services to member libraries. Library staff will provide more IT services. Other sources of savings include insurance, snow removal, postage and payroll processing costs. Consolidation also enables elimination of duplicative software licensing fees and certain equipment, such as extra copier machines.

Videos, Books, E-books and Databases

Total expenses for books, videos, magazines and other materials would be reduced through the elimination of excessive duplication of purchasing, the more rapid sharing of new materials among three library branches, and a general right-sizing of new materials purchasing in proportion to levels of circulation. There is a trend in library use toward electronic resources, such as databases for ancestry and other forms of research and E-books, though traditional books remain a valuable investment.

Fundraising

Private funds have not been a big portion of library budgets, but growth in private donations is one opportunity a unified library district should not miss. Libraries currently obtain private funds through direct mail appeals, special projects and memorial bequeathments, among other sources. Libraries occasionally obtain grants, often for capital improvements, such as a wheelchair ramp or elevator. Grant revenues are too uncertain for inclusion in the model budget, but a unified library district would be more likely to succeed in winning grants due to greater staff capacity to write and administer grants and a greater service area that would benefit from donated funds. The formation of a nonprofit “Friends” group and the involvement of trustees and former trustees would aid immeasurably in this effort.

Quality of Services: A Unified District Enables Coordination Among Branches to Offer Patrons Better Service

The coordination of services among branches made possible by a single district would make the libraries more accessible and useful to district residents, in addition to creating the myriad opportunities to save money identified in this study.

- **Communications** – combining all branch calendars, program schedules and other information into a single website and single newsletter would make it much easier for patrons to know where and when to go to obtain desired services.
- **Meeting room reservations** – a centralized administration means community groups can identify an open meeting room at any of the three libraries and schedule its use with one phone call or online registration.
- **Priority access to high demand items** – libraries currently favor local residents with early registration for programs and priority access to books and other items for loan. With a single district, if there is a popular program at Tappan Library, for example, the Tappan branch would prioritize access of not only Tappan residents, as currently occurs, but of Palisades and Orangeburg residents, before allowing registrations by people from other districts. The same principle would apply to in-demand books and other items for loan. If a popular item is on loan from the Orangeburg Library to the Suffern Library, for example, and has been requested by both a Palisades resident and a New City resident, the Palisades resident will receive the item first.
- **Staffing** – the ability to assign staff to branches based on need would make it easier for branches to cover vacancies due to illness or vacation, and to obtain staff with specialized skills when necessary, by drawing on the staff of other branches. More efficient division of labor for back office duties, such as new material processing into the catalogue, means more staff time can be dedicated to helping patrons.

- **Open hours** – branches can coordinate their hours to boost resident access at marginal times, such as weekend mornings and evenings.
- **Specialized materials** – collections at branches inevitably overlap, but can also complement each other. For example, one branch may have a deeper collection of cookbooks while another allocates extra shelf space to science fiction. Analysis of data on circulation of materials, such as knowing what age group is borrowing what type of material from which library, can inform decisions about what books to buy and which branch to put them in, as well as decisions about programs to schedule.
- **Facilities use** – Orangeburg Library has a large meeting room and Tappan has a space for hands-on programming, while Palisades offers quiet reading and work space. A single district can maximize the use of these strengths in planning programs, collections and communications.
- **Policies** – Making consistent policies among branches for overdue fines, meeting room reservation, loan of high-demand books and other materials would make the libraries more user-friendly and save on staff time needed to explain to patrons the rules and their small variations among branches.

ISSUES FOR CONSIDERATION

The following issues will need to be considered if the consolidation goes forward. Preliminary recommendations are offered for consideration by the current library districts and the governing structure of any new library district that is created.

Governance Issues

COMMUNITY REPRESENTATION ON NEW LIBRARY BOARD: Representation of the three branches and their respective communities on the board of trustees is very important. Enabling NYS legislation for the unified district should require two representatives each from Tappan, Orangeburg and Palisades, and one from Sparkill. This will insure that the new board membership includes people likely to be familiar with the branches and the users they serve.

ROTATE BOARD MEETINGS AMONG BRANCHES: Consider holding board meetings in all branches on a rotating basis to promote trustee awareness and public access to trustee meetings.

CLARIFY MATTER OF LIBRARY BRANCH CLOSURE: As it is the clear intent of the current trustees to keep all three branches open following unification, this principle should appear in the foundational documents of the new district (enabling legislation, charter, bylaws, etc.). Any future branch closure proposal must require due diligence and a public vote.

Expense Reduction Issues

CREATE A FRIENDS GROUP: Establish a separate 501c3 Friends group to volunteer and to raise private funds for special exhibits, new technology and programs. Consider incorporating a single Friends group, but maintaining branch-based sub-committees to leverage user loyalty to specific branches. Trustees should designate a liaison on their board to the Friends group, participate in Friends volunteer and fundraising activities, and rotate off the board of trustees into the Friends group, and vice versa.

CHANGE OVERDUE FINE SCHEDULE: The model budget assumes the elimination of most overdue fines, especially those for low-demand materials and youth library patrons, in line with trends in the library sector. This is a policy issue to be reviewed by the new board of trustees, which may also consider strengthening fines for high-demand materials and making all rules consistent across all library branches.

ADOPT AN INVESTMENT POLICY: The unified library should adopt an investment policy, including purchase of CDs, to obtain the best interest income on funds.

ADOPT A RESERVE FUND POLICY: Trustees should create a reserve fund policy that establishes the purpose of unreserved funds and the goal of maintaining an amount of unreserved funds as a percentage of the overall budget.

RIGHT-SIZE MATERIALS ACQUISITION BUDGETS AND CENTRALIZE NEW MATERIALS SELECTION: Compare new materials purchasing at similar sized libraries to establish a reasonable expectation. Adopt policies and procedures to limit the immediate loss of newly purchased high-demand materials to other library districts via interlibrary loan. Assign oversight of new material selection, ordering and processing into the catalogue and collection to a single staff person operating out of either Orangeburg or Tappan libraries that have more back office space than Palisades.

CENTRALIZE PUBLIC PROGRAM PLANNING: Assign program selection and planning to a single library staff person to work in collaboration with librarians and trustees to identify programs, choose vendors, schedule and promote events.

HIRE PART-TIME IT AND CUSTODIAL STAFF: Trustees may consider eliminating contractual IT and custodial services in favor of part-time staff solutions, and including basic lawn-mowing in the custodial service, instead of hiring a landscaper. Bringing these contracts "in-house" may increase productivity.

PHASE IN CONSOLIDATION OF ALL CONTRACTUAL SERVICES AND PURCHASING AS APPROPRIATE: Develop a phased-in plan for consolidation of contractual services over three years as contracts expire and the unified library identifies further opportunities to standardize administrative and support functions. It is beyond the scope of this study to engage with vendors to renegotiate contracts to identify precise savings calculations. Trustees and staff should conduct a thorough review of purchasing activity, aligning it where possible between the three library branches. Consider contracting with an expense reduction expert to work on contingency to obtain reduced costs while maintaining levels of service.

REQUIRE REASONABLE EMPLOYEE CONTRIBUTIONS TO HEALTH AND RETIREMENT PLANS: Employee contributions of 20% for individual health insurance and 65% for family health insurance are built into the model budget. Trustees will also need to create a uniform salary schedule across all job titles, controlling salary growth in recognition of improved benefits being offered.

CONTINUOUS ATTRITION MANAGEMENT: Leadership of a unified library district should develop a staff attrition plan to eliminate duplicate or unnecessary positions over a three year period as staff retire or voluntarily separate, and to boost staffing where needed with changes in community needs and technology.

