

**TOWN OF ORANGETOWN
RTBM MEETING
TUESDAY, NOVEMBER 29, 2016**

This Town Board Meeting was opened at _____p.m.

| | |
|---------------------------|-------|
| Councilman Denis Troy | _____ |
| Councilman Thomas Diviny | _____ |
| Councilman Paul Valentine | _____ |
| Councilman Jerry Bottari | _____ |
| Supervisor Andy Stewart | _____ |

PLEDGE OF ALLEGIANCE TO THE FLAG

ANNOUNCEMENTS: 2017 Training School and Annual Meeting of the Association of Towns in NYC,
February 19-22, 2017

PUBLIC COMMENTS:

TOWN BOARD

**OPEN PH AT 8:05 P.M./INCREASE SALARY OF
SUPERINTENDENT OF HIGHWAYS FOR FISCAL
YEAR 2017 ABOVE THAT SET FORTH IN THE
NOTICE OF HEARING ON THE 2017
PRELIMINARY BUDGET**

1. **RESOLVED**, that the 8:05 p.m. public hearing to increase the salary of Superintendent of Highways for fiscal year 2017 above that set forth in the Notice of Hearing on the 2017 Preliminary Budget is hereby opened.

Public portion:

**CLOSE PUBLIC COMMENTS/ INCREASE SALARY
OF SUPERINTENDENT OF HIGHWAYS FOR
FISCAL YEAR 2017 ABOVE THAT SET FORTH IN
THE NOTICE OF HEARING ON THE 2017
PRELIMINARY BUDGET**

2. **RESOLVED**, the public portion of this public hearing is hereby closed.

TOWN BOARD

**APPROVE LOCAL LAW, INCREASING THE
SALARY OF THE ELECTED SUPERINTENDENT OF
HIGHWAYS FOR FISCAL YEAR 2017 ABOVE
THAT SET FORTH IN THE NOTICE OF HEARING
ON THE 2017 PRELIMINARY BUDGET**

3. **WHEREAS**, by resolution duly adopted the 27th day of September 2016, the Town Board directed the Supervisor to include certain specified salary increases for elected Town officials in the 2017 Preliminary Budget, so as to allow notice of such increases to be timely included and published in the Notice of Public Hearing on the said Budget; and

WHEREAS, the amount of the salary thereafter published in the Notice of Public Hearing for the Office of Superintendent of Highways was incorrectly stated at \$105,489.00, rather than \$106,989.00, as approved and included in the Preliminary Budget; and

WHEREAS, the Town Board wishes to compensate the Superintendent of Highways in the full amount authorized and intended; and

WHEREAS, pursuant to N.Y.S. Town Law § 27(1), the town board shall not fix the salaries of the members of the town board, an elected town clerk or an elected town superintendent of highways at an amount in excess of the amounts respectively specified in the notice of hearing on the preliminary budget published pursuant to section one hundred eight of the Town Law, unless authorized, for a period of one year, by local law adopted pursuant to the N.Y.S. Municipal Home Rule Law,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the following local law, increasing the salary for the Town Superintendent of Highways, for fiscal year 2017, to the amount of \$106,989.00, \$1,500.00 above that stated in the Notice of Public Hearing on the 2017 Preliminary Budget.

This resolution is adopted subject to permissive referendum.

LOCAL LAW NO. ___ OF 2016, RELATING TO THE SALARY OF THE SUPERINTENDENT OF HIGHWAYS FOR FISCAL YEAR 2017

Be it enacted by the Town Board of the Town of Orangetown as follows:

Section 1: The Town Board of the Town of Orangetown, pursuant to Section 27 of the N.Y.S. Town, Law fixes the salary of the Superintendent of Highways for fiscal year 2017 at \$106,989.00, said amount having been appropriated in the 2017 final Town Budget, but being \$1,500.00 more than the salary set forth in the Notice of Public Hearing on the 2017 Preliminary Budget.

Section 2: The within law is adopted, subject to permissive referendum, pursuant to § 27 of the N.Y.S. Town Law and § 24(2)(h) of the N.Y.S. Municipal Home Rule Law.

Section 3: Effective date. The provisions of this local law shall take effect immediately upon filing with the Secretary of State.

**AUTHORIZE SUPERVISOR /SIGN ONE-YEAR
CONTRACT EXTENSION RENEWAL WITH
O'CONNOR DAVIES/ISSUE RFPS/ANNUAL
AUDTING SERVICES**

4. **RESOLVED**, the Town Board authorizes the Supervisor to sign a (1) one year contract extension renewal with O'Connor Davies, the Town's current Auditor, for 2017 auditing services, and issue a Request for Proposals for 2018 annual auditing services.

TOWN BOARD

APPROVE QUITCLAIM DEED FROM UNITED STATES OF AMERICA, ACTING THROUGH THE SECRETARY OF HEALTH AND HUMAN SERVICES, FOR 6.387 ACRES OF PROPERTY, FORMERLY A PART OF THE TAPPAN ARMY RESERVE CENTER ON WESTERN HIGHWAY

5. **WHEREAS**, the Town has negotiated the acquisition of surplus real property, formerly a part of the Tappan Army Reserve Center, located on Western Highway in the Town of Orangetown, from the United States of America, acting through the Secretary of Health and Human Services, for a public health purpose, to wit, the construction of a green infrastructure project to help manage stormwater, improve water quality and raise public awareness about green infrastructure practices; and

WHEREAS, the said property consists of 6.387 acres of property, now or formerly a part of Sect. 74.18, Block 3, Lot 48 on the Tax Map of the Town of Orangetown, as shown on a certain subdivision map prepared by Tectonic Engineering & Surveying Consultant P.C., titled "Lands to be Acquired by Town of Orangetown, Portion of 281 Western Highway, Drawing Number SU-102",

NOW, THEREFORE, BE IT RESOLVED that the Town hereby approves acceptance of a Quitclaim Deed conveying the said property to the Town, subject to the easements, encumbrances, covenants, restrictions reservations and/or conditions as set forth in the draft form of deed submitted to the Town under cover from Teresa Ritta, Program Manager, Federal Real Property Assistance Program, Real Property Management Services.

PERMISSION GRANTED/2017 ASSOCIATION OF TOWNS

6. **RESOLVED**, that permission is granted to Elected Officials and Department Heads or their representatives, at attend the 2017 Training School and Annual Meeting of the Association of Towns in New York City, February 19-22, 2017, with the Town paying cost of courses, stay, and travel, to be charged to appropriate accounts.

TOWN BOARD

2017 DELEGATE/ASSOCIATION OF TOWNS

7. **RESOLVED**, that Charlotte Madigan, Town Clerk, is hereby designated Delegate for the Association of Towns Annual Meeting, February 19-22, 2017, with Robert Simon, Receiver of Taxes, as the Alternate Delegate, to represent and vote on behalf of the Town of Orangetown

TOWN ATTORNEY

**AUTHORIZE SUPERVISOR TO SIGN AND
EXECUTE AMENDED AGREEMENT BETWEEN
THE TOWN OF ORANGETOWN AND NEW YORK
SMSA LIMITED PARTNERSHIP d/b/a VERIZON
WIRELESS**

8. **WHEREAS**, the Town of Orangetown currently has a lease agreement with New York SMSA Limited Partnership d/b/a Verizon Wireless, dated August 28, 1992, as amended on 2/24/11 and 12/4/11, for space on the Telecommunications Tower at 26 Orangeburg Road, Orangeburg, New York (the Town Hall Tower); and

WHEREAS, Verizon Wireless seeks to perform antenna work and make additional improvements and to pay the Town an additional \$200.00 per month for such additional installations in return for an additional five year extension on the current lease; be it

RESOLVED, that an amendment to the August 28, 1992, agreement between the Town of Orangetown and New York SMSA Limited Partnership d/b/a Verizon Wireless is hereby approved and that the Supervisor is authorized to execute same.

POLICE DEPARTMENT

**ACCEPT/FILE IRREVOCABLE LETTER OF
RESIGNATION/TOWN EMPLOYEE
#2756/EFFECTIVE APRIL 30, 2017**

9. **RESOLVED**, that upon the recommendation of the Chief of Police, ACCEPT/FILE the irrevocable letter of resignation of town employee # 2756 effective the latter of his completion of twenty years of eligible service in the NYS Police and Fire Retirement System or April 30, 2017.

PERSONNEL

**APPOINT ALEXANDROS C. TSIRONIS/
INFORMATION SERVICES AND RECORDS
MANAGEMENT SPECIALIST (POLICE
DEPARTMENT)/EFFECTIVE NOVEMBER 23, 2016**

- 10. RESOLVED**, that upon the recommendation of the Chief of Police, permanently appoint Alexandros C. Tsironis from Rockland County Civil Service list #16051 to the title of "Information Services and Records Management Specialist (Police Department) at a salary consistent with the provisions of the labor agreement between the Town of Orangetown and Orangetown CSEA., effective November 23, 2016.

**CREATE POSITION/ASSISTANT MAINTENANCE
SUPERVISOR/GRADE 18/DEME**

- 11. RESOLVED**, that upon the recommendation of Rockland County Personnel, create the position of Assistant Maintenance Supervisor in the DEME, Grade 18 (salary range \$75,835.00 - \$122,120.00), and direct that notice of same be posted in compliance with the provisions of the contract between the Town and CSEA.

**APPOINT RIMA DELVECCHIO/SENIOR ACCOUNT
CLERK/TOWN CLERK'S OFFICE/EFFECTIVE
NOVEMBER 28, 2016**

- 12. RESOLVED**, that upon the recommendation of the Town Clerk, appoint Rima DelVecchio to the position of Senior Account Clerk, provisional, Grade 7, Step 5 at a salary of \$54, 847.00, effective November 28, 2016.

**APPOINT JESSICA GARRECHT/SENIOR CLERK
TYPIST/JUSTICE COURT/EFFECTIVE NOVEMBER
29, 2016**

- 13. RESOLVED**, that upon the recommendation of the Town Justices and the Court Clerk, appoint Jessica Garrecht to the position of Senior Clerk Typist in the Orangetown Justice Court, Grade 5, Step 1, at a salary of \$41,858.00, effective November 29, 2016.

PERSONNEL

**CHANGE POSITION OF SUPERVISOR OF FISCAL
SERVICES FROM A GRADE 19 TO GRADE
24/SALARY OF \$101,088.00/EFFECTIVE
JANUARY 1, 2017**

14. **RESOLVED**, that upon the recommendation of the Finance Director, change the position of Supervisor of Fiscal Services from a Grade 19 to a Grade 24, Step 1, with a salary of \$101,088.00 effective January 1, 2017. Salary is included in the 2017 Preliminary Budget.

**ACCEPT RETIREMENT/RESIGNATION/KENECK
SKIBINSKI/CHIEF OPERATOR/DEME/EFFECTIVE
MARCH 24, 2017**

15. **RESOLVED**, accept retirement/resignation from Keneck Skibinski, Chief Operator, DEME, effective March 24, 2017.

**APPOINT ROBERT MURPHY/AUTOMOTIVE
MECHANIC 1/EFFECTIVE DECEMBER 5,
2017/DEME**

16. **RESOLVED**, that upon recommendation of the Commissioner of DEME, appoint Robert Murphy to the position of Automotive Mechanic I CSEA Grade 15 Step 25/29 at a salary of \$100,626.00. This position was vacated due to the incumbent being promoted and is funded in the budget. This appointment is to be effective as of December 5, 2016.

**AUTHORIZE DEME COMMISSIONER TO ISSUE
RFP'S/CHIEF OPERATOR POSITIONS/EFFECTIVE
MARCH 2017**

17. **RESOLVED**, that upon the approval of the Town Attorney, the Town Board authorizes the Department of Environmental Management and Engineering Commissioner to issue a Request for Proposals for contracts covering the duties of the Chief Operator positions starting in March 2017.

HIGHWAY

**AWARD CONTRACT/BROOKER ENGINEERING/
DESIGN AND CONSTRUCTION INSPECTION
SERVICES/NYSEFC GRANT #130/HOMES FOR
HEROES GREEN INNOVATION PROJECT**

18. **RESOLVED**, that upon the recommendation of the Town's Consultant Selection Committee comprised of the Superintendent of Highways, Director of OBZPAE and Commissioner of DEME, the engineering contract for Design and Construction Inspection Services is awarded to Brooker Engineering for the Environmental Facilities Corporation Grant #1308, Homes For Heroes Green Innovation Project, in an amount not to exceed \$97,200.00.

**AWARD BID/GOOSETOWN COMMUNICATIONS
/LAND MOBILE RADIO SYSTEM RENTAL FOR
FIVE (5) YEARS**

19. **RESOLVED**, that upon recommendation of the Superintendent of Highways, the Land Mobile Radio System bid rental for five (5) years at \$35,100 per year, which includes coverage for a minimum of 90% of the area of the Town on mobile radio, subscribers, airtime, hosted GPS service, smart phone applications, and all inclusive maintenance, is awarded to Goosetown Communications, Congers, NY, the only qualified bidder meeting the town's specifications, to be charged to Account Number D.5130.400.05.

**APPROVE 2016/2017 LUMP SUM MUNICIPAL
SNOW AND ICE AGREEMENT**

20. **RESOLVED**, that upon the recommendation of the Superintendent of Highways, the Supervisor is hereby authorized to sign the Extended Indexed Lump Sum Municipal Snow and Ice Agreement, between the Town of Orangetown and the New York State Department of Transportation. The amount for the 2016/2017 Agreement is \$213,000.00.

HIGHWAY AND POLICE DEPARTMENTS

**APPROVE AID/ROTARY CLUB OF PEARL RIVER
SHARED CHRISTMAS AND HOLIDAYS/
HIGHWAY AND POLICE DEPARTMENT**

21. **RESOLVED**, that the Town Board hereby approves aid to the Rotary Club of Pearl River for the Annual "Share Christmas and Holidays" program and authorizes the Town of Orangetown Highway and Police Department to lend assistance which includes the use of barricades, trash barrels & message board from the Highway Department, and police personnel for crowd control for the Share Christmas event to be held on Friday, December 9, 2016 (rain date of 12.16.16), from 6pm to 9 pm.

PARKS DEPARTMENT

**APPROVE AID/ROTARY CLUB OF PEARL RIVER
SHARED CHRISTMAS AND HOLIDAYS/PARKS
DEPARTMENT**

22. **RESOLVED**, subject to the submission of all necessary paperwork, the Town Board approves the use of the Showmobile by the Pearl River Rotary Club for their Share Christmas Event on Friday, December 9, 2016, at a rental cost of \$400.00 with the organization providing a certificate of insurance listing the Town of Orangetown as additionally insured.

PARKS DEPARTMENT

**PARKS DEPARTMENT/BICYCLING ON
CLAUSLAND MOUNTAIN**

23. **WHEREAS**, parkland on Clausland Mountain is comprised of several parcels of Town, State and County Parks which are adjacent to one another and share a trail network that is contiguous between the parks.

WHEREAS, Town Parks including Nike Town Park and Tackamack Town Park are governed by laws of the Town of Orangetown, and as such bicycling is permitted in these town parks,

WHEREAS, Clausland Mountain County Park is governed by County Park Rules, and as such, bicycling is not allowed in such a park except by specific permission of the Rockland County Parks Commission,

WHEREAS, the Rockland County Parks Commission seeks Town input on its plan to permit bicycling on a portion of the trails on Clausland Mountain County Park that connect the town's Tackamack and Nike Town Parks, with the goal of providing a continuous bicycling trail on Clausland Mountain to serve the recreational needs of the community,

WHEREAS, NYS recently permitted bicycling on its adjacent lands in Blauvelt State Park,

NOW, THEREFORE, BE IT RESOLVED that the proposed designation of a bicycling trail by the Rockland County Parks Commission in Clausland Mountain County Park is consistent with the permitted uses on adjacent Town of Orangetown parks,

IT IS FURTHER RESOLVED that the Town will not permit mass bicycling events on Clausland Mountain trails or the construction of new trails for biking without Town Board approval.

JUSTICE COURT

**AMEND RESOLUTION No. 511/INCREASE
AMOUNT FROM \$3,500.00 TO \$4,459.00/
GRANT APPLICATION/2016 NYS JUSTICE COURT
ASSISTANCE PROGRAM/SECURITY EQUIPMENT
AND SCANNING SOFTWARE**

24. **RESOLVED**, to hereby amend Resolution No. 511 (RTBM 10/18/16) that the Supervisor is hereby authorized to submit a Grant Application for the Orangetown Justice Court, to the NYS Justice Court Assistance Program 2016, in the amount of \$4,459.00, for the purpose of obtaining security equipment and scanning software.

TOWN CLERK

**ADOPT TOWN BOARD MEETINGS/CALENDAR
FOR 2017**

- 25. RESOLVED,** that the Town Board hereby adopts the Town Board Meetings Calendar for 2017.

TOWN BOARD MEETINGS - 2017 CALENDAR

| | |
|----------|----------------------------|
| 01/03/17 | Reorg-RTBM/Audit |
| 01/10/17 | Police Commission/Workshop |
| 01/24/17 | RTBM/Audit |
| 01/31/17 | Workshop |
| 02/07/17 | RTBM/Audit |
| 02/28/17 | Police Commission/Workshop |
| 03/07/17 | RTBM/Audit |
| 03/14/17 | Police Commission/Workshop |
| 03/21/17 | RTBM/Audit |
| 03/28/17 | Workshop |
| 04/04/17 | RTBM/Audit |
| 04/25/17 | Police Commission/Workshop |
| 05/02/17 | RTBM/Audit |
| 05/09/17 | Police Commission/Workshop |
| 05/16/17 | RTBM/Audit |
| 05/23/17 | Workshop |
| 06/06/17 | RTBM/Audit |
| 06/13/17 | Police Commission/Workshop |
| 06/20/17 | RTBM/Audit |
| 07/11/17 | Police Commission/Workshop |
| 07/18/17 | RTBM/Audit |
| 08/08/17 | Police Commission/Workshop |
| 08/15/17 | RTBM/Audit |
| 09/05/17 | Police Commission/Workshop |
| 09/12/17 | RTBM/Audit |
| 09/26/17 | Workshop |
| 10/03/17 | RTBM/Audit |
| 10/17/17 | Police Commission/Workshop |
| 10/24/17 | RTBM/Audit |
| 11/14/17 | Police Commission/Workshop |
| 11/28/17 | RTBM/Audit |
| 12/05/17 | Police Commission/Workshop |
| 12/19/17 | RTBM/Audit |

Police Commission Meetings start at 7:00 pm, Town Board Workshop Meetings start at 8:00 pm, and Regular Town Board/Audit Meetings begin at 7:30 pm. All meetings are on Tuesdays, except where indicated.

IT DEPARTMENT

**AUTHORIZE EXPENDITURES/IT DEPARTMENT/
PILOT PROJECT WITH PERSONNEL/SOFTWARE
LICENSING, PROFESSIONAL SERVICES, AND
RELATED COSTS**

26. **RESOLVED**, to promote cost-reducing transition toward paperless document management the Town Board authorizes the expenditure from fund balance of up to \$25,000 by the IT department for software licensing, professional services and related costs to implement a pilot project with the Personnel Department for document scanning, archiving, retrieval and retention.

**AUTHORIZE EXPENDITURES/IT DEPARTMENT/
SOFTWARE LICENSING, PROFESSIONAL
SERVICES AND RELATED COSTS/ADDITIONAL
MODULES AND USER LICENSES FOR THE
INTEGRATED PROPERTY SYSTEM SOFTWARE
PROGRAM**

27. **RESOLVED**, in order administer the Landlord Registry through an electronic means, the Town Board authorizes the expenditure from fund balance of up to \$12,000 by the IT Department for software licensing, professional services, and related costs to add additional modules and user licenses to the IPS (Integrated Property System) software program.

NEW BUSINESS:

TOWN BOARD

**RESOLUTION OF TOWN OF ORANGETOWN,
MEMBER OF THE ROCKLAND RIVERFRONT
COMMUNITIES COUNCIL, IN OPPOSITION TO
PROPOSED RULE 2016-13701**

28. **WHEREAS**, the U.S. Coast Guard is considering designating 2,400 acres of Hudson River Estuary as new anchorage areas for commercial barges along the Hudson River shoreline from Yonkers to Kingston and has proposed a rule establishing such new anchorage grounds; and

WHEREAS, there are three proposed anchorage grounds in the Hudson River adjacent to the Hudson River shoreline in Westchester County and Rockland County and those locations are known as Yonkers Extension, Montrose Point and Tomkins Cove; and

WHEREAS, the only notification that has been provided by the Coast Guard regarding the proposed anchorage grounds is through the publication in the Federal Register; and

WHEREAS, despite requests from several public interest organizations and local, state and federal elected officials, including U.S. Senators Charles Schumer and Kirsten Gillibrand, to hold public hearings on the new proposed anchorage grounds, to date the Coast Guard has declined to schedule any public hearings and will only be accepting written comments until December 6, 2016; and

WHEREAS, the designation of these new anchorage grounds, which would become water-based parking areas for commercial barges on the way to and from the ever-busier Port of Albany, portends an increase in barge traffic on the Hudson River; and

WHEREAS, the proposed anchorage sites abut the main shipping channel of the river, which will increase congestion on the river, and may lead to collisions and create additional homeland security issues along the riverfronts; and

WHEREAS, such efforts by the Coast Guard would serve to re-industrialize the Hudson River in areas undergoing transformation, coastal revitalization and adaptive reuse away from commercial and industrial uses and toward residential and recreational uses, and which re-industrialization would be inconsistent with the local long-term waterfront goals and regional initiatives toward Hudson Valley tourism; and

WHEREAS, the anchorage grounds proposed in Tomkins Cove would cover approximately 98 acres in the Hudson River, and are located just north of the Stony Point Battlefield State Historic Site and the Stony Point Bay Marina and just south of the Hudson Highlands Scenic Areas of Statewide Significance as part of the Coastal Management Program; and

WHEREAS, given the proposed anchorage ground locations in Tomkins Cove, recreational opportunities and scenic vistas will be compromised and impair the landscape's scenic quality through the addition of structures which reduce views or are discordant with the landscape because of their inappropriate scale, form, or construction materials; and

WHEREAS, Scenic Hudson and Riverkeeper, as well as many municipalities, have voiced their concern and opposition to establishing these new anchorage grounds; and

WHEREAS, the proposed anchorage sites and the resulting industrial traffic resulting therefrom, will have, at a minimum, a detrimental visual impact on the Rockland County municipalities that front on the Hudson River, and the program is inconsistent with the municipal Comprehensive Plans and the Town of Stony Point, and the Villages of Haverstraw, Nyack, and Piermont Local Waterfront Revitalization Programs; and

WHEREAS, the Haverstraw Bay is a unique ecological feature in the Hudson River, and is one of the most significant estuarine areas and plays a central role in the health of fish populations in the river, and has been designated as a "Significant Coastal Fish and Wildlife Habitat,"; and

WHEREAS, large anchoring equipment used by commercial vessels disturbs bottom sediment and can damage wildlife habitats, including those of endangered species that live in and about the river; and

WHEREAS, the establishment of these anchorages will also cause noise and light pollution, produce river bed scarring of delicate river bottom habitat from the use of heavy ground tackle and congregate dangerous material, such as crude oil, directly adjacent to the shoreline; and

WHEREAS, the anchoring of ships and barges pose health, safety and welfare concerns from possible oil and fuel spills; and

WHEREAS, the Rockland Riverfront Communities Council, a inter-municipal organization which is composed of the river communities within Rockland County, participates with the Hudson River Valley Greenway Act, part of the intent of which is to establish a cooperative effort to advance the State's commitment to preserve, enhance and develop the world-renowned scenic, natural, historic, cultural and recreational resources of the Hudson River Valley; and

WHEREAS, the Rockland Riverfront Communities Council municipalities have a population of recreational boaters, who will be required to bypass the nearby proposed anchorage sites and navigate the increased commercial traffic on the Hudson River, which may create health, safety and welfare issues; and

WHEREAS, the Rockland Riverfront Communities Council municipalities have a population of fisherman who utilize the river as a source of sustenance and who may be harmed by the increased contamination caused by the proposed anchorage sites; and

WHEREAS, the foregoing potential impacts of the new anchorage grounds have not been adequately studied or addressed, including identifying all impacts from the proposed anchorage grounds; and

WHEREAS, the Coast Guard's proposal does not indicate what agency(ies) will be responsible for overseeing and/or maintaining the proposed anchorage sites and the anticipated impacts that will result from such; and

NOW THEREFORE, BE IT RESOLVED that the Town of Orangetown, a member of the Rockland Riverfront Communities Council, does hereby register its opposition to the proposed rule and urges its disapproval; and

BE IT FURTHER RESOLVED that the Town of Orangetown calls upon the Coast Guard to increase the ability for public comment by scheduling and actively promoting additional public forums that are easily accessible throughout the affected area so that the community concerns over this complex proposal can be heard and integrated into the rulemaking process as early as possible; and

BE IT FURTHER RESOLVED that the Town of Orangetown urges residents to voice their concerns on the proposed new anchorage locations identified as Docket ID USCG-2016-0132 at <http://www.regulations.gov> by December 6, 2016; and

BE IT FURTHER RESOLVED, that this resolution be distributed to U.S. Senator Charles Schumer, U.S. Senator Kristen Gillebrand, U.S. Congresswoman Nita Lowey, U.S. Congressman Eliot Engel, Governor Andrew Cuomo, N.Y.S. Secretary of State Rossana Rosado, N.Y.S. Senator David Carlucci and N.Y.S. Assemblywoman Ellen Jaffee; and

BE IT FURTHER RESOLVED, the Orangetown Town Board authorizes the Supervisor to execute any and all correspondence conveying the Town Board's concerns as set forth herein or as may become known in the future based upon further review of the proposal.

SIGNED: Towns of Haverstraw, Orangetown and Stony Point; Villages of Grand View-on-Hudson, Haverstraw, Nyack, Piermont, South Nyack, Upper Nyack, and West Haverstraw; Palisades Interstate Park Commission; and the County of Rockland

TOWN BOARD

TB DECISION / CONTRACT

BLAUVELT FREE LIBRARY 2017-2018

29. **RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a one (1) year contract, on behalf of the Town, as proposed and written, for SEVEN HUNDRED TWENTY THOUSAND THREE HUNDRED NINETY-TWO AND 00/100 (\$720,392.00) DOLLARS, with the Blauvelt Free Library to provide library services to residents of Blauvelt, as well as to the residents of the Sparkill area delineated in subdivision (e) of Section 1 of Chapter 494 of the Laws of 2012, within the Town.

AYES:

NOES:

TOWN BOARD

**TB DECISION / CONTRACT
ORANGEBURG LIBRARY 2017-2018**

30. **RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a one (1) year contract, on behalf of the Town, as proposed and written, for FIVE HUNDRED SEVEN THOUSAND EIGHT HUNDRED THIRTY-EIGHT AND 00/100 (\$507,838.00) DOLLARS, with the Orangeburg Library to provide library services to residents of Orangeburg, as well as to the residents of the Sparkill area delineated in subdivision (e) of Section 1 of Chapter 494 of the Laws of 2012, within the Town.

AYES:

NOES:

**TB DECISION / CONTRACT
PALISADES FREE LIBRARY 2017-2018**

31. **RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a one (1) year contract, on behalf of the Town, as proposed and written, for THREE HUNDRED EIGHTY ONE THOUSAND SEVEN HUNDRED SIXTY-EIGHT AND 00/100 (\$381,768.00) DOLLARS, with the Palisades Free Library to provide library services to residents of Palisades, as well as to the residents of the Sparkill area delineated in subdivision (e) of Section 1 of Chapter 494 of the Laws of 2012, within the Town.

AYES:

NOES:

**TB DECISION / CONTRACT
TAPPAN FREE LIBRARY 2017-2018**

32. **RESOLVED**, that the Town Board hereby authorizes the Supervisor to execute a one (1) year contract, on behalf of the Town, as proposed and written, for SEVEN HUNDRED TWO THOUSAND THREE HUNDRED FORTY AND 00/100 (\$702,340.00) DOLLARS, with the Tappan Free Library to provide library services to residents of Tappan, as well as to the residents of the Sparkill area delineated in subdivision (e) of Section 1 of Chapter 494 of the Laws of 2012, within the Town.

