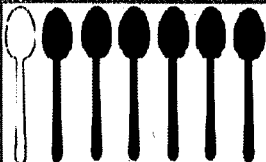


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Orangeburg, NY 10962
Sat - May 2
Sat - Oct 17

Clarkstown

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

Haverstraw

Town Hall
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Sat - May 9
Sat - September 26

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SUPERVISOR'S OFFICE

February 27, 2020

Chris Day
Town Supervisor
Town of Orangetown
26 Orangeburg Road
Town Hall
Orangeburg, NY 10962

Dear Mr. Day:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2018 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

02/27/2020

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

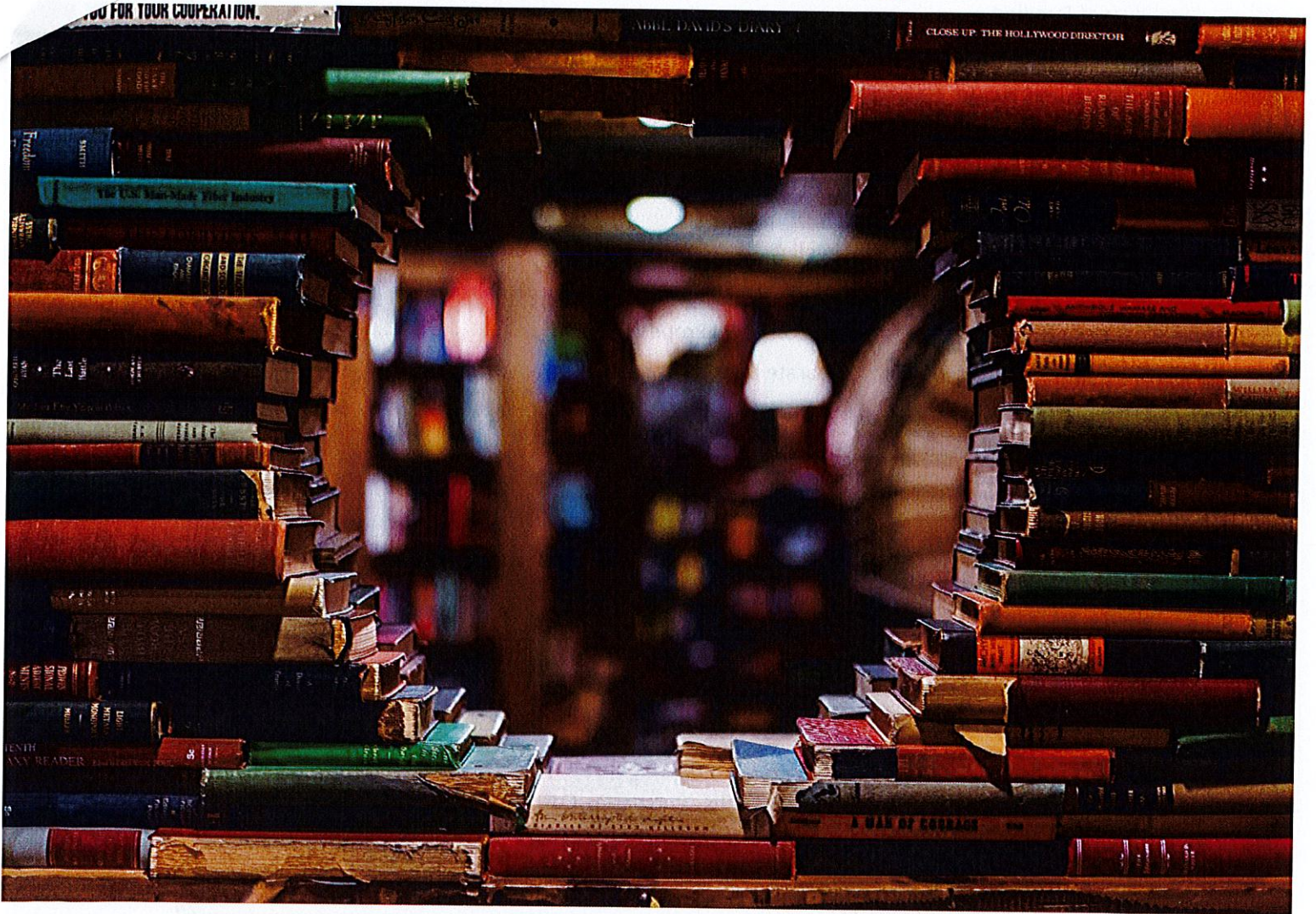
(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Orangetown** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.

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.

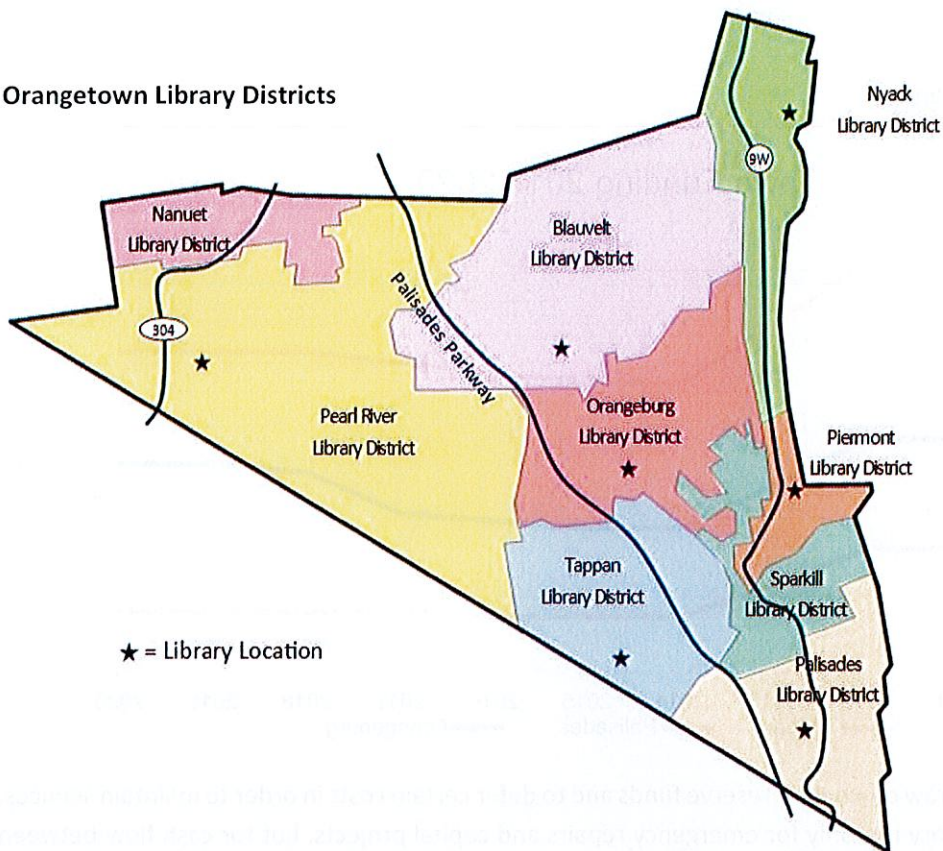
Library District Formed, Library Tax Levied on Town Property Tax Bill

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

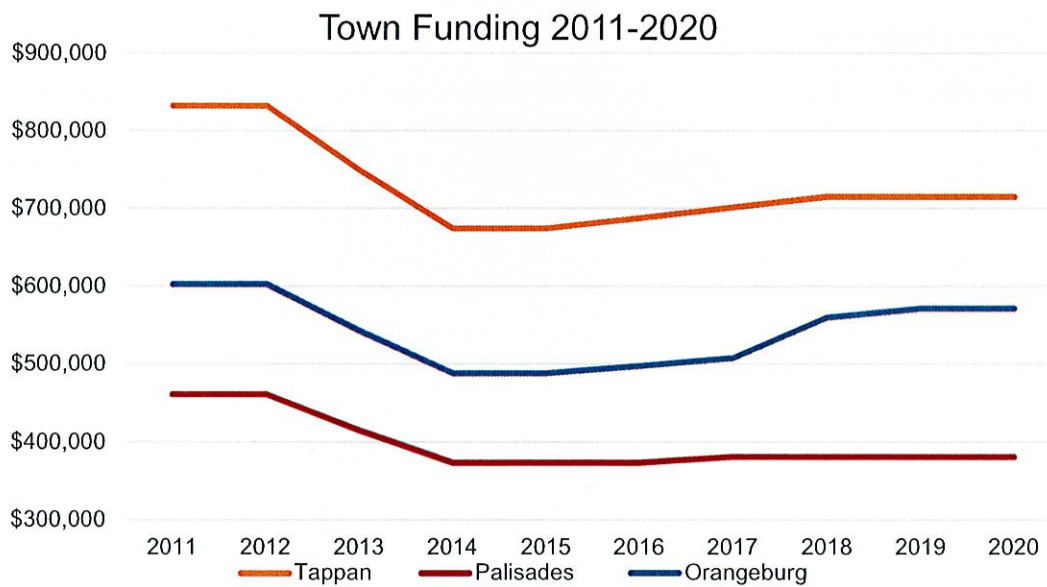
Prior to 2012, the four libraries existed as a type of tax district that required the Town to apply the same budget change, say a 3% increase in a given year, to all four libraries. In practice, this meant that the four libraries met to agree on a proposed budget change with the same percentage increase 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