DEBT SERVICE SCHEDULE: The model assumes a debt repayment schedule for Tappan Library that costs \$77,000 per year. Trustees may lower this annual payment to the minimum required, or raise it to pay off the mortgage more quickly. A new board of trustees would need to choose a repayment schedule that meets both short term and long term financial goals, based on analysis of unreserved funds among other factors, and include any change in future budget proposals for public vote.

Staffing and Service Coordination Issues

LOCATION OF ADMINISTRATIVE TEAM IN BRANCHES: The new trustees of a single district will need to work with library directors to insure the library administrators are both physically present in all branches and able to efficiently communicate with each other face to face as needed. This raises the question of whether or not to co-locate administrator workstations in a single branch for ease of communication, or spread these workstations across the branches for ease of branch supervision while maintaining a regular schedule of team meetings to insure continuity communications. At a minimum, the following positions should be considered as serving equally all three branches:

- Library Director II
- Assistant Director II
- Program Coordinator
- Information Specialist (IT)
- Human Resources /Principle Account Clerk

The decision whether to co-locate or not is partly a question of available office space, as well as efficient workflow and physical supervision of the operations of three branches. Because the branches are so close together, the trustees and administrators may experiment with various approaches to administrative workstation location and workflow organization to find the best balance.

CONCENTRATE PROCESSING OF NEW MATERIALS IN ONE BRANCH: New materials do not arrive in the library catalogue by themselves. Labor is required to select, order, receive, prepare and catalogue new books, DVDs and other resources. Upon unification, the trustees may shift the balance of this work between contractual services and in-house staff. The libraries currently vary in which elements of the processing of new materials they handle in-house vs via contractual service. The work of processing new materials should be concentrated in one branch to eliminate duplicate uses of valuable office space and equipment. Once ready to be shelved, the materials can be shelved in whichever of the three branches is appropriate, given existing collections, space, demand and other considerations. The same logic applies to “weeding” or removal of catalogued materials.

LIBRARY HOURS: The libraries are currently open a total of 52-56 hours per week each with very similar schedules. Small adjustments can make a big difference in accessibility. For example, a unified district may consider expanding morning hours for one branch to open at 9am on weekdays. One library could be open on Sunday evenings for students preparing for the coming school week.

CONTINUOUS IMPROVEMENT: The setting of expectations for high standards of efficiency and productivity, monitoring these standards, and incorporating them into staff performance review, is necessary. Library leadership will need to manage closely how staff spend their time when balancing between responding to patrons and completing routine housekeeping tasks. Shifts may be necessary in the balance of material check-in, sorting and shelving vs customer service time for various positions in order to boost time spent helping people.

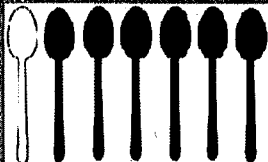
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2020 Paper Shredding Events in Rockland

Help someone get ahead while you shred!!



- o Please bring a non-perishable food item for donation to local food pantries
- o Free secure paper shredding
- o 3 box limit per car
(banker boxes approx 24" x 15" x 11")
- o All events open to all Rockland County residents
(no businesses or non-profits)
- o First come first served basis until trucks are full
- o No plastic bags, binders or other plastics
- o Paper clips and staples are acceptable
- o For more information call 768-2200
or visit rocklandrecycles.com



Hunger is real for 1 in 7
of your neighbors

Ramapo

Spook Rock Pool
171 Spook Rock Road
Suffern, NY 10901
Sun - March 22
Sat - October 3

Orangetown

Town Hall
26 Orangeburg Road
Orangeburg, NY 10962
Sat - May 2
Sat - Oct 17

Clarkstown

Germonds Park
165 Germonds Road
West Nyack, NY 10994
Sat - April 25
Sat - October 24

Haverstraw

Town Hall
One Rosman Road
Garnerville, NY 10923
Sat - May 9
Sat - September 26

Stony Point

Patriot Hills Lane
Stony Point, NY 10980
Sat - June 6
Sat - October 10

**ALL EVENTS FROM
8 am - 12 noon**



Program Sponsored by
Rockland County Solid Waste Management Authority

AGREEMENT

Agreement dated _____ day of _____, 2020 by and between CANDLE, INC., a not-for-profit corporation with offices at 120 N. Main Street, Suite 301, New City, New York, hereinafter referred to as “CANDLE”, and the TOWN OF ORANGETOWN, a municipal corporation, having its offices at 26 Orangeburg Road, Orangeburg New York, hereinafter referred to as “TOWN”,

WHEREAS, CANDLE serves to promote awareness of drug abuse and prevention issues for the benefit of the youth of Rockland County, including those who reside in the Town of Orangetown; and

WHEREAS, the TOWN recognizes the vital service that CANDLE provides to the residents of the TOWN, which service the TOWN would be required to provide, in some manner, were it not for the programs and other services delivered by CANDLE; and

WHEREAS, the TOWN wishes to continue its relationship with CANDLE, in the best interests of the youth of the TOWN, by providing economic assistance for calendar year 2020, absent which CANDLE will be unable to provide the level of service that it presently provides; and

WHEREAS, CANDLE’S programs are open to all young persons who reside in the Town of Orangetown;

NOW, THEREFORE, in consideration of the aforesaid, it is agreed as follows:

1. The TOWN agrees to pay CANDLE the sum of \$35,132.50 as economic assistance toward the services to be provided by CANDLE during calendar year 2020 at Tappan Zee High School, Pearl River High School, and the Nyack Center.

2. CANDLE agrees to offer primary prevention services at the CANDLE Centers located at Tappan Zee and Pearl River high schools, and at the Nyack Center, during scheduled hours of operation and at other locations as may be appropriate, throughout calendar year 2020, which programs and services shall be available to all young persons residing in the Town of Orangetown.

3. In consideration of the assistance provided hereunder, in addition to the stated services and programs to be provided, CANDLE further agree shall defend, indemnify and hold the TOWN, its Officers, Elected Officials and/or Employees, harmless from any and all liability, including from any claims, suits, judgments or otherwise, including attorneys' fees, costs and expenses, arising from, relating to, or as a result the services / operations that CANDLE. CANDLE shall procure and maintain throughout the term of this agreement, on a claims made basis, a policy of general liability insurance in an amount no less than ONE MILLION DOLLARS (\$1,000,000.00), with excess coverage of at least an additional ONE MILLION DOLLARS (\$1,000,000.00), naming the Town of Orangetown as an additional insured thereon, and further providing that same shall not be terminated, discontinued or permitted to lapse except upon prior written notice to the Town of not less than 30 days. CANDLE shall provide the TOWN with an insurance certificate, in a form acceptable to the Town Attorney, wherein the TOWN is named as an additional insured. CANDLE shall further provide proof of workers' compensation, disability and other insurance coverage as may be required by law.

4. By affixing their signatures hereto, the executing parties represent and acknowledge that each has the authority to do so and to bind the entity for which it signs.

This Agreement was approved by Town Board Resolution #___ of 2020, duly adopted at a regular meeting of the Town Board held on _____, 2020.

IN WITNESS WHEREOF, CANDLE and the TOWN OF ORANGETOWN have executed this Agreement the day, month and year first above written.

CANDLE, INC.

By: _____

Date: _____

Joanne Goodman, Executive Director

TOWN OF ORANGETOWN

By: _____

Date: _____

Teresa M. Kenny, Supervisor

SECOND EXTENSION AND MODIFICATION OF LEASE AGREEMENT

SIGNING DATE: February ____, 2020

EFFECTIVE DATE: January 12, 2020

ADDRESS OF LEASE EXTENSION PROPERTIES: Property and houses are located at: 161, 163, 165, 167, 174, 176, 180 and 184 Chief Bill Harris Way (formerly Blaisdell Road), Orangeburg, Town of Orangetown, County of Rockland, and State of New York.