AYES:

NOES:

AUDIT

PAY VOUCHERS

1. **RESOLVED**, that upon the recommendation of the Finance Director, Jeff Bencik, the Finance Office is hereby authorized to pay vouchers for the General Fund, Town Outside Village, Blue Hill, Broadacres, Highway, Sewer, Capital Projects, Risk Retention, and Special Parking Funds for a total amount of **\$2,364,968.01.**

Adjournments at _____ in memory of:

TOWN OF ORANGETOWN

DATE: November 29, 2016

WARRANT

Warrant Reference

Warrant #

Amount

Approved for payment in the amount of

| | | | |
|--------|----|--------------|-----------------------------|
| 110216 | \$ | 149.83 | Finance Petty Cash |
| 110816 | \$ | 192,647.06 | Utilities, Postage, Gentile |
| 111816 | \$ | 34,072.48 | Permits and Parks Tickets |
| 112216 | \$ | 121.50 | Nyack Hospital for Records |
| 112916 | \$ | 2,137,977.14 | |
| Total | \$ | 2,364,968.01 | |

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 Andrew Stewart | |

#1

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that, pursuant to resolution of the Town Board of the Town of Orangetown, duly adopted on November 1, 2016, a public hearing will be held before the Town Board at the Town Hall, 26 Orangeburg Road, Orangeburg, New York 10962, on the 29th day of November, 2016, at 8:05 p.m., pursuant to N.Y.S Town Law § 27(1) relating to salaries of elected officials, to consider the adoption of a Local Law increasing the published salary for the Town Superintendent of Highways, subject to permissive referendum.

A copy of the proposed Local Law and supporting materials may be examined by any interested party at the office of the Town Clerk during regular business hours.

At the time of the hearing, all interested persons will be given the opportunity to be heard.

By Order of the Town Board of the Town of Orangetown.

Dated: November 1, 2016
Orangeburg, New York

CHARLOTTE MADIGAN
Town Clerk

JOHN S. EDWARDS
Town Attorney
Town of Orangetown

Barbara J. Dardzinski, Sec'y Asst. - Legal
Office of the Town Attorney
Town of Orangetown
26 Orangeburg Road
Orangeburg, NY 10962
845-359-5100 X 2270
Fax: 845-359-2715
Email: bdardzinski@orangetown.com

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#5

01-NY-2326

Contract No.

QUITCLAIM DEED

THIS INDENTURE, made this _____, 2016, between the United States of America, acting through the Secretary of Health and Human Services, by the Program Manager, Real Property Management Services, Program Support Center, U.S. Department of Health and Human Services (hereinafter referred to as "the Grantor") under and pursuant to the power and authority delegated by the Federal Property and Administrative Services Act of 1949 (40 U.S.C. §550), as amended (hereinafter referred to as "the Act"), and regulations promulgated pursuant thereto at 45 C.F.R. Part 12, and the Town of Orangetown, New York (hereinafter referred to as "Grantee").

WITNESSETH

WHEREAS, by letter dated October 7, 2016, from the General Services Administration New England Region, certain surplus property consisting of 6.387 acres, hereinafter described (hereinafter referred to as "the Property"), was assigned to the Department of Health and Human Services for disposal upon the recommendation of the Grantor that the Property is needed for public health purposes in accordance with the provisions of the Act; and

WHEREAS, said Grantee has made a firm offer to purchase the Property under the provisions of the Act, has made application for a public benefit allowance, and proposes to use the Property in accordance with the approved program of utilization; and

WHEREAS, Grantor has accepted the offer of the Grantee,

NOW, THEREFORE, Grantor, for and in consideration of the foregoing and of the observance and performance by Grantee of the covenants, considerations and restrictions hereinafter contained and other good and valuable consideration, the receipt of which is hereby acknowledged, has remised, released and quitclaimed and by these presents does remise, release and quitclaim to Grantee, its successors and assigns, all right, title, interest, claim and demand, excepting and reserving such rights as may arise from the operation of the conditions subsequent hereinafter expressed, which the United States of America has in and to the Property, situate, lying, and being in the County of Rockland, State of New York, and more particularly described as follows:

All that certain plot, piece or parcel of land situate, lying and being in the Hamlet of Tappan, County of Rockland, State of New York, said being a portion of Tax Map 74.18, Block 3, Lot 48 and being designated as lands to be acquired by Homes for Heroes as

shown on a subdivision map prepared by Tectonic Engineering & Surveying Consultant P.C. titled "Lands to be Acquired by Town of Orangetown, Portion of 281 Western Highway" Drawing Number SU-102, being more particularly bounded and described as follows:

Beginning at the northeasterly corner of the herein described parcel said point being South 70°01'12" East for a distance of 726.76 feet; thence South 1°51'00" West for a distance of 284.41 feet from an iron rod on the easterly sideline of Western Road at the common corner of lots Section 74.18, Block 3, Lot 32 and Section 74.18, Block 3, Lot 48; running thence

Along the common line of lands now or formerly Consolidated Rail Corp, Section 77.06, Block 1, Lot 30, South 1°51'00" West for a distance of 992.20 feet to an iron rod; thence South 3°02'23" West for a distance of 204.52 feet to an iron rod; thence

Along lands now or formerly Town of Orangetown Section 77.06, Block 1, Lot 29.38 and Lot 29 of Map #7033 as filed in the Rockland County Clerk's office of 3/7/1997, North 51°56'51" West for a distance of 238.87 feet to an iron rod; thence

Along lots 4 through 10 of Map #7033 the following (4) four courses:

1. North 32°11'45" West for a distance of 44.65 feet to an iron rod; thence
2. North 1°51'00" East for a distance of 390.00 feet to an iron rod; thence
3. North 9°27'36" West for a distance of 122.38 feet to an iron rod; thence
4. North 31°27'38" West for a distance of 55.00 feet to an iron rod; thence

North 0°38'12" East for a distance of 462.72 feet to an iron rod; thence South 88°09'00" East for a distance of 286.00 feet to the point of beginning.

Containing 6.387 +/- Acres.

20 Foot Wide Access Easement

All that certain plot, piece of parcel of land situate, lying and being in the Hamlet of Tappan, County of Rockland, State of New York, said being a portion of Tax Map 74.18, Block 3, Lot 48 and begin designated as lands to be acquired by Homes for Heroes as shown on a subdivision map prepared by Tectonic Engineering & Surveying Consultants P.C. titled "To Be Acquired by Homes for Heroes, portion of 281 Western Highway" Drawing Number SU-103, being more particularly bounded and described as follows:

Beginning at the northwesterly corner of the herein described 20' wide access easement said point being South 3°12'35" West a distance of 57.81 feet from an iron rod on the

easterly sideline of Western Road at the common corner of Tax Map 74.18, Block 3, Lot 32 and Tax Map 74.18, Block 3, Lot 48; running thence

South 70°01'12" East for a distance of 484.64 feet to a point on the westerly bounds of The remaining Lands of the U.S. Government parcel; thence along said parcel, South 1°51'00" West for a distance of 301.97 feet to an iron rod; thence

Along the northerly bounds of the Lands to be Acquired by the Town of Orangetown, North 88°09'00" West for a distance of 20.00 feet to a point; thence

North 1°51'00" East for a distance of 287.47 feet to a point; thence North 70°01'12" West for a distance of 464.11 feet to a point on the westerly sideline of Western Road; thence

Along said sideline, North 3°12'35" East for a distance of 20.89 feet to the point of beginning.

15 Foot Wide Drainage Easement

All that certain plot, piece or parcel of land situate, lying and being in the Hamlet of Tappan, County of Rockland, State of New York, said being a portion of Tax Map 74.18, Block 3, Lot 48 and being designated as lands to be acquired by Homes for Heroes as shown on a subdivision map prepared by Tectonic Engineering & Surveying Consultants P.C. titled "To Be Acquired by Homes for Heroes, Portion of 281 Western Highway" Drawing Number SU-103, being more particularly bounded and described as follows:

Beginning at the northwest corner of the herein described 15' wide drainage easement said point being South 3°12'35" West a distance of 114.32 feet; thence South 4°27'55" East a distance of 11.05 feet from an iron rod on the easterly sideline of Western Road at the common corner of Tax Map 74.18, Block 3, Lot 32 and Tax Map 74.18, Block 3, Lot 48; running thence:

South 67°38'40" East for a distance of 218.63 feet to a point; thence
South 68°52'11" East for a distance of 198.3 feet to a point; thence
South 9°05'15" East for a distance of 127.41 feet to a point; thence
South 3°26'08" East for a distance of 118.53 feet to a point, thence

Along the northerly bounds of Lands to be Acquired by the Town of Orangetown, North 88°09'00" West for a distance of 15.06 feet to a point; thence

North 3°26'08" West for a distance of 116.40 feet to a point; thence

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North 9°05'15" West for a distance of 118.05 feet to a point; thence
North 68°52'11" West for a distance of 190.17 feet to a point; thence
North 67°38'40" West for a distance of 211.21 feet to a point on the westerly sideline of
Western Road; thence

Along said sideline, North 4°27'55" West for a distance of 16.81 feet to the point of
beginning.

15 Foot Wide Drainage Easement

All that certain plot, piece or parcel of land situate, lying and being in the Hamlet of
Tappan, County of Rockland, State of New York, said being a portion of Tax Map 74.18,
Block 3, Lot 48 and being designated as lands to be acquired by Homes for Heroes as
shown on a subdivision map prepared by Tectonic Engineering & Surveying Consultants
P.C. titled "To Be Acquired by Homes for Heroes, Portion of 281 Western Highway"
Drawing Number SU-103, being more particularly bounded and described as follows:

Beginning at a point on the southeasterly corner of the herein described 15' wide drainage
easement said point being North 0°38'12" East a distance of 93.13 feet from an iron rod
marking the southwesterly corner of the Lands to be Acquired by the Town of
Orangetown and the northeasterly bounds of Lot 4 of Map #7033 as filed in the Rockland
County Clerk's office on 3/7/1997; running thence

North 84°08'32" West for a distance of 119.67 feet to a point; thence
Along Lot 3 of Map #7033, North 59°20'21" West for a distance of 6.19 feet to a point;
thence

Along Lot 2 of Map #7033, North 60°18'17" West for a distance of 30.69 feet to a point;
thence

South 84°08'32" East for a distance of 151.99 feet to a point on the westerly sideline of
Lands to be Acquired by the Town of Orangetown; thence

Along said sideline, South 0°38'12" West for a distance of 15.06 feet to the point of
beginning.

SUBJECT to any and all other existing easements, encumbrances, covenants, restrictions,
reservations or conditions affecting the above described property whether or not the same appear
on record.

Grantee shall comply with all applicable Federal, State, municipal, and local laws, rules,

orders, ordinances, and regulations in the occupation, use, and operation of the Property.

TO HAVE AND TO HOLD the Property subject, however, to each of the following conditions subsequent, which shall be binding upon and enforceable against Grantee, its successors and assigns, as follows:

1. That for a period of thirty (30) years from the date hereof the Property herein conveyed will be used continuously for health purposes in accordance with Grantee's approved program of utilization as set forth in its application dated the day of May 21, 2014, and amended on June 28 and July 1, 2014, and for no other purpose;
2. That during the aforesaid period of thirty (30) years Grantee will not resell, lease, mortgage, or encumber or otherwise dispose of any part of the Property or interest therein except as the United States of America or its successor in function may authorize in writing;
3. Where construction or major renovation is not required or proposed, the Property must be placed into use within twelve (12) months from the date of this Deed. Where construction or major renovation is contemplated at the time of transfer, the Property must be placed into use within thirty-six (36) months from the date of this Deed;
4. That one year from the date hereof and annually thereafter for the aforesaid period of thirty (30) years, unless the United States or its successor in function directs otherwise, Grantee will file with the United States or its successor in function reports on the operation and maintenance of the Property and will furnish, as requested, such other pertinent data evidencing continuous use of the Property for the purposes specified in the above-identified application;
5. That during the aforesaid period of thirty (30) years Grantee will at all times be and remain a tax-supported organization or a nonprofit institution, organization, or association exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

6. That, for the period during which the Property is used for the purpose for which the Federal assistance is hereby extended by the United States of America or for another purpose involving the provision of similar services or benefits, Grantee hereby agrees that it will comply with the requirements of section 606 of the Act (40 U.S.C. § 476); the Fair Housing Act (42 U.S.C. § 3601-19) and implementing regulations; and, as applicable, Executive Order 11063 (Equal Opportunity in Housing) and implementing regulations; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and implementing regulations; the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07) and implementing regulations; the prohibitions against otherwise qualified individuals with handicaps under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and implementing regulations, and all requirements imposed by or pursuant to the regulations of the United States (45 CFR Parts 12, 80, 84, 86 and 91) issued pursuant to said Acts and now in effect, to the end that, in accordance with said Acts and regulations, no person in the United States shall, on the ground of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition numbered 1 above or under any other program or activity of Grantee, its successors or assigns, to which said Acts and regulations apply by reason of this conveyance.

In the event of a breach of any of the conditions subsequent set forth above, whether caused by the legal or other inability of Grantee, its successors and assigns, to perform any of the obligations herein set forth, Grantor or its successor in function will, at its option, have an immediate right of reentry thereon, and to cause all right, title, and interest in and to the Property to revert to the United States of America, and Grantee, its successors and assigns, shall forfeit all right, title, and interest in and to the Property and to any and all of the tenements, hereditaments, and appurtenances thereunto belonging. In such event, Grantee shall execute a quitclaim deed and take all other actions necessary to return the property to the United States of America within ninety (90) days of a written request from HHS. Grantee specifically agrees to cooperate with the United States of America in the event the United States of America elects to exercise its right to revert and reenter the property and further agrees that the United States of America need not seek judicial intervention before excising its right to revert, reenter and reconvey the property;

PROVIDED, HOWEVER, that the failure of Grantor or its successor in function to insist in any one or more instance upon complete performance of any of the said conditions subsequent shall not be construed as a waiver of or a relinquishment of the future performance of any of said conditions subsequent, but the obligations of Grantee with respect to such future performance

shall continue in full force and effect;

PROVIDED FURTHER, that, in the event Grantor or its successor in function fails to exercise its option to reenter the premises and to revert title thereto for any such breach of conditions numbered 1, 2, 3, 4, or 5 herein within thirty-one (31) years from the date of this conveyance, conditions numbered 1, 2, 3, 4, and 5 herein, together with all rights to reenter and revert title for breach of condition, will, as of that date, terminate and be extinguished; and

PROVIDED FURTHER, that the expiration of conditions numbered 1, 2, 3, 4, and 5 and the right to reenter and revert title for breach thereof, will not affect the obligation of Grantee, its successors and assigns, with respect to condition numbered 6 herein or the right reserved to Grantor, or its successor in function, to reenter and revert title for breach of condition numbered 6.

Grantee may secure abrogation of the conditions subsequent numbered 1, 2, 3, 4, and 5 herein by:

- a. Obtaining the consent of Grantor, or its successor in function, therefor; and
- b. Payment to the United States of America of 1/360th of the percentage public benefit allowance granted of the fair market value as of the date of such requested abrogation, exclusive of the value of improvements made by Grantee to the extent that they add to the value of that portion of the Property to be released, for each month of the period to be abrogated.

Grantee, by acceptance of this Deed, covenants and agrees for itself, its successors and assigns, with respect to the Property or any part thereof--which covenant shall attach to and run with the land for so long as the Property is used for a purpose for which Federal assistance is hereby extended by Grantor or for another purpose involving the provision of similar services or benefits, and which covenant shall in any event, and without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity, for the benefit of and in favor of and enforceable by Grantor or its successor in function against Grantee, its successors and assigns for the Property, or any part thereof--that it will comply with the requirements of section 606 of the Act (40 U.S.C. § 476); the Fair Housing Act (42 U.S.C. § 3601-19) and implementing regulations; Executive Order 11063 (Equal Opportunity in Housing) and implementing regulations; Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations; the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07) and implementing regulations; and the prohibitions against otherwise qualified individuals with handicaps under Section 504 of the Rehabilitation Act of 1973 (29

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U.S.C. § 794) and implementing regulations; and all requirements imposed by or pursuant to the regulations of the United States (45 CFR Parts 12, 80, 84 and 91) issued pursuant to said acts and now in effect, to the end that, in accordance with said acts and regulations, no person in the United States shall, on the ground of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the program and plan referred to in condition numbered 1 above or under any other program or activity of Grantee, its successors or assigns, to which such Acts and regulations apply by reason of this conveyance.

Grantee covenants and agrees that the Property will be used for secular purposes, with no more than a de minimis level of other activity.

Grantee, by acceptance of this Deed, covenants and agrees for itself, its successors and assigns, that in the event Grantor exercises its option to revert all right, title, and interest in and to the Property to Grantor, or Grantee voluntarily returns title to the Property in lieu of a reverter, then Grantee shall provide protection to and maintenance of the Property at all times until such time as the title is actually reverted or returned to and accepted by the Grantor. Such protection and maintenance shall, at a minimum, conform to the standards prescribed by the General Services Administration and codified in the Federal Property Management Regulations at 41 C.F.R. Subpart 101-47.4913 now in effect, a copy of which is attached to Grantee's aforementioned application.

In the event title to the Property or any part thereof is reverted to the United States of America for noncompliance or is voluntarily reconveyed in lieu of reverter, Grantee, its successors or assigns, at the option of Grantor, or its successor in function, shall be responsible for and shall be required to reimburse the United States of America for the decreased value thereof that is not the result of reasonable wear and tear, an act of God, or alterations and conversions made by Grantee, its successors or assigns, to adapt the property to the health use for which the property was transferred. The United States of America shall, in addition thereto, be reimbursed for such damage, including such costs as may be incurred in recovering title to or possession of the above-described property, as it may sustain as a result of such noncompliance.

Grantee, by acceptance of this deed, further covenants and agrees for itself, its successors and assigns, that in the event the Property or any part thereof is, at any time within the period of thirty (30) years from the date of this conveyance, sold, leased, disposed of, or used for purposes other than those designated in condition numbered 1 above without the consent of the United States, or its successor in function, all revenues therefrom or the reasonable value, as determined by the United States, or its successor in function, of benefits to Grantee, deriving directly or indirectly from such sale, lease, disposal, or use, shall be considered to have been received and held in trust by Grantee for the United States of America and shall be subject to the direction and

control of Grantor, or its successor in function; but the provisions of this paragraph shall not impair or affect the rights reserved to Grantor under any other provision of this deed.

Grantee, by acceptance of this Deed, covenants and agrees for itself, its successors and assigns, that the Property is transferred on an "as is, where is," basis, without warranty of any kind, either expressed or implied, including as to the condition of the Property. Grantee also covenants and agrees for itself, its successors and assigns, that Grantor has no obligation to provide any additions, improvements, or alterations to the Property.

Grantor, in its capacity as a public benefit conveyance authority for the United States of America, does not assume liability, custody, or accountability for the property in the event title to the Property reverts to the United States of America for noncompliance with this Deed, or in connection with any hazardous substance activity or condition on the Property.

The following covenants and restrictions are provided pursuant to the aforementioned letters of assignment from the General Services Administration, New England Region.

NOTICE & COVENANT REGARDING HAZARDOUS SUBSTANCE ACTIVITY

Notice Regarding Hazardous Substance Activity. Pursuant to 40 CFR 373.2 and Section 120(h)(3)(A)(i) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (CERCLA)(42 U.S.C. 9620 (h)(3)(A)(i)), and based upon a complete search of agency files, the United States gives notice that no hazardous substances have been released or disposed of or stored for one year or more on the Property.

CERCLA Covenant. The United States of America warrants that all remedial action necessary to protect human health and the environment has been taken before the date of this conveyance. The United States of America warrants that it shall take any additional response action found to be necessary after the date of this conveyance regarding hazardous substances located on the Property on the date of this conveyance.

- (1) This covenant shall not apply: (a) in any case in which Grantee, its successors or assigns, or any successor in interest to the Property or part thereof is a Potentially Responsible Party (PRP) with respect to or immediately prior to the date of this conveyance; or (b) to the extent that such additional response action or part thereof found to be necessary is the result of an act or failure to act of the Grantee, its successors or assigns, or any party in possession after the date of this conveyance that either: (i) results in a release or threatened release of a hazardous substance that was not located on the Property on the date of this conveyance; or (ii) causes or exacerbates the

release or threatened release of a hazardous substance the existence and location of which was known and identified to the applicable regulatory authority as of the date of this conveyance.

- (2) In the event Grantee, its successors or assigns, seeks to have the United States of America conduct any additional response action, and, as a condition precedent to the United States of America incurring any additional cleanup obligation or related expenses, the Grantee, its successors or assigns, shall provide the United States of America at least 45 days written notice of such a claim. In order for the 45-day period to commence, such notice must include credible evidence that: (a) the associated contamination existed prior to the date of this conveyance; and (b) the need to conduct any additional response action or part thereof was not the result of any act or failure to act by the Grantee, its successors or assigns, or any party in possession.

Reservation of Right of Access. The United States of America reserves a right of access to all portions of the Property for environmental investigation, remediation or other corrective action. This reservation includes the right of access to and use of available utilities at reasonable cost to the United States of America. These rights shall be exercisable in any case in which a remedial action, response action or corrective action is found to be necessary after the date of this conveyance, or in which access is necessary to carry out a remedial action, response action or corrective action on adjoining property. Pursuant to this reservation, the United States of America, and its respective officers, agents, employees, contractors and subcontractors shall have the right (upon reasonable advance written notice to the record title owner) to enter upon the Property and conduct investigations and surveys, to include drilling, test-pitting, borings, data and records compilation and other activities related to environmental investigation, and to carry out remedial or removal actions as required or necessary, including but not limited to the installation and operation of monitoring wells, pumping wells, and treatment facilities. Any such entry, including such activities, responses or remedial actions, shall be coordinated with record title owner and shall be performed in a manner that minimizes interruption with activities of authorized occupants.

ASBESTOS. The Grantee, by acceptance of this lease/deed, acknowledges that it has been informed by the United States of America that the Property contains asbestos-containing materials, and that Grantee has been provided with the following notice and warning. Grantee, by acceptance of this deed, acknowledges that it accepts the Property subject to the terms and conditions contained herein:

- a) The Grantee is warned that the Property contains asbestos-containing materials. Asbestos is a hazardous material. Unprotected exposure to asbestos fibers has been determined to significantly increase the risk of cancer, mesothelioma, and asbestosis. These diseases can cause serious bodily harm resulting in disability or death.
- b) The Grantee is deemed to have relied solely on its own judgment in assessing the overall condition of all or any portion of the Property, including any asbestos hazards or concerns.
- c) No warranties either expressed or implied, are given with regard to the condition of the Property including, without limitation, whether the Property does or does not contain asbestos or is or is not safe for a particular purpose. The failure of Grantee to have inspected or to be fully informed as to the condition of all or any portion of the Property shall not constitute grounds for any claim or demand against the United States of America.
- d) The description of the Property as set forth above and any other information provided to the Grantee with respect to the Property was based on the best information available to the General Services Administration's Property Disposal Division and is believed to be correct, but any error or omission shall not constitute grounds or reason for any claim by Grantee against the United States of America, including, without limitation, any claim for allowance, refund or deduction from the purchase price for such Property.
- e) The United States of America assumes no liability for damages for personal injury, illness, disability or death Grantee or to Grantee's employees, invitees, or any other person subject to Grantee's control or direction, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use, disposition, or other activity causing or leading to contact of any kind whatsoever with asbestos on the Property.
- f) Grantee further agrees by acceptance of the deed to the Property that, in its use and occupancy of the Property, it will comply with all Federal, State, and local laws, ordinances, orders and regulations relating to asbestos.

COVENANT AND INDEMNIFICATION REGARDING THE PRESENCE OF

LEAD BASED PAINT. Grantee hereby acknowledges the required disclosure in accordance with the Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C. 4852d (Title X), of the presence of any known lead-based paint and/or lead-based paint hazards in target housing constructed prior to 1978 on the Property. The Property contains no improvements defined by Title X as target housing. However, in the event that any improvements on the Property are converted to residential use, the Grantee covenants and agrees that in its use and occupancy of such Property it will comply with 24 CFR 35 and 40 CFR 745 and all applicable Federal, State and local laws relating to lead-based paint; and that the United States of America assumes no liability for damages for Property damage, personal injury illness, disability, or death, to Grantee, its successors or assigns, or to any other person, including members of the general public, arising from or incident to the purchase, transportation, removal, handling, use disposition, or other activity causing or leading to contact of any kind whatsoever with lead-based paint on the Property described in this deed, whether Grantee, and its successors or assigns, have properly warned or failed properly to warn the individual(s) injured. Grantee further agrees to indemnify, defend and hold harmless the United States from any and all loss, judgment, claims, demands, expenses or damages, of whatever nature which might arise or be made against the United States of America, due to, or relating to the presence of lead-based paint hazard on the Property, any related abatement activities, or the disposal of any material from the abatement process.

Grantee further covenants and agrees that it will comply with all Federal, state, local, and any other applicable law regarding the lead-based paint hazards with respect to the Property.

IN WITNESS WHEREOF, the United States has caused this instrument to be executed as of the day and year first above written.

THE UNITED STATES OF AMERICA
Acting through the Secretary of Health and Human Services

By: _____
Theresa Ritta, Program Manager

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Real Property Management Services
Program Support Center

ACKNOWLEDGMENT

STATE OF MARYLAND)
COUNTY OF MONTGOMERY) SS

On this day of 20 , before me the undersigned officer, personally appeared , known to me to be the Program Manager, Real Property Management Services, Program Support Center, Department of Health and Human Services, and known to me to be the person who executed the foregoing instrument on behalf of the Secretary of Health and Human Services, for the United States of America, and acknowledged to me that she subscribed to the said instrument in the name of the Secretary of Health and Human Services and on behalf of the United States of America.

Witness my hand and official seal.

(SEAL)

Notary Public

My commission expires _____

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ACCEPTANCE

The Town of Orangetown hereby accepts this deed and thereby agrees to all the terms, covenants, conditions and restrictions contained therein.

By _____
Andrew Stewart, Town Supervisor
Town of Orangetown

ACKNOWLEDGMENT

STATE OF NEW YORK)
COUNTY OF ROCKLAND) SS

On this day of , 20 , before me, a Notary Public in and for the City of , County of Rockland, State of New York, personally appeared Mr. Andrew Stewart, known to me to be the Town Supervisor, Town of Orangetown, and known to me to be the person who executed the foregoing instrument on behalf of the Town of Orangetown, and acknowledged to me that he executed the same as the free act and deed of

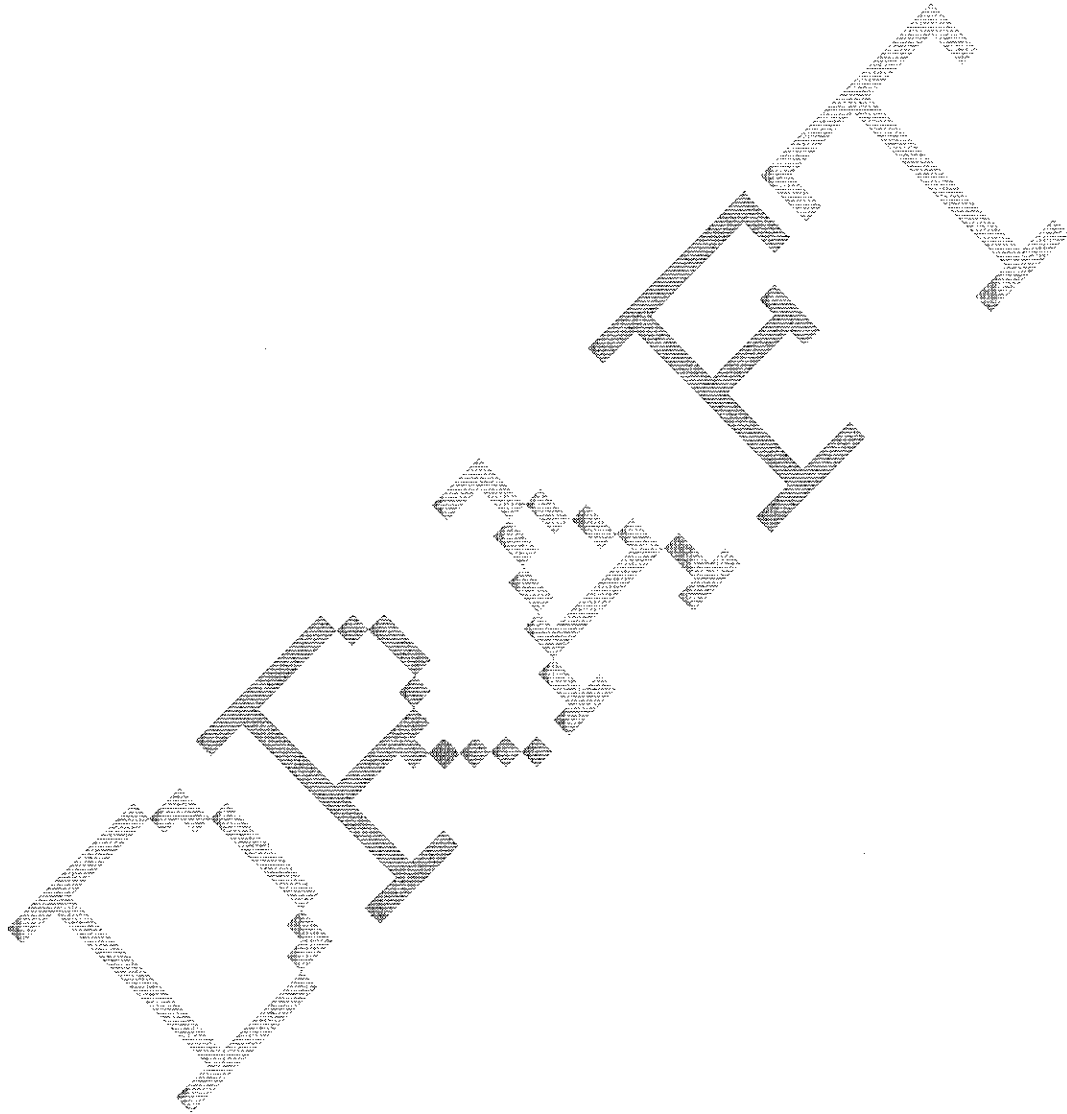
Witness my hand and official seal.