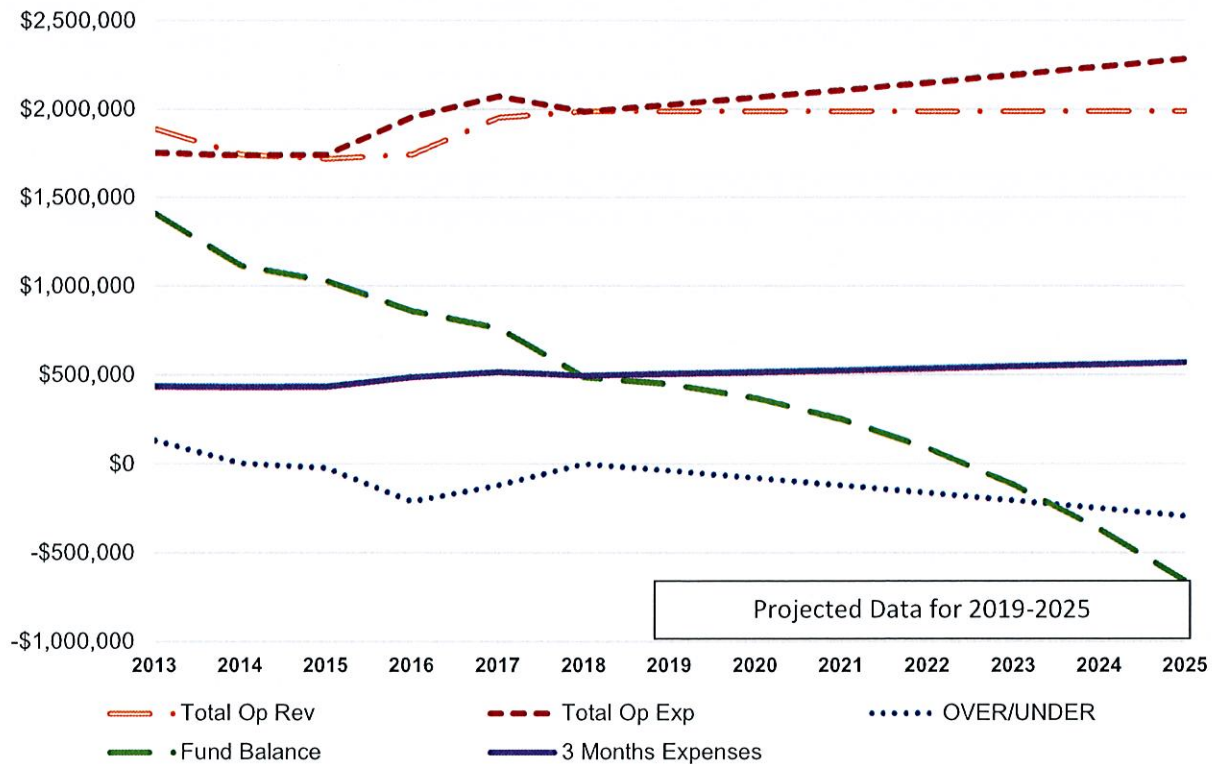
Under existing conditions, the three libraries show dwindling operating reserves due to budget austerity. Without a change, libraries will have to reduce levels of service and eliminate programs and force staff layoffs, and ultimately, risk losing their NYS accreditation and face closure of facilities.

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)
<p><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></p>			
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.

Wen

Special Library Redistricting Legislation Summary February 2020

The proposed legislation:

- Defines Blauvelt as its own district that is treated by the Town of Orangetown in the same manner as it is treated now.
- Creates the new special district that includes Tappan, Palisades, Orangeburg, Sparkill.
- Describes the election process of creating the new district: it must be approved, with the initial budget, and the election of trustees, by the majority of the qualified voters by December 21, 2022.
- In order to get the special district legislation on the referendum, a petition must be signed by 25 qualified voters.
- Seven trustees will be elected.
- A chairperson will be appointed to oversee the election (cannot be a library trustee).
- Each trustee candidate must collect signatures from 25 qualified voters.
- The term of office is 4 years. The first board of trustees will draw lots to see who serves for how many years (so that future elections are staggered.)
- Funds are an annual appropriation. (If the budget fails the following year, the library district receives the same amount as the previous year.)
- The fiscal year is January 1 – December 31.
- The Town of Orangetown levies the tax and gives the money to the library district treasurer.
- The Town of Orangetown can issue bonds on behalf of the library district.
- The treasurer is a separate position than that of trustee and the treasurer may be paid a salary.
- Within 120 days from the date of approval of the district by the voters, all assets of the existing libraries will be turned over to the new library district and the old libraries will be dissolved.
- If the board of trustees adopt a resolution to approving the closure one of the library locations formerly operated by the Orangeburg, Palisades, or Tappan libraries, such resolution shall not take effect until thirty days after its adoption; Voters have 30 days to submit a petition with 5% of signatures of the number of people who voted in the previous gubernatorial election. The petition would trigger a referendum posing the closure to the public. If the public votes in the affirmative, then the building will be closed.
- The town is authorized to assess and levy taxes on the properties within the library district boundaries.



Blauvelt Free Library
541 Western Highway
Blauvelt, New York 10913-1527

March 6, 2020

Supervisor of the Town of Orangetown
ATTN: Teresa Kenny

RE: STATEMENT on REDISTRICTING

Why the Blauvelt Free Library Opposes the Move to Consolidate

In January of 2019, three of the five public libraries within the *South Orangetown Central School District* approached the Orangetown Town Council with a proposal to consolidate their library operations into a single organization, wherein the existing facilities would serve as branches with managers reporting to an Executive Director. By consolidating, the libraries would become a Special District, which would require Orangetown residents to vote on their annual budget in place of the current arrangement, which has library administrators appear before the Town Council to request funding. The *Dennis P. McHugh Library* in Piermont, which belongs to the same school district, became a Special District library around 2001, and their Board of Trustees has no desire to change that status, as their residents already vote on their budget.

At the time, Supervisor, Chris Day, supported their agenda, which would require rebranding – a new name, website, and stationery – and combining payroll, insurance, staffing, housekeeping, bookkeeping and other common functions with a hoped-for cost-savings. The *Blauvelt Free Library* strongly opposed the plan and did not join trustees from the Orangeburg, Palisades and Tappan Libraries in their presentation before the Town Council on Tuesday, June 11, 2019 when they asked the town to contribute \$5,000 to the cost of a \$20,000 study by a Newburgh-based company called *Hudson Valley Pattern for Progress*. The study was completed in December of 2019 and presented to the Town Council on December 3, 2019. *Pattern for Progress* concluded that a unified district would reduce costs, improve services, and help stabilize finances. These findings contradict what the libraries were told when they consulted with a Civil Service expert in an effort to better understand what adopting that model of service would mean. Furthermore, we believe that many of the purported savings forecast by the *Pattern for Progress* study could be explored on an ongoing basis without the considerable expense engendered by a formal consolidation.

On July 18, 2018, representatives of the *Blauvelt Free Library* met with trustees and directors of the other SOCSO libraries for a presentation by Geoff Kirkpatrick, Chair of the New York Library Association (NYLA) Civil Service Task Force, who advised us on the expense of moving to such a model. He estimated that the operating budget for the consolidated group would need to increase by 20% owing to higher administrative costs, the greatest percentage going toward pensions and the creation of new staff positions such as a Business Manager and Human Resources Administrator. In addition, there is no guarantee that libraries would not face closure or financial concerns. The new Regional Board could still decide to close a library branch or cut funding, drawing from one library's reserves to supplement another's. Funding would be pooled, which would benefit some communities and hinder others. Any assets (building, cash reserves, investments) and liabilities (loans, mortgages, lines of credit, outstanding bills) currently held by individual libraries would be shared among the group.

The *Blauvelt Free Library* opposes the mandatory adoption of a Civil Service model, because it would make operation of the library a government entity, not a stand-alone non-profit. Staff positions would be created by the County and strip away any local autonomy. Tightly defined descriptions assigned to job titles provided by Civil Service regulations can foster a restrictive climate where employees are rewarded for longevity over performance and productivity. At the *Blauvelt Free Library*, treating our patrons with kindness and personalized service is paramount. Our work ethic is driven by the needs of our community, which includes the residents of our hamlet, as well as every person who walks through the door.