LANDLORD: The Town of Orangetown, a municipal corporation.

TENANT: Orangetown Volunteer Emergency Service Coalition Inc. (OVESC), a New York not-for-profit corporation (mailing address of PO Box 213, Blauvelt, NY 10913).

ORIGINAL LEASE TERM: Original lease term commenced on October 15, 2004, for a period of five (5) years; and was renewed thereafter with an Extension and Modification of Lease Agreement, dated June 1, 2011, which had a term through March 14, 2016 (hereinafter 'Extension') and thereafter on a Month-to-Month basis. The first Extension was a One (1) Year Extension. The parties signed an Extension and Modification Agreement effective January 12, 2019- January 12, 2020.

ORIGINAL SIGNING DATE: October 12, 2004.

Landlord and **Tenant** herein sign this Second Extension and Modification of Lease Agreement (hereinafter "Agreement") on the date above stated, which Agreement extends the aforesaid original Lease Agreement for a term of Two Years, commencing on January 12, 2020 and ending on January 12, 2022.

The aforesaid 'Lease' and 'Extension' is hereby extended/modified as follows:

1. **Lease term:** The lease term has been extended and modified so that the new lease term, as extended by this Extension and Modification Agreement, effective as of January 12, 2020 will run for an additional term of two years and subject to the conditions contained in the aforesaid 'Lease' and its aforesaid 'Extension', provided however that Paragraph 7 of the Original Lease agreement being modified and extended is hereby deleted (as in the first Modification). In its place the Parties agree that although the Town of Orangetown remains committed to provide a limited stock of affordable housing to the emergency volunteers who serve the Town, in the event the premises herein must be destroyed or are needed for any development plans of the Town, the Town will provide reasonable notice (90 days' notice) of its intention to terminate this Lease Agreement before the end of the term set forth above. Concomitantly, although not being a term or condition of the Lease herein, the Town Board reaffirms its commitment to endeavor to assist and endeavor to provide, as best as possible, affordable housing for emergency volunteers who serve the residents of the Town of Orangetown within the Town.
2. That the rental per year as base rent for the premises will continue at the rate of \$1.00 per year.
3. That the **Tenant** will continue to be obligated to provide insurance, as mandated under the aforesaid 'Lease.'

4. That no security deposit shall be required.
5. That the **Tenant** herein renounces, and the **Landlord** accepts back under its custody/possession premises all other buildings on Blaisdell Road other than those listed above as said buildings have not been used by **Tenant** due to their uninhabitable state and **Tenant** did not use/occupy/inhabit said premises during the prior lease term.

In the event of any conflict between the terms of the original lease, the first modification dated June 1, 2011, the Second Modification dated as of January 12, 2019, and this modification, the terms of this modification shall prevail.

IN WITNESS WHEREOF, Landlord and Tenant have executed and delivered this Second Extension and Modification of Lease Agreement as of the ____ day of February, 2020.

Tenant:
ORANGETOWN VOLUNTEER EMERGENCY SERVICES COALITION INC. (OVESC)

Landlord:
TOWN OF ORANGETOWN

BY: DAVID SCHNITZER, Chair

BY: TERESA M. KENNY, Supervisor

Acknowledgment taken in New York State

STATE OF NEW YORK)
) ss.:
COUNTY OF ROCKLAND)

On the ____ day of February, in the year 2020, before me, the undersigned, personally appeared DAVID SCHNITZER, to me known, who being by me duly sworn did depose and say that he resides in the Hamlet of Blauvelt, Town of Orangetown; that he is the Chair of OVESC, a New York State not-for-profit corporation, described in and which executed the above instrument, and that his signature was so affixed by authority of the Board of Directors of said Corporation.

Notary Public, State of N. Y.

STATE OF NEW YORK)
) ss.:
COUNTY OF ROCKLAND)

On the ____ day of February, in the year 2020, before me, the undersigned, personally appeared TERESA M. KENNY, to me known, who being by me duly sworn did depose and say that she the Supervisor of the Town of Orangetown; that upon a duly voted Resolution of the Town Board of the Town of Orangetown, he has authority to execute the above instrument, and that her signature was so affixed by authority of the Town Board of the Town of Orangetown.

Notary Public, State of N. Y.

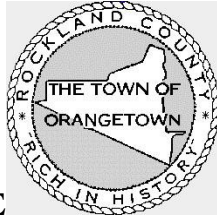
**Washing Board Laundromat
52 North Middletown Road
Pearl River, NY 10965**

1/29/2020

Town Of Orangetown
26 Orangeburg Rd
Orangeburg, NY 10962
Attn: Robert Magrino Esq, Town Attorney

I am requesting the performance bond be waived for the contract we were awarded for 1/1/2020-12/31/2021 for washing, dry cleaning and minor repair services for police uniforms. I am requesting this due to our positive 10-year performance history of this service.

Thank You,
Joann Incognoli



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: February 18, 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) 2020

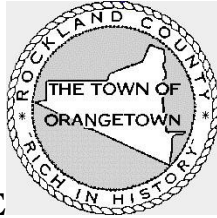
The following applicant is qualified, pursuant to the qualification certificate received from Eamon Reilly, Commissioner of the Department of Environmental Management and Engineering (original attached), and the bond and insurance certificates having been reviewed and approved (originals attached), from 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 25, 2020.

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

encl.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: February 18, 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) 2020

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.

King Excavating LLC/William King
113 Lake Road
Valley Cottage, NY 10989
Tel.: 845-406-2914

This Certificate of Registration has been placed on the next Regular Town Board Meeting agenda scheduled for February 25, 2020.

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

encl.

Margaret Walter
Radio Operator

Chief Donald Butterworth
Orangetown Police Department
26 W. Orangeburg Rd., Orangeburg, N.Y. 10962

12/11/2019

Dear Chief Butterworth,

I would like to inform you that I will be retiring effective ^{Feb. 29} ~~March 11~~, 2020. I consider it a privilege to have been a part of the Orangetown Police Department, and I sincerely appreciate the support provided to me during my 23 years as a part of the department. While I am looking forward to spending my retirement with my children and grandchildren, I will miss my O.P.D. family. Words cannot explain how much it has meant to me to serve the community and assist in keeping Orangetown safe.

Sincerely,

Margie

Orangetown Police Department

26 Orangeburg Road
Orangeburg, New York 10962
845 359 3700



Donald Butterworth
Chief of Police
Orangetown Police Department
Orangeburg, NY 10962

January 20, 2020

Dear Chief,

After careful consideration I have decided to retire from my position as Police Sergeant. My last day of work will be Friday, February 28, 2020 and my effective retirement date will be Saturday, February 29, 2020.

It has been a privilege to serve as an Orangetown Police Officer for the past 30 years and an honor to work alongside yourself and many other fine officers during my career. I wish you and my fellow officers nothing but the best going forward.

Sincerely,

A handwritten signature in black ink that reads 'Sgt. Robert Ruggiero'.