(SEAL)

Notary Public

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My commission expires _____



2017 Training School & Annual Meeting

February 19 - 22, 2017

REGISTRATION

AT A GLANCE



• Registration Deadlines & Meeting Expenses

1. Register before Jan. 27, 2017 to receive discounted registration rates. Rates will increase beginning Jan. 27, 2017. If you do not register online or by mail by Feb. 3, 2017, you will be required to register on-site at a slightly higher rate in order to attend classes.
2. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

• Book your own Room

Once you've registered with us either online or by mail, make your own hotel reservation **before** Jan. 27, 2017. Vouchers are not an accepted form of payment. To book your room, call or visit:

New York Marriott Marquis at 1(877)303-0104

Web Site: <https://resweb.passkey.com/go/AOT2017>

• Upon Arrival & Registration/Badge Pick-up Times

Hotel check-in is on the 8th floor of the hotel. Badge pick up and on-site registration for the Annual Meeting will be on the 5th floor. AOT Annual Meeting registration will be open on Sunday, Feb. 19 from 11 a.m. to 5 p.m.; Monday, Feb. 20 from 8 a.m. to 5 p.m. and on Tuesday, Feb. 21 from 7:30 a.m. to 2 p.m.

• A Note about Visitors

Due to continued increased security concerns, we will be distributing visitor passes to the Exhibit Hall on Sunday, Feb. 19 only.

Questions? Contact us!

Association of Towns of the State of New York
(518)465-7933 • www.nytowns.org

2017 Training School and Annual Meeting

February 19 - 22, 2017



REGISTRATION INFORMATION

OUR 2017 TRAINING SCHOOL & ANNUAL MEETING WILL BE HELD AT THE

NEW YORK MARRIOTT MARQUIS

~ Register **Before Jan. 27, 2017** to receive discounted registration rates ~
Online registration opens **Nov. 2** at www.nytowns.org

Registration Rates* and Deadlines

- Early-bird registration rates apply for registrations postmarked before **Jan. 27, 2017**:
 1. CONFERENCE ONLY, MUNICIPALITY/MEMBER: \$125
 2. CONFERENCE ONLY, MUNICIPALITY/Non-MEMBER: \$150
 3. CONFERENCE ONLY, Non-Municipality/Company: \$250
- On-Site registration rates apply for registrations postmarked between **Jan. 27, 2017 and Feb. 3, 2017**. Any registration not postmarked by Feb. 3, 2017 will NOT be processed. You will need to register on site after that date.
 1. CONFERENCE ONLY, ON-SITE MEMBER: \$160
 2. CONFERENCE ONLY, ON-SITE Non-MEMBER: \$185
 3. CONFERENCE ONLY, Non-Municipality/Company: \$285
- Attorney Continuing Legal Education Credits (CLE) — 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide both transitional and non-transitional credit.
 1. MEMBER: \$435
 2. Non-MEMBER: \$460
 3. ON-SITE MEMBER: \$470
 4. ON-SITE Non-MEMBER: \$495
- Engineering PDH Credits — To receive PDH credit, attendee must register for these courses with NYSSPE either through its Website (<http://nysspe.org>) or on-site. If not attending for PDH credit, there is no additional charge to attend Engineering courses.
 1. FULL TWO-DAY (10 PDH): \$375 (FULL-TIME GOV'T EMPLOYEE: \$275)
 2. ONE-DAY (5 PDH): \$250 (FULL-TIME GOV'T EMPLOYEE: \$150)
 3. PER COURSE (1 PDH): \$60 (FULL-TIME GOV'T EMPLOYEE: \$40)

*Registration includes "Breakfast with the Association" Tuesday. Additional breakfast tickets available for purchase at registration.
Visa, Mastercard and Purchase Orders accepted for online registration.

You must register for the conference BEFORE making your hotel reservation. Please book your room(s) at the New York Marriott Marquis by Jan. 27, 2017.

- New York Marriott Marquis: 1(877)303-0104
- Reservation Web site: <https://resweb.passkey.com/go/AOT2017>

CANCELLATIONS/REFUND REQUESTS must be postmarked or faxed to the Association of Towns by 5 p.m. on **Feb. 3, 2017** for a refund. **ALL CANCELLATIONS WILL BE CHARGED A \$10 PROCESSING FEE.**
Each person is responsible for canceling his/her own hotel reservation.



Procedures for Bus Groups Attending the 2017 Annual Meeting

time of arrival. **NOTE:** Check in time is 4 p.m., so please schedule your arrival accordingly. The hotel will make every attempt to accommodate early arrivals but this is not guaranteed; and 2) The location for bus drop off and pick up is located on 45th Street by Starbucks.

*Please call the Marriott at 1(877)303-0104 to confirm sleeping room accommodations.

BAGGAGE: For all groups, there is a mandatory baggage handling charge: **\$9.42 per bag/round trip**

- The baggage handling fee must be paid prior to arrival either by credit card or by check. When paying by check, please note that payment must be received **14 days** prior to arrival. Checks should be mailed to:

Marriott Marquis

**Attn Katie Rosenblatt, Asst. Director of Events,
1535 Broadway, New York, NY 10036**

The number of bags will be verified upon arrival, and excess baggage will be charged to the guest's room.

Check-in time at the hotel is **4 p.m.**, so please schedule your arrival accordingly. The hotels will make every attempt to accommodate early arrivals, but this is not guaranteed. Hotel check in is on the 8th floor.

Check-out time is **12 p.m.** Late check-outs cannot be granted due to occupancy.

SOCIAL NETWORKING Hour

STAY TUNED TO OUR SOCIAL MEDIA PAGES FOR A CHANCE TO ATTEND A SOCIAL NETWORKING COCKTAIL HOUR ON MONDAY EVENING AFTER THE FIRST FULL DAY OF CLASSES. SIMPLY RETWEET OR SHARE THE POST AS DIRECTED TO BE ENTERED INTO THE DRAWING. HORS D'OEUVRES AND DRINKS WILL BE SERVED ON NEW YORK MARRIOTT MARQUIS' PRIVATE BALLROOM TERRACE OVERLOOKING ICONIC TIMES SQUARE. YOU MUST REGISTER TO ATTEND OUR ANNUAL MEETING BY **JAN. 27, 2017** TO BE INCLUDED IN THE DRAWING.

TWITTER: @NYTOWNS

FACEBOOK: WWW.FACEBOOK.COM/NYTOWNS

For group arrivals and departures, portage fees apply. For groups with 10 or more rooms with specific billing and arrival and/or departure information, please contact **Katie Rosenblatt** at **(212)704-8913**.

To help expedite your group's arrival, please follow these steps: 1) Advise the hotel of your estimated

these steps: 1) Advise the hotel of your estimated

| VALET PARKING RATES | |
|--|----------------------------|
| Compact and standard-sized cars | \$65 up to 24 hours |
| SUVs | \$75 |
| Oversized Vehicles | \$85 - \$90 up to 24 hours |
| Several local parking garages are available in the immediate area; please see the chart on page 8. | |

10 Percent DISCOUNT with AMTRAK



AMTRAK Discount

Amtrak offers a 10 percent discount off the best available fare to (New York, NY) between Feb. 15, 2017 and Feb. 26, 2017. To book your reservation, call Amtrak at 1(800)872-7245 or contact your local travel agent.

Conventions cannot be booked via Internet. Please be sure to refer to Convention Fare Code X43C-956 when making your reservation. This offer is not valid on the Auto Train and Acela Service. Fare is valid on Amtrak Regional for all departures seven days a week except for holiday blackouts. Offer valid with sleepers, business class or first class seats with payment of the full applicable accommodation charges.

New York Marriott Marquis Room Rate Information & Parking Garage Information

1. Please register online through our Web site: www.nytowns.org and follow the links. If you register via mail, use the form on the following page.

If you choose to make your sleeping room reservations outside of the Association's group block, such as through an Internet reservation system or with a discount coupon, the Association can suffer significant financial penalties.

| HOTEL | NEW YORK MARRIOTT MARQUIS |
|----------------------------|---|
| ADDRESS | 1535 Broadway (Times Square) New York, NY 10036 |
| CUT-OFF DATE | Jan. 27, 2017 |
| SINGLE | \$272 |
| DOUBLE | \$292 <i>per night</i> |
| TRIPLE | \$302 |
| QUAD | \$322 |
| EXEC. KING ROOM | \$322 |
| TIMES SQ. VIEW STD ROOM | \$372 |
| DELUXE SUITE | \$472 <i>per night</i> |
| EXECUTIVE SUITE | \$522 |

NOTE: Rooms will be released after the cut-off dates, and additional reservations will be subject to availability.

All reservations must be guaranteed by a major credit card. Room cancellations within 72 hours of reservation date and "no-shows" will result in a penalty of one night's room charge.

TO PAY FOR HOTEL BY CHECK

1. PLEASE INCLUDE W9 FORM FROM PAGE 11.
2. WRITE HOTEL CONFIRMATION NUMBER ON CHECK.
3. INCLUDE E-MAIL ADDRESS WITH PAYMENT FOR A COPY OF YOUR RECEIPT.
4. CHECK MUST REACH HOTEL AT LEAST 21 DAYS BEFORE YOUR ARRIVAL DATE.
5. INCLUDE TAX EXEMPT FORM ON PAGE 12.
6. ADDRESS ENVELOPE TO:

NEW YORK MARRIOTT MARQUIS
ACCOUNTING DEPT., 9TH FLOOR
1535 BROADWAY

TO PAY FOR HOTEL IN ADVANCE BY CREDIT CARD

1. FILL OUT AND FAX BACK THE ATTACHED CREDIT CARD AUTHORIZATION FORM ON PAGE 10.
2. INCLUDE THE TAX EXEMPT FORM ON PAGE 12.
3. TO CONFIRM RECEIPT OF FAX:
 - CALL 212-398-1900 AND ASK FOR FRONT OFFICE CREDIT DEPT.
 - INCLUDE E-MAIL ADDRESS ON THE CREDIT CARD AUTHORIZATION FORM

326W4KLD

| Times Square Local Parking Garages | | | | | |
|------------------------------------|----------------------------|---------------------|--|----------------|-----------------|
| NAME | PHONE | ADDRESS | DIRECTIONS | BUSES ALLOWED? | MAXIMUM HEIGHT |
| Astor | (212)869-3543 | 224 W. 45th St. | Across the street | No | 6'5" |
| Showbiz | (212)757-7925 | 251-257 W. 45th St. | Right out the drive, 150 yards on right | No | No height limit |
| Advance | (212)221-8902 | 249 W. 43rd St. | Right out, between 8th Ave & Broadway | No | 6'5" |
| Edison Parking | (212)757-8375 | 332 W. 44th St. | Right out to 9th Ave., left on 44th St., first garage on right | No | 6'7" |
| Resource Parking | (212)997-9115 | 164 W. 46th St. | Right on 46th St., parking on right | No | 6'5" |
| Central Parking | (212)536-4999 ext. 6135 | 250 W. 50th St. | South side between 8th Ave. and Broadway | No | 6'7" |

#6-1



2017 Training School & Annual Meeting

Meeting Registration Form

Register before Jan. 27, 2017 to avoid higher on-site rates.

- Early-Bird (before Jan. 27, 2017): Member \$125; Non-member \$150
- On-Site (between Jan. 27, 2016 & Feb. 3, 2016): Member \$160; Non-member \$185
- Early-Bird Attorney CLE: Member \$435; Non-member: \$460
- On-Site Attorney CLE: Member \$470; Non-member \$495
- Early-Bird Non-Municipality/Company: \$250
- On-Site Non-Municipality/Company: \$285

One registration form required per each attendee.

DUE TO INCREASED SECURITY CONCERNS, NON-ATTENDEE VISITORS WILL BE ADMITTED TO THE EXHIBIT HALL ONLY ON SUNDAY, FEBRUARY 19.

VOUCHERS ARE **NOT ACCEPTED FOR PAYMENT OF HOTEL ROOM(S).**

1 - PRINT OR TYPE: Name _____
Title _____ Municipality _____
County _____ Phone _____
E-mail address _____ Fax _____
Address _____

2 - BOOK your own hotel reservation by calling the *New York Marriott Marquis* at 1(877)303-0104 or by visiting <https://resweb.passkey.com/go/AOT2017>.

3 - MAIL completed registration form with a check for the corresponding registration fee to:

Association of Towns
150 State St.
Albany, NY 12207

4 - Questions? Contact Executive Meeting Coordinator Patty Kebea at the Association of Towns at (518)465-7933.

#8

Site Name: NY-Orangeburg
Project Code: _____

THIRD AMENDMENT TO LEASE

THIS THIRD AMENDMENT TO LEASE ("Third Amendment"), dated this _____ day of _____, 2016, between the TOWN OF ORANGETOWN, a municipal corporation, with a mailing address at Town Hall, 26 Orangeburg Road, Orangeburg, New York 10962 (hereinafter referred to as "Lessor") and NEW YORK SMSA LIMITED PARTNERSHIP d/b/a Verizon Wireless, a limited partnership, with its principal offices located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920-1097 (hereinafter referred to as "Tenant").

WITNESSETH:

WHEREAS, Lessor has leased to Tenant certain demised premises pursuant to that certain option and lease agreement ("Original Lease"), dated August 28, 1992, as amended pursuant to that certain First Amendment to Lease ("First Amendment"), dated February 24, 2011, and that certain Second Amendment to Lease ("Second Amendment"), dated December 4, 2011, with respect to the installation of a communications facility at the property ("Property") designated as the Town Hall Premises, 26 Orangeburg Road, Orangeburg, New York and referred to as Section 74.10, Block 1, Lot 26 on the tax map of the Town of Orangetown, County of Rockland. Hereinafter, the Original Lease, the First Amendment and the Second Amendment are collectively referred to herein as the "Lease." All capitalized terms used herein shall have the meanings set forth in the Lease, unless expressly set forth herein; and

WHEREAS, Lessor and Tenant have agreed to amend the Lease to provide for, among other things, that Tenant may perform certain antenna work and install additional improvements in connection with Tenant's installation at the Property, pursuant to the terms herein.

NOW, THEREFORE, in consideration of the foregoing, which is hereby incorporated herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Exhibit "A-2" attached to the Lease is hereby supplemented by Exhibit "A-3" attached hereto and made a part hereof and Lessor hereby agrees that Tenant's demised premises shall include, without limitation, Tenant's antenna work and other improvements shown on Exhibit "A-3," together with the space for the conduits, wires, cables, cable trays, and other necessary

improvements to operate Tenant's installation. From time to time, the Tenant shall have the right to replace, repair, supplement, or otherwise modify its equipment, antennas, conduits or other improvements during the term of the Lease. It is understood that no Governmental Approvals from the Town of Orangetown shall be required for the antenna work and other improvements detailed on Exhibit "A-3" other than a building permit. In consideration of the foregoing, Tenant agrees that the then current monthly rent due under the Lease shall be increased by an amount equal to \$200.00 ("Rental Increase"), which Rental Increase shall be due and payable on the first day of the month following the date that is sixty (60) days from the date Tenant receives a building permit for the work shown on Exhibit "A-3."

2. Section 4 of the Lease, as amended by the First Amendment, is hereby further amended by inserting the following sentence to the end thereof to reflect an additional five year extension term of the Lease following the fifth five year extension term:

"Notwithstanding anything stated to the contrary herein, after the fifth five year extension term, this Lease shall automatically be further extended for an additional five year extension term (hereinafter referred to as the "sixth five year extension term"), unless Tenant terminates it at the end of the fifth five year extension term by giving the Lessor written notice of the intent to terminate at least thirty (30) days prior to the end of the fifth five year extension term."

3. Section 5 of the Lease, as amended by the First Amendment, is hereby further amended by inserting the following sentence to the end thereof to reflect the annual rental increases for the sixth five year extension term of the Lease:

"The annual rental for each year of the sixth five year extension term shall be equal to one hundred three percent (103%) of the annual rental payable with respect to the immediately preceding year, and shall be payable in equal monthly installments."

4. This Third Amendment shall be binding upon and inure to the benefit of the successors, assigns, heirs, subtenants, licensees and representatives of the parties hereto, and shall be construed, interpreted and governed by the laws of the State of New York.

5. Each of the parties hereto warrants to the other that the person or persons executing this Third Amendment on behalf of such party has the full right, power and authority to enter into and execute this Third Amendment on such party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Third Amendment, including, without limitation, any mortgagee.

6. In the event that any one or more of the provisions contained in this Third Amendment shall be held to be invalid, illegal, or unenforceable in any respect, the validity, illegality or enforceability of the remaining provisions contained herein shall not, in any way, be affected or impaired. This Third Amendment shall not be modified or amended, except by an instrument in writing executed by the parties. Except as expressly modified hereby, the Lease shall

remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be executed as of the date first above written.

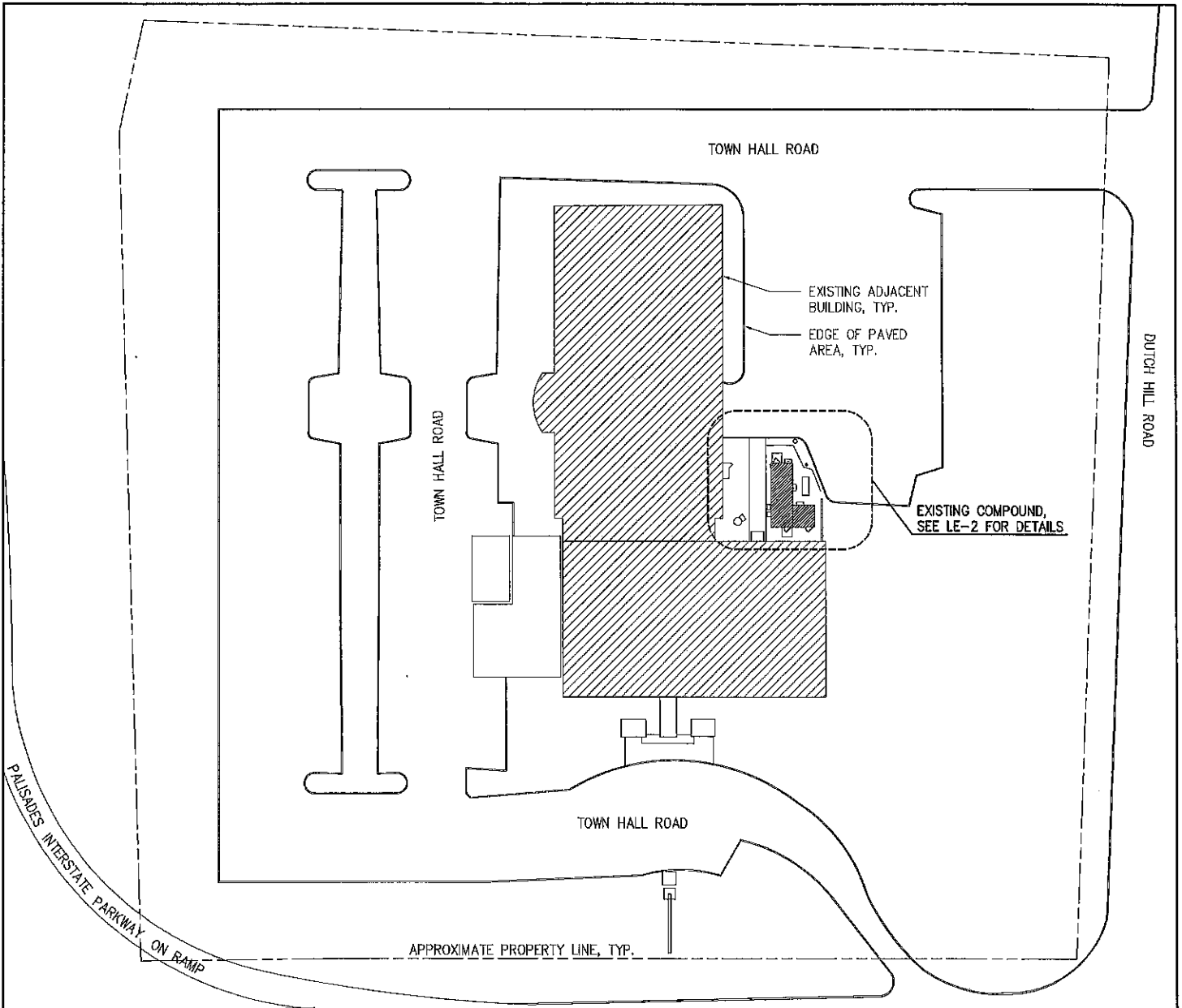
LESSOR:
TOWN OF ORANGETOWN

BY: _____
Authorized Signatory
Name: _____
Title: _____
Date: _____

TENANT:
NEW YORK SMSA LIMITED PARTNERSHIP
d/b/a Verizon Wireless
BY: Celco Partnership, its general partner

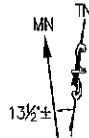
BY: _____
Name: _____
Title: _____
Dated: _____

#8



- NOTES:**
- 1.) ALL ANTENNA LOCATIONS ARE APPROXIMATE.
 - 2.) IN ADDITION TO THE LESSEE'S GPS ANTENNA(S) AND TWELVE (12) PANEL ANTENNAS SHOWN ON THIS EXHIBIT, THREE (3) ADDITIONAL PANEL ANTENNAS AND TWO (2) MICROWAVE DISHES SHALL BE ADDED AT FUTURE LOCATIONS DETERMINED BY LESSEE.
 - 3.) CABLE TRAYS, CONDUITS AND OTHER CONNECTIONS NOT SHOWN ON THIS EXHIBIT SHALL BE PLACED AT A LOCATION TO BE DETERMINED BY LESSEE AND WILL BE SHOWN ON THE CONSTRUCTION DRAWINGS.
 - 4.) EXACT LOCATION, LAYOUT AND DETAILS OF ALL PROPOSED FEATURES TO BE DETERMINED DURING FINAL DESIGN AND WILL BE SHOWN ON THE CONSTRUCTION DRAWINGS.
 - 5.) ANY EQUIPMENT OR OTHER UTILITY IMPROVEMENTS REQUIRED BY VERIZON OF NEW YORK, INC. OR ANY OTHER UTILITY PROVIDER TO SERVICE LESSEE'S INSTALLATION SHALL BE PERMITTED AT THE PROPERTY.

1 LOCATION PLAN
SCALE: 1" = 75'-0"



LANDLORD'S INITIALS _____ DATE _____

S C S STRUCTURAL CONSULTING SERVICES, P.C.

67 FEDERAL ROAD, SUITE A8, BROOKFIELD, CT 06804
TEL: 203.740.7578 FAX: 203.775.5670

CLIENT
Construction Manager: PM
Project Code:
Location Code:
Date Of Design Visit: 1/9/14

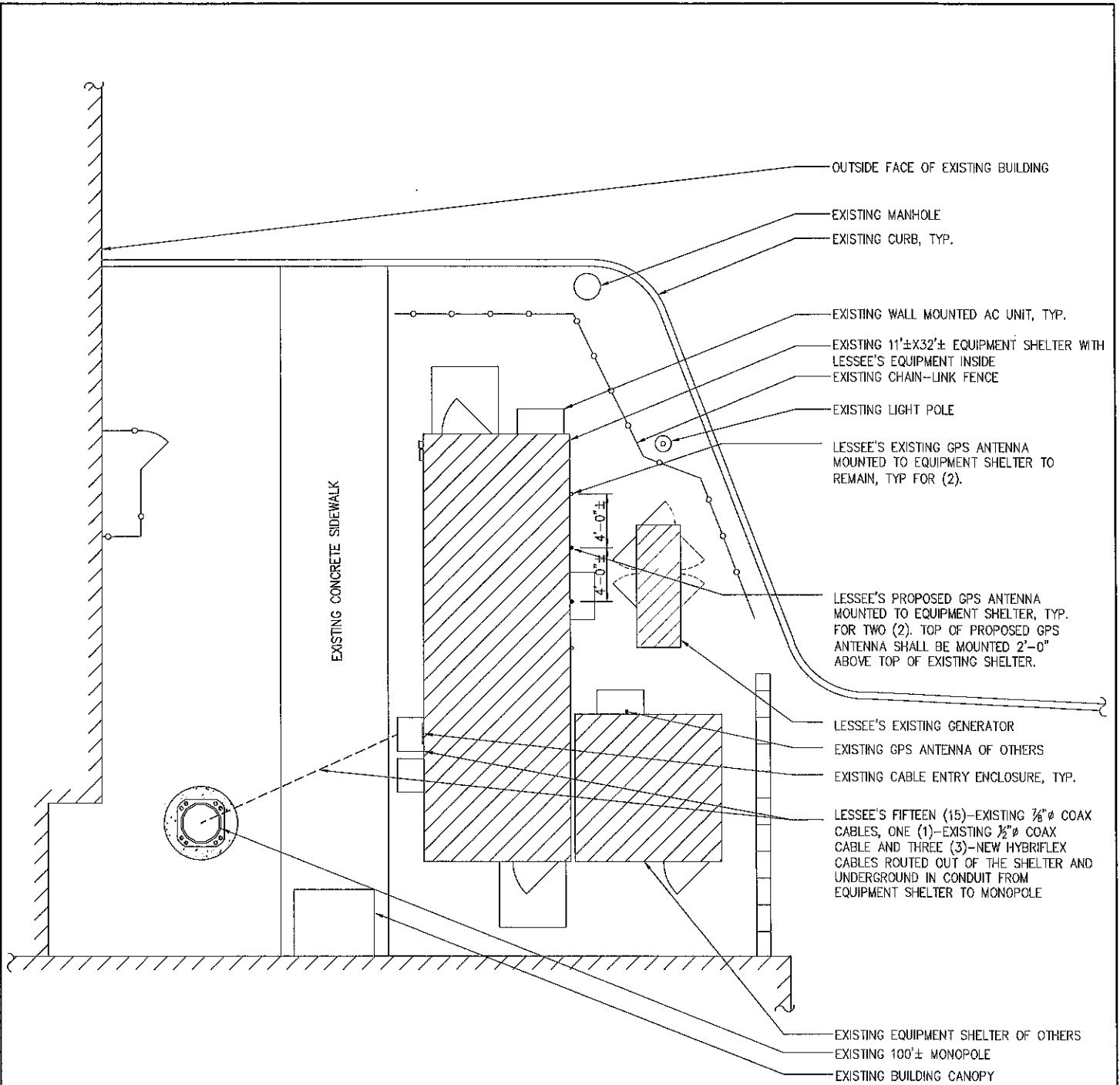
PROJECT TITLE
**LESSEE
ORANGEBURG
AWS MODIFICATIONS**
28 ORANGEBURG ROAD
ORANGEBURG, NY 10962

| 3 | REVISED DESIGN | 07/30/15 |
|-----|-------------------|----------|
| 2 | GENERAL REVISIONS | 04/28/14 |
| 1 | ISSUED FOR REVIEW | 01/21/14 |
| No. | ISSUE OR REVISION | DATE |

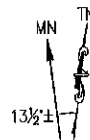
DRAWING TITLE
LEASE EXHIBIT
(1 OF 4)

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| | |
|------------------------|----------------------------|
| DATE 1/17/14 | DRAWING NO. LE-1 |
| DRAWN BY KPH | |
| CHECKED BY JMF | |
| SCALE AS NOTED | |
| PROJECT NO. VER0868 | |



2 COMPOUND PLAN
SCALE: 3/32" = 1'-0"



LANDLORD'S INITIALS DATE

**S
C
S**

**STRUCTURAL
CONSULTING
SERVICES, P.C.**

67 FEDERAL ROAD, SUITE A8, BROOKFIELD, CT 06804
TEL: 203.740.7578 FAX: 203.775.5670

CLIENT

Construction Manager: PM
Project Code:
Location Code:
Date Of Design Visit: 1/9/14

PROJECT TITLE

LESSEE
ORANGEBURG
AWS MODIFICATIONS

26 ORANGEBURG ROAD
ORANGEBURG, NY 10962

| | | |
|-----|-------------------|----------|
| 3 | REVISED DESIGN | 07/30/15 |
| 2 | GENERAL REVISIONS | 04/28/14 |
| 1 | ISSUED FOR REVIEW | 01/21/14 |
| No. | ISSUE OR REVISION | DATE |

DRAWING TITLE

LEASE EXHIBIT
(2 OF 4)

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DATE

1/17/14

DRAWN BY

KPH

CHECKED BY

JHF

SCALE

AS NOTED

PROJECT NO.