Civil Service restrictions prevent libraries from hiring and retaining personnel for their attitudes, diverse skill sets and commitment by limiting the pool of choices to those who test well and reside in New York State. Civil Service policy stipulates that staff be shared among the newly consolidated library facilities, with employees on call to report to wherever they are needed owing to absent staff or following the request for a particular set of skills in a given location. The *Blauvelt Free Library* has always made it their mandate to share services and personnel in the spirit of collaborative enterprise. Our Public Relations department has generated logos, brochures and signage for a broad spectrum of programs and events – for our sister libraries, the library system, and town organizations, all free of charge. We have also lent personnel for tech support, and on one occasion to provide the muscle needed to move furniture at the *Orangeburg Library*. One of our staff employs his decommissioned ambulance to help libraries transport bulky items. This type of assistance is only possible because we are able to hire people who think outside the box – something not possible under Civil Service.

Our Children’s Departments have always collaborated on services and programs with particular emphasis placed on the annual *Summer Reading Club*. For the past nine years, the *Blauvelt Free Library* has created and produced a “Big Brochure,” which showcases programming for all five SOCS D libraries – playfully dubbed “The Mighty Five Libraries” – which is wildly popular with families. Last year, our Adult Programming departments managed costs by co-sponsoring four events – a Korean culture night, a Camp Shanks big band tribute, a civil rights documentary, and *South Orangetown Day* at the Manse barn in Tappan.

All Orangetown libraries already belong to a 46-member consortium – the *Ramapo Catskill Library System* (RCLS), which connects 17 libraries in Rockland County with member libraries in Orange, Sullivan and Ulster Counties. The System enables reciprocal borrowing and delivery from one library to the next, obtains discounts through group purchasing of costly databases, and provides network services that link the collective holdings of member libraries in an *Online Public Access Catalog* (OPAC) for patrons, and circulation management software for staff. When we want to the System to explore other cost-savings measures, we need only ask.

The *Blauvelt Free Library* has always been fiscally responsible and has worked closely with the Town Council to balance their financial needs with regard to the fiscal constraints of every budget cycle. The library’s recent two-year renovation was financed exclusively through reserve funds acquired over decades of prudent stewardship and careful planning. As community members who care about all libraries, Blauvelt’s Board members and Director are concerned that once the consolidation initiative is set in motion it cannot be undone. There is also the very real concern that a consolidated budget without Town Council oversight would override the tax cap and burden taxpayers. The process could result in the closure of existing libraries and negatively impact their staff’s ability to meet the essential needs of their patrons and communities.

Respectfully submitted,



Laura Grunberg
DIRECTOR *Blauvelt Free Library*

**THE TOWN OF ORANGETOWN
ADOPT-A-SPOT AGREEMENT
(FOR COMMERCIAL SPONSOR)**

The Town of Orangetown, having offices at 26 W. Orangeburg Road, Orangeburg, New York, 10962, hereafter called the "Town" and the organization known as the following and using the mailing address of:

Donnelly Landscaping

PO Box 128

Pearl River, NY 10965

Hereafter called the "ADOPTEE", recognize the need for and desirability of a more attractive and litter-free Town, hereafter known as the "SPOT", and are entering into this Agreement to enable the ADOPTEE to contribute toward the effort of maintaining the appearance of the SPOT. By signature below, the ADOPTEE acknowledges the hazardous nature of the activity and agrees to the following terms and conditions:

1. No participants' vehicles may be parked on the travel lanes or shoulders of a highway while engaged in clean-up activities/improvements without prior approval from the Town of Orangetown.
2. Activities permitted are of a maintenance nature, including, but not limited to litter pick-up, brush control and cutting, tree trimming and planting, and maintaining approved vegetation, except as modified by the Town Representative.
3. The ADOPTEE will organize and supervise all activities.
4. The ADOPTEE will organize and conduct a "safety briefing". Each day that that work is done in the adopted area, a designated safety person must review the safety checklist and have participants sign the safety signature sheet. The designated safety person's sole responsibility must be assuring the safety of the workers and the traveling public during maintenance activities at the SPOT. If requested, the Town will provide a representative to present the safety the safety briefing for the first meeting, and after that a designated person from the ADOPTEE shall conduct such briefings.
5. All participants must attend the safety briefing before participating in the field activity. The briefings should be held on-site to ensure that all participants are in attendance.
6. The ADOPTEE will provide for disposal of collected waste from location specified in the permit.
7. The ADOPTEE will conduct activities at a frequency which will enhance the attainment of the goal, which is to provide a park-like appearance within the adopted SPOT and fully comply with the above-mentioned "safety checklist." Except as modified by the Town

Representative, minimum frequency of pick-up within the SPOT is four (4) times a year with the first pickup occurring in the April-May "Spring Clean-Up" time period.

8. The ADOPTEE will provide seventy-two (72) hour notice to the Town of Orangetown Supervisor's office as to when they are going to do any work on the SPOT. The ADOPTEE will dispose of any and all debris that they collect, as per the instructions of the Town.
9. The ADOPTEE participant will sign and date the "Adopt-A-Spot General Release" protecting the Town, to be kept on file in the Town Supervisor's Office for the duration of the time period designated in the application.
10. The Town will publicize the execution of this agreement and will highlight it at various periods thereafter.
11. The Town will furnish and erect Adopt-A-Spot signs at the adopted SPOT.
12. The Town will continue to apply it's assets in the maintenance of the SPOT.
13. This agreement shall be for a two year period commencing on _____, 20____, and terminating at 12:01 a.m. on _____, 20_____.

Notwithstanding any other provision of this agreement, if in the sole judgment of the Town, it is determined that the ADOPTEE is not meeting the terms and conditions of this Agreement, upon 30 days notice, or summarily if based upon unsafe activity, the Town may terminate this agreement as otherwise provided herein, and take such other action as it deems appropriate.

The Town recognizes the ADOPTEE as the adopting organization for the SPOT, and the ADOPTEE accept the responsibility of maintaining the attractive appearance of the adopted facility and of promoting a litter free environment in the community for the term of this agreement.

The relationship of the ADOPTEE to the Town arising out of this agreement shall be that of an independent contractor. Any and all members or employees of the ADOPTEE under this agreement, shall be considered agents of the ADOPTEE, and all claims arising under the workers compensation law of the State of New York on behalf of said employees while so engaged, in any act or omission on the part of the ADOPTEE employees while so engaged in any of the work or services provided to rendered herein, shall be the sole obligation and responsibility of the ADOPTEE. The ADOPTEE shall secure worker's compensation insurance, for the benefit of, and keep insured during the life of this agreement, such ADOPTEE employees engaged therein, as are required to be insured by the provisions of the worker's compensation law.

The ADOPTEE will, at its own expense and during the term of the Adopt-A-Spot program, maintain comprehensive general liability insurance in the amount of one million dollars combined single limit name the Town of Orangetown as an additional named insured.

Said policy shall expressly require 30 days written notice to the Town of Orangetown of the cancellation or material alteration of said policy and the certificate of insurance shall so provide.

The ADOPTEE hereby agrees to defend, indemnify, save and hold harmless the Town of Orangetown, and all other agents and employees from any and all claims, demands, actions, or cause of action or whatsoever nature or character arising out of or by reason of the execution or performance of work and services provided for herein, including all reasonable expenses incurred by the Town of Orangetown from said claims and further agrees to defend at its own cost and expense any action or proceed commencement for the purpose of asserting any claim whatsoever character arising hereunder.

Donnelly Landscaping
NAME OF ADOPTEE


ADOPTEE PRESIDENT

William A. McElroy
President (Name) (Please Print)

Teresa M. Kenny
Town Representative
Supervisor, Town of Orangetown

(845) 359-5100
Department Representative
Daytime Telephone Number

ACKNOWLEDGEMENT

STATE OF NEW YORK)

SS.

COUNTY OF ROCKLAND)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said state, personally appeared **TERESA M. KENNY**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which individual acted, executed the instrument.

Notary Public

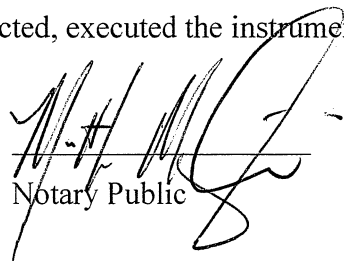
STATE OF NEW YORK)

SS.

COUNTY OF ROCKLAND)

On the 4TH day of FEBRUARY, 2020, before me, the undersigned, a Notary Public in and for said state, personally appeared William A. McElroy personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which individual acted, executed the instrument.

MATTHEW H MAGLIONICO
Notary Public - State of New York
No. 01MA6267882
Qualified In Rockland County
My Commission Expires 08/27/2020



Notary Public

**TOWN OF ORANGETOWN
ADOPT-A-SPOT
DAILY WORK PARTY SIGN OFF FORM**

Work Date: _____

Club Name: _____

Club Safety Representative: _____

- No work will begin until ALL signs and cones are in place.
- No crossing of pavement when traffic would have to slow down or accommodate crossing.
- Do not park on the Right-of-Way.
- All workers will wear a hard hat, proper footwear, long pants, and a safety vest or orange shirt.
- Proper eye and hearing protection shall be worn when appropriate.
- The Right-of-Way must be cleared of litter ahead of any mowing or mechanical brush operation.
- When mowing adjacent to pavement, grass or debris shall not be thrown on pavement or into traffic.
- When working close to the road way, always have one person watching traffic; work shall progress facing traffic.
- No work shall be done on pavement or shoulders.
- Stop working in inclement weather.
- Do not remove hazardous substances-**NOTIFY HIGHWAY DEPARTMENT.**

REMEMBER-You are working in a potentially dangerous environment.