Sgt. Robert Ruggiero
Orangetown Police Department
Orangeburg, NY 10962

Model	Serial Number
HP 7900	2UA9460QG9
HP 7900	2UA002021N
HP 7900	2UA912171R
HP 7900	2UA002021R
HP 7900	2UA002021Q
HP 7900	2UA9301LWC
HP 7900	2UA9301LXH
HP 7900	2UA0020219
HP 7900	2UA002021L
HP 7900	2UA002021W
HP 7900	2UA9460QGB
HP 7900	2UA002021G
HP 7900	MXL191709TW
HP 7900	2UA002021M
HP 8000	2UA1040WB4
HP 8000	2UA1040WB7
HP 8000	2UA1040WBH
HP 8000	2UA1040WB9
HP 8000	2UA1040WBG
HP 8000	2UA1040WB2
HP 8000	2UA1040WBD
HP 8000	2UA0451DNW
HP 8000	2UA1040WBM
HP 8000	2UA1040WBC
HP 8000	2UA1040WB0
HP 8000	2UA1040WBJ
HP 8000	2UA1040WB5
HP 8000	2UA1040WB6
HP 6300	2UA2500YXC
HP 6005	2UA15124BC
HP 6005	2UA15124B4
HP 6005	2UA15124BD
HP 6005	2UA15124BF
HP 6005	2UA15124B3

TOWN OF ORANGETOWN

REQUEST TO ATTEND CONFERENCE, MEETING, SEMINAR OR SCHOOL

(Complete and forward original to Finance Office. Retain copy for your records.)

REQUESTING DEPARTMENT: Highway DATE: 1/28/2020

NAME(S) OF PERSON(S) TO ATTEND:

George Richards

CONFERENCE, ETC. - NAME & LOCATION:

Cornell University - Putnam County Emergency Services

CONFERENCE, ETC. DATE(S):

March 25, 2020; April 8, 2020; May 7, 2020

WHAT DO YOU EXPECT TO GAIN FROM ATTENDANCE (ATTACH COPY OF BROCHURE):

Learn proper ways to maintain blockpaved roads, learn more about

road construction & maintenance, to learn effective ways to run

DATE(S) LAST ATTENDED A SIMILAR CONFERENCE, ETC.: March, Apr, May 2019 operations

ESTIMATED EXPENSES:

D. \$140,441.05

Charge to: Charge to:

Item Schls & Confs Travel Exp* Total

Registration Fee \$ 50 x 3 \$ 150

Lodging

Meals

Travel

Other

Total

*Use if only travel expense involved

REMAINING BALANCE IN 0441 Account: \$ 775 after the above

1-28-20

IF TRAVEL ONLY, REMAINING BALANCE IN 0480 Account: \$

DEPARTMENT HEAD APPROVAL/SIGNATURE (if not an attendee):

0480-\$

925 1-29-19

TOWN BOARD ACTION: Approved Disapproved Date: Res. No.

REASON FOR DISAPPROVAL:

TOWN SUPERVISOR'S SIGNATURE:

DISTRIBUTION BY TOWN CLERK:

Original to Head of Requesting Department: Retain photocopy for file.

Date:

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name George R. Clark Title Meo II Years in Title 3

Course Parent maintenance

Date (include alternate) 1. March 5, 2020 2. _____

Employee Time Requested: hrs. vacation 0 hrs. personal leave _____

Highway Time Requested: hrs. vacation _____ hrs. personal leave 8

Cost of Course: \$ 50.00

Employee will pay: (x) 0

Employee would like Highway to pick up cost: (x) 50.00

Explain benefit to Highway Department:

Learn proper ways to maintain blacktop roads

I have taken HMS I (x) HMS II (x) _____ or HMS III _____ (x) Supervisor test.

Department review: educating George will benefit Department
I recommend approval. 1-28-20

Approved (x) _____

Denied (x) _____

Signature: [Signature]

Title: Superintendent of Highways

Date Signed: January 28, 2020



Cornell University

Cornell Local Roads Program

416 Riley-Robb Hall
Ithaca, New York 14853-4203
t. 607.255.8033
f. 607.255.4080
clrp@cornell.edu
www.clrp.cornell.edu

January 23, 2020

George A. Richards
MEO II
Town of Orangetown Highway Dept
119 Route 303
Orangeburg, NY 10962-

Dear George:

We are pleased to confirm your registration for the Pavement Maintenance workshop on March 25, 2020. The location is Orange County Cooperative Ext, 18 Seward Ave , Middletown, NY. We look forward to seeing you there.

Please plan to arrive between 8:00 AM - 8:30 AM to sign in. Coffee, juice, and pastries will be provided. The workshop will begin promptly at 8:30 AM and end at approximately 3:30 PM. Lunch will also be served.

If you must cancel your registration, please call us 3 business days prior to the workshop. With advanced notice we are able to offer your place to someone on our waiting list and to adjust our food service order. If you cancel less than three days prior, you will be charged for the workshop, since we will be charged for the food order. You may, of course, have someone from your municipality substitute for you.

We show your payment status as:	Workshop Fee:	\$50.00
	Balance Due:	\$50.00

The 'Balance Due' may be paid by cash, money order, or check made out to the Cornell Local Roads Program.

Thank you for your participation in our training program. If you need further information, please contact us by phone or email.

Sincerely,

Administrative Assistant

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name George Provasis Title MEG II Years in Title 3

Course Local roads done right

Date (include alternate) 1. April 8, 2020 2. _____

Employee Time Requested: hrs. vacation _____ hrs. personal leave _____

Highway Time Requested: hrs. vacation _____ hrs. personal leave 8

Cost of Course: \$ 50.00

Employee will pay: (x) 0

Employee would like Highway to pick up cost: (x) 50.00

Explain benefit to Highway Department:

learn more about road construction and maintenance

I have taken HMS I (x) HMS II (x) _____ or HMS III _____ (x) Supervisor test.

Department review: educating George will benefit Department
& recommend approval of 1-28-20

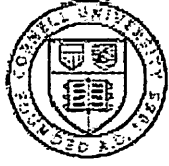
Approved (x) _____

Denied (x) _____

Signature: [Signature]

Title: Superintendent of Highways

Date Signed: January 28, 2020



Cornell University

Cornell Local Roads Program

416 Riley-Robb Hall
Ithaca, New York 14853-4203
t. 607.255.8033
f. 607.255.4080
clrp@cornell.edu
www.clrp.cornell.edu

January 23, 2020

George A. Richards
MEO II
Town of Orangetown Highway Dept
119 Route 303
Orangeburg, NY 10962-

Dear George:

We are pleased to confirm your registration for the Local Roads Done Right workshop on April 8, 2020. The location is Sullivan County Public Works (Maplewood Facility), 745 NY-17B , Mongaup Valley, NY. We look forward to seeing you there.

Please plan to arrive between 8:00 AM - 8:30 AM to sign in. Coffee, juice, and pastries will be provided. The workshop will begin promptly at 8:30 AM and end at approximately 3:30 PM. Lunch will also be served.

If you must cancel your registration, please call us 3 business days prior to the workshop. With advanced notice we are able to offer your place to someone on our waiting list and to adjust our food service order. If you cancel less than three days prior, you will be charged for the workshop, since we will be charged for the food order. You may, of course, have someone from your municipality substitute for you.

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Thank you for your participation in our training program. If you need further information, please contact us by phone or email.

Sincerely,

Administrative Assistant

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name George Richards Title Neo II Years in Title 3

Course Running Your Highway Dept.

Date (include alternate) 1. May 7, 2020 2. _____

Employee Time Requested: hrs. vacation _____ hrs. personal leave _____

Highway Time Requested: hrs. vacation _____ hrs. personal leave 8

Cost of Course: \$ 50

Employee will pay: (x) 8

Employee would like Highway to pick up cost: (x) 50

Explain benefit to Highway Department:

to learn effective ways to run operations

I have taken HMS I (x) HMS II (x) _____ or HMS III _____ (x) Supervisor test.