VER0888

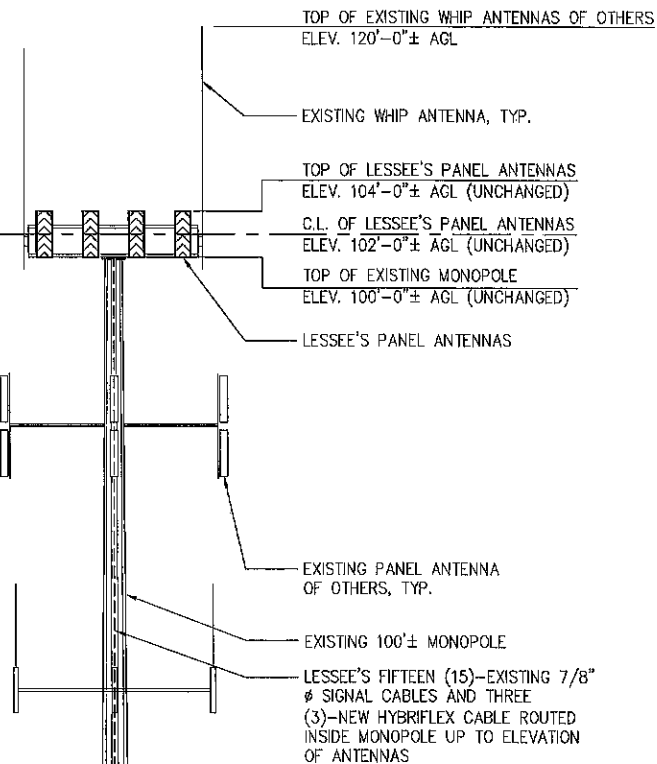
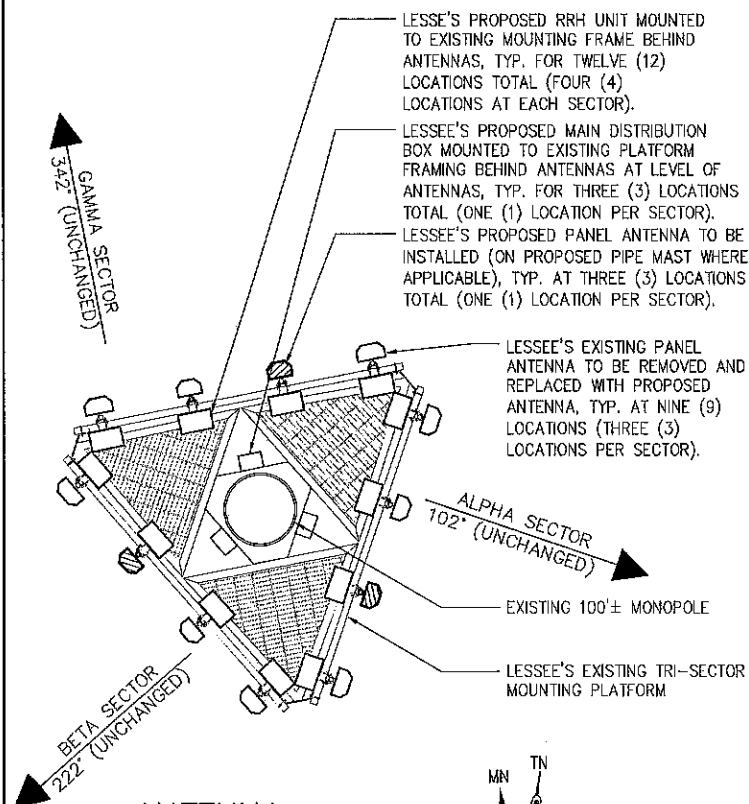
DRAWING NO.

LE-2

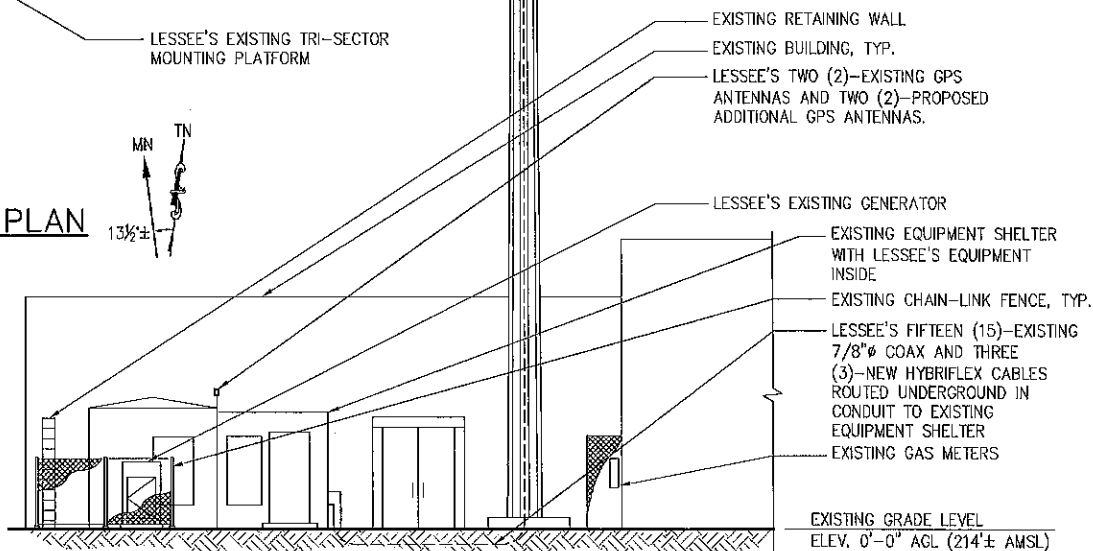
#8

NOTE:

THE PROPOSED ANTENNA INSTALLATION DEPICTED ON THIS EXHIBIT IS SUBJECT TO CHANGE AND DEPENDENT UPON THE RESULTS OF A STRUCTURAL ANALYSIS OF THE EXISTING MONOPOLE AND FOUNDATION TO BE PERFORMED BY A STRUCTURAL ENGINEER LICENSED IN THE STATE OF NEW YORK. ANY REQUIRED TOWER AND/OR FOUNDATION REINFORCING TO ACCOMMODATE THE PROPOSED INSTALLATION AS DEPICTED OR ALTERNATE ANTENNA CONFIGURATIONS TO AVOID OR MINIMIZE REINFORCING SHALL BE BROUGHT THE ATTENTION OF ALL PARTIES UPON COMPLETION OF THE STRUCTURAL ANALYSIS.



GENERAL NOTE:
EXISTING MONOPOLE APPURTENANCES SHOWN SCHEMATICALLY FOR CLARITY.



4 NORTH COMPOUND/FAA ELEVATION
SCALE: 1/16" = 1'-0"

LANDLORD'S INITIALS _____ DATE _____

**S
C
S**

**STRUCTURAL
CONSULTING
SERVICES, P.C.**

67 FEDERAL ROAD, SUITE A8, BROOKFIELD, CT 06804
TEL: 203.740.7578 FAX: 203.775.5670

CLIENT

Construction Manager: PM

Project Code:

Location Code:

Date Of Design Visit: 1/9/14

PROJECT TITLE

**LESSEE
ORANGEBURG
AWS MODIFICATIONS**

26 ORANGEBURG ROAD
ORANGEBURG, NY 10962

| | | |
|-----|-------------------|----------|
| 3 | REVISED DESIGN | 07/30/15 |
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| 1 | ISSUED FOR REVIEW | 01/21/14 |
| No. | ISSUE OR REVISION | DATE |

DRAWING TITLE

LEASE EXHIBIT
(4 OF 4)

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DATE 1/17/14
DRAWN BY KPH
CHECKED BY JHF
SCALE AS NOTED
PROJECT NO. VER0868

DRAWING NO.

LE-4

#8

LESSOR CERTIFICATE OF ACKNOWLEDGMENT

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

On the _____ day of _____ in the year, 2016 before me, the undersigned personally appeared, _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity as Supervisor of the Town of Orangetown, New York, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

ATTESTATION:

I, _____, Town Clerk of the Town of Orangetown, do hereby certify that I am familiar with the seal of the Town of Orangetown, and that the seal affixed to this instrument is such seal.

Town Clerk

TENANT CERTIFICATE OF ACKNOWLEDGMENT

STATE OF _____)
: ss. :
COUNTY OF _____)

On this ____ day of _____, 2016, before me, the undersigned personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, that by his signature on the instrument, the individual, or the entity, **New York SMSA Limited Partnership d/b/a Verizon Wireless**, upon behalf of which the individual acted, executed the instrument.

Signature and Office of Individual
Taking Acknowledgment

#15



Department of Environmental Management and Engineering
Town of Orangetown

127 Route 303 Orangeburg New York 10962
Tel: (845) 359-6502 • Fax: (845) 359-6951

November 14 2016

Andrew Y. Stewart, PhD
Supervisor
Town of Orangetown
26 Orangeburg Road
Orangeburg, NY 10962

Re: Retirement From Chief Operator Position.

Dear Supervisor Stewart:

This letter is to provide notice to you, the Town Board and this department that I intend to retire from my position as Chief Plant Operator with the Town of Orangetown DEME effective March 24, 2017.

Irrespective of discussions in recent weeks, this has been my unstated intent all along. I hope to work with the Town during this period to help ensure a smooth transition and continued compliance with necessary regulations.

Very Truly Yours,

KENECK E. SKIBINSKI
Chief Plant Operator

CC: Town Board Members
Joseph J. Moran, Commissioner DEME
Guy DeVincenzo, Deputy Commissioner DEME

REQUEST FOR PROPOSALS FOR CHIEF OPERATOR, GRADE 3 (WASTEWATER) TOWN OF ORANGETOWN, NEW YORK

The Town of Orangetown, NY is soliciting proposals for a Chief Operator, Grade 3 or higher (Wastewater) from qualified individuals or Consulting Engineering firms for the Orangetown Sewer District #2 Wastewater Treatment Plant (WWTP) and sewer collection system. The WWTP has a design capacity of 12.75 MGD and a NYSDEC plant score of 72.25. The collection system is comprised of 47 pump stations, about 180 miles of gravity sewers and 16 miles of force mains. Normal department staffing is approximately 40 employees. The terms of this position are to satisfy the requirements of the New York State Department of Environmental Conservation. This is a part-time position. The hours will vary weekly. Interested parties may submit their proposals to:

Joseph J. Moran, P.E., Commissioner
Town of Orangetown
Department of Environmental Management and Engineering
127 Route 303
Orangeburg, New York 10962

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work of a complex nature involving responsibility for the safe and efficient operation and maintenance of a grade 3 wastewater treatment facility (plant point 56-75 of points)*. The work is performed under the general direction of the Commissioner of Environmental Management & Engineering and in accordance with New York State Department of Environmental Conservation (NYS DEC) regulations. Supervision is provided to plant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation, maintenance, and repair of a grade 3 wastewater treatment plant and collection system, including pumping stations (currently 47), to assure the most efficient economical use of equipment, supplies and manpower and to assure compliance with NYS DEC regulations;
Performs periodic inspection of plant and collection system;
Oversees and may participate in wastewater and other plant testing in accordance with NYS DEC regulations;
Oversees the maintenance and repair of equipment, sewers, pump stations and related equipment, instructs, trains, and supervised employees engaged in activities related to the plant (wastewater treatment and sewer system) maintenance and repairs;
Maintains inventory of supplies, chemicals, and equipment, and requisitions materials;
Prepares bid specifications for new machinery and equipment, chemicals, supplies, repairs,
Maintains records and prepares periodic reports with respect to plant operations as required by the NYS DEC and the United States Environmental Protection Agency;
Meets with staff and other interested parties (engineers, chemist, contractors, maintenance supervisors) to discuss and resolve operating problems;
Plans and promotes internal safety program'
May recommend the employment, discipline, or discharge or promotion of employees;

May oversee the maintenance/repair of the Town automotive fleet with exception of Highway vehicles, including the dispensing of fuel & and required reporting for UST's.

Inspects Industrial user's (currently 19) remote locations and determines flow usage for billing/supervises department chemist & on-site lab.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a grade 3 wastewater treatment plant*; thorough knowledge of the operation of a wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; good knowledge of rules and regulations with respect to the operation of a grade 3 wastewater treatment plant; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment (such as VFD's); ability to perform laboratory and field tests for control of plant operations; ability to plan, coordinate and supervise the work of others; ability to perform mechanical procedures; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Possession of Grade 3 or higher (Wastewater) certificate issued by the New York State Department of Environmental Conservation, and
2. Five (5) years of supervisory, managerial, or administrative experience in the operation of wastewater treatment plans.

Note: A bachelor's degree in Civil, Sanitary, or Environmental Engineering, or a comparable curriculum may be substituted for two years of supervisory experience.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

*As determined by the New York State Department of Environmental Conservation plant point scoring system which is based on type and complexity of the wastewater treatment plant.

JAMES J. DEAN

Superintendent of Highways
Roadmaster II

Orangetown Representative:

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



**HIGHWAY DEPARTMENT
TOWN OF ORANGETOWN**

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

Affiliations:

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

MEMORANDUM

TO: Orangetown Town Board
Andy Stewart, Supervisor
Jerry Bottari, Councilman
Tom Diviny, Councilman
Denis Troy, Councilman
Paul Valentine, Councilman

CC: Joseph Moran, P.E., Commissioner, DEME
John Giardiello, P.E., Director, OBZPAE

FROM: James J. Dean, Superintendent of Highways

DATE: November 7, 2016

RE: Town of Orangetown, Homes For Heroes Green Innovation Grant Project
Environmental Facilities Corporation Grant #1308
Consultant Selection for Design and Construction Inspection Services

Please be advised the Town solicited proposals from Engineering Consultants for the Design and Construction Inspection Services for the above noted Homes For Heroes Green Innovation Project. Proposals were received on October 4, 2016.

The Town's Consultant Selection Committee, comprised of Joseph Moran, P.E., Commissioner, DEME, John Giardiello, P.E., Director, OBZPAE and Jim Dean, Superintendent of Highways, reviewed four (4) proposals and conducted three (3) interviews with Brooker Engineering, Maser Consulting and McLaren Engineering.

Based upon a complete proposal review and interviews, the Consultant Selection Committee hereby recommends the engineering contract for the Preliminary Design, Final Design and Construction Inspection Services for the Homes For Heroes Green Innovation Project be awarded to Brooker Engineering in the amount not to exceed \$97,200.00.

Please place the following item on the November 15, 2016 Town Board Workshop Agenda:

“Resolved, upon the recommendation of the Town's Consultant Selection Committee comprised of the Superintendent of Highways, Director of OBZPAE and Commissioner of DEME, the engineering contract for Design and Construction Inspection Services be awarded to Brooker Engineering for the Environmental Facilities Corporation Grant #1308, Homes For Heroes Green Innovation Project, in an amount not to exceed \$97,200.00, is hereby approved.”



#19

| BID ITEM | | LAND MOBILE RADIO SYSTEM | | | SHEET 1 OF 1 | | |
|---|---------|-------------------------------------|---|-------------------|--------------|----|--|
| BID OPENING TIME | | 11:00AM | | DATE NOV. 3, 2016 | | | |
| CONTRACTOR NAME & ADDRESS | | Gonsky Communications Cortez, NY | | | | | |
| DATE RECEIVED | 11/1/16 | | | | | | |
| TIME RECEIVED | 2:17pm | | | | | | |
| NON COLLUSION STATEMENT | ✓ | | | | | | |
| BID BOND or CERTIFIED CHECK | ✓ | | | | | | |
| Motorola XPR5550 Base station radio, including antenna sys, power supply, desk microphone and installation (2) | | \$ 50 | Y | \$ | \$ | \$ | |
| Total | | \$ 100 | | | | | |
| Motorola MCC2500 Desktop remote controllers, two with dual microphones (4) | | \$ 25 | Y | | | | |
| Total | | \$ 100 | | | | | |
| Motorola XPR5550 Mobile Radio, including antenna sys, integrated GPS/AVL services & installation for Supervisors vehicle (5) | | \$ 50 | Y | | | | |
| Total | | \$ 250 | | | | | |
| Motorola XPR5350 Mobile radio including antenna sys, integrated GPS/AVL services & installation in DPW vehicles (45) | | \$ 50 | Y | | | | |
| Total | | \$ 2250 | | | | | |
| GPS/AVL services with 2 minute queue and web based tracking/reporting including desktop & mobile apps (25) | | \$ 7.50 | Y | | | | |
| Total | | \$ 187.50 | | | | | |
| Motorola XPR7550 portable radio w/antenna, belt clip, 2-Impress batteries, 6 unit rack charger w/display & audio accessory (10) | | \$ 45 | Y | | | | |
| Total | | \$ 450 | | | | | |
| Winter Truck Discount | | \$ 12.50 | | | | | |
| Total | | \$ 312.50 | | | | | |
| Price Year - One | | \$ 35100 | | | | | |
| Price Year - Two | | \$ 35100 | | | | | |
| Price Year - Three | | \$ 35100 | | | | | |
| Price Year - Four | | \$ 35100 | | | | | |
| Price Year - Five | | \$ 35100 | | | | | |
| Addendum 1 Recvd | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| DIST: | | | | | | | |

| Contract # | Municipality | Ext. season | Region # |
|------------|--------------------------------------|-------------|----------|
| D009818 | Town of Orangetown / Rockland County | 2016/17 | 8 |

AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT

This Agreement made this _____ day of _____ by and between THE PEOPLE OF THE STATE OF NEW YORK (hereinafter referred to as "STATE"), acting by and through the Commissioner of Transportation of the State of New York (hereinafter referred to as "COMMISSIONER"), and the _____ of the Town of Orangetown of (hereinafter referred to as "MUNICIPALITY") as follows:

WHEREAS, the COMMISSIONER and the MUNICIPALITY have entered into an Agreement No. D009818 entitled "Indexed Lump Sum Snow and Ice Agreement between the New York State Department of Transportation and the Municipality of Town of Orangetown dated January 16, 1996; and

WHEREAS, the term of the said Agreement is for a period of three years commencing July 1, 1995 and the said Agreement provides that the parties may at the end of each year of the term of the Agreement extend such term for an additional year; and

WHEREAS, the present term of the Agreement, as extended, expires June 30, **2016**; and

WHEREAS, Section 7 of the said Agreement provides that the COMMISSIONER shall furnish the MUNICIPALITY with a suitable map for each term of the Agreement, or for any extended term thereof, modified to show the changes, if any, to the State Highways affected by this Agreement.

WHEREAS, Section 9 of the said Agreement provides for an annual update of the estimated expenditure to be determined by the COMMISSIONER subject to the provisions of Section 9 at the time for extension of the Agreement;

WHEREAS, Section 9 of the said Agreement also provides for an adjustment to the actual payment amount based on the intensity and severity of the winter season;

NOW, THEREFORE, in consideration of the mutual covenants and benefits between the parties,

WITNESSETH:

1. The aforementioned "Indexed Lump Sum Snow and Ice Agreement Between New York State Department of Transportation and the MUNICIPALITY" is hereby extended for a period of one year; now to expire on June 30, **2017**, unless further extended.

2. The State Highways or parts thereof affected by this Agreement are as delineated on the attached map, agreed upon by the COMMISSIONER and the MUNICIPALITY, which shall be effective for the remainder of the term of the Agreement commencing July 1, **2016**, unless changed by future agreement between the COMMISSIONER and the MUNICIPALITY.

3. All the terms and conditions of the original contract remain in effect except as follows. The indexed lump sum estimated expenditure specified in Section 9 of the aforementioned Agreement shall be \$213,600.00 for 62.50 lane miles for the **2014/15** season and for the remainder of the term of the Agreement commencing July 1, **2014**, unless changed by future update.

IN WITNESS WHEREOF, This Agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER, and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first above written.

Over 31

Agency Certification Contract No. D009818

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY

BY _____
for Commissioner of Transportation

BY _____

ATTORNEY GENERAL'S SIGNATURE

COMPTROLLERS SIGNATURE

Dated _____

Dated _____

STATE OF NEW YORK)
) SS:
COUNTY OF Rockland County)

On the _____ day of _____ in the year _____ before me personally came _____ to me known who, being by me duly sworn, did depose and say that he resides in _____, New York; that he is the _____ of _____ the municipality described in and which executed the above instrument; that he executed said instrument by order of the Governing Body of said municipality pursuant to a resolution which was duly adopted on _____; a certified copy of such resolution attached hereto and made a part hereof.

Notary Public

AGREEMENT ADJUSTMENT WORKSHEET

2016/17 Extension Year

| | | | |
|---------------------|--------------------|-----------------|---------|
| Municipality | Town of Orangetown | Contract | D009818 |
| County | Rockland | Region | 8 |

| | | | | | | |
|--|--------------|--------|------------------|--------|------------------|--------|
| 2015/16 Extension's Estimated Expenditure | | | | | \$201,396.30 | |
| % | Labor | 42.46% | Materials | 24.52% | Equipment | 33.02% |
| Value | \$ 85,512.50 | | \$ 49,382.78 | | \$ 66,501.02 | |

LABOR *

Labor Portion of 2015/16 Extension's Estimated Expenditure \$ 85,512.50
 % Labor Increase/Decrease for 2014/15 Season x 2.5 %
 Additional/Less Labor Costs for 2016/17 2137.81

| | |
|---|--------------|
| Labor Portion of 2016/17 Extension's Estimated Expenditure | \$ 87,650.31 |
|---|--------------|

* Attach Municipality's certification of applicable labor cost increase

MATERIALS

Materials Portion of 2015/16 Extension's Estimated Expenditure \$ 49,382.78

| | % Materials | 2015/16 Total Material \$ | I. Proportionate \$ Amount | 2014/15 Price Per Unit | 2013/14 Price Per Unit | Difference (Show +/-) | II. ± % | I. x II. Inc/Dec |
|------------------------|----------------|---------------------------------|----------------------------------|------------------------------|------------------------------|--------------------------|------------|---------------------|
| Salt | 100% | \$ 49,382.78 | \$ 49,382.78 | \$62.60 | \$52.00 | \$10.60 | 20.38% | \$10,066.49 |
| Sand | | | | | | | | |
| Other | | | | | | | | |
| Materials Total | | | | | | | | \$10,066.49 |

| | |
|---|-------------|
| Materials Portion of 2016/17 Extension's Estimated Expenditure | \$59,449.27 |
|---|-------------|

EQUIPMENT

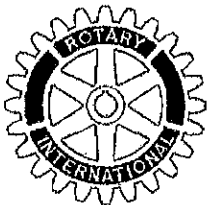
Equipment Portion of 2015/16 Extension's Estimated Expenditure \$ 66,501.02
 % Equipment Increase/Decrease for 2014/15 Season x 0.00 %
 Additional/Less Equipment Costs for 2016/17 \$0.00

| | |
|---|-------------|
| Equipment Portion of 2016/17 Extension's Estimated Expenditure | \$66,501.02 |
|---|-------------|

| | |
|---|---------------|
| 2016/17 EXTENSION AMOUNT (Labor + Materials + Equipment) | \$ 213,600.60 |
|---|---------------|

Recommended by: Jennifer A. Pollard Approved by: _____
 Resident Engineer S&I Program Manager

21



Rotary Club of Pearl River, P.O. Box 252, Pearl River, NY 10965
District 7210 - Region 8 - Zone 32 - Club #4982 - Charter Date December 12, 1935
www.rotaryclubofpearlriver.org
Larry Vergine, President 2016-2017

OCT 18 2016

OCT 27 2016

RECEIVED
OCT 27 2016

MEMORANDUM

Board of Directors

President
Larry Vergine

President Elect
Doreen Buonadonna

Secretary
Michael Seidenfrau

Treasurer
Douglas Ward

Directors
Joseph Beckerle
Bob Craig
Robert Magrino
Brian Quinn
Ann Taylor

Past President
Dorothy Filoramo

President Emeritus
George Westphal

The Four Way Test

Is it the truth?
Is it fair to all
concerned?
Will it build good will
and better friendship?
Will it be beneficial to
all concerned?

TO: Helen Wilson / Town Board / Tim Allen / A. Stewart
FROM: Pearl River Rotary
DATE: October 18, 2016
RE: APPROVE AID ROTARY CLUB OF PEARL RIVER SHARED CHRISTMAS

PLEASE PLACE THE FOLLOWING ITEM ON THE NEXT TOWN BOARD WORKSHOP
AGENDA:

Resolved, that aid to the Rotary Club of Pearl River, for use of the message board, trash receptacles and barricades for the annual Shared Christmas and the holidays program to be held on Friday December 9, 2016, with a rain date of December 16, 2016 is hereby approved. The requesting organization will provide a certificate of insurance listing the town of Orangetown as additionally insured.

Also, use of the showmobile from the
Parks Department and police assistance
for crowd control.

#22



TOWN OF ORANGETOWN PARKS & RECREATION

81 HUNT ROAD, ORANGEBURG, NY 10962

Application for Showmobile Use



Event/Festival Name: Rotary Club of Pearl River Share Christmas & the holidays

Address: Police Booth @ Braunsdorf Park Pearl River City: Pearl River Zip: 10965

Applicant's Name: Doreen Buonadonna Phone (h): 845-735-6165 / 845 825 0926 cell

Phone (w): _____ E-Mail: mb2.dd1956@yahoo.com

FRIDAY 12-9-16

Date & Time of Set-up: 5 pm Date & Time of Take-down: _____

Requested Location (park, street, location on premises, etc., be specific, attach map if needed):

Braunsdorf Park Pearl River, ny

Showmobile stage measures 28 feet long x 14 feet 7 inches deep x 25 feet high when open. One set of stairs is available with hand railings. (Please note that this measurement does not include the trailer hitch or the tow vehicle. See space requirements below.)

Stair Arrangement: (1 set of stairs)

☒ Right side of stage

☒ Left side of stage

_____ Front of stage

The lights require a 110 volt, 20 amp circuit to plug into within 150 feet of the right front side of the Showmobile. Additional electrical equipment must be plugged into a separate circuit.

Please describe in detail what the stage will be used for and how you intend to set it up:

The stage will be used for Announcements & Caroling

Showmobile space requirements:

- The showmobile must be parked in a relatively level space.
- The area must be free of obstructions such as overhanging tree limbs, electrical wires, etc.
- The total area needed for the showmobile is a space 50 feet in length, 15 feet in width and 25 feet in height.
- The tow vehicle must remain with the showmobile for the duration of the event.
- In the event of winds in excess of 30 MPH, the stage canopy must be closed.

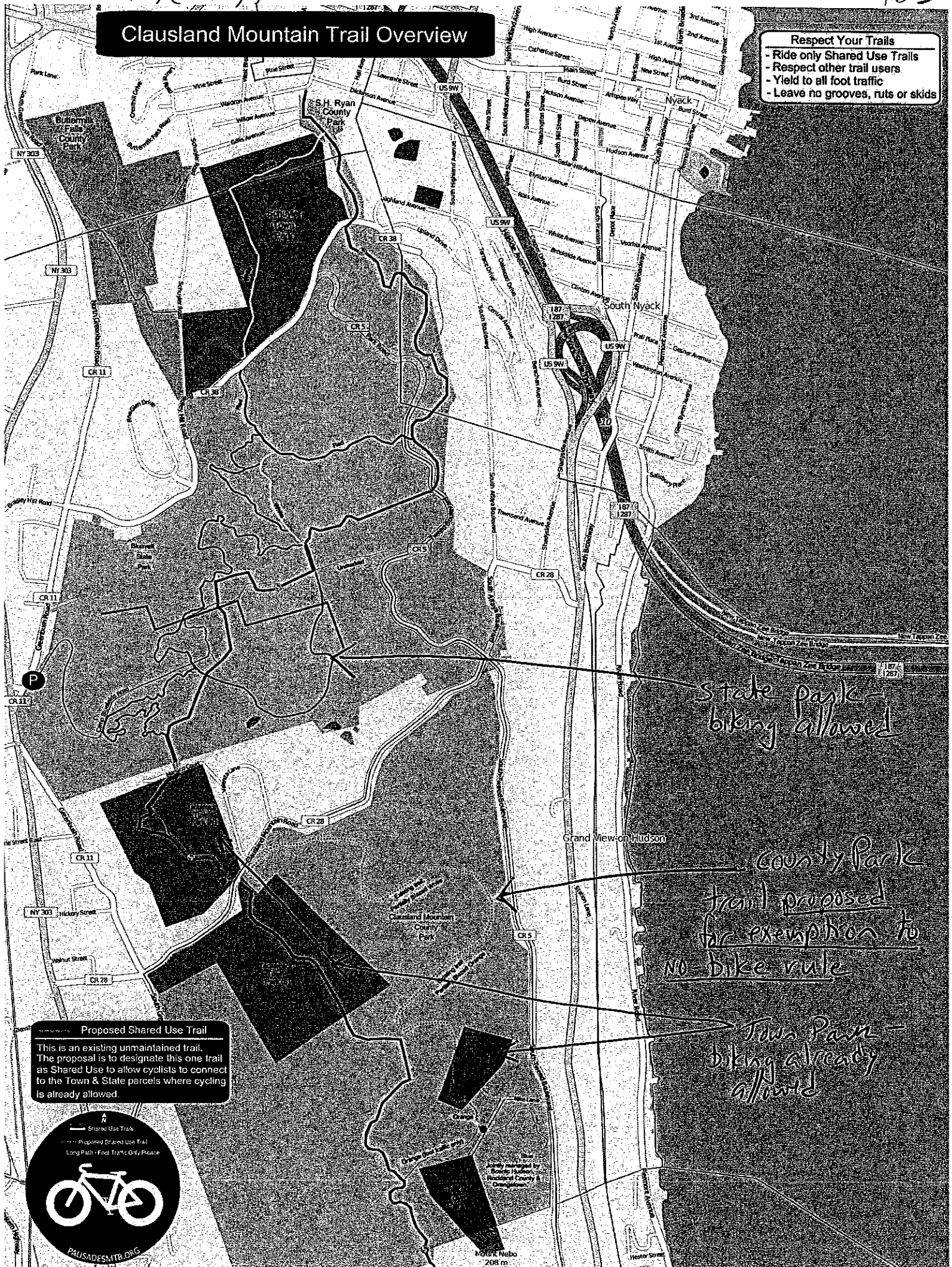
Additional Requirements:

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

Applicant's Signature Doreen Buonadonna Date 10-13-16

Clausland Mountain Trail Overview

- Respect Your Trails**
- Ride only Shared Use Trails
 - Respect other trail users
 - Yield to all foot traffic
 - Leave no grooves, ruts or skids



Proposed Shared Use Trail

This is an existing unmaintained trail. The proposal is to designate this one trail as Shared Use to allow cyclists to connect to the Town & State parcels where cycling is already allowed.