I have read and will follow the above Safety Rules:

_____	_____
_____	_____
_____	_____

**TOWN OF ORANGETOWN
ADOPT-A-SPOT
GENERAL RELEASE**

KNOW ALL MEN BY THESE PRESENTS, that I,

William A. McElroy (Participant's Name)

Po Box 128 (Street Address)

Pearl River, NY 10965 (Town, State, Zip)

in consideration of \$1.00 payment which is hereby waived, and other good and valuable consideration given by the Town of Orangetown, for myself and my representative in any capacity, release and discharge the Town of Orangetown, its officers and employees their representatives, successors and assigns, from all causes of action, controversies, claims, judgments or liabilities I may now have or may hereafter have against said Town and its officers and employees arising out of my participation in the Adopt-A-Spot Program developed by the Town of Orangetown Town Board pursuant to Resolution _____ of _____.

IN WITNESS WHEREOF, I have executed this release on 2/4/2020 (Date).

(Signature)

William A. McElroy
(Print Name of Signatory)

(Please submit a copy for each member)

TOWN OF ORANGETOWN
ADOPT-A-SPOT
DATA SHEET

ADOPTEE Name: Donnelly Landscaping

Address: PO Box 128, Pearl River, NY 10965

1st Contact Person: William A. McElroy

Name: William A. McElroy

Name: Denise Enlund

Address: 577 Babbling Brook Lane

Address: 577 Babbling Brook Lane

Valley Cottage, NY 10989

Valley Cottage, NY 10989

Phone:

Home (845) 405-9037

Home (914) 860-4942

Work (845) 735-2626

Work () _____

SPOT LOCATION: (Street name, nearest cross streets, house numbers (if known)
closest landmarks, if any)

The corner of Middletown Rd and
Central Avenue in Pearl River. It is in
front of CVS.

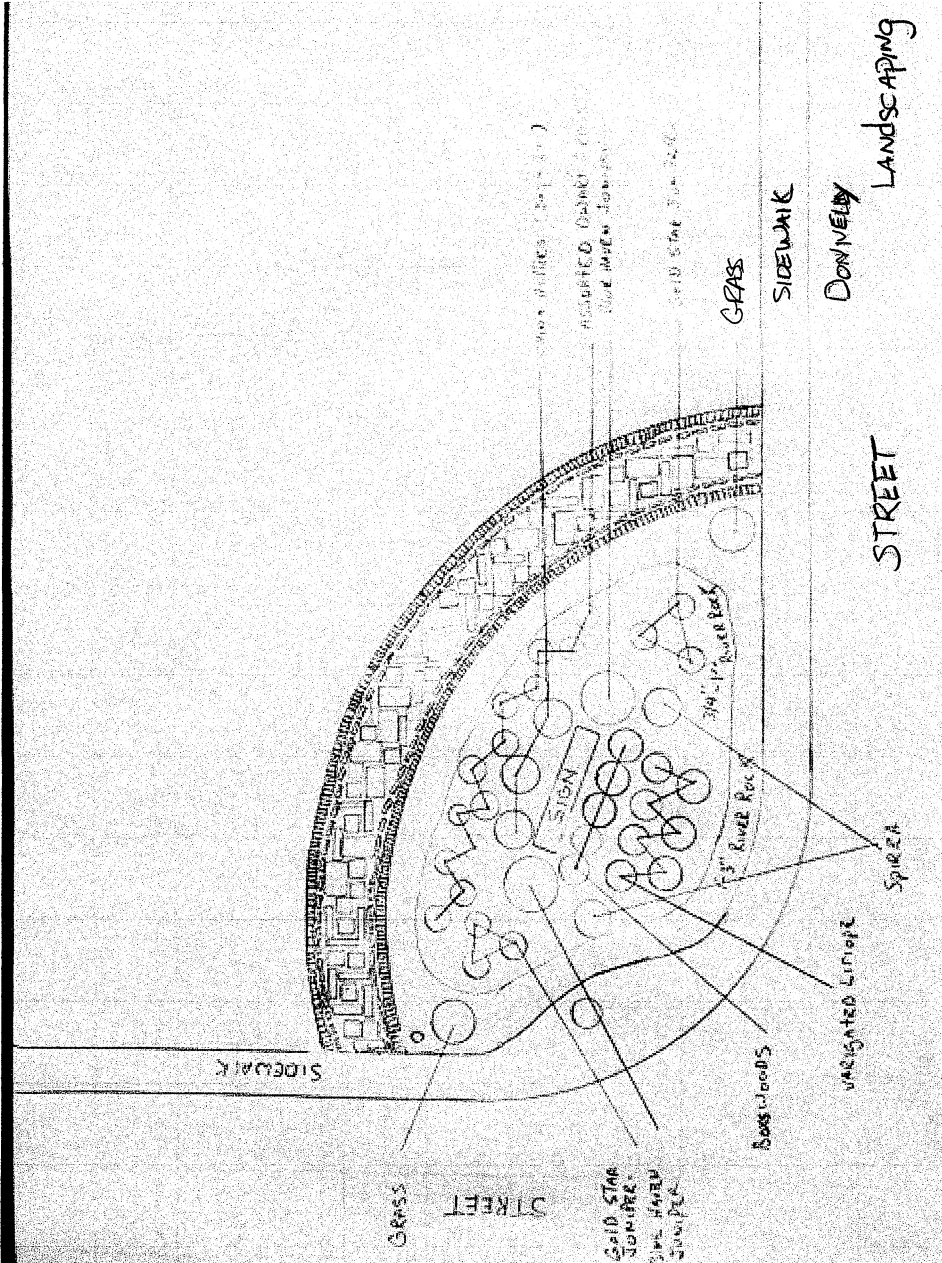
Number of ADOPTEE Participants: 1

Dates of Commitment: _____ to _____

Attach ADOPTEE Charter (if Available)

**TOWN OF ORANGETOWN
ADOPT-A-SPOT
PROTOCOL
(FOR COMMERCIAL SPONSOR)**

1. Volunteer ADOPTEEs or organization shall apply to the Town of Orangetown for participation in the ADOPT-A-Spot Program by submitting a completed ADOPT-A-SPOT Data Sheet.
2. If the proposed SPOT is deemed appropriate for the Program by the Town Supervisor of Orangetown, all acceptable applicants shall be referred to the Town Board for screening and approval for participation in the Town of Orangetown ADOPT-A-SPOT Program.
3. Upon screening and approving said applicants, the Town of Orangetown shall forward copies of:
 - a. A Town of Orangetown Adopt-A-Spot Agreement indicating the applicant ADOPTEE has been screened and approved.
 - b. Adopt-A-Spot Program general releases signed by each ADOPTEE member participating in the program.
4. The Supervisor of the Town of Orangetown shall review the Agreements, and upon approval of same forward the Agreements to the Town Board for official ratification.
5. The Adopt-A-Spot Program will be administered by the Town of Orangetown after final ratification of agreements by the Town Board.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/04/2020

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 have ADDITIONAL INSURED provisions or 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 PAIGE DRAKE 500 ROUTE 32 PO BOX 1014 HIGHLAND MILLS, NY 10930	CONTACT NAME: PAIGE DRAKE
	PHONE (A/C, No, Ext): (845) 738- 8801 FAX (A/C, No): 845-395-0011
INSURED BD MAC HOLDINGS LLC DBA DONNELLY LANDSCAPING 577 BABBLING BROOK LN VALLEY COTTAGE NY 10989	E-MAIL ADDRESS: HIGHLANDMILLSOFFICE@AMERICAN-NATIONAL.COM
	INSURER(S) AFFORDING COVERAGE
	INSURER A: FARM FAMILY CASUALTY INS CO NAIC # 13803
	INSURER B: UNITED FARM FAMILY INS CO 29963
	INSURER C:
	INSURER D:
INSURER E:	
INSURER F:	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SELECT BUSINESS PCKG GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			3101X9135	10/19/19	10/19/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			3101C4241	10/19/19	10/19/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	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	3102W9375	10/19/19	10/19/20	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
LANDSCAPING

CERTIFICATE HOLDER

CANCELLATION

TOWN OF ORANGETOWN 26 ORANGEBURG RD ORANGEBURG, NY 10962	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

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ACORD 25 (2016/03)

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CERTIFICATE OF INSURANCE COVERAGE
DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier

1a. Legal Name & Address of Insured (use street address only)
BD MAC HOLDINGS LLC DBA DONNELLY LAND SCAPING
577 BABBLING BROOK LANE
VALLEY COTTAGE, NY 10989
1b. Business Telephone Number of Insured
845-405-9037
1c. Federal Employer Identification Number of Insured or Social Security Number
822941301
2. Name and Address of Entity Requesting Proof of Coverage
Town of Orangetown
26 Orangeburg Rd
Orangeburg, NY 10962
3a. Name of Insurance Carrier
ShelterPoint Life Insurance Company
3b. Policy Number of Entity Listed in Box "1a"
DBL515463
3c. Policy effective period
10/19/2019 to 10/18/2020

4. Policy provides the following benefits:
[X] A. Both disability and paid family leave benefits.
[] B. Disability benefits only.
[] C. Paid family leave benefits only.
5. Policy covers:
[X] A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
[] B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 3/4/2020 By [Signature]
Telephone Number 516-829-8100 Name and Title Richard White, Chief Executive Officer

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.
If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)

State of New York
Workers' Compensation Board
According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.
Date Signed _____ By _____
Telephone Number _____ Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.





CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

Form with fields for: 1a. Legal Name & Address of Insured, 1b. Business Telephone Number of Insured, 2. Name and Address of Entity Requesting Proof of Coverage, 3a. Name of Insurance Carrier, 3b. Policy Number of Entity Listed in Box "1a", 3c. Policy effective period, 3d. The Proprietor, Partners or Executive Officers are

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

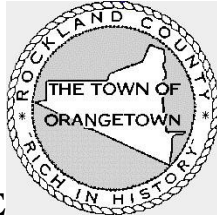
Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: PAIGE DRAKE (Print name of authorized representative or licensed agent of insurance carrier)
Approved by: [Signature] 03/04/2020 (Signature) (Date)

Title: AGENT

Telephone Number of authorized representative or licensed agent of insurance carrier: 845-738-8801

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.



TOWN ATTORNEY'S OFFICE

INTER-OFFICE MEMORANDUM

DATE: March 3, 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.

Travcon, Inc.
375 Kings Highway
Valley Cottage, NY 10989-1633
Tel.: 845-629-3063

Please place this Certificate of Registration request on the next Regular Town Board Meeting agenda scheduled for March 10, 2020. Should you have any questions, please do not hesitate to contact this Office.

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

encl.

Order on Consent
DEC Case No. R3-20131223-167
Consent Order Modification

The New York State Department of Environmental Conservation (“DEC”) entered into a Consent Order with the Town of Orangetown dated October 9, 2014 (R3-20131223-167).

Such Consent Order and Schedule A, “Schedule of Compliance for Order on Consent,” is hereby modified with the additions as follows:

E. Nyack Pump Station Collection System:

Removal of 600 gal/min Infiltration and Inflow, to be completed by December 31, 2020.
Removal of 1200 gal/min Infiltration and Inflow, to be completed by December 31, 2021.
Removal of 1800 gal/min Infiltration and Inflow, to be completed by December 31, 2022.

Within 15 days of each milestone date above, the Town of Orangetown must submit a letter, certified by a Professional Engineer licensed in the State of New York, that provides the justification for the removal quantity and certifies that all work has been completed.

All other terms and conditions of the October 9, 2014 Order on Consent, shall continue in full force and effect.

The Town of Orangetown hereby consents to the issuing and entering of the modification of the Order on Consent entered into by the Town of Orangetown on October 9, 2014, waives the right to notice and hearing, and agrees to be bound by the previous terms and conditions, and the terms and conditions contained herein, by execution hereof, by a person authorized by the Town of Orangetown to do so.

The Town of Orangetown

By: _____

Date: _____

BASIL SEGGOS
Commissioner
New York State Department of Environmental Conservation

By: _____
Kelly R. Turturro
Regional Director, Region 3

Date: _____

Formal Resignation Letter

Alaina Walker



March 2, 2020

Town of Orangetown
26 Orangeburg Rd.
Orangeburg, NY 10962

Dear Brian Connolly,

Please accept this letter as my formal resignation from my position as Parking Enforcement Aide at The Town of Orangetown effective from two weeks from today's date, March 2nd, 2020.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and everyone else the very best going forward.

Sincerely,

A handwritten signature in cursive script that reads "Alaina Walker".

Alaina Walker

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

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

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

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

1. GENERAL REPAIRS. The sum of **\$1,175,000.00** shall be set aside to be expended for primary work and general repairs upon **16** miles of town highways.
2. PERMANENT IMPROVEMENTS. The attached spreadsheet contains a list of roads which will be treated in the 2020 Pavement Preservation Program.

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

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

Executed in duplicate this _____ day of _____, 2020

Supervisor

Councilman

Councilman

Councilman

Councilman

Town Superintendent of Highways

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

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: 3/2/2020

NAME(S) OF PERSON(S) TO ATTEND: Michael Donahue, HMSI(1) Brian DeBonis, HMSI

CONFERENCE, ETC. - NAME & LOCATION: Cornell University - Putnam, Rockland Cornell Local Roads

CONFERENCE, ETC DATE(S): April 2, 2020 April 21, 2020 April 30, 2020

WHAT DO YOU EXPECT TO GAIN FROM ATTENDANCE (ATTACH COPY OF BROCHURE): Communicating is important for a department to run efficiently, Essential part of job storm water, safer traffic control

DATE(S) LAST ATTENDED A SIMILAR CONFERENCE, ETC.:

ESTIMATED EXPENSES: D.5140.441.05

Table with columns: Item, Schls & Confs, Travel Exp*, Total. Rows include Registration Fee, Lodging, Meals, Travel, Other, and Total.

*Use if only travel expense is involved

REMAINING BALANCE IN 0441 Account: \$ 925

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

DEPARTMENT HEAD APPROVAL/ SIGNATURE(if not attendee): [Signature] 3.2.2020

FINANCE OFFICE VERIFICATION OF FUNDS AVAILABILITY: 0441-\$ 925 0480-\$ [Signature]

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

REASON FOR DISAPPROVAL:

TOWN SUPERVISOR SIGNATURE:

DISTRIBUTION BY TOWN CLERK:

Original to Head of Requesting Department: Date:

Retain photocopy for file.

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Brian DeBonis Title HMS 1 Years in Title 1.5

Course Work Zone Traffic Control

Date (include alternate) 1. April 30 2020 2. _____

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

Highway Time Requested: hrs.vacation _____ ~~hrs. personal leave~~ ^{Town Time} 10 hrs.

Cost of Course: \$ _____

Employee will pay: (x) _____

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

Explain benefit to Highway Department:

To learn any new ideas and bring that back to the Highway Dept.

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

Department review: Beneficial to Department of 3.2.20

Approved (x) X

Denied (x) _____

Signature: [Handwritten Signature]

Title: _____

Date Signed: 3.2.2020

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Michael Donahue Title Highway Maintenance Supervisor I Years in Title 2

Course Work zone Traffic Control

Date (include alternate) 1. 4/30/20 2. _____

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

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

Cost of Course: \$ 50

Employee will pay: (x) 0

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

Explain benefit to Highway Department:
This will help me to set up safer and more effective traffic control

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

Department review: Beneficial to Department 3-2-20

Approved (x) X

Denied (x) _____
Signature: [Signature]
Title: _____

Date Signed: 2-20-2020

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Brian DeBonis Title HMS 1 Years in Title 1.5

Course Stormwater Management

Date (include alternate) 1. April 21, 2020.

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

Highway Time Requested: hrs.vacation _____ ^{Town Time} ~~hrs. personal leave~~ 1 1/2

Cost of Course: \$ 50.00

Employee will pay: (x) _____

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

Explain benefit to Highway Department:

I learn new ideas and bring back to Highway Dept

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

Department review: Beneficial to Department 3-2-20

Approved (x) X

Denied (x) _____

Signature: [Signature]

Title: _____

Date Signed: 3-2-2020

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Michael Donahue Title Highway Maintenance Supervisor I Years in Title 2

Course Stormwater Management

Date (include alternate) 1. 4/21/20 2. _____

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

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

Cost of Course: \$ 50

Employee will pay: (x) 0

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

Explain benefit to Highway Department:
Managing storm water is an essential part of the job. This will help me understand better

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

Department review: Beneficial to Department 2-3-2-20

Approved (x) X

Denied (x) _____

Signature: [Signature]

Title: _____

Date Signed: 2-28-2020

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Brian DeBonis Title HMS I Years in Title 1.5

Course Tools for Practical Communications

Date (include alternate) 1. April 2, 2020

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

Highway Time Requested: hrs.vacation _____ hrs. ^{Town Time} personal leave 8 hrs

Cost of Course: \$ 50.00

Employee will pay: (x) _____

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

Explain benefit to Highway Department:

To learn New Ideas and bring back to Highway dept

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

Department review: Beneficial to Department 3-2-20

Approved (x) X

Denied (x) _____

Signature: [Signature]

Title: _____

Date Signed: 3-2-2020

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Michael Donahue Title Highway Maintenance Supervisor I Years in Title 2