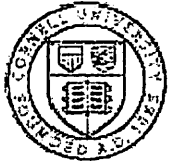
Department review: I believe George's education will benefit the Department and recommend approval. 1-28-20
Approved (x) _____

Denied (x) _____

Signature: [Signature]

Title: Superintendent of Highways

Date Signed: January 28, 2020



Cornell University

Cornell Local Roads Program

416 Riley-Robb Hall
Ithaca, New York 14853-4203
t. 607.255.8033
f. 607.255.4080
clrp@cornell.edu
www.clrp.cornell.edu

January 23, 2020

George A. Richards
MEO II
Town of Orangetown Highway Dept
119 Route 303
Orangeburg, NY 10962-

Dear George:

We are pleased to confirm your registration for the Running Your Highway Department workshop on May 7, 2020. The location is Putnam County Emergency Services, 112 Old Route 6 , Carmel, NY. We look forward to seeing you there.

Please plan to arrive between 8:00 AM - 8:30 AM to sign in. Coffee, juice, and pastries will be provided. The workshop will begin promptly at 8:30 AM and end at approximately 3:30 PM. Lunch will also be served.

If you must cancel your registration, please call us 3 business days prior to the workshop. With advanced notice we are able to offer your place to someone on our waiting list and to adjust our food service order. If you cancel less than three days prior, you will be charged for the workshop, since we will be charged for the food order. You may, of course, have someone from your municipality substitute for you.

We show your payment status as:	Workshop Fee:	\$50.00
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The 'Balance Due' may be paid by cash, money order, or check made out to the Cornell Local Roads Program.

Thank you for your participation in our training program. If you need further information, please contact us by phone or email.

Sincerely,

Administrative Assistant

JAMES J. DEAN
Superintendent of Highways
Roadmaster IV

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

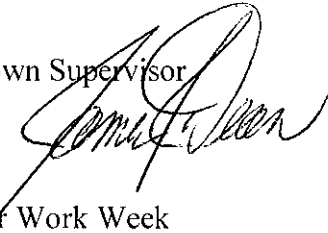


HIGHWAY DEPARTMENT
TOWN OF ORANGETOWN
119 Route 303 • Orangeburg, NY 10962
(845) 359-6500 • Fax (845) 359-6062
E-mail - highwaydept@orangetown.com

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

INTEROFFICE MEMO

TO: Teresa M. Kenny, Supervisor
Allison Kardon, Confidential Assistant to Town Supervisor

FROM: James J. Dean, Superintendent of Highways 

RE: Approve Compressed Workweek – Ten Hour Work Week

RESOLVED, upon the recommendation from the Superintendent of Highways, that the Town Board hereby approve a change to the work week for the employees of OHD, from Monday thru Friday, 6:30 am – 3:00 pm, to Monday to Thursday / Tuesday to Friday, from 6:30 am – 4:30 pm.

In accordance with Article 5, Section 5.2.2 of the Collective Bargaining Agreement, this compressed workweek schedule shall be in place starting on Monday, April 6, 2020, and concluding on Friday, October 9, 2020,



JAMES J. DEAN
Superintendent of Highways
Roadmaster IV

Orangetown Representative:
R.C. Soil & 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

February 6, 2020

LETTER OF INTENT

Article 5 – Hours of Work Section 5.2.2 – Compressed Workweek

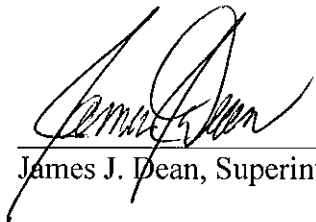
Once again, this department wishes to implement Article 5, Section 5.2.2, “Compressed Workweek (Highway Department)”.

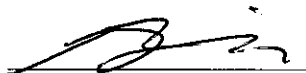
The following items were discussed and agreed upon by the undersigned.

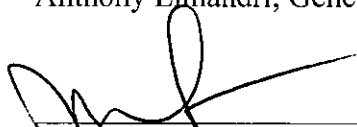
1. The duration of the 10 hour work day will begin on April 6, 2020 and continue until October 9, 2020.
2. The hours for employees will be changed from 6:30 a.m. to 3:00 p.m. to 6:30 a.m. to 4:30 p.m., for employees working 10 hour days.
3. All used leave time (i.e., sick, personal and vacation) will be calculated in hours for this time period. Any leave used during the day will be charged in 5 hour increments or ½ days as described in Article 7.3.2, “Paid Leave”. Same pertains to vacation and personal leave.
4. Seasonal/Summer employees will be on the 10 hour work schedule. Work schedules will be at the sole discretion of the Department Head or General Foreman.
5. Sweeper operators who are scheduled for a.m. sweeping will start their day at 4:30 a.m. will receive 5% differential pay prior to the start of the normal work day and will receive premium rate of pay in excess of the 10 hour day.
6. This schedule is not intended to set precedence and will be reviewed by both parties each year prior to its implementation.



7. The Superintendent of Highways or his designee may review the attendance of an employee and where it is found that an employee's attendance has become disruptive to the operation of this department, the Superintendent of Highways or is designee may return said employee to the regular eight (8) hour day.
8. This schedule can be cancelled at any time at the discretion of the Superintendent of Highways and all parties will return to the normal work schedule.

 2.10.20
James J. Dean, Superintendent of Highways

 2.7.20
Anthony Limandri, General Foreman

 2/7/20
Michael Maiorano, CSEA Unit President

2.7.2020
Date

AL/hw

ORANGETOWN HIGHWAY DEPARTMENT

119 Route 303

Orangeburg, NY 10962

(845) 359-6500

FIXTURE	TOTAL	GOOD	BAD	NEW
16' Decorative Spears	80	72	8	0
12' Plastic Bulbs	12	1	10	1
16 Post top acorns	18	10	8	0
TOTAL	110			



Application for Showmobile Use

Showmobile Requirements

Applications must be submitted to the Parks & Recreation Office no later than 8 weeks prior to your event in order to be placed on a Town Board agenda.

There are two pages to this application. Please read and understand all items listed on page 1 (this page) and upload your certificate of insurance.

Click "next" to advance to page 2 and fill out all requested information.

Upload Certificate of Insurance * 2020 RC AOH Parade insurance certificate.pdf 47.35KB

Before completing the Showmobile Request Form, please be aware of the following:

- + The total area needed for the Showmobile is a space 50 feet in length, 15 feet in width and 25 feet in height.
- + Showmobile stage measures 28 feet long x 14 feet 7 inches deep x 25 feet high when open. One set of stairs is available with hand railings. (Please note that this measurement does not include the trailer hitch or the tow vehicle).
- + The lights require a 110 volt, 20 amp circuit to plug into within 150 feet of the right front side of the Showmobile. Additional electrical equipment must be plugged into a separate circuit.
- + The Showmobile must be parked in a relatively level space. The placement of the Showmobile is at the discretion of the Orangetown Parks & Recreation staff. Although every effort will be made to meet requests, this equipment does not go off road, over curbing, on uneven ground or over rough terrain.
- + The area must be free of obstructions such as overhanging tree limbs, electrical wires, etc.
- + The tow vehicle must remain with the Showmobile for the duration of the event.
- + In the event of winds in excess of 30 MPH, the stage canopy must be closed.
- + The Town seal is not to be covered and no nails, staples, tacks or tape may be used to attach any items to the Showmobile)
- + The organization will receive an emailed invoice after their event is complete. Payment is expected no later than 14 days after receipt of invoice.
- + A member of the organization renting the unit must be on site at time of arrival for proper set up as well as time of departure to assure all event tasks have been completed (i.e. removal of equipment)
- + Any changes/cancellations (unless otherwise agreed upon) to the event must be made 24 hours in advance by contacting Mark Albert at malbert@orangetown.com.

Additional Requirements:

- + Certificate of insurance required. Must name the Town of Orangetown as additionally insured.
- + Rental Costs: \$400.00 plus labor.