#24

970 626 6038

SAFEGUARDARMOR

Info@safeguardarmor.com

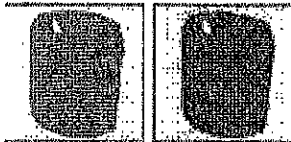
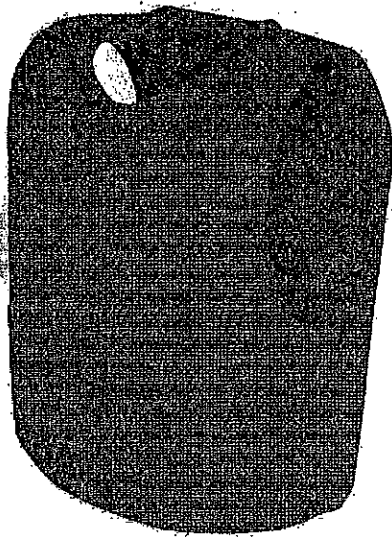
MENU

SEARCH

LOGIN

CHECKOUT

CART 0

[Home](#)[CONCEALABLE ARMOR](#)[Stealth™](#)▲
\$806.00 (Incl. Tax)**STEALTH™****COLOUR**

* Required Fields

Black

SIZE

X Large

LENGTH

NORMAL

BALLISTIC LEVEL

Level IIIa +\$105.00

EDGED BLADE LEVEL

Level 2 +\$165.00

SPIKE LEVEL

Level 2 +\$165.00

ADD TO CART

Description

RESOUR

#24

Using cutting edge materials technology, our Stealth™ is at the forefront of concealable armor. The CoolMax® inner lining forms part of a thinner, lighter, more breathable vest that is perfect for extended wear beneath clothing. Designed to offer undetectable protection in dangerous circumstances, the Stealth™ will keep you safe, comfortable and cool.

File 1

File 2

This armor is perfectly suited to door supervisors, close protection officers and many others.

Additional Information

| | |
|------------------------|---------|
| MANUFACTURER | Stealth |
| IS FEATURED | No |
| ADDITIONAL INFORMATION | No |

Reviews Write a review

Be the first to review this product

Product Tags**ADD YOUR TAGS:****ADD TAGS**

Use spaces to separate tags. Use single quotes (') for phrases.

FOLLOW US:



#24

Service Education, Incorporated
790 Canning Parkway – Suite 1
Victor, New York 14564
(585) 264-9240
www.NYCourts.us

Scanning Upgrade

*The Universal Court Management software for New York State Justice Courts
is Going Paperless...*

QUALITY

Quality comes from the dedication and skills of the programming, support, installation and marketing staffs...

Going paperless?

So are we...

Scanning documents within The CourtRoom Program® will save you time, keep you more organized by reducing paper clutter, and reduce security risks associated with lost or damaged documents. With the ability to scan documents you will be able to keep all case information at your fingertips.

- Attach scanned documents to cases.
- List scanned documents along with archived forms and letters.
- Print and/or view scanned documents directly from each case.
- Backup scanned documents automatically.
- Scans saved as standard PDF files.
- Reduce paper clutter.
- Reduce document access time.
- Access all documents from any workstation.

INNOVATION

Scanning documents could not be simpler.

The scanning upgrade for The CourtRoom Program® saves documents with the touch of a button. The upgrade is designed to fully integrate with the ScanSnap® software from Fujitsu.

No sorting or organization is required by court personnel, just scan the document and click one button. The program does all the filing and organization for you.

From the 'Case Information Screen' all scanned documents for the case are available for instant viewing or printing.

All documents are saved in a standard PDF format. The documents are organized in folders on the server for instant access from any workstation. The storage system allows for incremental backups that minimize disk usage and backup time.

A new example of the innovation you have come to expect from Service Education, the leaders in court automation for New York State.

SERVICE

Installation and training are available Monday- Friday at your convenience.

You work evenings and weekends and we do too! We answer your calls for *emergency* assistance until 10:00 PM and on weekends.

PRICE

| Scanning Upgrade | |
|--|----------------|
| The purchase price for the optional Scanning Upgrade (includes first year license) | \$995.00 |
| Annual License/Maintenance | \$240.00 |
| Hardware - Fujitsu ScanSnap® iX500 Scanner | Source Locally |

*To learn more about this exciting option, call SEI today.
(585)264-9240*

The CourtRoom Program® is a registered trademark of Service Education, Inc.

ScanSnap® and  are registered trademarks of Fujitsu Corporation.

Town of Orangetown

Proposed Document Management Project - November, 2016

Presented by: Anthony Bevelacqua and Matt Lenihan

Overview

The Town of Orangetown is largely a paper based operation. Paper inventory comes in many forms:

- Legacy paper stored in filing cabinets or "bank boxes"
- Newly created or received paper that stays paper (never gets converted to electronic)
- Newly created or received electronic files that get printed to paper and filed manually

Remaining a paper based operation presents many challenges:

- Document retrieval is time consuming (searching for files)
- Sharing the paper documents with valid requestors (e.g. Town Departments, FoIL requests, etc.)
- Managing the quantity of paper for the purposes of storage either in the current space or in future spaces
- Disaster recovery considerations (e.g. fire, water damage, etc.)
- Managing an effective retention schedule to properly dispose of paper no longer needed

Town Responsibilities

Each department should have an understanding of what types of paper documents they have such as forms, contracts, pictures, plans, etc.. They should also know how much paper, how to deal with loss of paper in the event of a disaster, and how to move forward by creating a digital process.

Steps the Town should take to begin managing the paper they have through the following methods:

- Understanding the quantity of paper saved (estimate the amount of paper by physically counting filing cabinets and "bankers boxes")
- Evaluating the paper inventory with respect to a retention schedule
- Converting paper documents to a digital format
- Converting paper processes to digital, exclusively

Document Management Project Requirements

When beginning a Document Management project, two components are necessary. First, documents must be scanned and saved in a format to be Optical Character Recognition (OCR) readable. In some cases where scanning with OCR is not possible (e.g. handwritten, old typewriters, bad copies, etc.), manual indexing must be done at the time of scanning. This component, at least in the beginning, should be handled by a company which specializes in this type of conversion.

Second, scanned or digital documents must be imported into a document management system software package. The software provides many benefits and is critical to the success of a document management project. Document Management Software provides some of the following advantages:

- Organizes documents in a easy to understand format, similar to Windows folders
- Creates a permission based view of documents
- Provides the ability to quickly search for documents or words/phrases in each document
- Provides an understanding of documents with respect to litigation and public exposure
- Allows an ability to easily share documents with read only expirations and redactions
- Provides an automated method of document retention

The Project

To embark on this project, we have determined that starting with one department would be a vehicle to demonstrate the concept and the abilities of the project to other departments.

Beginning with the Personnel Department, we will convert all active employee paper-based files and microfilm as well as begin to digitize some of the primary paper-based processes in to a digital process.

Challenges we have found specifically related to the Personnel Department are as follows:

- Like most Town Departments, their process is largely paper-based
- Paper/file retrieval is slow and tedious
- Retrieving information from microfilm is very time consuming (potentially hours for each request)
- New forms are generally paper-based and physically mailed or emailed to their respective Department for approvals
- Interaction with the County Personnel Department is largely a paper-based, snail-mail effort
- There is no disaster recovery plan in place in case of document loss

Implementing a Document Management System will address all of these issues. There is an additional "forms" component of the software that will allow for current paper-based forms (like the employee salary change form) to be converted to a digital process with workflow approvals. The entire lifecycle of this form would be completed and approved via email and through an included software portal.

Examples of Time Saving Efficiencies

Microfilm Searches: As many as 50 microfilm searches per year average more than 45 minutes of manually searching for past payroll records. Converting to the new system will reduce search time to minutes.

Personnel File Searches: Personnel documents may be retrieved in minutes as compared to searching through filing cabinets and scanning pages within an employee's file.

File Retention: Easily mark files for destruction based on document type through accepted New York State standards reducing long term storage concerns and time spent classifying documents for destruction.

Project Cost

The total cost of the project is approximately \$23,000. The cost of the document scanning and microfilm conversion is approximately \$10,000. The cost of the document management software (Laserfiche) is approximately \$13,000 for the purchase, installation, and training.

We have done several online webinars and have had the vendor on site to show us how the software will fit our requirements. In addition, the vendor performed a mock-up of some of our exact forms to demonstrate how the forms approval process will work.

Future Use

Laserfiche can be used for other departments as well as other components. Adding users and components will incur an additional cost. A full user licensed to the system will cost approximately \$800 per user while read-only users cost \$200 per user.

Laserfiche has additional modules that will be valuable to the Town as well. For example, the is a "Contracts" module will create a repository for Town executed contracts giving multiple users (based on permissions) access the current state of contracts.

#27



"Transforming the way government works"

661 Plank Road • Clifton Park • New York • 12065 • Phone 518-371-6869 • Fax 518-371-8207

11/8/2016

TOWN OF ORANGETOWN

INTEGRATED PROPERTY SYSTEM QUOTE

| <u>SOFTWARE/SERVICES:</u> | COST: |
|---|----------------|
| Integrated Property System: | \$2,000 |
| Periodic/Fire Inspections (\$500/year- last 4 years) | |
| Subtotal: | \$2,000 |
| Implementation Services: | \$480 |
| System Configuration & Installation (\$240) (2 hours remote work from BAS offices) | |
| Software Training (2 hours via webinar \$240) (2 hours excluding travel expenses) | |
| Total Software/Services: | \$2,480 |
| Annual Software Support & Maintenance Fee: (See Note #2) | \$500 |
| Total 1st Year Investment: | \$2,980 |

#27



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11/8/2016

TOWN OF ORANGETOWN

IPS WEB PORTAL QUOTE

SOFTWARE/SERVICES:

Online Web Portal

Integrated Property System:

\$5,000

Web Portal/Service Request System

Implementation Services:

\$360

System configuration & Installation (\$240)
(2 hours)

Software Training (\$120)
(1 hour via webinar)

Total Software/Services:

\$5,360

Annual Software Support, Hosting & Maintenance Fee:

\$600

Total 1st Year Investment:

\$5,960

Approved by:

Name

Signature

Title

Date

Confidential

This Quote is Valid for 60 Days



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11/14/2016

TOWN OF ORANGETOWN

IPS SYSTEM QUOTE

SOFTWARE/SERVICES:

3 Workstations

IPS System: \$1,500

Additional License
(\$500/license)

Implementation Services: \$N/C

System Configuration

Total Software/Services: \$1,500

Increase in Annual Support & Maintenance Fee:
(\$300/license) \$900

Total 1st Year Investment: \$2,400

Approved by:

Name

Signature

Title

Date

Confidential

This Quote is Valid for 30 Days

| Account Name | 2011 Approved Levy | 2012 Approved Levy | 2013 Approved Levy | 2014 Approved Levy | 2015 Approved Levy | 2016 Approved Levy | 2017 Request Supervisor | 2017 Tentative Levy | 2017 Adopted Levy | Request Change from 2016 | Adopted Change from 2016 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| Library Districts | | | | | | | | | | | |
| Blauvelt | 876,757 | 876,757 | 789,081 | 710,173 | 692,419 | 706,867 | 720,392 | 720,392 | 720,392 | 2.0% | 2.0% |
| Orangeburg | 602,615 | 602,615 | 542,354 | 488,118 | 488,118 | 497,880 | 522,774 | 522,774 | 507,838 | 5.0% | 2.0% |
| Palisades | 462,077 | 462,077 | 415,869 | 374,282 | 374,282 | 374,282 | 381,768 | 381,768 | 381,768 | 2.0% | 2.0% |
| Tappan | 833,417 | 833,417 | 750,075 | 675,068 | 675,068 | 688,569 | 702,340 | 702,340 | 702,340 | 2.0% | 2.0% |
| Total Library Districts | \$2,774,866 | \$2,774,866 | \$2,497,379 | \$2,247,641 | \$2,229,887 | \$2,266,998 | \$2,327,274 | \$2,327,274 | \$2,312,338 | 2.7% | 2.0% |
| Water Districts | | | | | | | | | | | |
| Blauvelt | 159,759 | 172,090 | 185,789 | 180,285 | 202,747 | 207,842 | 212,100 | 212,100 | 212,100 | 2.0% | 2.0% |
| Palisades | 65,519 | 70,576 | 76,194 | 73,937 | 80,638 | 82,664 | 86,052 | 86,052 | 86,052 | 4.1% | 4.1% |
| Pearl River | 318,620 | 343,214 | 370,535 | 359,558 | 407,797 | 418,046 | 431,472 | 431,472 | 431,472 | 3.2% | 3.2% |
| Sparkill | 54,749 | 58,975 | 63,669 | 61,783 | 70,270 | 72,036 | 75,144 | 75,144 | 75,144 | 4.3% | 4.3% |
| Upper Grandview | 26,028 | 28,037 | 30,269 | 29,372 | 33,407 | 34,247 | 35,148 | 35,148 | 35,148 | 2.6% | 2.6% |
| St. Dominic | 4,488 | 4,834 | 5,219 | 5,064 | 5,760 | 5,905 | 6,060 | 6,060 | 6,060 | 2.6% | 2.6% |
| Total Water Districts | \$629,162 | \$677,727 | \$731,676 | \$709,999 | \$800,619 | \$820,739 | \$845,976 | \$845,976 | \$845,976 | 3.1% | 3.1% |
| Ambulance Districts | | | | | | | | | | | |
| South Orangetown Ambulance | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 0.0% | 0.0% |
| Nyack Community Ambulance | 482,358 | 491,349 | 458,544 | 435,451 | 418,988 | 397,614 | 405,566 | 405,566 | 405,566 | 2.0% | 2.0% |
| Total Ambulance Districts | \$882,358 | \$891,349 | \$858,544 | \$835,451 | \$818,988 | \$797,614 | \$805,566 | \$805,566 | \$805,566 | 1.0% | 1.0% |
| Paramedic District | | | | | | | | | | | |
| Rockland County Paramedics | 1,006,332 | 1,025,693 | 1,070,721 | 1,085,721 | 1,085,721 | 1,109,435 | 1,131,624 | 1,131,624 | 1,131,624 | 3.3% | 2.0% |
| Total Paramedic District | \$1,006,332 | \$1,025,693 | \$1,070,721 | \$1,085,721 | \$1,085,721 | \$1,109,435 | \$1,131,624 | \$1,131,624 | \$1,131,624 | 3.3% | 2.0% |
| Fire Protection Districts | | | | | | | | | | | |
| Blauvelt Fire Protection District | 889,575 | 867,550 | 878,350 | 795,685 | 810,885 | 810,000 | 661,500 | 636,500 | 636,500 | -18.3% | -21.4% |
| Total Fire Protection Districts | \$889,575 | \$867,550 | \$878,350 | \$795,685 | \$810,885 | \$810,000 | \$661,500 | \$636,500 | \$636,500 | -18.3% | -21.4% |
| Fire Districts * | | | | | | | | | | | |
| Orangeburg | 951,578 | 993,182 | 1,015,250 | 1,253,810 | 1,272,280 | 1,346,235 | 1,346,235 | 1,456,845 | 1,456,845 | 8.2% | 8.2% |
| Palisades/Sparkill | 325,000 | 332,000 | 342,000 | 348,000 | 395,000 | 415,000 | 484,500 | 484,500 | 484,500 | 16.7% | 16.7% |
| Pearl River | 1,579,780 | 1,576,970 | 1,608,509 | 1,559,355 | 1,572,915 | 1,584,315 | 1,584,315 | 1,595,088 | 1,595,088 | 0.7% | 0.7% |
| Central Nyack | 6,254 | 6,373 | 6,591 | 6,758 | 9,090 | 9,163 | 9,176 | 9,176 | 9,176 | 0.1% | 0.1% |
| Tappan | 779,075 | 769,157 | 784,523 | 981,650 | 996,950 | 1,004,228 | 1,004,228 | 1,011,056 | 1,011,056 | 0.7% | 0.7% |
| Nyack Joint Fire District | 1,389,206 | 1,231,220 | 1,204,937 | 1,144,269 | 1,158,075 | 1,221,234 | 1,221,234 | 1,267,530 | 1,267,530 | 4.4% | 3.8% |
| Total Fire Districts | \$5,030,893 | \$4,908,902 | \$4,961,810 | \$5,293,842 | \$5,404,310 | \$5,580,175 | \$5,649,688 | \$5,824,196 | \$5,824,196 | 1.2% | 4.4% |



SEPTEMBER 13, 2016 | TOWN of ORANGETOWN MEETING

2017 Budget Request *for the Blauvelt Free Library*

Town Supervisor Stewart and members of the Town Council, my name is John Lounibos, and I am President of the *Board of Trustees* of the 107-year-old *Blauvelt Free Library*. **We are requesting a 2% increase in funding for the *Blauvelt Library* for 2017.** Firstly, we are indebted to the Town Board for providing the Library with a 2% increase in funding for 2016. I am reminded that the *Blauvelt Free Library* received a 10% reduction in funding from the Town in both 2013 and 2014, followed by a 2.5% reduction in 2015.

2016 SPENDING

For 2016, the *Library* expects to spend \$1.6M:

- \$ 774 K *General Operating Expenses*
- \$ 826 K *(estimated) for our long overdue renovation*

2016 funds are derived from:

- \$ 706 K *Blauvelt Taxpayers*
- \$ 45 K *South Orangetown Central School District*
- \$ 9 K *Miscellaneous grants, donations, fines*
- \$ 840 K *Library's Reserve Funds*

Of the \$840 K in reserves, \$14 K is used to cover the gap between our funding and general operating expenses. The remaining \$826 K will cover Library renovation expenses for 2016. A *Renovation Budget* and spending details were provided to Supervisor Stewart and his team on September 7th.

The \$774 K projected for our 2016 general operating costs represents a 0% increase over 2015, and reflects the Board and Director Laura Grunwerg's combined efforts to eliminate unnecessary expenditures, including but not limited to underutilized and expensive online databases and a tighter view of material purchases.

2017 SPENDING

For 2017, a 2% increase will bring us to a \$720,392 funding level. **These funds will be applied to our 2017 spending plan of approximately \$1.4M:**

- \$ 811 K *General Operating Expenses*
- \$ 575 K *Renovation Budget (estimated)*

2017 funds are derived from:

- \$ 720 K *Blauvelt Taxpayers (assuming a 2% increase)*
- \$ 45 K *South Orangetown Central School District*
- \$ 8 K *Miscellaneous grants, donations, fines*
- \$ 612 K *Library's Reserve Funds*

Of the \$612 K in reserves, \$37 K will be used to cover the gap between our funding and *General Operating Expenses*. The remaining \$575 K will cover *Library* renovation expenses for 2017.



2017 EXPENSES

General Operating Expenses, which do not include renovation costs, increased by 4.8% in 2017. The rise is due to personnel expenses, since 2016 Health Insurance payments, to which employees contribute 20%, are increasing 16%. A very modest salary increase is included. One of the *Library's* key Reference and Information Technology librarians left in July, and a replacement may not be in place until November or December of 2016. At the completion of the renovation our reserve balance will be approximately \$900 K.

FUNDING vs OPERATIONAL EXPENSES

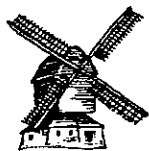
The *Board of Trustees* feels it prudent to request a modest 2% increase for 2017 to moderate the gap in funding vs. *General Operating Expenses*. No increase for 2017 would result in the *Blauvelt Free Library* using \$51 K of our reserves to cover operational expenses. In this scenario, reserves would deplete at a greater rate and result in funding shortfalls that would directly impact Library services. The *Board of Trustees* will continue to work with our Library Director to cut unnecessary expenses without impacting the services the Library provides.

LIBRARY SERVICES, COMMUNITY SUPPORT and PARTNERSHIPS

The *Blauvelt Free Library* continues to provide vital and valuable services to the Hamlet and Town Residents. We see ourselves as much more than a repository for books and media. We offer extensive and immensely popular children's programs for a library our size. We provide many programs and educational opportunities for our Seniors, and our *Friends* group is the only library-sponsored organization in the county to plan and facilitate outings, many in conjunction with *St. Catharine's Parish*. Several Scout troops and community organizations meet in our Community Room. Our Director and staff provide services that our patrons have come to expect. Daily we assist in solving routine and complex requests by assisting with academic level research, as well as fundamental life challenges. Since 2014, we have partnered with the *Blauvelt Lions* to manage the electronic signboard on Western Highway – a vital conduit for information and announcements. Our PR Manager produces flyers for the Firehouse, Veterans, and local businesses free of charge. And to warm the hearts of our patrons as each year draws to a close, our staff writes and performs an *Old Fashioned Radio Broadcast and Holiday Singalong* (now in its fourth year), which has become a mainstay of the hamlet calendar. Come for the scrumptious baked treats prepared by a world-class gourmet chef – but stay for the show.

In summary, we deliver invaluable services to our community, services that would likely not be available if the *Blauvelt Free Library* was not able to provide them. Thank you for the opportunity to speak with you this evening. Please let us know if you have any questions regarding the *Library's* plans for 2016 and 2017.

John B. Lounibos
President, Board of Trustees
Blauvelt Free Library



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

#29

September 7, 2016

The Honorable Andrew Stewart, Supervisor
Town of Orangetown
26 Orangeburg Road
Orangeburg, NY 10962

RE: 2017 BUDGET SUBMISSION

Dear Supervisor Stewart,

The *Blauvelt Free Library* respectfully submits its funding request for Calendar Year 2017. As noted in prior submissions, the needs of the *Blauvelt Free Library* continue to expand, as we remain aware of the fiscal constraints facing our patrons and our town. The latter part of 2016 will see the Library begin its long anticipated renovation project, which will enable us to better serve the community. The renovation will require the use of approximately **\$1,400,599 of our reserves** during the latter part of 2016 and early 2017. The project will address issues of accessibility and safety throughout the building. The project components include:

- Installation of an elevator and enclosure of existing porch for Quiet Study Room
- Reworking of two stairwells to bring them up to code compliance to prevent accidents and improve traffic flow to the Children's Room (top floor) and provide a more convenient point of access to the Community Room (lower level)
- Conversion of the Director's Office which is accessed via the Children's Room into a much-needed Storytime Annex (children currently occupy a space just inside the entrance which constitutes a major traffic obstruction)
- Conversion of a storeroom into an administrative office suite
- Front entrance reworked to emphasize safety and visibility
- Staff room addition of ADA compliant restroom, cabinetry, and consolidation of phone and network cabling
- Installation of an emergency generator to ensure that the Library remains open to the public during power outages and is able to provide shelter, heat, electricity and comfort to residents

Plans were approved by the Orangetown Building Department, and permits are pending selection of a Contractor. Our Board will meet on September 8, 2016 to select a contractor and finalize approval of the renovation budget, with construction projected to begin in October with the elevator and porch enclosure.

For 2017, the Board of Trustees is requesting that the 2017 funding for the *Blauvelt Free Library* be increased by 2% to \$720,392. As requested, estimates of the *Blauvelt Free Library's* 2017 projected revenue and expenditures are included. You will also find a brief summary concerning our Reserves. We gratefully acknowledge the support of the Town Board and the community we serve and welcome any questions pertaining to our submission.