Course Tools for Practical Communications

Date (include alternate) 1. 4/8/20 2. _____

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

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

Cost of Course: \$ 50

Employee will pay: (x) 0

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

Explain benefit to Highway Department:
Communicating is important for a department to run efficiently

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

Department review: Beneficial to the Department. 3-2-20

Approved (x) X

Denied (x) _____

Signature: [Signature]

Title: _____

Date Signed: 2-28-2020

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: 3/4/2020

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

CONFERENCE, ETC. - NAME & LOCATION: Creating Connections : Volunteers and Professionals ; ReLeaf Workshop - Staten Island, NY

CONFERENCE, ETC DATE(S): March 27, 2020

WHAT DO YOU EXPECT TO GAIN FROM ATTENDANCE (ATTACH COPY OF BROCHURE):
Keeping up to date on most current techniques in Urban Forestry Maintenance is a benefit to our tree activities

DATE(S) LAST ATTENDED A SIMILAR CONFERENCE, ETC.: -

ESTIMATED EXPENSES: D.5140.441.05

Item	CHARGE TO:		Total
	Schls & Confs	Travel Exp*	
Registration Fee	\$ <u>35</u>	\$ _____	\$ <u>35</u>
Lodging	_____	_____	_____
Meals	_____	_____	_____
Travel	_____	_____	_____
Other	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

*Use if only travel expense is involved

REMAINING BALANCE IN 0441 Account: \$ 625

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

DEPARTMENT HEAD APPROVAL/ SIGNATURE (if not attendee): [Signature]

FINANCE OFFICE VERIFICATION OF FUNDS AVAILABILITY: 0441-\$ 625 0480-\$ _____ AB

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

REASON FOR DISAPPROVAL: _____

TOWN SUPERVISOR SIGNATURE: _____

DISTRIBUTION BY TOWN CLERK:

Original to Head of Requesting Department: _____ Date: _____

Retain photocopy for file.

ORANGETOWN HIGHWAY DEPARTMENT TRAINING REQUEST

Name Anthony Limandri Title HMS III Years in Title 2

Course Creating Connections: Volunteers + Professionals ; Releaf Workshop

Date (include alternate) 1. March 27th, 2020 2. No Alt.

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

Highway Time Requested: hrs. 8

Cost of Course: \$ 35

Employee will pay: (x) 0

Employee would like Highway to pick up cost: (x) 35

Explain benefit to Highway Department:

Keeping up to date on most current techniques in urban forestry maintenance is a benefit to our many tree related maintenance activities

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

Department review: _____

Approved (x) _____

Denied (x) _____

Signature: _____

Title: _____

Date Signed: _____

Creating Connections

To register for the March 27 workshop, please **complete and mail this form by March 20.**

Please register me. Enclosed is my completed form and voucher/check made payable to NYS Urban Forestry Council or my credit card information.

- UFC or ReLeaf Member \$35
- Non-member \$40

Space is limited! No refunds will be given but transfer of registration to another person is allowed.

Dietary Restrictions:

- Vegetarian
- Gluten Free
- Allergies: EVERYTHING BUT RibEye STEAKS, GRILLED ASPARAGUS AND MELLOT

Name: Anthony Limandri

Affiliation: OrangeTown Highway

Address: 119 Route 303

City: Orangeburg

State/Zip: N.Y 10962

Phone: (914) 490-4867

E-mail: ALimandri@Orangetown.com

Credit Card: * 5567 0881 6674 1024

***Visa/MC ONLY** Exp: ~~10/11~~ 06/2021

Make checks and vouchers payable to:

⁵²²⁵ **NYS Urban Forestry Council (NYS UFC)**

Please detach and mail this form to:
 NYS Department of Environmental Conservation
 Division of Lands and Forests – Urban Forestry
 625 Broadway, 5th Floor
 Albany, NY 12233-4255
 Or fax to: 518-402-9028, Attn: Andrea Nieves
 Or email to urbanforestry@dec.ny.gov

New York's Community Forestry Partners

New York ReLeaf

New York ReLeaf is part of a statewide program managed by the New York State Department of Environmental Conservation (DEC), Division of Lands and Forests. Funding is provided by the Urban and Community Forestry Program. ReLeaf brings together professionals and others to share information about our community forests and how to improve them. Volunteer members of New York ReLeaf include interested citizens, forestry professionals, representatives of environmental not-for-profits, and government officials.

New York Urban Forestry Council

New York's **Urban Forestry Council** is a not-for-profit, volunteer-based organization that advises and assists DEC in the implementation of statewide urban and community forestry programs. The Council's primary funding is provided by the U.S. Forest Service and is supplemented by membership dues and contributions.



Creating Connections: Volunteers and Professionals

2020 ReLeaf Workshop

Tree Maintenance

FILE



New York ReLeaf

Friday, March 27, 2020

Registration begins at 8:30AM

Building P (The Winter Garden)
 Snug Harbor Cultural Center and Botanical Garden
 1000 Richmond Terrace
 Staten Island, NY 10301

ISA Credits Pending
 Planning and Zoning Credits Available

New York ReLeaf 2020 Urban Forestry Workshop

The morning will be devoted to several presentations on environmental education and volunteers, urban soils, and a discussion of the Play Fair initiative and its impact on the City's tree budget.

The afternoon will provide a choice of tours of urban forestry sites on Staten Island.

This workshop is sponsored by New York City ReLeaf, New York City Parks, New York City Department of Environmental Protection, TreesNY, and NYSDEC Urban Forestry.

Mass Transit Directions: Take the ferry to Staten Island. After landing in Staten Island take the S40 bus at Gate D to travel along Richmond Terrace, less than a 10-minute ride. Let the bus driver know that you want to get off at Snug Harbor; Located in Building P; or visit <http://www.mta.info/>

Driving Directions: Please visit Snug Harbor's website for driving directions from your location: <https://snug-harbor.org/visit/directions/>. Park in the lot off Tysen Street and proceed to Building P. Parking is free.

For program information:

- Tim Wenskus – 718-482-4942

For registration information:

- Andrea Nieves (518) 402-9428
urbanforestry@dec.ny.gov

www.dec.ny.gov/lands/30859.html

Topics & Speakers

Registration begins at 8:30 AM.

Program begins at 9:00 AM

Program Speakers

Andrew Reinman – *CUNY Advanced Science Research Center*; **Suzannah Abbate** – *Snug Harbor*; **Maritza Cuevas** – *NYC Parks - Greenbelt Conservancy*; **Rich Shaw** – *NRCS (retired)*; **Emily Walker** – *New Yorkers for Parks*; **Sarah Charlop-Powers** – *Natural Areas Conservancy*.

Topics

Morning Session

The morning discussions will include:

- Environmental education in a natural setting
- The soils of NYC and their influence on tree survival and growth
- The Play Fair initiative and its impact on the City's tree budget
- Recent and ongoing research on forest fragmentation and its impact on forest growth

Afternoon Session

The afternoon includes your choice of three tours. Sign up at morning check-in

- Tour 1 – Snug Harbor and Staten Island Botanical Garden
- Tour 2 – NYC Bluebelt site and Natural Areas Volunteers site (limit 45 people)
- Tour 3 – Greenbelt Native Plant Center (limit 45 people)

RECEIVED

FEB 21 2020

TOWN OF ORANGE TOWN
HIGHWAY DEPARTMENT



Division of Lands & Forests
Urban Forestry
625 Broadway, 5th Floor
Albany, NY 12233-4253

James Dean
Orangetown Highway Dept
119 Route 303
Orangeburg, NY 10962-

BID OPENING TIME	<u>11:00AM</u>	DATE	<u>February 27, 2020</u>
-------------------------	----------------	-------------	--------------------------

CONTRACTOR NAME & ADDRESS	<i>Berry Burners NYACK, NY</i>	<i>HAUSER BROS. ORANGEBURG NY</i>	
--------------------------------------	------------------------------------	---------------------------------------	--

DATE RECEIVED	<i>2/26/2020</i>	<i>2/27/2020</i>				X
TIME RECEIVED	<i>10:43A</i>	<i>10:15AM</i>				
NON COLLUSION STATEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
BID BOND or CERTIFIED CHECK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Total Annual Cost for Services Outlined						
	<i>\$ 15,000 ^{%%}</i>	<i>\$ 13,348 ^{%%}</i>	\$	\$	\$	X

Labor Costs For HVAC Technician						
Labor Rates for Monday to Friday - 8:00 A.M. to 4:00 P.M./ Unit HOUR						
UNIT PRICE	<i>\$ 150 ^{%%}</i>	<i>\$ 128 ^{%%}</i>	\$	\$	\$	X
Labor Rates for Monday to Friday - 4:00 P.M. to 8:00 A.M./ Unit HOUR						
UNIT PRICE	<i>\$ 225 ^{%%}</i>	<i>\$ 188 ^{%%}</i>	\$	\$	\$	X
Labor Rates for Saturday - 8:00 A.M. to Midnight./ Unit HOUR						
UNIT PRICE	<i>\$ 225 ^{%%}</i>	<i>\$ 188 ^{%%}</i>	\$	\$	\$	X
Labor Rates for Sunday and Holidays/ Unit HOUR						
UNIT PRICE	<i>\$ 225 ^{%%}</i>	<i>\$ 248 ^{%%}</i>	\$	\$	\$	X