Showmobile Application

Event Information

Event/Festival Name * Rockland County St. Patrick's Day Parade

Event Location Name * Pearl River Hook & Ladder Co. No. 1 firehouse

Event Address *

Street Address	
58 East Central Avenue	
Address Line 2	
City	State / Province / Region
Pearl River	New York
Postal / Zip Code	Country
10965	USA

Setup Date & Time * 3/22/2020
07:00:00 AM

Take-Down Date & Time * 3/22/2020
06:00:00 PM

Stair Arrangement *

- Right side of stage
- Left side of stage
- Front of stage
- Not Sure

Set-up Info *

Please describe in detail what the stage will be used for and how you intend to set it up. If you have a rain date, please list it here so long as all the information above is the same.

The stage will be used as a viewing platform by the parade judges for the annual Rockland County AOH St. Patrick's Day parade. Electrical power to be supplied by Pearl River Hook & Ladder firehouse.

There is no rain date for this event.

Placement *

- Pavement
- Grass/Field
- Other

Applicant Information

Applicant's Name * William Young

Organization Name * Rockland County Ancient Order of Hibernians

Organization Address * 28 Railroad Avenue

Organization City * Pearl River

Organization State * New York

Phone (w) * (973) 430-6270

Phone (c) *

(973) 222-0470

Email *

william.young@pseg.com

Signature *



William P. Young

By checking this box and submitting this form, I acknowledge I have read, understand, accept, and agree to the above terms and conditions.

*

I accept the terms and conditions



CERTIFICATE OF LIABILITY INSURANCE

OP ID: MM

DATE (MM/DD/YYYY)

12/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Raymond Sheridan Financial Inc 19 E. Washington Ave. Pearl River, NY 10965 Raymond Sheridan	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: HIBER-1																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Capitol Specialty Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Capitol Specialty Ins Co		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
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INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED ROCKLAND COUNTY AOH PO BOX 182 PEARL RIVER, NY 10965																					

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		356B009613	03/22/2020	03/23/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 ST. PATRICK'S DAY 3/22/2020

CERTIFICATE HOLDER IS ADDITIONAL INSURED

CERTIFICATE HOLDER

ORANG-1

TOWN OF ORANGETOWN
 26 ORANGEBURG RD
 ORANGEBURG, NY 10962

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Raymond Sheridan

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BID ITEM	<u>Providing Repairs to Athletic Court</u>				SHEET	1 OF 1	
	<u>Facilities at Various Parks within the Town of Orangetown</u>						
BID OPENING TIME	<u>11:00AM</u>		DATE	<u>February 20, 2020</u>			
CONTRACTOR NAME & ADDRESS	Sports Tech Acrylics Brewster, NY						
DATE RECEIVED	2/2/20					X	
TIME RECEIVED	10:17am						
NON COLLUSION STATEMENT	✓						
BID BOND or CERTIFIED CHECK	✓						
Due to budgetary restrictions, the TOWN may NOT award all items.							
Veterans Memorial Park							
Crack Repair:							
In-Line Rink	\$ 7,800-	\$	\$	\$	\$	X	
Basketball Court	\$ 3,500-	\$	\$	\$	\$		
Tennis Court	\$ 4,500-	\$	\$	\$	\$		
Painting:							
Basketball Court	\$ 8,900-	\$	\$	\$	\$	X	
Pickleball Lines (2 Courts)	3 coats/lines						
XXXXXXXXXXXXXXXXXX	\$ 1,200-	\$	\$	\$	\$		
Independence Park							
Crack Repair:							
Tennis Court	\$ 10,400-	\$	\$	\$	\$	X	
Pressure Washing:							
Handball Court	\$ 2,500-	\$	\$	\$	\$		
Striping:							
Handball Court	\$ 550-	\$	\$	\$	\$	X	
Cherry Brook Park							
Crack Repair:							
Tennis Court	\$ 8,500-	\$	\$	\$	\$	X	
Striping:							
Handball Court	\$ 550-	\$	\$	\$	\$		
Pressure Washing:							
Handball Court	\$ 2,500-	\$	\$	\$	\$	X	
						X	
						X	

4

BID ITEM 40% Sodium Permanganate for Sludge **SHEET** 2 OF 2
Dewatering Odor Control - ITB - DEME - 55-2020

BID OPENING TIME 11:00AM **DATE** February 13, 2020

CONTRACTOR NAME & ADDRESS
*Supress Chemical
Albany, NY*

DATE RECEIVED	<i>2/13/2020</i>					X
TIME RECEIVED	<i>8:30A</i>					
NON COLLUSION STATEMENT	<input checked="" type="checkbox"/>					
BID BOND or CERTIFIED CHECK	<input checked="" type="checkbox"/>					

1. Sodium Permanganate, 40% NaMnO4, Units / Gallons / Estimanted Quantity Per Year 5,225

Unit Price	<i>\$ 17.92/gal</i>	\$	\$	\$	\$	X
Total Price	<i>\$ 93,632.00</i>	\$	\$	\$	\$	
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X
						X

41st
ANNUAL **NYGFOA**
CONFERENCE

April 1-3, 2020
Albany Marriott Hotel
189 Wolf Rd, Albany NY 12205

Pre-Conference programs
begin March 31st

www.nygfoa.org

REGISTRATION FORM PLEASE COMPLETE ALL SECTIONS.

- Online registration available at nygfoa.org.
- Credit Cards accepted (MasterCard, Visa, and Discover).
- Mail, fax, or email registrations (check/cash). See instructions below.
- CK indicates check payments. CC indicates credit card payments.
- Make reservations directly with the hotel as noted on the last page.

See next page for additional details and policies.

1 ATTENDEE

First Time Attendee? Yes

Name _____		Professional Designation _____
Title _____		
Entity/Company _____		
Address _____		
City _____	State _____	Zip _____
Telephone _____	Email _____	

2 PRE-CONFERENCE PROGRAMS (Tuesday & Wednesday only)

- Fees are separate from the Conference program.

	EARLY BIRD ENDS	REGULAR RATE BEGINS
Tuesday (March 31)	2/7/20	2/8/20

- Foundations Budgeting • 8:30a-12p

Member	<input type="checkbox"/> CK \$130 / CC \$134	<input type="checkbox"/> CK \$150 / CC \$155
NonMember	<input type="checkbox"/> CK \$260 / CC \$268	<input type="checkbox"/> CK \$300 / CC \$309
- Advanced Debt Management • 8:30a-4:30p

Member	<input type="checkbox"/> CK \$150 / CC \$155	<input type="checkbox"/> CK \$190 / CC \$196
NonMember	<input type="checkbox"/> CK \$340 / CC \$350	<input type="checkbox"/> CK \$380 / CC \$391
- Foundations Cash Management • 1p-4:30p

Member	<input type="checkbox"/> CK \$130 / CC \$134	<input type="checkbox"/> CK \$150 / CC \$155
NonMember	<input type="checkbox"/> CK \$260 / CC \$268	<input type="checkbox"/> CK \$300 / CC \$309
- Ethics in Government • 2p-3:35p

Member	<input type="checkbox"/> CK \$75 / CC \$77	<input type="checkbox"/> CK \$95 / CC \$98
NonMember	<input type="checkbox"/> CK \$150 / CC \$155	<input type="checkbox"/> CK \$190 / CC \$196

Wednesday (April 1)

- Advanced Budgeting • 8:30a-12p

Member	<input type="checkbox"/> CK \$130 / CC \$134	<input type="checkbox"/> CK \$150 / CC \$155
NonMember	<input type="checkbox"/> CK \$260 / CC \$268	<input type="checkbox"/> CK \$300 / CC \$309
- EXCEL Advanced: Finance Officer Tools • 8:30a-12p

Member	<input type="checkbox"/> CK \$150 / CC \$155	<input type="checkbox"/> CK \$170 / CC \$175
NonMember	<input type="checkbox"/> CK \$300 / CC \$309	<input type="checkbox"/> CK \$340 / CC \$350
- Advanced Cash Management • 1p-4:30p

Member	<input type="checkbox"/> CK \$130 / CC \$134	<input type="checkbox"/> CK \$150 / CC \$155
NonMember	<input type="checkbox"/> CK \$260 / CC \$268	<input type="checkbox"/> CK \$300 / CC \$309
- 2020 GAAP Update • 1p-4:30p

Member	<input type="checkbox"/> CK \$150 / CC \$155	<input type="checkbox"/> CK \$170 / CC \$175
NonMember	<input type="checkbox"/> CK \$300 / CC \$309	<input type="checkbox"/> CK \$340 / CC \$350

3 CONFERENCE (Concurrent sessions Wednesday, all Thursday & Friday)

- Fees do not include Pre-Conference programs.