Respectfully submitted,

John Lounibos, President
Blauvelt Free Library Board of Trustees

| | 2012 Actual | 2013 Actuals | 2014 Actuals | 2015 Actuals | 2016 Estimated | 2017 Proposed | 2017 Bud vs 2016 Est | 2017 Bud vs 2016 Est |
|--|----------------|-----------------|-----------------|-----------------|-------------------|------------------|-------------------------|-------------------------|
| | | | | | | | \$ Change | % Change |
| Staff Salaries | 426,525 | 404,520 | 412,539 | 426,143 | 429,641 | 458,097 | 28,456 | 6.6% |
| Pages Salaries | 12,582 | 13,135 | 9,538 | 8,783 | 9,306 | 9,000 | (306) | -3.3% |
| Overtime Wages | 0 | 3,939 | 0 | 0 | 0 | 0 | 0 | N/A |
| Payroll Processing Fees | 3,700 | 4,429 | 4,326 | 4,541 | 4,586 | 4,800 | 14 | 0.3% |
| Registration & Auditing Fees | 4,450 | 4,400 | 4,400 | 4,400 | 4,200 | 4,500 | 300 | 7.1% |
| Investment Program (IRA Contribution) | 16,138 | 17,443 | 13,589 | 16,291 | 17,722 | 16,048 | (1,676) | -9.5% |
| Employer's Share-Social Security | 32,682 | 31,149 | 31,020 | 32,006 | 33,579 | 35,733 | 2,154 | 6.4% |
| NYS Unemployment & Disability | 1,447 | 1,543 | 2,356 | 2,369 | 2,085 | 2,219 | 134 | 6.4% |
| METRO TAX | 249 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Insurance (Employee related) | 43,667 | 44,942 | 45,962 | 51,512 | 44,366 | 51,465 | 7,099 | 16.0% |
| Bank Charges | 10 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| TOTAL EMPLOYEE EXPENSE | 541,410 | 525,499 | 523,710 | 546,045 | 545,485 | 581,560 | 36,175 | 6.6% |
| Personnel / % of Spending | 65.0% | 65.1% | 65.3% | 65.4% | 65.4% | 71.1% | | |
| Books- Adults | 33,810 | 28,278 | 29,462 | 26,974 | 22,795 | 22,800 | 5 | 0.0% |
| Books- Children's | 12,606 | 12,682 | 16,727 | 14,386 | 14,655 | 14,700 | 45 | 0.3% |
| Media | 10,130 | 10,729 | 9,594 | 9,323 | 8,765 | 8,800 | 35 | 0.4% |
| Periodicals & Microfilm | 9,012 | 12,609 | 2,275 | 6,002 | 8,000 | 7,800 | (200) | -2.5% |
| Catalogs & Documents | 575 | 575 | 591 | 516 | 642 | 650 | 8 | 1.2% |
| On-Line Library Service | 55,650 | 51,356 | 43,910 | 29,353 | 27,000 | 27,000 | 0 | 0.0% |
| Automation(ANSER) | 29,689 | 25,648 | 28,983 | 28,106 | 27,000 | 26,452 | (548) | -2.0% |
| Equipment / Technology | 3,924 | 2,836 | 752 | 99 | 5,000 | 3,500 | (1,500) | -30.0% |
| Equipment Service | 14,471 | 10,182 | 11,676 | 10,001 | 9,768 | 10,000 | 232 | 2.4% |
| Building Maintenance | 14,645 | 2,728 | 5,794 | 2,857 | 3,250 | 3,000 | (250) | -7.7% |
| Uncontrolled Maintenance | 3,516 | 4,671 | 4,835 | 3,847 | 4,250 | 4,200 | (50) | -1.2% |
| Insurance | 11,834 | 18,496 | 19,992 | 20,841 | 19,785 | 22,900 | 2,215 | 11.2% |
| Gas & Electric | 16,290 | 16,326 | 18,843 | 16,824 | 19,000 | 19,000 | 0 | 0.0% |
| Telephone | 4,319 | 3,317 | 3,823 | 3,643 | 4,500 | 4,700 | 200 | 4.4% |
| Water & Sewer | 1,190 | 1,464 | 1,438 | 1,538 | 1,900 | 2,000 | 100 | 5.3% |
| Cleaning & Refuse | 7,398 | 7,338 | 7,113 | 7,388 | 7,420 | 7,600 | 180 | 2.4% |
| Library & Office Supplies | 18,738 | 16,646 | 15,301 | 13,102 | 10,224 | 10,500 | 276 | 2.7% |
| Children Program Supplies | | 0 | 8,322 | 9,133 | 9,000 | 9,000 | 0 | 0.0% |
| Professional Development, Meetings, Travel | 549 | 1,670 | 5,168 | 4,892 | 2,000 | 2,000 | 0 | 0.0% |
| Public Relations | 19,119 | 23,676 | 8,505 | 7,049 | 7,500 | 7,500 | 0 | 0.0% |
| Programs | 8,034 | 9,373 | 15,729 | 16,032 | 13,900 | 13,900 | 0 | 0.0% |
| Postage | 1,946 | 1,278 | 2,067 | 1,778 | 2,100 | 2,000 | (100) | -4.8% |
| Project funded via Reserves | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| TOTAL NON-EMPLOYEE EXPENSE | 277,213 | 262,078 | 258,900 | 233,984 | 228,454 | 229,102 | 648 | 0.3% |
| TOTAL EXPENSE/ DISBURSEMENT | 818,623 | 787,577 | 782,610 | 780,029 | 773,939 | 810,762 | 36,823 | 4.8% |
| INCOME/ RECEIPTS | | | | | | | | |
| Incentive Grants | 18,536 | 2,179 | 4,992 | 4,095 | 1,120 | 1,000 | (120) | -10.7% |
| Town of Orangetown | 876,757 | 788,081 | 710,173 | 692,419 | 706,287 | 720,382 | 14,125 | 2.0% |
| City District | 44,761 | 44,939 | 44,985 | 44,960 | 44,900 | 44,900 | 0 | 0.0% |
| Public Funds | 0 | 1,425 | 0 | 0 | 0 | 0 | 0 | N/A |
| TOTAL PUBLIC FUNDS SOURCES | 940,054 | 837,624 | 765,150 | 741,474 | 752,287 | 766,282 | 14,005 | 1.9% |
| Delta Spending vs Public Funding | 121,431 | 50,047 | (22,460) | (38,555) | (21,652) | (44,470) | | |
| Membership Dues | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Transfer from Reserves | | 0 | | | | | 0 | N/A |
| Gifts & Building Fund | 755 | 175 | 2,280 | 1,564 | 230 | 200 | (30) | -13.0% |
| Video Fines | 1,050 | 973 | 827 | 614 | 600 | 600 | 0 | 0.0% |
| Fines & Lost Books | 4,559 | 6,263 | 5,728 | 6,858 | 5,800 | 5,500 | (300) | -5.2% |
| Staff Purch. & Other Lib. Charges | 192 | 21 | 0 | 0 | 0 | 0 | 0 | N/A |
| Fund Raising | 0 | 15 | 0 | 0 | 0 | 0 | 0 | N/A |
| Miscellaneous Income | 2,200 | 2,792 | 7,255 | 3,887 | 1,000 | 1,000 | 0 | 0.0% |
| TOTAL OTHER INCOME | 8,756 | 10,239 | 16,070 | 12,921 | 7,630 | 7,300 | (330) | -2.6% |
| TOTAL INCOME | 948,810 | 847,863 | 776,220 | 754,395 | 759,917 | 773,582 | 13,675 | 1.8% |
| TOTAL SURPLUS / (DEFICIT) | 130,187 | 60,286 | (6,390) | (25,634) | (14,022) | (37,170) | | |
| Funding via Reserves (Principle plus Interest on Investments) | 0 | 0 | (6,390) | (25,634) | (14,022) | (37,170) | | |

PREPARED: 09/07/16

Laura Grumberg
Director

John Lounibos
President, Blauvelt Free Library Board of Trustees

2017 PROPOSED SPENDING BUDGET

OPERATIONAL EXPENSES ONLY

| OPERATING EXPENSES | 2016 ESTIMATED | 2017 PROPOSED | YTY Incr / Decr (%) | |
|---|-------------------|------------------|------------------------|--|
| PERSONNEL (Salary + Benefits) | 541,285 | 577,160 | 8.6% | - 1.5% Salary Increase (F/T & P/T Staff) - Replace Reference Librarian who left July 2016 - Replace P/T employee who missed approx 3 mos in 2016 - 16% Increase in Health Insurance Costs (employees pay 20% of monthly cost) |
| MATERIALS (Print + Media) | 54,857 | 54,750 | -0.2% | |
| AUTOMATION + ONLINE SERVICES | 54,000 | 53,452 | -1.0% | |
| GENERAL OPERATING EXPENSES | 91,397 | 93,000 | 1.8% | - Library and Board of Director Insurance Increase - Increased Utility costs related to Capital Improvements |
| ADULT / CHILDREN LIBRARY PROGRAMS (Non-Personnel) | 30,400 | 30,400 | 0.0% | |
| PROFESSIONAL DEVELOPMENT / TRAVEL | 2,000 | 2,000 | 0.0% | |
| CONTINGENCY / RENOVATION COSTS | 0 | 0 | #DIV/0! | |
| TOTAL EXPENSES | 773,939 | 810,762 | 4.8% | |

| INCOME | 2016 ESTIMATED | 2017 PROPOSED | YTY Incr / Decr (%) | |
|-----------------------------|-------------------|------------------|------------------------|--|
| TOWN OF ORANGETOWN | 709,267 | 720,382 | 2.0% | 2017: 2% Increase (requested) 2016: 2% Increase 2015: -2.5% Decrease 2014: -10% Decrease 2013: -10% Increase 2012: 0% Increase 2011: 0% Increase |
| SCHOOL DISTRICT | 44,900 | 44,900 | 0.0% | |
| GRANTS | 1,120 | 1,000 | -10.7% | |
| FINES | 6,400 | 6,100 | -4.7% | |
| OTHER | 1,230 | 1,200 | -2.4% | |
| TOTAL OUTSIDE INCOME | 759,917 | 773,582 | 1.8% | |

| | | | | |
|---|----------------|----------------|-------------|--|
| RESERVES TO COVER OPERATING BUDGET | 14,022 | 37,170 | 165.1% | - GAP between Funding and General Operating Expenses |
| RESERVES TO COVER RENOVATION PROJECT | 0 | 0 | #DIV/0! | |
| NYS CONSTRUCTION GRANT (awarded) | 0 | 0 | #DIV/0! | |
| NYS CONSTRUCTION GRANT (pending) | 0 | 0 | #DIV/0! | |
| TOTAL OUTSIDE INCOME PLUS RESERVES | 773,939 | 810,762 | 4.8% | |

| PERSONNEL | 2016 YEAR END | 2017 PROPOSED |
|--|------------------|------------------|
| FULL-TIME Professional (FTE) | 3 (3) | 4 (4) |
| PART-TIME Professional (FTE) | 0 | 0 |
| FULL-TIME Non-Professional (FTE) | 2 (2) | 2 (2) |
| PART-TIME Non-Professional + Pages (FTE) | 11 (2.1) | 11 (2.1) |
| Contractual (FTE) | 0 | 0 |
| TOTAL EMPLOYEES | 16 (7.1) | 17 (8.1) |

Laura Grunweig
Director

John Lombos
President
Blauvelt Free Library Board of Trustees

2017 PROPOSED SPENDING BUDGET

OPERATIONAL EXPENSES PLUS RENOVATION COSTS

| OPERATING EXPENSES PLUS RENOVATION COSTS | 2016 ESTIMATED | 2017 PROPOSED | YTY Incr / Decr (%) | |
|---|-------------------|------------------|------------------------|--|
| PERSONNEL (Salary + Benefits) | 541,265 | 577,160 | 6.8% | - 1.5% Salary Increase (F/T & P/T Staff) - Replace Reference Librarian who left July 2016 - Replace P/T employee who missed approx 3 mos in 2016 - 16% Increase in Health Insurance Costs (employees pay 20% of monthly cost) |
| MATERIALS (Print + Media) | 54,867 | 54,750 | -0.2% | |
| AUTOMATION + ONLINE SERVICES | 54,000 | 53,452 | -1.0% | |
| GENERAL OPERATING EXPENSES | 91,397 | 93,000 | 1.8% | - Library and Board of Director Insurance increase - Increase Utility costs related to Capital Improvements |
| ADULT / CHILDREN LIBRARY PROGRAMS (Non-Personnel) | 30,400 | 30,400 | 0.0% | |
| PROFESSIONAL DEVELOPMENT / TRAVEL | 2,000 | 2,000 | 0.0% | |
| CONTINGENCY / RENOVATION COSTS | 825,599 | 575,000 | -30.4% | |
| | ===== | ===== | ===== | |
| TOTAL EXPENSES | 1,599,538 | 1,385,762 | -13.4% | |

| INCOME | 2016 ESTIMATED | 2017 PROPOSED | YTY Incr / Decr (%) | |
|----------------------|-------------------|------------------|------------------------|--|
| TOWN OF ORANGETOWN | 706,267 | 720,392 | 2.0% | 2017: 2% Increase (requested) 2016: 2% Increase 2015: -2.5% Decrease 2014: -10% Decrease 2013: -10% Increase 2012: 0% Increase 2011: 0% Increase |
| SCHOOL DISTRICT | 44,900 | 44,900 | 0.0% | |
| GRANTS | 1,120 | 1,000 | -10.7% | |
| FINES | 8,400 | 8,100 | -4.7% | |
| OTHER | 1,230 | 1,200 | -2.4% | |
| | ===== | ===== | ===== | |
| TOTAL OUTSIDE INCOME | 759,917 | 773,592 | 1.8% | |

| | | | | |
|--------------------------------------|-----------|-----------|---------|--|
| RESERVES TO COVER OPERATING BUDGET | 14,022 | 37,170 | 165.1% | - GAP between Funding and General Operating Expenses |
| RESERVES TO COVER RENOVATION PROJECT | 825,599 | 488,000 | -40.9% | |
| NY'S CONSTRUCTION GRANT (awarded) | 0 | 78,000 | #DIV/0! | - Fund will have to be returned to the State of NY if project is not pursued |
| NY'S CONSTRUCTION GRANT (pending) | 0 | 9,000 | #DIV/0! | - Committed to BFL but to be awarded upon project completion |
| | ===== | ===== | ===== | |
| TOTAL OUTSIDE INCOME PLUS RESERVES | 1,599,538 | 1,385,762 | -13.4% | |

| PERSONNEL | 2016 YEAR END | 2017 PROPOSED | |
|--|------------------|------------------|--|
| FULL-TIME Professional (FTE) | 3 (3) | 4 (4) | |
| PART-TIME Professional (FTE) | 0 | 0 | |
| FULL-TIME Non-Professional (FTE) | 2 (2) | 2 (2) | |
| PART-TIME Non-Professional + Pages (FTE) | 11 (2.1) | 11 (2.1) | |
| Contractual (FTE) | 0 | 0 | |
| | ===== | ===== | |
| TOTAL EMPLOYEES | 16 (7.1) | 17 (8.1) | |

aura Grunberg
Director

John Lounibos
President, Blauvelt Free Library Board of Trustees

FUTURE PROJECTION OF THE BLAUVELT FEE LIBRARY RESERVES (Estimated - As of 12/31/17)

| | RESERVES (\$M) | |
|--|----------------|---|
| BFL ACCOUNT BALANCE (as of 7/31/16) | \$2,721 | - August 2016 - December 2016 |
| Estimated Remaining 2016 General Operating Spending | (\$0,314) | - Estimated (Aug 2016 - Dec 2016) |
| 2016 Estimate of Remaining Gain on Investments (CD's) | \$0,008 | - Private Donations |
| RESERVES - Restricted | (\$0,010) | - Close Gap in General Operating Expenses - \$ 14,022 |
| RESERVES - Committed to 2016 Spending | (\$0,840) | - Estimated Renovation Project Spending - \$ 582,589 (Note 1) |
| RESERVES - Committed to 2017 Spending | (\$0,587) | - Close Gap in General Operating Expenses - \$ 37,170 |
| | | - Estimated Renovation Project Spending - \$ 550,000 (Note 1) |
| | | - Assumes the BFL receives a 2% increase (\$14,125) in Town Funding in 2017 |
| State Grant related to Renovation Project - Restricted | (\$0,076) | - Received from State NY |
| State Grant related to Renovation Project - Restricted | (\$0,009) | - Will be awarded by State of NY at project completion in 2017 |
| 2017 Gain on Investment (CD's) | \$0,013 | - Estimated (Jan 2016 - Dec 2016) |
| | | - Lower Overall Reserve Balance |
| | | - Renewing CD's at Lower Interest Rates |
| Adjusted Reserve Balance (as of 12/31/17) | \$0,904 | - Approximately 1 year of Operating Expense |



Construction Details

ISSUES of ACCESSIBILITY

Installation of an ADA compliant passenger elevator will provide full access to all 3 floors and the enclosure of an adjacent porch for use as a Quiet Study Space comprises the first phase of a 4-phase renovation project that also includes expansion of the front entrance/vestibule and staff room, two ADA compliant restrooms, creation of a Children's Storytime Annex, expanded storage and utility space on the second floor, a new administrative office suite with kitchenette, and a 27kw generator

Our Dutch sandstone colonial, circa 1752/1852, is a progression of rooms over three levels. A 1998 addition of a two-story wing provided a Community Room on the basement level where most library programs (both adult and children's) are held. Community organizations, clubs and Scout troops also make extensive use of this space as a meeting venue free of charge.

This space is accessible by a handicapped ramp from a parking lot in the rear of the building or from a long flight of stairs leading down from the main level. The topmost children's floor can only be reached via two sets of stairs broken up by a landing.

The addition of an elevator spanning three floors provides total access by all patrons, thereby establishing a full ADA compliant space. The most feasible and economic approach to installation is to mount the elevator in an externally constructed silo at the entrance to the Reference wing where it intersects with the home's original veranda, which would be enclosed as a much needed quiet study room.

This renovation scheme attempts to address a glaring lack of accountability with a safe and compliant upgrade. All plans have been approved by the *State Historical Preservation Office (SHPO)*.

TIMEFRAME

**Contractor expects construction to take 8 months,
but we anticipate completion at closer to a year.**



Phasing

PHASE 1

1) **Cellar and Basement**

Demolition for elevator housing and provision of new concrete footings, underpinning of existing walls, concrete walls and block walls

2) **Elevator Tower**

Construction of new tower, landings and roof structure connecting to existing library

3) **Quiet Study Space**

Enclosing of existing south-facing porch for Quiet Study Space (the library's open floorplan prevents other areas of the building from being shielded from noise)

4) **Temporary Partitions**

Temporary partitions are erected to protect the rest of the library from work associated with Phase 1

PHASE 2

1) **Temporary Construction**

- **Erection of a temporary stair** from the location of the second floor toilet to the Reference wing
- **Creation of temporary partition** to isolate the work associated with Phase 3
- **Assist library staff to relocate stacks and furniture** to clear work areas for Phase 2

2) **Demolition**

Demolition and removal of existing stairs leading to Community Room, second floor office suite and storage, first floor circulation desk, removal of columns and installation of steel girder to offset load

3) **Framing**

Miscellaneous first floor framing,

4) **Main Entrance**

Construction of new entry porch, vestibule and installation of external book drop

5) **Staff Room**

Kitchenette, ADA compliant restroom, janitor's utility, closet, coat closet

6) **Stairs**

Construction of stairs to basement and stairs to Children's floor

7) **Office Suite**

Construction of second floor office suite with kitchenette, storage room and utility room

PHASE 3

1) **Demolition**

Demolition and removal of temporary stair, existing Children's Room toilet and storage closet, removal of column at librarian's desk, break through south-facing window to access elevator lobby

2) **Children's Room**

Installation of steel girder at Children's Floor to offset load after column removal, reconfiguring of children's entryway, construction of StoryCraft Annex and completion of second floor restroom

PHASE 4

1) **Main Entrance**

Installation of new walkway, handicapped ramp, concrete curb, patching of asphalt paving, landscaping

2) **Installation of new electric 27 kw generator**



Cost Factors

BASE BID

TOTAL EST. PROJECT COST RANGE (inc. Add/Alternates + Additional)

Contractor's Base Bid of **\$1,143,084** > **\$1,222,854** > **\$1,472,854 - 1,699,643** (plus 10%)
(+ Add/Alternates) (+ Additional)

ADD/ALTERNATES

Add/Alternates include aspects of the construction plan that are not included in the Base Bid

| Phase | Alternate Additions | Description | Base Cost |
|-------------------------|-------------------------|---|-----------|
| 1 | StoryCraft Annex | Combines an existing office, restroom and closet into a designated story and craft space that will keep children out of the line of traffic and contain mess and noise in a space designated for that purpose | \$ 37,500 |
| 2 | Generator | A 27 kw generator will ensure that the library remains in operation during times of weather-related power outages and enable us to provide a "safe haven" for residents | \$ 38,040 |
| 3 | Community Room Makeover | Removal of small meeting room windows on east wall will help transform the space into a viewing room for film and other presentations | \$ 4,230 |
| Add Alternates SUBTOTAL | | | \$ 79,770 |

ADDITIONAL COSTS

Additional expenses not covered in the Contractor's base bid

| Phase | Alternate Additions | Description | Base Cost |
|---------------------------|-------------------------|---|-----------------------------|
| 1 | Landscaping + Sprinkler | Front entrance new landscaping (\$6,000) and reinstallation of existing sprinkler system (\$200) | \$ 6,200 |
| 2 | Furnishings | Cabinetry and shelving for staff room, fiction bookshelves, office suite, children's lobby, literature display, circulation desk, storage | \$ 250,000 - \$ 4,10,267 |
| 3 | Front Entrance | Bicycle rack, engraved signage, vinyl lettering, garbage can | \$ 2,739 |
| 4 | Window Treatments | Solar screen shades for Quiet Study Porch + east wall of Staff Room | \$ 3,373 |
| 5 | Wood Flooring | Wooden flooring for Director's Office | \$ 2,422 |
| 6 | Carpeting | Lower level (staff, fiction, lobby, Reference wing), Children's floor (lobby), stairs and landing | \$ 15,000 |
| 7 | Kingsley Bookdrop | Located in cabinet at new Circulation Desk | \$ 2,500 |
| 8 | Countertop | Quartz countertop for Circulation Desk | \$ 5,100 |
| 9 | Doors | Door for StoryCraft Annex and attic door | \$ 4,518 |
| 10 | Public Art | Wall-mounted sculpture by artist, Tom Nussbaum (partially funded by grant) | \$ 7,000 |
| 11 | Chairs | Office and specialty chairs for staff room, office suite, quiet study porch, computer workstations | \$ 4,700 |
| 12 | Storage Pods | Temporary storage rental units | \$ 970 |
| 13 | Architect's Fee | Additional, to cover expanded renovation scheme | \$ 12,000 |
| Additional Costs SUBTOTAL | | | \$ 316,522 - \$ 476,789 |
| 14 | Optional | Security Cameras (\$2,900) Community Room Home Theatre (\$12,500) | \$ 15,040 |

| Account Name | 2011 Approved Levy | 2012 Approved Levy | 2013 Approved Levy | 2014 Approved Levy | 2015 Approved Levy | 2016 Approved Levy | 2017 Request Supervisor | 2017 Tentative Levy | 2017 Adopted Levy | Request Change from 2016 | Adopted Change from 2016 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| Library Districts | | | | | | | | | | | |
| Blauvelt | 876,757 | 876,757 | 789,081 | 710,173 | 692,419 | 706,267 | 720,392 | 720,392 | 720,392 | 2.0% | 2.0% |
| Orangeburg | 602,615 | 602,615 | 542,354 | 488,118 | 488,118 | 497,880 | 522,774 | 522,774 | 507,838 | 5.0% | 2.0% |
| Palisades | 462,077 | 462,077 | 415,869 | 374,282 | 374,282 | 374,282 | 381,768 | 381,768 | 381,768 | 2.0% | 2.0% |
| Tappan | 833,417 | 833,417 | 750,075 | 675,068 | 675,068 | 688,569 | 702,340 | 702,340 | 702,340 | 2.0% | 2.0% |
| Total Library Districts | \$2,774,866 | \$2,774,866 | \$2,497,379 | \$2,247,641 | \$2,229,887 | \$2,266,998 | \$2,327,274 | \$2,327,274 | \$2,312,338 | 2.7% | 2.0% |
| Water Districts | | | | | | | | | | | |
| Blauvelt | 159,759 | 172,090 | 185,789 | 180,285 | 202,747 | 207,842 | 212,100 | 212,100 | 212,100 | 2.0% | 2.0% |
| Palisades | 65,519 | 70,576 | 76,194 | 73,937 | 80,638 | 82,664 | 86,052 | 86,052 | 86,052 | 4.1% | 4.1% |
| Pearl River | 318,620 | 343,214 | 370,535 | 359,538 | 407,797 | 418,046 | 431,472 | 431,472 | 431,472 | 3.2% | 3.2% |
| Sparkill | 54,749 | 58,975 | 63,669 | 61,783 | 70,270 | 72,036 | 75,144 | 75,144 | 75,144 | 4.3% | 4.3% |
| Upper Grandview | 26,028 | 28,037 | 30,269 | 29,372 | 33,407 | 34,247 | 35,148 | 35,148 | 35,148 | 2.6% | 2.6% |
| St. Dominic | 4,488 | 4,834 | 5,219 | 5,064 | 5,760 | 5,905 | 6,060 | 6,060 | 6,060 | 2.6% | 2.6% |
| Total Water Districts | \$629,162 | \$677,727 | \$731,676 | \$709,999 | \$800,619 | \$820,739 | \$845,976 | \$845,976 | \$845,976 | 3.1% | 3.1% |
| Ambulance Districts | | | | | | | | | | | |
| South Orange town Ambulance | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 0.0% | 0.0% |
| Nyack Community Ambulance | 482,358 | 491,349 | 458,544 | 435,451 | 418,988 | 397,614 | 405,566 | 405,566 | 405,566 | 2.0% | 2.0% |
| Total Ambulance Districts | \$882,358 | \$891,349 | \$858,544 | \$835,451 | \$818,988 | \$797,614 | \$805,566 | \$805,566 | \$805,566 | 1.0% | 1.0% |
| Paramedic District | | | | | | | | | | | |
| Rockland County Paramedics | 1,006,332 | 1,025,693 | 1,070,721 | 1,085,721 | 1,085,721 | 1,109,435 | 1,145,718 | 1,131,624 | 1,131,624 | 3.3% | 2.0% |
| Total Paramedic District | \$1,006,332 | \$1,025,693 | \$1,070,721 | \$1,085,721 | \$1,085,721 | \$1,109,435 | \$1,145,718 | \$1,131,624 | \$1,131,624 | 3.3% | 2.0% |
| Fire Protection Districts | | | | | | | | | | | |
| Blauvelt Fire Protection District | 889,575 | 867,550 | 878,350 | 795,685 | 810,885 | 810,000 | 661,500 | 636,500 | 636,500 | -18.3% | -21.4% |
| Total Fire Protection Districts | \$889,575 | \$867,550 | \$878,350 | \$795,685 | \$810,885 | \$810,000 | \$661,500 | \$636,500 | \$636,500 | -18.3% | -21.4% |
| Fire Districts * | | | | | | | | | | | |
| Orangeburg | 951,578 | 993,182 | 1,015,250 | 1,253,810 | 1,272,280 | 1,346,235 | 1,346,235 | 1,456,845 | 1,456,845 | 0.0% | 8.2% |
| Palisades/Sparkill | 325,000 | 332,000 | 342,000 | 348,000 | 395,000 | 415,000 | 484,500 | 484,500 | 484,500 | 16.7% | 16.7% |
| Pearl River | 1,579,780 | 1,576,970 | 1,608,509 | 1,559,355 | 1,572,915 | 1,584,315 | 1,584,315 | 1,595,088 | 1,595,088 | 0.0% | 0.7% |
| Central Nyack | 6,254 | 6,373 | 6,591 | 6,758 | 9,090 | 9,163 | 9,176 | 9,176 | 9,176 | 0.1% | 0.1% |
| Tappan | 779,075 | 769,157 | 784,523 | 981,650 | 996,950 | 1,004,228 | 1,004,228 | 1,011,056 | 1,011,056 | 0.0% | 0.7% |
| Nyack Joint Fire District | 1,389,206 | 1,231,220 | 1,204,937 | 1,144,269 | 1,158,075 | 1,221,234 | 1,221,234 | 1,267,530 | 1,267,530 | 0.0% | 3.8% |
| Total Fire Districts | \$5,030,893 | \$4,908,902 | \$4,961,810 | \$5,293,842 | \$5,404,310 | \$5,580,175 | \$5,649,688 | \$5,824,196 | \$5,824,196 | 1.2% | 4.4% |

| ORANGEBURG LIBRARY BUDGETS | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| INCOME | 2014 Budgeted | 2014 Actual | 2015 Budgeted | 2015 Actual | 2016 Budgeted |
| Town Tax Revenue | \$488,118 | \$483,118 | \$488,118 | \$488,118 | \$497,880 |
| Fines, copier fax | \$10,000 | \$12,414 | \$10,000 | \$11,813 | \$10,000 |
| Grants & Donations | \$2,000 | \$1,855 | \$2,000 | \$1,511 | \$0 |
| School Revenue | \$45,000 | \$43,908 | \$43,908 | \$42,766 | \$43,908 |
| Funds Expended from Reserve | \$222,989 | \$127,826 | \$186,118 | \$186,000 | \$182,256 |
| TOTAL INCOME | \$768,107 | \$663,931 | \$730,144 | \$732,279 | \$770,470 |

| OPERATING EXPENSES | | | | | |
|--|------------------|------------------|------------------|------------------|--------------------|
| | 2014 Budgeted | 2014 Actual | 2015 Budgeted | 2015 Actual | 2016 Budgeted |
| Library Collection | \$119,900 | \$108,502 | \$117,200 | \$116,983 | \$114,200 |
| Total Personnel, Insurance & Related Costs | \$459,023 | \$432,855 | \$467,724 | \$449,972 | \$481,424 |
| Total Contracts, Services & Pro Fees | \$199,684 | \$116,401 | \$125,120 | \$115,180 | \$120,820 |
| Total Equipment & Maintenance | \$19,500 | \$15,934 | \$20,100 | \$27,615 | \$16,600 |
| Contingency | | | | | |
| TOTAL EXPENSES | \$768,107 | \$673,931 | \$730,144 | \$711,753 | \$733,024 |
| Deficit | | | | | (\$208,725) |

| PERSONNEL | | |
|---------------------------------------|------|------|
| | 2015 | 2016 |
| FT Professional-positions | 3 | 3 |
| FT Non-Professional positions | 1 | 1 |
| PT Professional-positions | 0 | 0 |
| PT Non-Professional positions | 14 | 15 |
| Contractors: Bookkeeping, Board Clerk | 2 | 2 |

2015 Actual Numbers Worksheet

Library Collection
books & period
digital video
digital other

\$ 87,014.00
\$ 19,494.00
\$ 10,475.00
\$ 116,983.00

Total Personnel, Insurance & related costs

salary & wages
payroll tax
staff development
travel
retirement
insurance

\$ 366,802.00
\$ 34,411.00
\$ 1,161.00
\$ 1,224.00
\$ 48,349.00
\$ 30,025.00
\$ 481,972.00

Total contracts, services, prof fees

Automation
Custodial
telecomm
postage
ADP fees
bookkeeper
recording sec
program adult
PR/marketing/advertising
Supplies
Utilities

\$ 34,610.00
\$ 12,378.00
\$ 3,413.00
\$ 1,308.00
\$ 13,489.00
\$ 4,867.00
\$ 928.00
\$ 6,248.00
\$ 7,598.00
\$ 10,640.00
\$ 8,424.00
\$ 11,277.00
\$ 115,180.00

Equipment & maintenance

Equipment
Maintenance
Wheelchair
Printer/Copier

\$ 17,950.00
\$ 7,630.00
\$ 2,038.00
\$ 27,618.00

*equip/maint not sep

2017 Projected Expenses

Library Collection
books & period
digital video
digital other

\$79,700
\$21,000
\$5,500
\$106,200

Total Personnel, Insurance & related costs

salary & wages
payroll tax
staff development
travel
staff recognition
retirement
insurance