Cost For Materials						
PERCENT MARK - UP						
If no discount is being offered, enter "0" in the space provided. Mark-Up shall not exceed 10%						
There shall be no mark-up on freight / Unit PERCENT MARK-UP						
UNIT PRICE	<i>\$ 25%</i>	<i>\$ 10%</i>	\$	\$	\$	X
						X
						X
						X
						X

RECEIVED

JAN 23 2020

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

TOWN OF ORANGETOWN
SPECIAL USE PERMIT FOR USE OF TOWN PROPERTY/ITEMS

PERMIT # 20-SP-03

RECEIVED
MAR 3 2020
Orangetown Police Department

EVENT NAME: 2020 Run/Walk 5K

APPLICANT NAME: Katie Beckmann Mahon

ADDRESS: 496 Western Hwy Blauvelt, NY 10913

PHONE #: 845 359 7327 CELL # 845 558 1490 FAX #

CHECK ONE: PARADE _____ RACE/RUN/WALK OTHER _____

The above event will be held on 05/09/20 from 8:30 AM to 11:30 AM RAIN DATE: N/A

Location of event: St. Dominic Convent

Sponsored by: Sisters of St. Dominic Telephone #: 845 359 7327

Address: Same as above

Estimated # of persons participating in event: 200 vehicles N/A

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:
Katie Beckmann Mahon (listed above)

Signature of Applicant: *[Signature]* Date: 1/23/20

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On: 1/23/2020

Certificate of Insurance - Received On: 1/29/2020

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y/N - Received On: X

Rockland County Highway Dept. Permit: Y / N - Received On: 2/5/2020

NYSDOT Permit: Y/N - Received On: X

Route/Map/Parking Plan: Y / N - Received On: 1/23/2020

RFS #: 46696 BARRICADES: Y / N CONES: Y/N TRASH BARRELS: Y/N OTHER: _____

APPROVED: *[Signature]* DATE: 2.3.20
Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

Show Mobile: Y/ N Application Required: _____ Fee Paid - Amount/Check # _____

Port-o-Sans: Y / N Other: Using Rail Trail

APPROVED: *[Signature]* DATE: 2/27/2020
Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y / N Items: _____

APPROVED: *[Signature]* DATE: 03/03/2020
Chief of Police

Please return to the Highway Department to be placed on the Town Board Workshop

Workshop Agenda Date: _____ Approved On: _____ TBR #: _____



Rockland County

Ed Day, Rockland County Executive

HIGHWAY DEPARTMENT

23 New Hempstead Road
 New City, New York 10956
 Phone: (845) 638-5060 Fax: (845) 638-5037
 Email: highway@co.rockland.ny.us

RECEIVED

FEB 05 2020

Charles H. "Skip" Vezzetti
 Superintendent of Highways

TOWN OF ORANGETOWN
 HIGHWAY DEPARTMENT

PERMIT AND NOTICE TO Use A ROAD

To the Town Clerk of *Orangetown* in Rockland County:

This is to certify that the Superintendent of Highways of Rockland County has been requested by
SISTERS OF SAINT DOMINIC (KATIE BECKMAN @ 359-7327)

To *Use* a section of Highway in the Town of *Orangetown* Rockland County, known as
CONVENT ROAD AND WESTERN HWY. IN BLAUVELT

The portion of highway will be *Used* under Highway Law on MAY 9, 2020 FROM 8 am - 12 pm.

For the purpose of NUN FUN RUN 5K.

This activity can not be properly conducted unless the portion described above is *Used* during the time such activity is in progress.

To the Town Highway Superintendent of *Orangetown* in Rockland County:

A certificate of which the foregoing is a copy having been executed by me under the authority conferred by Section 104 of the Highway Law and filed in the office of the Town Clerk in *Orangetown* on the 25th Day of February 2020, you are hereby notified that I have authorized the *Use* of the above described section of highway. The applicant must provide a detour for traffic during the time the road is *Used* and notify police, fire, ambulance, school districts and public transportation prior to *Using* of the roadway. The applicant must provide the necessary signs, barricades, lights, flagmen, etc. and make every effort to cooperate with the traveling public. Keep fire, police, ambulance, public transportation and school entities informed as to daily activities, concerning the *Use*.

Dated this 25th February 2020



Rockland County Superintendent of Highways

2/11
 2/4/20

JAN 23 2020

KATE BECKMANN
359-5773 FAX

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

20-SP-03

ROCKLAND COUNTY HIGHWAY DEPARTMENT
USE/
APPLICATION FOR PERMIT TO CLOSE A COUNTY ROAD
UNDER SECTION 104 OF THE HIGHWAY LAW

In the space provided the applicant must state their name and address. If the applicant is a corporation, state the location of the local office and the title of the person signing this application.

Kate Beckmann Mahon
Communications Manager
Sisters of Saint Dominic of Blauvelt, NY
496 Western Hwy, Blauvelt, NY 10913

In the space provided describe why the road needs to be closed where (intersection to intersection), and when the proposed closure will take place.

The sisters of St. Dominic will be hosting their sixth annual Nun Run/Walk 5K on Saturday, May 9, 2020 from 8:30am - 11:30am. We would like to use Convent Road (Western Hwy to Hoffman Lane) and Western Hwy. (Mountainview Ave to Blauvelt Rd.)

In the space provided describe the proposed detour route, barricades and signs required by the New York State Manual of Uniform Traffic Control Devices.

We will be working with the Town of Orangetown and Orangetown Police Dept. to direct traffic and runners.

Dated this 1/23/2020 Day of January, 23rd

Address: 496 Western Hwy, Blauvelt NY

Applicant: [Signature]

The Rockland County Highway Department reserves the right to have the applicant immediately removed from the roadway and traffic restored at any time deemed necessary by the Highway Department and/or the local law enforcement agency at such time the said permit will become null and void! Failure to abide may result in trespassing and civil penalties.

RECEIVED

JAN 23 2020

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

20-SP-03





Sisters of Saint Dominic of Blauvelt, New York

Futuring the Charism for the Life of the World.

20-SP-03

RECEIVED

JAN 23 2020

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

Orangetown Town Board
26 Orangeburg Road
Orangeburg, NY 10962

January 23, 2020

Dear Orangetown Town Board,

The Sisters of Saint Dominic of Blauvelt, NY are holding their sixth annual Nun Run/Walk 5K on Saturday, May 9, 2020. The race will begin and end at St. Dominic Convent and last from 8:30 AM - 11:00 AM.

As a part of this race, we are requesting police detail for the following roads to help direct traffic and runners during the race:

- Western Highway (Between Mountain View Avenue and Blauvelt Road)
- Convent Road (Between Western Highway and Hoffman Lane)
- Hoffman Lane
- Blauvelt Road (Between Bluefields Lane and Western Highway)
- Bluefields Lane
- Mountainview Avenue (Between Glenshaw Street and Western Highway)

Also, please note that we will be using the Rail Trail from the Blauvelt Library entrance (on Western Highway) to Mountainview Avenue. We have already reached out to Aric Gorton about this request. We are also requesting any available barricades for help with directing traffic and runners for this race.

We shall be very grateful for your assistance with the items mentioned above. It will be most helpful to us in making the 2020 Nun Run/Walk 5K a success.

Gratefully,

Katie Beckmann Mahon
Communications Manager
Sisters of Saint Dominic of Blauvelt, New York

496 Western Highway
Blauvelt, New York 10913-2097
Phone: (845) 359-5600 · Fax: (845) 359-5773
website: www.opblauvelt.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2020

20-SP-03

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 have ADDITIONAL INSURED provisions or 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 Artex Risk Solutions, Inc. (CB) 2850 Golf Road, 5th Floor Rolling Meadows IL 60008-4050	CONTACT NAME: Christian Brothers Services	
	PHONE (A/C, No, Ext): 800-807-0300	FAX (A/C, No): 630-378-2508
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Pennsylvania Manufacturers Assoc Ins Co		12262
INSURED Brothers of the Christian Schools & Affiliates Loc #1177022 SISTERS OF ST. DOMINIC OF BLAUVELT 1205 Windham Parkway Romeoville IL 60446-1679	CHRIBRO-14	INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 1329882505 **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		821900 0998922	6/15/2019	6/15/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> 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	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Coverage for Nun Run on May 9, 2020 at times agreed upon.