	EARLY BIRD ENDS	REGULAR RATE BEGINS
	2/7/20	2/8/20

- | | | |
|-------------------|--|--|
| Member | <input type="checkbox"/> CK \$200 / CC \$206 | <input type="checkbox"/> CK \$230 / CC \$237 |
| Nonmembers (govt) | <input type="checkbox"/> CK \$300 / CC \$309 | <input type="checkbox"/> CK \$330 / CC \$340 |
| Nonmembers (priv) | <input type="checkbox"/> CK \$395 / CC \$407 | <input type="checkbox"/> CK \$435 / CC \$448 |

4 2020 MEMBERSHIP: RENEW OR JOIN NOW!

DUES ARE PER INDIVIDUAL

- 1-3 Members per entity
- 4-8 Members per entity
- 9+ Members per entity
- Introductory Offer: 1st Time
- RETIREE (govt or priv)
- STUDENT (FT or PT; proof reqd)

GOVERNMENT

- CK \$180 / CC \$185
- CK \$165 / CC \$170
- CK \$150 / CC \$155
- CK \$90 / CC \$93
- CK \$25 / CC \$26
- CK \$25 / CC \$26

PRIVATE

- CK \$395 / CC \$407
- CK \$350 / CC \$361
- CK \$315 / CC \$324
- CK \$190 / CC \$196

To obtain the volume discount, all membership applications/renewals must be submitted together. To determine your individual dues, please check within your organization for the total number of members or call NYGFOA at 518.465.1512 for assistance.

5 TOTAL FEES

Pre-Conference Program(s)	\$ _____
Annual Conference	\$ _____
Membership	\$ _____
Total Payment	\$ _____

6 PAYMENT

Payments must be received or postmarked by the cutoff date listed to receive discounted rate. Rates are not guaranteed for any registration received without payment or PO.

- Check/PO/Voucher enclosed
 - Please make checks/vouchers payable to NYGFOA and mail to: NYGFOA, 126 State Street, 5th Fl, Albany, NY 12207.
- Credit Card: MasterCard, Visa, Discover (AMEX not accepted.)
 - Please go to nygfoa.org and click *Conference* on the navigation bar.

QUESTIONS? Contact Us

NEW YORK GOVERNMENT FINANCE OFFICERS' ASSOCIATION

Phone: 518.465.1512
Email: info@nygfoa.org
Website: nygfoa.org



41st ANNUAL NYGFOA CONFERENCE

CONFERENCE DETAILS

NYGFOA Conference App

The Conference App will be back again this year, accessible as a desktop feature on computers, laptops, iPads, or on a smart-phone. With it you will be able to access your sessions details including PowerPoints, surveys, important information about exhibitors, sponsors, speakers, and more. You can also connect with other conference attendees, schedule meetings, and post on the social wall.

If you uninstalled the app from last year, keep an eye out in March for an email with app installation information!

Meals

- Pre-Conference Programs include lunch and refreshment breaks.
- Annual Conference includes two breakfasts, several refreshment breaks, one lunch, two receptions, one dinner and Thursday evening entertainment.
- Only registered attendees with name badges will be permitted to attend sessions, meal functions, and evening entertainment.

CPE Credits

- Pre-Conference: earn up to 16 CPE credits.
- Annual conference: earn up to 11.5 CPE credits.
- Choose from over 31 sessions for topics relating to government finance.

Exhibitors

Over 60 companies and state agencies specializing in government products and services will be available to demonstrate and discuss the latest innovations in the field.

REGISTRATION DETAILS

Registration for the pre-conference programs and the annual conference is open to all interested persons. To register online, please go to nygfoa.org.

Pre-Conference and Conference Early Bird Rates:

To receive early bird pricing, your payment or PO must be POSTMARKED and PAID by: **February 7, 2020.**

Advanced Registration Date:

Deadline is March 13, 2020.

After March 13 you must register on site.

Cancellation Policy and Cancellation Dates:

Cancellations must be in writing and sent by one of the following:

Mail: NYGFOA, 126 State St, 5th Fl, Albany, NY 12207

Email: info@nygfoa.org

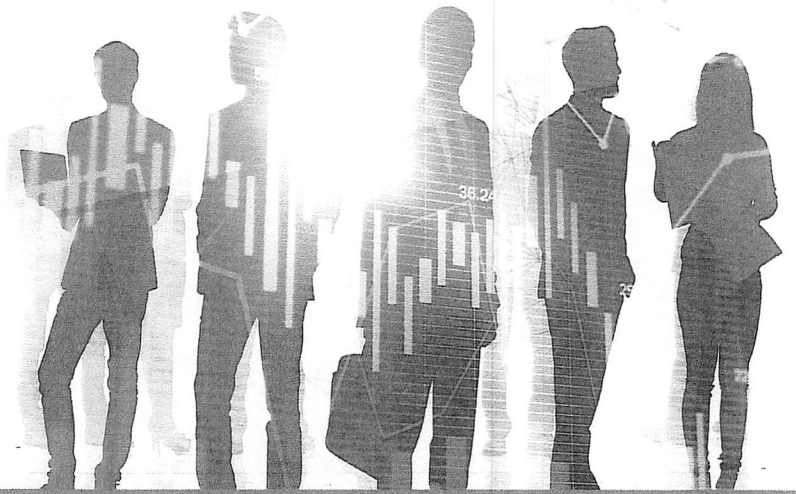
Fax: 518-434-4640

- Cancellations by March 2, 2020 will be charged an administrative fee of \$25.00.
- Cancellations after March 2, 2020 will not be refunded.
- Payment is required on any and all registrations not canceled according to this policy.
- No shows are liable for all registration fees.
- By registering for this event you agree to this policy.

During the process of providing you services on behalf of NY Government Finance Officers' Association, we may collect, store, or transmit your personal identifiable information such as name, address, contact information, preferences, demographic information, as well as any hotel or travel requests you provide us. This information is necessary for the facilitation of registration services for you. This information may be shared with other 3rd parties such as travel or lodging providers.



126 State Street, Albany NY 12207
 P 518-465-1512 | F 518-434-4640
 info@nygfoa.org | www.nygfoa.org



HOTEL INFORMATION

Reserve directly with the hotel of your choice by March 1, 2020. Reserve online or by phone. Information for each hotel is provided below and on the NYGFOA website. DO NOT DELAY. Group blocks fill quickly – well before the cutoff date. Reservations made after March 1, 2020 will be subject to availability at each hotel.

Hotel group rates are for registered conference attendees only. Reservations that do not have a corresponding conference registration will be removed from the group block before the start of the conference.