\$370,000
\$35,000
\$2,000
\$1,500
\$200
\$49,000
\$57,000
\$514,700

Total contracts, services, prof fees

Automation
Custodial
telecomm
postage
ADP fees
bookkeeper
recording sec
legal fees
accountant
program adult
program children
PR/marketing/advertising
Supplies
Utilities

\$35,000
\$11,000
\$3,000
\$1,500
\$2,000
\$6,000
\$1,320
\$5,000
\$8,500
\$7,000
\$6,500
\$8,150
\$9,500
\$11,500
\$115,970

Equipment & maintenance

Equipment
Maintenance

\$3,000
\$22,000

\$0
\$600
\$8,000
\$33,600

Wheelchair
Landscaping
Printer/Copier

#31

| Account Name | 2011 Approved Levy | 2012 Approved Levy | 2013 Approved Levy | 2014 Approved Levy | 2015 Approved Levy | 2016 Approved Levy | 2017 Request Supervisor | 2017 Tentative Levy | 2017 Adopted Levy | Request Change from 2016 | Adopted Change from 2016 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| Library Districts | | | | | | | | | | | |
| Blauvelt | 876,757 | 876,757 | 789,081 | 710,173 | 692,419 | 706,267 | 720,392 | 720,392 | 720,392 | 2.0% | 2.0% |
| Orangeburg | 602,615 | 602,615 | 542,354 | 488,118 | 488,118 | 497,880 | 522,774 | 522,774 | 507,838 | 5.0% | 2.0% |
| Palisades | 462,077 | 462,077 | 415,869 | 374,282 | 374,282 | 374,282 | 381,768 | 381,768 | 381,768 | 2.0% | 2.0% |
| Tappan | 833,417 | 833,417 | 750,075 | 675,068 | 675,068 | 688,569 | 702,340 | 702,340 | 702,340 | 2.0% | 2.0% |
| Total Library Districts | \$2,774,866 | \$2,774,866 | \$2,497,379 | \$2,247,641 | \$2,229,887 | \$2,266,998 | \$2,327,274 | \$2,327,274 | \$2,312,338 | 2.7% | 2.0% |
| Water Districts | | | | | | | | | | | |
| Blauvelt | 159,759 | 172,090 | 185,789 | 180,285 | 202,747 | 207,842 | 212,100 | 212,100 | 212,100 | 2.0% | 2.0% |
| Palisades | 65,519 | 70,576 | 76,194 | 73,937 | 80,638 | 82,664 | 86,052 | 86,052 | 86,052 | 4.1% | 4.1% |
| Pearl River | 318,620 | 343,214 | 370,535 | 359,558 | 407,797 | 418,046 | 431,472 | 431,472 | 431,472 | 3.2% | 3.2% |
| Sparkill | 54,749 | 58,975 | 63,669 | 61,783 | 70,270 | 72,036 | 75,144 | 75,144 | 75,144 | 4.3% | 4.3% |
| Upper Grandview | 26,028 | 28,037 | 30,269 | 29,372 | 33,407 | 34,247 | 35,148 | 35,148 | 35,148 | 2.6% | 2.6% |
| St. Dominic | 4,488 | 4,834 | 5,219 | 5,064 | 5,760 | 5,905 | 6,060 | 6,060 | 6,060 | 2.6% | 2.6% |
| Total Water Districts | \$629,162 | \$677,727 | \$731,676 | \$709,999 | \$800,619 | \$820,739 | \$845,976 | \$845,976 | \$845,976 | 3.1% | 3.1% |
| Ambulance Districts | | | | | | | | | | | |
| South Orangetown Ambulance | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 0.0% | 0.0% |
| Nyack Community Ambulance | 482,358 | 491,349 | 458,544 | 435,451 | 418,988 | 397,614 | 405,566 | 405,566 | 405,566 | 2.0% | 2.0% |
| Total Ambulance Districts | \$882,358 | \$891,349 | \$858,544 | \$835,451 | \$818,988 | \$797,614 | \$805,566 | \$805,566 | \$805,566 | 1.0% | 1.0% |
| Paramedic District | | | | | | | | | | | |
| Rockland County Paramedics | 1,006,332 | 1,025,693 | 1,070,721 | 1,085,721 | 1,085,721 | 1,109,435 | 1,145,718 | 1,131,624 | 1,131,624 | 3.3% | 2.0% |
| Total Paramedic District | \$1,006,332 | \$1,025,693 | \$1,070,721 | \$1,085,721 | \$1,085,721 | \$1,109,435 | \$1,145,718 | \$1,131,624 | \$1,131,624 | 3.3% | 2.0% |
| Fire Protection Districts | | | | | | | | | | | |
| Blauvelt Fire Protection District | 889,575 | 867,550 | 878,350 | 795,685 | 810,885 | 810,000 | 661,500 | 636,500 | 636,500 | -18.3% | -21.4% |
| Total Fire Protection Districts | \$889,575 | \$867,550 | \$878,350 | \$795,685 | \$810,885 | \$810,000 | \$661,500 | \$636,500 | \$636,500 | -18.3% | -21.4% |
| Fire Districts * | | | | | | | | | | | |
| Orangeburg | 951,578 | 993,182 | 1,015,250 | 1,253,810 | 1,272,280 | 1,346,235 | 1,346,235 | 1,456,845 | 1,456,845 | 0.0% | 8.2% |
| Palisades/Sparkill | 325,000 | 332,000 | 342,000 | 348,000 | 395,000 | 415,000 | 484,500 | 484,500 | 484,500 | 16.7% | 16.7% |
| Pearl River | 1,579,780 | 1,576,970 | 1,608,509 | 1,559,355 | 1,572,915 | 1,584,315 | 1,584,315 | 1,595,088 | 1,595,088 | 0.0% | 0.7% |
| Central Nyack | 6,254 | 6,373 | 6,591 | 6,758 | 9,090 | 9,163 | 9,176 | 9,176 | 9,176 | 0.1% | 0.1% |
| Tappan | 779,075 | 769,157 | 784,523 | 981,650 | 996,950 | 1,004,228 | 1,004,228 | 1,011,056 | 1,011,056 | 0.0% | 0.7% |
| Nyack Joint Fire District | 1,389,206 | 1,231,220 | 1,204,937 | 1,144,269 | 1,158,075 | 1,221,234 | 1,221,234 | 1,267,530 | 1,267,530 | 0.0% | 3.8% |
| Total Fire Districts | \$5,030,893 | \$4,908,902 | \$4,961,810 | \$5,293,842 | \$5,404,310 | \$5,580,175 | \$5,649,688 | \$5,824,196 | \$5,824,196 | 1.2% | 4.4% |

#31

PALISADES FREE LIBRARY

19 Closter Road, Palisades, NY 10964

845-359-0136 phone 845-359-6124 fax

www.palisadeslibrary.org

September 9, 2016

The Honorable Andrew Stewart, Supervisor
Town of Orangetown
Orangetown Town Hall
26 Orangeburg Road
Orangeburg, NY 10962

Dear Dr. Stewart:

The Palisades Free Library Board of Trustees submits its funding request in the amount of \$381,768 which represents a 2% increase over 2016's funding. The proposed budgeted expenditure for 2017 is \$473,124. Accounting for money distributed by the school system and miscellaneous income, there will be an operating deficit of \$27,456. This, combined with \$13,500 in capital expenditures for next year, means the library will reduce its fund balance by an additional \$41,000. The request for the additional \$7,486 will cover 18% of the budget deficit. The rest of the deficit will come from reserved funds.

It is important to remember that as an association library, the Palisades Free Library cannot float a bond or levy taxes to pay for capital expenses. We rely on reserved funds to undertake repairs and improvements to the building.

The library will be undertaking \$13,500 in the following capital projects in 2017:

Repointing and Parging Stone Foundation: \$3,000

Replacing 11 year old wifi router: \$1,500

Painting interior: \$9,000

Restricted Funds:

Funds to cover Budget Deficit 2017-2021: \$150,000 (\$30,000/year)

Operating Cash Flow (to bridge end of year until town issues funds in February): \$80,000

Urgent Capital Funds (unanticipated repairs or improvements): \$50,000

Capital Fund (for identified projects over the next 5 years): \$61,400

Friends Fund: \$7,162

Historic Committee Fund: \$2,506

Dorothy S. Davis Symposia Fund: \$2,557

We gratefully acknowledge the support of the Town Council and look forward to meeting with you on Tuesday, September 13, at 3:30 pm and meeting with the full council at 9:30 pm to discuss the library's funding.

Regards,



Helena Power

President of the Board of Trustees
Palisades Free Library

#31

PALISADES FREE LIBRARY
19 Closter Road, Palisades, NY 10964
845-359-0136 phone 845-359-6124 fax
www.palisadeslibrary.org

September 9, 2016

Jeff Bencik, Director of Finance
Town of Orangetown, Town Hall
26 Orangeburg Road
Orangeburg, NY 10962

Re: Budget Submission: Year 2017

Dear Mr. Bencik,

SPARKILL RESIDENTS LIBRARY CARD HOLDERS BY HOME LIBRARY FOR 2017 FUND ALLOCATION

| Hamlet | Number of Cardholders | Percentage |
|---------------|------------------------------|-------------------|
| Blauvelt | 8 | 1% |
| Orangeburg | 463 | 65% |
| Palisades | 92 | 13% |
| Tappan | 154 | 21% |
| TOTAL | 717 | 100% |

If you have any questions, please don't hesitate to call me.

Regards,


Maria Gagliardi Director

| | 2014 Actual | 2015 Actual | 2016 Budgeted | 2017 Proposed | Change |
|--------------------------------------|-------------|-------------|---------------|---------------|--------|
| Total Personnel | \$ 262,184 | \$ 262,159 | \$ 278,900 | \$ 284,478 | 2% |
| Total Benefits | \$ 55,489 | \$ 48,948 | \$ 53,272 | \$ 55,510 | 4% |
| Total Personnel Costs | \$ 317,673 | \$ 311,107 | \$ 332,172 | \$ 339,988 | 2% |
| Professional Fees | | | | | |
| Total RCLS Automation | \$ 10,199 | \$ 7,854 | \$ 7,543 | \$ 7,054 | -6% |
| Total Databases | \$ 12,005 | \$ 5,907 | \$ 6,970 | \$ 6,120 | -12% |
| Total Other Professional | \$ 20,832 | \$ 21,130 | \$ 22,925 | \$ 20,775 | -9% |
| RCLS Service Fee | \$ 1,284 | \$ 1,256 | \$ 1,256 | \$ 910 | -28% |
| Total Professional Fees | \$ 44,320 | \$ 36,147 | \$ 38,694 | \$ 34,859 | -10% |
| Materials | | | | | |
| Total Book | \$ 23,471 | \$ 19,225 | \$ 24,200 | \$ 24,200 | 0% |
| Total A/V, DVDs, Books on CD | \$ 8,554 | \$ 9,019 | \$ 10,000 | \$ 10,000 | 0% |
| Periodicals | \$ 3,215 | \$ 3,752 | \$ 3,400 | \$ 3,400 | 0% |
| Processing | \$ 1,023 | \$ 1,505 | \$ 1,500 | \$ 1,500 | 0% |
| Total Materials | \$ 36,263 | \$ 33,501 | \$ 39,100 | \$ 39,100 | 0% |
| Equipment | \$ 1,814 | \$ 2,545 | \$ 3,000 | \$ 3,000 | 0% |
| Maintenance, Repair, & Service Calls | \$ 24,070 | \$ 26,543 | \$ 24,700 | \$ 25,750 | 4% |
| Supplies | \$ 4,722 | \$ 4,407 | \$ 5,000 | \$ 4,600 | -8% |
| Insurance | \$ 6,113 | \$ 6,573 | \$ 6,600 | \$ 6,000 | -9% |
| Shipping | \$ 2,001 | \$ 1,665 | \$ 1,400 | \$ 1,400 | 0% |
| Telecom | \$ 3,959 | \$ 4,371 | \$ 4,247 | \$ 4,427 | 4% |
| Utilities | \$ 8,862 | \$ 9,380 | \$ 9,000 | \$ 9,200 | 2% |
| Total Misc | \$ 4,491 | \$ 3,827 | \$ 4,645 | \$ 4,800 | 3% |
| Total Operating Budget Expenses | \$ 454,288 | \$ 440,066 | \$ 468,558 | \$ 473,124 | 1% |

PALISADES FREE LIBRARY

FINANCIAL STATEMENT

AS AT

DECEMBER 31, 2015 AND 2014

ML Klein & Company, CPA's LLP
Certified Public Accountants

25 Smith Street
Suite 313
Nanuet, NY 10954

845.507.0707
FAX 845.507.0709
www.mlkcpa@aol.com

MITCHELL L. KLEIN, CPA
GERARD BLENKLE, CPA

May 17, 2016

Board of Directors
Palisades Free Library
19 Closter Road
Palisades, New York 10964

Gentlemen:

We are pleased to enclose herewith the Financial Statement and Independent Auditor's Report of Palisades Free Library as at December 31, 2015 and 2014.

If there are any questions relevant to the foregoing statements, please do not hesitate to contact this office.

Very truly yours,



ML KLEIN & COMPANY CPA's LLP

MLK/lk

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STATEMENT OF CASH FLOWS –
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ML Klein & Company, CPA's LLP
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Nanuet, NY 10954

#31

MITCHELL L. KLEIN, CPA
GERARD BLENKLE, CPA

Independent Auditor's Report

To the Directors,
Palisades Free Library

Report on the Financial Statements

We have audited the accompanying financial statements of Palisades Free Library which comprise the statement of financial position as of December 31, 2015 and 2014, and the related statement of activities, net assets, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, except for the effects of the "Emphasis of Matter" shown below, the financial statements referred to above present fairly, in all material respects, the financial position of Palisades Free Library as of December 31, 2015 and 2014, and the results of their activities and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 1 and 3 to the financial statements, the Library maintains a tax-basis for depreciation of its Fixed Assets. Therefore, it has depreciation expense less than what it would have been allowed had the Library depreciation been calculated by generally accepted accounting principles in 2015. Historically the difference is not material

Respectfully submitted,

ML Klein & Co CPAs

ML KLEIN & COMPANY, CPA's LLP
Nanuet, New York
May 17, 2016

STATEMENT "A"

PALISADES PUBLIC LIBRARY
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2015 AND 2014

| | 2015 | | | 2014 | | |
|------------------------------------|----------------------------|--------------------|------------|----------------------|--------------------|------------|
| | ASSETS | | | | | |
| | UNRESTRICTED FUND | RESTRICTED FUND | TOTAL | UNRESTRICTED FUND | RESTRICTED FUND | TOTAL |
| CURRENT ASSETS:- | | | | | | |
| Cash and Cash Equivalents | \$ 302,475 | \$ 96,807 | \$ 399,282 | \$ 288,273 | \$ 170,967 | \$ 459,240 |
| Prepaid Expenses | 4,506 | 0 | 4,506 | 11,677 | 0 | 11,677 |
| TOTAL CURRENT ASSETS | \$ 306,981 | \$ 96,807 | \$ 403,788 | \$ 299,950 | \$ 170,967 | \$ 470,917 |
| PROPERTY AND EQUIPMENT:- | | | | | | |
| Building | \$ 150,000 | \$ - | \$ 150,000 | \$ 150,000 | \$ - | \$ 150,000 |
| Building Equipment and Improvement | 522,564 | 0 | 522,564 | 447,647 | 0 | 447,647 |
| Less Accumulated Depreciation | (216,792) | 0 | (216,792) | (189,966) | 0 | (189,966) |
| TOTAL PROPERTY AND EQUIPMENT | \$ 455,772 | \$ - | \$ 455,772 | \$ 407,681 | \$ - | \$ 407,681 |
| TOTAL ASSETS | \$ 762,753 | \$ 96,807 | \$ 859,560 | \$ 707,631 | \$ 170,967 | \$ 878,598 |
| | LIABILITIES AND NET ASSETS | | | | | |
| CURRENT LIABILITIES:- | | | | | | |
| Accrued Expenses | \$ 2,100 | \$ - | \$ 2,100 | \$ 11,714 | \$ - | \$ 11,714 |
| TOTAL CURRENT LIABILITIES | \$ 2,100 | \$ - | \$ 2,100 | \$ 11,714 | \$ - | \$ 11,714 |
| OTHER LIABILITIES | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL LIABILITIES | \$ 2,100 | \$ - | \$ 2,100 | \$ 11,714 | \$ - | \$ 11,714 |
| NET ASSETS-PER STATEMENT "C":- | | | | | | |
| Unrestricted | \$ 760,653 | \$ - | \$ 760,653 | \$ 695,917 | \$ - | \$ 695,917 |
| Restricted | 0 | 96,807 | 96,807 | - | 170,967 | 170,967 |
| TOTAL NET ASSETS | \$ 760,653 | \$ 96,807 | \$ 857,460 | \$ 695,917 | \$ 170,967 | \$ 866,884 |
| TOTAL LIABILITIES AND NET ASSETS | \$ 762,753 | \$ 96,807 | \$ 859,560 | \$ 707,631 | \$ 170,967 | \$ 878,598 |

SEE INDEPENDENT ACCOUNTANTS AUDIT REPORT AND NOTES TO THESE FINANCIAL STATEMENTS

ML Klein & Company, CPA's LLP
Certified Public Accountants

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STATEMENT "B"

PALISADES FREE LIBRARY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2015 AND 2014

| | 2015 | | | 2014 | | |
|--|-------------------|-----------------|-------------------|--------------------|-----------------|--------------------|
| | UNRESTRICTED | RESTRICTED | TOTAL | UNRESTRICTED | RESTRICTED | TOTAL |
| INCOME:- | | | | | | |
| Government Contributions | \$ 441,498 | \$ - | \$ 441,498 | \$ 423,366 | \$ - | \$ 423,366 |
| Library Charges | 4,583 | 0 | 4,583 | 4,977 | 0 | 4,977 |
| Donations | 8,996 | 4,565 | 13,561 | 13,740 | 2,359 | 16,099 |
| Interest | 2,467 | 0 | 2,467 | 2,200 | 0 | 2,200 |
| Other (Expense) | 1,155 | 0 | 1,155 | (965) | 0 | (965) |
| TOTAL INCOME | \$ 453,289 | \$ 4,565 | \$ 457,854 | \$ 443,318 | \$ 2,359 | \$ 445,677 |
| EXPENDITURES:- | | | | | | |
| PERSONNEL COSTS:- | | | | | | |
| Personnel Salaries | \$ 262,159 | \$ - | \$ 262,159 | \$ 262,184 | \$ - | \$ 262,184 |
| Payroll Taxes | 24,469 | 0 | 24,469 | 24,593 | 0 | 24,593 |
| Hospitalization | 15,821 | 0 | 15,821 | 19,599 | 0 | 19,599 |
| Insurance | 1,736 | 0 | 1,736 | 3,055 | 0 | 3,055 |
| Other Employee Benefits | 6,923 | 0 | 6,923 | 8,243 | 0 | 8,243 |
| TOTAL PERSONNEL COSTS | \$ 311,108 | \$ - | \$ 311,108 | \$ 317,674 | \$ - | \$ 317,674 |
| LIBRARY MATERIALS:- | | | | | | |
| Professional Fee and Contracts | \$ 36,147 | \$ - | \$ 36,147 | \$ 42,393 | \$ - | \$ 42,393 |
| Books | 20,731 | 0 | 20,731 | 24,494 | 0 | 24,494 |
| Periodical and Microfilm | 3,752 | 0 | 3,752 | 3,216 | 0 | 3,216 |
| A.V. Materials | 9,019 | 0 | 9,019 | 8,553 | 0 | 8,553 |
| TOTAL LIBRARY COSTS | \$ 69,649 | \$ - | \$ 69,649 | \$ 78,656 | \$ - | \$ 78,656 |
| OPERATION AND MAINTENANCE:- | | | | | | |
| Building Services | \$ 12,998 | \$ - | \$ 12,998 | \$ 11,527 | \$ - | \$ 11,527 |
| Grounds-Maintenance | 5,041 | 0 | 5,041 | 5,254 | 0 | 5,254 |
| Service Calls | 8,504 | 0 | 8,504 | 7,541 | 0 | 7,541 |
| Custodial Supplies | 1,283 | 0 | 1,283 | 1,246 | 0 | 1,246 |
| TOTAL OPERATION AND MAINTENANCE | \$ 27,826 | \$ - | \$ 27,826 | \$ 25,568 | \$ - | \$ 25,568 |
| GENERAL EXPENDITURES:- | | | | | | |
| Supplies | \$ 2,461 | \$ - | \$ 2,461 | \$ 2,773 | \$ - | \$ 2,773 |
| Printing | 663 | 0 | 663 | 703 | 0 | 703 |
| Telephone | 4,371 | 0 | 4,371 | 3,959 | 0 | 3,959 |
| Postage and Shipping | 1,665 | 0 | 1,665 | 2,001 | 0 | 2,001 |
| Depreciation | 26,826 | 0 | 26,826 | 29,492 | 0 | 29,492 |
| Insurance | 6,573 | 0 | 6,573 | 6,113 | 0 | 6,113 |
| Utilities | 9,380 | 0 | 9,380 | 8,862 | 0 | 8,862 |
| Equipment | 2,545 | 0 | 2,545 | 1,814 | 0 | 1,814 |
| Miscellaneous | 3,827 | 5,384 | 9,211 | 4,293 | 917 | 5,210 |
| TOTAL GENERAL EXPENDITURES | \$ 58,311 | \$ 5,384 | \$ 63,695 | \$ 60,010 | \$ 917 | \$ 60,927 |
| TOTAL EXPENDITURES | \$ 466,894 | \$ 5,384 | \$ 472,278 | \$ 481,908 | \$ 917 | \$ 482,825 |
| CHANGES IN NET ASSETS | \$ (3,605) | \$ (819) | \$ (4,424) | \$ (38,590) | \$ 1,442 | \$ (37,148) |

SEE INDEPENDENT ACCOUNTANTS AUDIT REPORT AND NOTES TO THESE FINANCIAL STATEMENTS

ML Klein & Company, CPA's LLP
Certified Public Accountants

STATEMENT "C"

PALISADES FREE LIBRARY
STATEMENT OF NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014

| | 2015 | | | 2014 | | |
|---|----------------------|------------|------------|----------------------|------------|------------|
| | UNRESTRICTED FUND | RESTRICTED | TOTAL | UNRESTRICTED FUND | RESTRICTED | TOTAL |
| NET ASSETS-JANUARY 1 | \$ 695,917 | \$ 170,967 | \$ 866,884 | \$ 892,507 | \$ 11,525 | \$ 904,032 |
| ADD NET (LOSS) INCOME FOR THE YEAR ENDED DECEMBER 31 | (8,605) | (819) | (9,424) | (38,590) | 1,442 | (37,148) |
| TRANSFERS DURING YEAR | 73,341 | (73,341) | 0 | (158,000) | 158,000 | 0 |
| NET ASSETS-DECEMBER 31 | \$ 760,653 | \$ 96,807 | \$ 857,460 | \$ 695,917 | \$ 170,967 | \$ 866,884 |

SEE INDEPENDENT ACCOUNTANTS AUDIT REPORT AND NOTES TO THESE FINANCIAL STATEMENTS

ML Klein & Company, CPA's LLP
Certified Public Accountants

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STATEMENT "D"

PALISADES FREE LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2015 AND 2014

| | <u>2015</u> | <u>2014</u> |
|---|--------------------------|--------------------------|
| CASH FLOWS PROVIDED BY OPERATING ACTIVITIES:- | | |
| Net Income (Loss) for the Year Ended December 31 | <u>\$ (9,424)</u> | <u>\$ (37,148)</u> |
| Adjustments to Reconcile Net Income to Cash Provided by Operating Activities: | | |
| Depreciation | \$ 26,826 | \$ 29,492 |
| Changes in Assets and Liabilities: | | |
| Decrease (Increase) in Prepaid Expenses | 7,171 | (6,024) |
| Increase (Decrease) in Accrued Expenses | (9,614) | (5,154) |
| Total Adjustments | <u>\$ 24,383</u> | <u>\$ 18,314</u> |
| NET CASH PROVIDED BY OPERATING ACTIVITIES | <u>\$ 14,959</u> | <u>\$ (18,834)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES:- | | |
| Purchase of Property and Equipment | <u>\$ (74,917)</u> | <u>\$ (2,935)</u> |
| NET CASH FLOWS USED BY INVESTING ACTIVITIES | <u>\$ (74,917)</u> | <u>\$ (2,935)</u> |
| NET CHANGE IN CASH | \$ (59,958) | \$ (21,770) |
| CASH - JANUARY 1 | <u>459,240</u> | <u>481,010</u> |
| CASH - DECEMBER 31 | <u><u>\$ 399,282</u></u> | <u><u>\$ 459,240</u></u> |
| SUPPLEMENTAL INFORMATION: | | |
| Interest Paid in Cash | \$ - | \$ - |
| Taxes Paid in Cash | \$ - | \$ - |

SEE INDEPENDENT ACCOUNTANTS' AUDIT REPORT AND NOTES TO THESE FINANCIAL STATEMENTS

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PALISADES FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015 AND 2014

NOTE #1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Operations Including Geographic Area

Palisades Library operates a public library in Palisades, New York, providing its services to the community of Palisades and the surrounding area.

Palisades Free Library commenced operation in 1947 and is qualified by the Internal Revenue Service as an organization exempt from income tax under Section 501 (c)(3) of the Internal Revenue Code. As required for all such organizations, the Library annually files Form 990 "Return of Organization Exempt from Income Tax" on a calendar year ending December 31.

Fund Accounting

The accounting policies of the Palisades Fee Library conform to the Uniform System of Accounts for School Districts and Public Libraries mandated by the State of New York. In accordance with these principles, the library has established unrestricted funds and restricted funds encompassing the following:

Unrestricted Fund – The Unrestricted Fund constitutes the primary operating fund of the Library in that it includes all revenues and expenditures not required by law to be accounted for in other funds.

Restrictive Funds – The Restrictive Funds consist of the following; The Capital Fund, Historic Committee Fund, Friends of the Library Fund, and The Dorothy S. Davis Symposia Fund.

Basis of Accounting

The basis of accounting promulgated by the Uniform System of Accounts relative to recording transactions in the respective funds of the library are as follows:

- (a) General and Restrictive – This fund utilizes the modified accrual basis of accounting. Under this method, revenues are recorded in the accounting period in which they become available and objectively measurable; and expenditures are recorded on the accrual basis.
- (b) General Fixed Assets – Acquisitions of equipment and capital facilities are treated as expenditures in the various funds of the library. The asset values are recorded at historical or estimated historical cost.

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NOTES (continued)

PALISADES FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015 AND 2014

NOTE #1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash Equivalents

Cash and cash equivalents consist primarily of cash on deposit and money market accounts that are readily convertible into cash and purchased with original maturities of three months or less.

Property and Equipment

Property and equipment are recorded at cost. Depreciation is computed using accelerated methods over the estimated useful lives established by the Internal Revenue Service.

NOTE #2 CONCENTRATION OF CREDIT RISK

The Corporation maintains its cash balances in several financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2014, the balance in each account is fully insured.

NOTE #3 PROPERTY AND EQUIPMENT

a. Property and equipment consisted of the following at December 31

| | <u>2015</u> | <u>2014</u> |
|--------------------------------|-------------------|-------------------|
| Building | \$ 150,000 | \$ 150,000 |
| Building Improvements | 402,656 | 333,065 |
| Furniture and Equipment | <u>119,908</u> | <u>114,582</u> |
| Total | \$ 672,564 | \$ 597,647 |
| Less: Accumulated Depreciation | <u>(216,792)</u> | <u>(189,966)</u> |
| Net Property and Equipment | <u>\$ 455,772</u> | <u>\$ 407,681</u> |

NOTES (continued)

PALISADES FREE LIBRARY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015 AND 2014

NOTE #3
CONT'D

PROPERTY AND EQUIPMENT

- b. The company spent \$74,917 in 2015, and \$2,935 in 2014 on Building Improvements and Equipment. The Library elected to not take bonus depreciation on equipment eligible for bonus depreciation. If the Library had taken the bonus depreciation an additional \$8,735 would have been expensed in 2015 and \$1,371 in 2014.

NOTE #4

GRANTS

The Library received grants of \$441,498 in 2015 and \$423,366 in 2014. The grants received were for general purposes and no restrictions were placed on the Library.