RECEIVED
JAN 29 2020
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

CERTIFICATE HOLDER Town of Orangetown 26 Orangeburg Road 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
--	--

DEPARTMENT OF PERSONNEL

50 Sanatorium Road, Building A
 Pomona, New York 10970
 Phone: (845) 364-3737 Fax: (845) 364-3738
 Email: rcpersonnel@co.rockland.ny.us

Lori Gruebel
Commissioner

Teresa Kenny, Supervisor
 Town of Orangetown
 Orangetown Town Building
 26 Orangeburg Road
 Orangeburg, NY 10962

2/21/20

Dear Ms. Kenny:

The enclosed Certification of Eligibles is forwarded

- () at the request of _____.
 (X) as required by the Civil Service Law and Rules.

It is for use in making (X) Permanent () Contingent-Permanent () Temporary appointment (s) in 1 position (s) of **Secretarial Assistant (Legal)** from list **#20076 (PROM)**.

- | | |
|--------------------------|---|
| () currently vacant | () expected to be vacant |
| (X) provisionally filled | () temporarily filled |
| () newly established | () recently classified (action to establish required before making appointment.) |

Any provisional or temporary employee in the position must be among the top three eligibles willing to accept appointment in order to be given a permanent or contingent-permanent appointment. If there are fewer than three eligibles willing to accept an appointment in this title, you may appoint one of the eligibles, grant another provisional appointment to an incumbent (if not barred) or provisionally appoint another qualified individual. Civil Service Law and Rules require the provisional or temporary services of the following employee (s) to be terminated in the above title no later than the date (s) shown. Any with permanent competitive class status must be returned to his/her title (see below).

<u>Name of Employee</u>	<u>Date</u>	<u>Permanent Title</u>	<u>Further Prov. Appt. Barred</u>
Mary Ferrara	4/21/20	Legal Stenographer	NO

The completed original copy of this Certification should be returned to this office as soon as practicable. Note detailed instructions attached. If an appointment is made of an individual named on the Certification, please submit a Data Change Form or Personnel Transaction Form, as appropriate, when you return the Certification.

Enclosure (s)

CERTIFICATION OF ELIGIBLES

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<p style="text-align: center;">LORI GRUEBEL COMMISSIONER OF PERSONNEL</p> <hr/> <p>PT1 RECEIVED _____</p> <p>DATE CHANGE FORM RECEIVED _____</p> <p>ROSTER ENTRY MADE _____</p> <p>VET CR RECORDED _____ EL LIST ANNOTATED _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE [] This Certification Not Used Because _____</p> <hr/> <p>[] Request Name of More Eligibles</p> <p>[] No Additional Names Now Required</p> <p>Appointing Authority Must Sign and Date this Form on or before 04/06/2020 and return on or before 05/06/2020</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
<p>TO: TERESA KENNY, SUPERVISOR</p> <p>Dept/Agency: TOWN OF ORANGETOWN /TOWN OF ORANGETOWN</p>	<p>FROM: Rockland County Department of Personnel 50 Sanatorium Road, Building A Pomona, NY 10970</p>

TITLE: SECRETARIAL ASSISTANT (LEGAL)	LOCATION: TOWN OF ORANGETOWN	EXAM NUMBER/PUBLIC NO: 20076/
NUMBER OF CANDIDATES ON CERT: 1	POSITIONS: 1 / PERM /F	DATE OF CERTIFICATION: 02/21/2020

COMPLETE CURRENT PROMOTIONAL LIST.							
#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE
1.	FERRARA, MARY 131 NEW YORK AVE CONGERS, NY 10920 (845)268-7206 (home) (845)364-3568 (work) MFERRARA714@AOL.COM	70.00	0.00 /0.00				

Final rating includes any veteran or disabled credits shown
READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

Issuing Agency Signature

Appointing Authority Signature



Rockland County

Ed Day, Rockland County Executive

78

DEPARTMENT OF PERSONNEL

50 Sanatorium Road, Building A
Pomona, New York 10970
Phone: (845) 364-3737 Fax: (845) 364-3738
Email: rcpersonnel@co.rockland.ny.us

Lori Gruebel
Commissioner

February 7, 2020

Teresa Kenny, Supervisor
Town of Orangetown
Orangetown Town Building
26 Orangeburg Road
Orangeburg, NY 10962

Dear Ms. Kenny:

The enclosed Certification of Eligibles is forwarded

- at the request of _____.
- as required by the Civil Service Law and Rules.

It is for use in making Permanent Contingent-Permanent Temporary appointment (s) in 1 position (s) of **Real Property Appraiser** from list #**20063 (RC-NCP)**.

- currently vacant
- provisionally filled
- newly established
- expected to be vacant
- temporarily filled
- recently classified (action to establish required before making appointment.)

Any provisional or temporary employee in the position must be among the top three eligibles willing to accept appointment in order to be given a permanent or contingent-permanent appointment. If there are fewer than three eligibles willing to accept an appointment in this title, you may appoint one of the eligibles, grant another provisional appointment to an incumbent (if not barred) or provisionally appoint another qualified individual. Civil Service Law and Rules require the provisional or temporary services of the following employee (s) to be terminated in the above title no later than the date (s) shown. Any with permanent competitive class status must be returned to his/her title (see below).

<u>Name of Employee</u>	<u>Date</u>	<u>Permanent Title</u>	<u>Further Prov. Appt. Barred</u>
Hugh Davies	4.7.20	Real Property Appraiser Assistant	No

The completed original copy of this Certification should be returned to this office as soon as practicable. Note detailed instructions attached. If an appointment is made of an individual named on the Certification, please submit a Data Change Form or Personnel Transaction Form, as appropriate, when you return the Certification.

Enclosure (s)

CERTIFICATION OF ELIGIBLES

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<p>LORI GRUEBEL COMMISSIONER OF PERSONNEL FOR CIVIL SERVICE USE ONLY</p> <p>PT1 received _____</p> <p>Roster entry made _____</p> <p>Vet Cr recorded _____ EL list annotated _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE Check Applicable box(es) <input type="checkbox"/> This certification not used because: _____</p> <p><input type="checkbox"/> Request names of more eligibles <input type="checkbox"/> No additional names now required</p> <p>APPOINTING AUTHORITY MUST SIGN AND DATE THIS FORM ON OR BEFORE 3/7/20 AND RETURN ON OR BEFORE 3/22/2020</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
--	--

<p>TO: Supervisor Teresa Kenny Town of Orangetown 26 Orangeburg Road Orangeburg, NY 10962</p>	<p>FROM: ROCKLAND COUNTY DEPARTMENT OF PERSONNEL 50 SANATORIUM ROAD, BLDG A POMONA, NEW YORK 10970</p>
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<p>TITLE Real Property Appraiser</p>	<p>LOCATION T/Orangetown</p>	<p>EXAM NUMBER 20063</p>
<p>NUMBER OF CANDIDATES ON CERT: 1</p>	<p>POSITIONS 1 Permanent</p>	<p>DATE OF CERTIFICATION 2/7/20</p>

NAME AND ADDRESS	FINAL EXAM RATING*	V or DV Credits	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE OF APPT
<p>Hugh Davies 704 Eagle Valley Road Tuxedo, NY 10987</p> <p>Complete current list.</p>	<p>Q</p>					

*Final rating includes any veteran or disabled veteran credits shown
READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

WARRANT

Warrant Reference	Warrant #	Amount
Approved for payment in the amount of		
	122919	\$ 65,179.55
	022020	\$ 1,027,075.45
	031020	\$ 472,795.01
	Total	\$ 1,565,050.01

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: 3/5/2020
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 3/10/2020 consists of 3 warrants for a total of \$1,565,050.01.

The first warrant had 50 vouchers for \$65,179.55 and had the following items of interest (2019 items).

1. Applied Golf (p1) - \$10,766 for employee reimbursement.
2. Brooker Engineering (p2) - \$6,250 for Old Middletown Rd. curve site plan.
3. NRP Group (p6) - \$5,766 for odor control chemicals.

The second warrant had 58 vouchers for \$1,027,075 and had the following items of interest (2020 items).

4. Crown Castle Fiber (p4) - \$6,470 for connectivity.
5. CSEA Employee Benefit Fund (p4) - \$31,474 for dental benefits.
6. FDM Preferred Insurance Co. (p4) - \$32,706 for Blauvelt Fire Workers Comp.
7. NYS Civil Service (p6) - \$749,098 for health care.

The third warrant had 150 vouchers for \$472,795 and had the following items of interest.

8. Applied Golf Blue Hill (p5) - \$126,500 for management contract.
9. Applied Golf Broadacres (p6) - \$59,500 for management contract.
10. Capasso & Sons (p12) - \$62,848 for refuse removal.
11. CRAFCO (p14) - \$8,719 for Highway materials.
12. Global Montello (p21) - \$15,690 for fuel.
13. Helmke (p22) - \$7,780 for OHA snow removal.
14. Ron's Quality Automotive (p25) - \$5,822 for repair of vactor truck.
15. Ruscon Truck Service (p28) - \$7,289 for Highway truck repairs.

16. Sprague Operating Resources (p43) - \$16,189 for fuel.
17. Starr Press of Pearl River (p48) - \$5,710 for Parks brochure.
18. State Comptroller (p48) - \$55,828 for Justice fines.

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

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