HOTEL	DISTANCE FROM CONFERENCE	RATE PER NIGHT	PHONE	WEBSITE
Albany Marriott*	Site of Conference	\$144.00	518-458-8444	To make reservations online, please visit our website and click on the hotel tab at nygfoa.org/conference
The Desmond (IHG)	2 Miles	\$127.00	518-869-8100	
Home2 Suites	.2 Miles	\$127.00	518-482-4040	

* If the Albany Marriott is your preferred hotel, we highly recommend reserving your room as soon as possible.

During the process of providing you services on behalf of NY Government Finance Officers' Association, we may collect, store, or transmit your personal identifiable information such as name, address, contact information, preferences, demographic information, as well as any hotel or travel requests you provide us. This information is necessary for the facilitation of registration services for you. This information may be shared with other 3rd parties such as travel or lodging providers.

Discover the latest in government finance issues ... register today!

Pre-Conference Programs

Tuesday
March 31

Janice

8:30 AM - 12:00 PM

Foundations Budgeting
4 CPE | Required GFI Course

9:30 AM - 4:30 PM

Advanced Debt Management
7 CPE | Required GFI Course

1:00 PM - 4:30 PM

Foundations Cash Management
4 CPE | Required GFI Course

1:00 PM - 4:30 PM

Ethics in Government
4 CPE | Required GFI Course

Wednesday
April 1

8:30 AM - 12:00 PM

Advanced Budgeting
4 CPE | Required GFI Course

8:30 AM - 12:00 PM

EXCEL Advanced:
Finance Office Tools
4 CPE | 4 GFI Credits

1:00 PM - 4:30 PM

Advanced Cash Management
4 CPE | Required GFI Course

1:00 PM - 4:30 PM

2020 GAAP Update
4 CPE | 4 GFI Credits

CONCURRENT SESSIONS

3:00 PM - 4:15 PM

- Participatory Budgeting:
A New Frontier
- The Trouble with Tax Caps ❖

NEW FOR 2020!

Concurrent Sessions begin on April 1st and are included with conference registration.

PROGRAMMING KEYS

GFI Credits

All programs are eligible for GFI credit except where noted with a #.

Most programming is eligible for 1 GFI elective credit per session except where noted otherwise.

CPE Credits

All programming provides CPE credit in the Government Specialized Knowledge subject area except where noted. See key below:

- ❖: Advisory Services
- ☒: Not eligible

All programming is eligible for 1 CPE credit per session except where noted.

NYGFOA is an approved sponsor with the NYS Education Department to provide courses that qualify for Continuing Professional Education credit.

You can earn up to 27.5 CPE credits through a combination of Pre-Conference Programs and Annual Conference sessions. You **MUST** have your badge scanned to obtain CPE and/or GFI credit.

Annual Conference Sessions

Thursday
April 2

GENERAL SESSIONS

9:05 AM - 10:20 AM

Keynote Address
Matt Episcopo: POWER Tactics That Get Leaders Results
2 CPE ❖ | #

10:50 AM - 11:30 AM

GFI Graduation and Annual Business Meeting ☒

CONCURRENT SESSIONS

1:00 PM - 1:50 PM

- Automating Time and Attendance
- GASB 87: New Guidance for Leasing
- Public Sector Investment: The Basics
- 2:10 PM - 3:00 PM**
- XBRL: Future of Financial Reporting
- Debt Refinancing Dos and Don'ts
- State Retirement System Update

3:30 PM - 4:20 PM

- Considerations Before Applying for Grants
- GASB 84: Fiduciary Activities
- ACA and Health Care Costs 2020

4:40 PM - 5:30 PM

- Special Pay Plans and Your Retirement
- Abandoned Property Laws and Regs
- Yellow Book Audits: What Finance Officers Need to Know

Friday
April 3

CONCURRENT SESSIONS

8:30 AM - 9:100 AM

- Current Events and Your Debt Issue
- Cybersecurity Threats: Code Red
- The New Blue Book and You

9:30 AM - 10:20 AM

- Developing an Internal Audit Function
- Succession Planning in the Finance Office
- Rating Agency Update

GENERAL SESSIONS

10:40 AM - 11:30 AM

SFY 2021 State Budget ❖

11:40 AM - 12:30 PM

The Financial Impacts of Hemp Legalization in New York ❖

Are you eligible for the NYGFOA Professional Development Conference Scholarship?

- NYGFOA public sector members and staff are eligible
- Up to 5 scholarships awarded each year
- Application Deadline: December 20, 2019
- Selection announcement: January 6, 2020
- Email application to Scholarship@nygfoa.org

The Scholarship application is available at www.nygfoa.org/membership/scholarships.

WARRANT

Warrant Reference	Warrant #	Amount
Approved for payment in the amount of		
	122119	\$ 21,209.78
	122219	\$ 171,296.47
	123019	\$ 38,487.44
	021020	\$ 1,356.24
	021220	\$ 11,509,669.00 Special Districts
	021320	\$ 2,840.00
	021920	\$ 173,663.72
	022520	\$ 368,932.17
	Total	\$ 12,287,454.82

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: 2/20/2020
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 2/25/2020 consists of 8 warrants for a total of \$12,287,454.82.

The first warrant had 28 vouchers for \$21,209.78 and had the following items of interest (2019 items).

1. Kuehne Chemical Co. (p3) - \$4,072 for Sewer chemicals.

The second warrant had 12 vouchers for \$171,296 and had the following items of interest (2019 items).

2. Carmelo Scaffidi & Sons (p2) - \$16,600 for ADA compliant curbs.
3. D&E Uniforms (p2) - \$8,768 for Police uniforms.
4. Environmental Construction (p3) - \$93,385 for Brookside open line cut replacement (bonded).
5. Lothrop Associated (p3) - \$21,053 for Town Hall Design services.
6. Maser Consulting (p3) - \$11,367 for traffic signal design services.
7. NRP Group (p4) - \$5,766 for odor control chemicals.
8. Prestige Auto body (p4) - \$12,575 for vehicle repair.

The third warrant had 1 voucher for \$38,487 and was for a legal settlement (2019 item).

The fourth warrant had 1 voucher for \$1,356 and was for a legal settlement (2020 item).

The fifth warrant had 14 vouchers for \$11,509,669 and was for the special districts.

The sixth warrant had 3 vouchers for \$2,840 and was for Neopost.

The seventh warrant had 2 vouchers for \$173,663 and was for utilities.

The eighth warrant had 150 vouchers for \$368,932 and had the following items of interest:

9. A+ Technology (p2) - \$14,023 for IT equipment (bonded)
10. Axon Industries (p5) - \$7,440 for Police Tasers

11. Capasso & Sons (p13) - \$62,848 for refuse removal.
12. Chemung Supply (p14) - \$5,075 for sewer chemicals.
13. Commissioner of Finance (p15) - \$28,034 for Police training.
14. CRAFCO (p17) - \$17,225 for Highway materials.
15. General Code (p22) - \$9,192 for LaserFiche.
16. Goosetown Enterprises (p25) - \$9,940 for Police communications.
17. Graphic Service Bureau (p25) - \$11,375 for printing of tax bills.
18. Johnson Controls (p32) - \$7,048 for repairs to chiller unit Town Hall.
19. Keane & Beane (p32) - \$6,960 for outside counsel.
20. Lothrop (p33) - \$10,567.89 for Town Hall Design.
21. Maser Consulting (p33) - \$10,042 for SEQRA documents.
22. NYPA (p35) - \$22,054 for streetlight project.
23. Norther Supply Inc. (p35) - \$6,754 for Highway Equipment.
24. Shi International Corp. (p42) - \$23,146 for cyber security.
25. Virtuit Systems (p53) - \$19,964 for IT supplies.

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

Jeffrey W. Bencik, CFA
845-359-5100 x2204