NOTE #5

RESTRICTED FUNDS

The summary of restricted fund balances at December 31, 2015 and 2014 are as follows:

| | <u>2015</u> | <u>2014</u> |
|-----------------------------------|------------------|-------------------|
| FRIENDS OF THE LIBRARY FUND | \$ 7,331 | \$ 8,867 |
| HISTORIC COMMITTEE FUND | 2,260 | 2,100 |
| CAPITAL FUND | 84,659 | 158,000 |
| THE DOROTHY S DAVIS SYMPOSIA FUND | <u>2,557</u> | <u>2,000</u> |
| TOTAL | <u>\$ 96,807</u> | <u>\$ 170,967</u> |

In 2014 the Library allocated \$158,000 from the Unrestricted Funds to the Capital Fund for restrictive use for Building and Land Improvements, \$73,341 of the funds were spent on Capital Expenditures during 2015. The Library also received \$2,000 in 2014 to establish the Dorothy S David Symposia Fund. In 2015 the fund netted an additional \$557 in the fund in contributions.

| Account Name | 2011 Approved Levy | 2012 Approved Levy | 2013 Approved Levy | 2014 Approved Levy | 2015 Approved Levy | 2016 Approved Levy | 2017 Request Supervisor | 2017 Tentative Levy | 2017 Adopted Levy | Request Change from 2016 | Adopted Change from 2016 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| Library Districts | | | | | | | | | | | |
| Blauvelt | 876,757 | 876,757 | 789,081 | 710,173 | 692,419 | 706,267 | 720,392 | 720,392 | 720,392 | 2.0% | 2.0% |
| Orangeburg | 602,615 | 602,615 | 542,354 | 488,118 | 488,118 | 497,880 | 522,774 | 522,774 | 507,838 | 5.0% | 2.0% |
| Palisades | 462,077 | 462,077 | 415,869 | 374,282 | 374,282 | 374,282 | 381,768 | 381,768 | 381,768 | 2.0% | 2.0% |
| Tappan | 833,417 | 833,417 | 750,075 | 675,068 | 675,068 | 688,569 | 702,340 | 702,340 | 702,340 | 2.0% | 2.0% |
| Total Library Districts | \$2,774,866 | \$2,774,866 | \$2,497,379 | \$2,247,641 | \$2,229,887 | \$2,266,998 | \$2,327,274 | \$2,327,274 | \$2,312,338 | 2.7% | 2.0% |
| Water Districts | | | | | | | | | | | |
| Blauvelt | 159,759 | 172,090 | 185,789 | 180,285 | 202,747 | 207,842 | 212,100 | 212,100 | 212,100 | 2.0% | 2.0% |
| Palisades | 65,519 | 70,576 | 76,194 | 73,937 | 80,638 | 82,664 | 86,052 | 86,052 | 86,052 | 4.1% | 4.1% |
| Pearl River | 318,620 | 343,214 | 370,535 | 359,558 | 407,797 | 418,046 | 431,472 | 431,472 | 431,472 | 3.2% | 3.2% |
| Sparkill | 54,749 | 58,975 | 63,669 | 61,783 | 70,270 | 72,036 | 75,144 | 75,144 | 75,144 | 4.3% | 4.3% |
| Upper Grandview | 26,028 | 28,037 | 30,269 | 29,372 | 33,407 | 34,247 | 35,148 | 35,148 | 35,148 | 2.6% | 2.6% |
| St. Dominic | 4,488 | 4,834 | 5,219 | 5,064 | 5,760 | 5,905 | 6,060 | 6,060 | 6,060 | 2.6% | 2.6% |
| Total Water Districts | \$629,162 | \$677,727 | \$731,676 | \$709,999 | \$800,619 | \$820,739 | \$845,976 | \$845,976 | \$845,976 | 3.1% | 3.1% |
| Ambulance Districts | | | | | | | | | | | |
| South Orangetown Ambulance | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 0.0% | 0.0% |
| Nyack Community Ambulance | 482,358 | 491,349 | 458,544 | 435,451 | 418,988 | 397,614 | 405,566 | 405,566 | 405,566 | 2.0% | 2.0% |
| Total Ambulance Districts | \$882,358 | \$891,349 | \$858,544 | \$835,451 | \$818,988 | \$797,614 | \$805,566 | \$805,566 | \$805,566 | 1.0% | 1.0% |
| Paramedic District | | | | | | | | | | | |
| Rockland County Paramedics | 1,006,332 | 1,025,693 | 1,070,721 | 1,085,721 | 1,085,721 | 1,109,435 | 1,131,624 | 1,131,624 | 1,131,624 | 3.3% | 2.0% |
| Total Paramedic District | \$1,006,332 | \$1,025,693 | \$1,070,721 | \$1,085,721 | \$1,085,721 | \$1,109,435 | \$1,131,624 | \$1,131,624 | \$1,131,624 | 3.3% | 2.0% |
| Fire Protection Districts | | | | | | | | | | | |
| Blauvelt Fire Protection District | 889,575 | 867,550 | 878,350 | 795,685 | 810,885 | 810,000 | 661,500 | 636,500 | 636,500 | -18.3% | -21.4% |
| Total Fire Protection Districts | \$889,575 | \$867,550 | \$878,350 | \$795,685 | \$810,885 | \$810,000 | \$661,500 | \$636,500 | \$636,500 | -18.3% | -21.4% |
| Fire Districts * | | | | | | | | | | | |
| Orangeburg | 951,578 | 993,182 | 1,015,250 | 1,253,810 | 1,272,280 | 1,346,235 | 1,346,235 | 1,456,845 | 1,456,845 | 0.0% | 8.2% |
| Palisades/Sparkill | 325,000 | 332,000 | 342,000 | 348,000 | 395,000 | 415,000 | 484,500 | 484,500 | 484,500 | 16.7% | 16.7% |
| Pearl River | 1,579,780 | 1,576,970 | 1,608,509 | 1,559,355 | 1,572,915 | 1,584,315 | 1,584,315 | 1,595,088 | 1,595,088 | 0.0% | 0.7% |
| Central Nyack | 6,254 | 6,373 | 6,591 | 6,758 | 9,090 | 9,163 | 9,176 | 9,176 | 9,176 | 0.1% | 0.1% |
| Tappan | 779,075 | 769,157 | 784,523 | 981,650 | 996,950 | 1,004,228 | 1,004,228 | 1,011,056 | 1,011,056 | 0.0% | 0.7% |
| Nyack Joint Fire District | 1,389,206 | 1,231,220 | 1,204,937 | 1,144,269 | 1,158,075 | 1,221,234 | 1,221,234 | 1,267,530 | 1,267,530 | 0.0% | 3.8% |
| Total Fire Districts | \$5,030,893 | \$4,908,902 | \$4,961,810 | \$5,293,842 | \$5,404,310 | \$5,580,175 | \$5,649,688 | \$5,824,196 | \$5,824,196 | 1.2% | 4.4% |

TAPPAN LIBRARY

93 MAIN STREET, TAPPAN, NEW YORK 10983

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WWW.TAPLIB.ORG

September 1, 2016

The Honorable Andrew Stewart
Supervisor, Town of Orangetown
Orangetown Town Hall
26 Orangeburg Road
Orangeburg, New York 10962

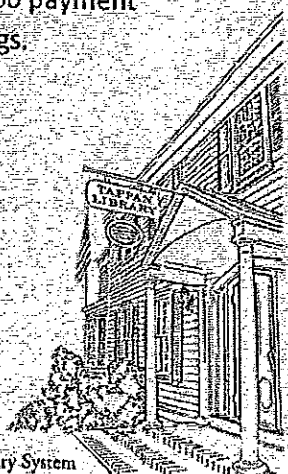
Dear Mr. Stewart:

Pursuant to Chapter 494 of the Laws of 2012 and the Agreement between the Town of Orangetown and the Tappan Free Library, the Tappan Free Library is pleased to submit its proposed budget of expenses for fiscal year 2017 and the amount we propose be raised by taxes for these purposes. We enclose a Funding Request showing the proposed uses of these funds as well as our 2016 budget and 2015 and 2014 actual expenditures. We also enclose our 2015 independent audit report.

We propose a 2017 budget of \$761,400 of which \$702,340 is to be raised by taxes. This represents an increase of 2 percent or \$13,771 over the amount raised by taxes for fiscal year 2016 and \$47,735 less than the amount raised by taxes for 2013 which was \$750,075. As you will see in the attached Funding Request, our proposal includes little fluctuation in the basic costs of operating the library despite operating a facility that is now 67 percent larger.

In November, 2015 we finalized a permanent mortgage of \$750,000 with annual amortization of \$61,804. We include a line item for debt service for the permanent mortgage which includes about \$6,000 for early repayment and will bring a benefit to taxpayers in the form of lower overall borrowing costs. We reduced the size of the mortgage by paying down the construction loan by \$158,000 using fund balances. Later this year we will make an extra \$60,000 payment to reduce the principal, again reducing fund balances and providing taxpayer savings.

While most operating costs have remained stable over the past few years, our request for a 2 percent increase is driven by the need to offset the increased costs for maintenance of the HVAC system, utilities, and insurance as well as the \$6,000 to pay down principal of the mortgage.



Have you remembered our library in your will?

We are pleased to report that the result of using reserves and any excess operating funds described above has reduced the Library's available fund balance to \$92,229 at the end of 2015 after taking into account the need of the Library to have on hand funds to operate the Library during the months each year before the Town's funding is distributed. The Library's 2015 independent audit shows unrestricted spendable assets of \$242,229 at the end 2015 (see the last paragraph of Note 7 on page 13). With the Library spending about \$60,000 per month for operations and allowing for 2.5 months of operations, the Library would spend about \$150,000 during that period. Subtracting \$150,000 from \$242,229 leaves a fund balance of \$92,000. That amounts to a ratio of fund balance to total expenditures of about 12 percent.

As required by our agreement with the Town, we report that:

1. 154 Sparkill residents hold library cards in the Tappan Free Library as of September 1, 2016.
2. We expect to receive \$2,150 in private source funds in 2017.

We would be happy to provide any additional information the Town requires or discuss this further at the convenience of the Town Board.

Respectfully submitted,



Raleigh Tozer
President,
Tappan Free Library

Enc.

TAPPAN LIBRARY 2017 FUNDING REQUEST

| | 2017 Proposed | 2016 Budget | 2015 Actual | 2014 Actual |
|--|-------------------|-------------------|-------------------|-------------------|
| OPERATING REVENUE: | | | | |
| Orangetown Funding | \$ 702,340 | \$ 688,569 | \$ 675,068 | \$ 675,068 |
| SOCSD Funding | \$ 44,990 | \$ 44,990 | 44,990 | 44,899 |
| Interest Income | \$ 265 | \$ 525 | 882 | 1,096 |
| Fines | \$ 6,500 | \$ 6,000 | 3,475 | 5,216 |
| Miscellaneous | \$ 5,155 | \$ 5,100 | 1,646 | 3,904 |
| Gains on Involuntary Conversion | | | 2,664 | |
| Grants and Donations | \$ 2,150 | \$ 2,300 | 7,923 | 5,886 |
| TOTAL OPERATING REVENUE | \$ 761,400 | \$ 747,484 | \$ 736,648 | \$ 736,069 |
| CAPITAL FUND GRANT REVENUE: | | | | |
| New York State Construction Grant | \$ - | \$ - | \$ 12,697 | \$ 139,226 |
| Other State Aid | \$ - | \$ - | - | - |
| TOTAL CAPITAL FUND REVENUES | \$ - | \$ - | \$ 12,697 | \$ 139,226 |
| TOTAL REVENUE | \$ 761,400 | \$ 747,484 | \$ 749,345 | \$ 875,295 |
| EXPENDITURES | | | | |
| PERSONNEL COSTS: | | | | |
| Personnel Salaries | \$ 401,450 | \$ 403,450 | \$ 337,295 | \$ 335,336 |
| Payroll Taxes | \$ 32,000 | \$ 32,000 | 30,722 | 30,736 |
| 403(b) Plan Contributions | \$ 19,500 | \$ 16,500 | 15,229 | 10,513 |
| Hospitalization | \$ 18,000 | \$ 25,499 | 13,379 | 33,047 |
| TOTAL PERSONNEL COSTS | \$ 470,950 | \$ 477,449 | \$ 396,625 | \$ 409,632 |
| LIBRARY MATERIALS: | | | | |
| Books and A.V. Materials | \$ 44,650 | \$ 45,375 | \$ 41,125 | \$ 49,510 |
| Periodicals and Electronic Materials | \$ 13,250 | \$ 14,600 | 17,975 | 18,291 |
| Furniture, Fixtures and Equipment | \$ 1,800 | \$ 1,800 | 4,772 | 1,647 |
| Computerization | \$ 21,500 | \$ 20,500 | 19,739 | 19,896 |
| Library Supplies | \$ 5,800 | \$ 5,800 | 5,919 | 10,848 |
| Program Fees | \$ 11,250 | \$ 9,000 | 8,045 | 4,297 |
| TOTAL LIBRARY MATERIALS | \$ 98,250 | \$ 97,075 | \$ 97,575 | \$ 104,489 |
| OPERATION AND MAINTENANCE OF BUILDING: | | | | |
| Building Repairs and Maintenance | \$ 23,150 | \$ 18,850 | \$ 14,872 | \$ 9,630 |
| Utilities | \$ 22,850 | \$ 20,850 | 19,436 | 19,734 |
| Parking Lot Rent | \$ 6,000 | \$ 6,000 | 12,000 | 11,000 |
| Equipment and Copier Service | \$ 9,000 | \$ 9,000 | 9,351 | 7,756 |
| Insurance | \$ 25,500 | \$ 19,000 | 20,530 | 19,922 |
| TOTAL OPERATION AND MAINTENANCE OF BUILDING | \$ 86,500 | \$ 73,700 | \$ 76,189 | \$ 68,042 |
| GENERAL EXPENDITURES | | | | |
| Telephone | \$ 4,000 | \$ 4,000 | \$ 4,119 | \$ 4,173 |
| Postage | \$ 1,800 | \$ 1,800 | 2,584 | 1,966 |
| Professional Fees | \$ 26,300 | \$ 25,010 | 24,105 | 18,079 |
| Publicity and Printing | \$ 800 | \$ 1,000 | 531 | 70 |
| Payroll Processing | \$ 3,500 | \$ 3,000 | 2,408 | 4,544 |
| Other Office Expense | \$ - | \$ - | 103 | 145 |
| Staff Development and Travel | \$ 1,300 | \$ 1,300 | 1,210 | 865 |
| | \$ 37,700 | \$ 36,900 | \$ 35,060 | \$ 29,842 |
| CAPITAL EXPENDITURES | | | | |
| Depreciation | \$ 40,000 | \$ 40,000 | \$ 39,037 | |
| Debt Service | \$ 68,000 | \$ 62,360 | - | - |
| TOTAL EXPENDITURES | \$ 761,400 | \$ 747,484 | \$ 605,449 | \$ 612,005 |

TAPPAN FREE LIBRARY
INDEPENDENT AUDIT REPORT
DECEMBER 31, 2015

TAPPAN FREE LIBRARY

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Tappan Free Library
Tappan, New York

We have audited the accompanying financial statement of Tappan Free Library (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and the fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments,

the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material aspects, the financial position of Tappan Free Library as of December 31, 2015 and the changes in its net assets and its cash flows for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Korn Rosenbaum LLP

Korn Rosenbaum LLP
July 11, 2016

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TAPPAN FREE LIBRARY
STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

ASSETS

| | <u>2015</u> | <u>2014</u> |
|--|---------------------|---------------------|
| <u>CURRENT ASSETS</u> | | |
| Cash and Cash Equivalents | \$ 387,013 | \$ 418,880 |
| Accounts Receivable | - | 7,267 |
| Prepaid Expenses | 15,266 | 9,988 |
| <u>TOTAL CURRENT ASSETS</u> | <u>\$ 402,279</u> | <u>\$ 436,135</u> |
| <u>INVESTMENT IN LAND, BUILDINGS AND EQUIPMENT</u> | | |
| Unexpended Investments - Building Renovations/Repairs | \$ 46,426 | \$ 239,016 |
| Land, Buildings and Equipment, Net of Accumulated Depreciation - Note 1 | 3,578,318 | 343,336 |
| 2 Oak Tree Road Renovation Project - Construction in Progress | - | 2,851,333 |
| <u>TOTAL INVESTMENT IN LAND, BUILDINGS AND EQUIPMENT</u> | <u>\$ 3,624,744</u> | <u>\$ 3,433,685</u> |
| <u>TOTAL ASSETS</u> | <u>\$ 4,027,023</u> | <u>\$ 3,869,820</u> |

LIABILITIES AND NET ASSETS

| | | |
|---|---------------------|---------------------|
| <u>CURRENT LIABILITIES</u> | | |
| Accounts Payable | \$ 56,107 | \$ 203,949 |
| <u>TOTAL CURRENT LIABILITIES</u> | <u>\$ 56,107</u> | <u>\$ 203,949</u> |
| <u>LONG TERM LIABILITIES</u> | | |
| Construction Loan Payable | \$ 750,000 | \$ 549,814 |
| <u>TOTAL LONG TERM LIABILITIES</u> | <u>\$ 750,000</u> | <u>\$ 549,814</u> |
| <u>TOTAL LIABILITIES</u> | <u>\$ 806,107</u> | <u>\$ 753,763</u> |
| <u>NET ASSETS</u> | | |
| Unrestricted - General | \$ 242,229 | \$ 218,658 |
| Unrestricted - Designated for Renovation Project (See Note 7) | 97,500 | 142,771 |
| Unrestricted - Non-Spendable Net Assets (See Note 7) | 2,782,318 | 2,463,222 |
| Temporarily Restricted - Renovation Project (See Note 7) | 46,426 | 239,016 |
| Temporarily Restricted - Maines Fund (See Note 7) | 52,443 | 52,390 |
| Permanently Restricted | - | - |
| <u>TOTAL NET ASSETS</u> | <u>\$ 3,220,916</u> | <u>\$ 3,116,057</u> |
| <u>TOTAL LIABILITIES AND NET ASSETS</u> | <u>\$ 4,027,023</u> | <u>\$ 3,869,820</u> |

The accompanying notes are an integral part of the financial statements.

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STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | <u>Unrestricted</u> | | <u>Unrestricted</u> |
|---------------------------------------|-----------------------|---------------------|---------------------|
| | <u>Operating Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
| REVENUES | | | |
| Library Service Fee | \$ 675,068 | \$ - | \$ 675,068 |
| School District Funding | 44,990 | - | 44,990 |
| Grants and donations | 7,923 | - | 7,923 |
| Investment income | 715 | 114 | 829 |
| Fines | 3,475 | - | 3,475 |
| Gain on Involuntary Conversion | 2,664 | - | 2,664 |
| Other income | 1,646 | - | 1,646 |
| TOTAL REVENUES | \$ 736,481 | \$ 114 | \$ 736,595 |
| Net assets released from restrictions | \$ - | \$ 205,287 | \$ 205,287 |
| EXPENSES | | | |
| Personnel Costs | \$ 396,625 | \$ - | \$ 396,625 |
| Library Materials | 97,575 | - | 97,575 |
| Operation and Maintenance of Building | 76,189 | - | 76,189 |
| General Expenditures | 35,060 | - | 35,060 |
| Depreciation | - | 39,037 | 39,037 |
| TOTAL EXPENSES | \$ 605,449 | \$ 39,037 | \$ 644,486 |
| INTERFUND TRANSFERS | \$ (152,732) | \$ 152,732 | \$ - |
| Increase (Decrease) in net assets | \$ (21,700) | \$ 319,096 | \$ 297,396 |
| NET ASSETS AT THE BEGINNING OF PERIOD | 361,429 | 2,463,222 | 2,824,651 |
| NET ASSETS AT THE END OF PERIOD | \$ 339,729 | \$ 2,782,318 | \$ 3,122,047 |

The accompanying notes are an integral part of the financial statements.

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| | | Total December 31, 2014 for Comparative Purposes Only | |
|-----------------------------------|-----------------------------------|---|--------------|
| <u>Temporarily Restricted</u> | <u>Permanently Restricted</u> | <u>Total</u> | |
| \$ - | \$ - | \$ 675,068 | \$ 675,068 |
| | | 44,990 | 44,899 |
| 12,697 | - | 20,620 | 145,112 |
| 53 | - | 882 | 1,096 |
| - | - | 3,475 | 5,216 |
| - | - | 2,664 | - |
| - | - | 1,646 | 3,904 |
| \$ 12,750 | \$ - | \$ 749,345 | \$ 875,295 |
| \$ (205,287) | \$ - | \$ - | \$ - |
| \$ - | \$ - | \$ 396,625 | \$ 409,632 |
| - | - | 97,575 | 104,489 |
| - | - | 76,189 | 68,042 |
| - | - | 35,060 | 29,842 |
| - | - | 39,037 | - |
| \$ - | \$ - | \$ 644,486 | \$ 612,005 |
| \$ - | \$ - | \$ - | \$ - |
| \$ (192,537) | \$ - | \$ 104,859 | \$ 263,290 |
| 291,406 | - | 3,116,057 | 2,852,767 |
| \$ 98,869 | \$ - | \$ 3,220,916 | \$ 3,116,057 |

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TAPPAN FREE LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2015

CASH FLOWS FROM OPERATING ACTIVITIES

Increase (Decrease) in Net Assets \$ 104,859

Reconciliation for items not requiring the use of cash:

Depreciation \$ 39,037

Adjustments to Reconcile Increase in Net Assets
to Net Cash Provided by Operating Activities:

Increase (Decrease) in Operating Liabilities:

Prepaid Expenses (5,278)

Accounts Receivable 7,267

Accounts Payable and Accrued Expenses (147,842)

NET CASH PROVIDED BY OPERATING ACTIVITIES \$ (1,957)

CASH FLOWS FROM INVESTING ACTIVITIES

Payments for Property and Equipment \$ (422,686)

NET CASH USED BY INVESTING ACTIVITIES \$ (422,686)

CASH FLOWS FROM FINANCING ACTIVITIES

Principal Payments on Construction Loan (549,814)

Proceeds from Permanent Debt Financing 750,000

NET CASH USED BY FINANCING ACTIVITIES \$ 200,186

NET INCREASE (DECREASE) IN CASH AND
CASH EQUIVALENTS \$ (224,457)

BEGINNING CASH AND CASH EQUIVALENTS 657,896

ENDING CASH AND CASH EQUIVALENTS \$ 433,439

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accrual Basis

The financial statements of Tappan Free Library ("the Library") have been prepared on the accrual basis.

Classification of Net Assets

As of 2012 the Library adopted Statement of Financial Accounting Standards (SFAS) No. 117 as issued by the Financial Standards Board 1995. SFAS No. 117 requires the Library to report its net assets and changes therein in the following categories:

a. Unrestricted Net Assets

Unrestricted net assets represent resources that are not subject to donor-imposed stipulations and thus are generally available for support of the Library's activities, with certain limitations, as follows:

The Board of Trustees, through voluntary resolutions, has set aside portions of the Library's unrestricted net assets to function as a reserve for property, plant and equipment purposes.

b. Temporarily Restricted Assets

The Library reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

c. Permanently Restricted Net Assets

Permanently restricted net assets result from donors who stipulate that their donated resources be maintained permanently. The Library is permitted to use or expend part or all of the income derived from the donated assets, restricted only by the donor's wishes.

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

Fund Accounting

In accordance with Generally Accepted Accounting Principles, the Library has established two basic types of funds encompassing the following:

- (a) Operating Fund - The Operating Fund constitutes the primary operating fund of the Library in that it includes all revenues and expenditures not required by law to be accounted for in other funds.
- (b) Capital Projects Fund - The Capital Fund represents the capital projects of the Library and is used to account for the receipt and disbursement of monies for the acquisition of capital facilities.

Tax Exempt Status

The Tappan Free Library is qualified by the Internal Revenue Service as an organization exempt from income tax under Section 501 (c)(3) of the Internal Revenue Code. As required for all such organizations, the Library annually files Form 990 "Return of Organization Exempt from Income Tax" on a fiscal year basis ending December 31.

Cash and Cash Equivalents - (See Note 2)

Cash and cash equivalents include cash on hand, cash on deposit with financial institutions and other highly liquid investments with maturities of six months or less.

Contributions

The Library has adopted SFAS No.116, "Accounting for Contributions Received and Contributions Made." Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions.

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

Concentrations of Credit Risk – (See Note 2)

Financial instruments which potentially subject the Library to concentrations of credit risk consist primarily of cash and cash equivalents. The bulk of the Library's cash and cash equivalents are maintained with one major financial institution.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Buildings and Equipment

Buildings and equipment are stated at cost or estimated cost at date of acquisition or fair value at date of donation in the case of gifts.

Fixed assets, with the exception of land, are depreciated on the straight-line method over the estimated service lives of the respective assets. Estimated service lives are as follows:

| | |
|-----------------------|-------------|
| Buildings | 30-50 years |
| Equipment | 5-10 years |
| Building Improvements | 25 years |

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 2 DETAIL NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Assets

1. Cash and Investments

The Board is authorized to deposit or invest funds with such appropriate institutions as they may determine, subject to the General Municipal Laws of the State of New York.

Collateral is required for demand deposits and certificates of deposit not covered by Federal Deposit Insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the State and its municipalities and school districts.

Deposits and investments at year-end and coverage by Federal Deposit Insurance or by collateral held by the Library's custodial bank in the Library's name consisted of:

| <u>Fund</u> | <u>Bank Balance</u> | <u>Carrying Amount</u> | <u>FDIC Insurance and Collateral</u> |
|----------------|-------------------------|----------------------------|--|
| Operating | \$ 378,386 | \$ 387,013 | \$ 308,738 |
| Capital Fund | 47,426 | 46,426 | 47,426 |
| Total Deposits | <u>\$ 425,812</u> | <u>\$ 433,439</u> | <u>\$ 355,164</u> |

2. Deposits - All savings deposits, including certificates of deposit are carried at cost plus interest. All checking accounts are carried at book value; bank balances include outstanding checks which are excluded from book value. Book value is reported on balance sheet.

NOTE 3 RETIREMENT

Pension Plans and Post-Employment Benefits

1. General Information

The Tappan Free Library maintains a 403(b) qualified defined contribution retirement plan. The plan allows pre-tax salary deferral by all eligible employees and an employer contribution of 5% for eligible full time employees. For the year ended December 31, 2015 the Library made 403(b) contributions totaling \$15,229 for its eligible employees.

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 4 LONG-TERM COMMITMENTS

The Library's outstanding lease agreement includes three Toshiba copy machines within the Library at a monthly cost of \$738. The rental expense under the operating lease agreements was \$9,351 for 2015.

The future minimum rental payments required under the operating lease that has a remaining lease term in excess of one year as of December 31, 2014 are as follows:

| <u>Year Ending</u> <u>December 31,</u> | <u>Amount</u> |
|---|---------------|
| 2016 | \$ 8,856 |
| 2017 | 6,361 |
| 2018 | 2,868 |
| 2019 | 1,912 |

NOTE 5 CONTINGENCIES AND COMMITMENTS

Litigation

Counsel for the Tappan Free Library has stated that, as of December 31, 2015 there were no pending or threatened litigations against the Library, nor were there any asserted claims or assessments against the Library.

NOTE 6 CAPITAL FUND - 2 OAK TREE ROAD PROJECT

The Library has substantially completed a renovation project that has expanded its space into the building adjacent to the existing library building. This project began, with planning, architectural services and other pre-construction costs, in 2007 and continued through 2015. The following schedule summarizes the project's actual and projected funding sources and expenses through completion.

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

| | |
|--|---------------------|
| Total Projected Costs | <u>\$ 3,266,996</u> |
| Funding Sources: | |
| New York State Construction Grant | \$ 433,775 |
| New York Legislative Grant | 15,000 |
| Donations | 45,000 |
| Sterling National Bank Loan | 750,000 |
| Appropriated Fund Balance-Tappan Library | <u>2,023,221</u> |
| Total Funding | <u>\$ 3,266,996</u> |

All items in the above schedule of funding sources have been expended or will be expended from Tappan Free Library funds reserved for this purpose

NOTE 7

NET ASSETS

As described in Note 1, the Library reports its equity (net assets) in categories required under the Statement of Financial Accounting Standards (SFAS) No. 117 promulgated by the Financial Accounting Standards Board (FASB). The following section provides additional details on the reporting of the net assets in the Statement of Financial Position.

Unrestricted - Non-spendable Net Assets - the amount of \$2,782,318 at December 31, 2015 and \$2,463,222 at December 31, 2014 reported in this category represents net assets in the form of fixed assets (buildings & equipment, net of debt) - non-liquid assets not available for payment of operating expenses.

Unrestricted - Designated for Renovation Project - \$37,500 has been designated for the funding of the 2 Oak Tree Road Renovation Project. This amount is a cumulative reservation of assets, over multiple years, for this purpose and represents unexpended funds to be used only on these capital expenditures. An additional \$60,000 has been designated for the pre-payment of loan principal.

Temporarily Restricted - Renovation Project - the balance of \$46,426, in this category of net assets, reports funds received in 2015 and prior years and recorded as grant and donation revenue on which the funding sources placed restrictions. As of December 31, 2015 these funds had not been expended under the terms of their restricted purposes. These funds are to be expended on the 2 Oak Tree Road Renovation Project in 2016.

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 7 NET ASSETS - CONTINUED

Temporarily Restricted – Maines Fund – these funds, totaling \$52,443 originated as a bequest to the Library with a restriction placed upon their expenditure. Only the earnings derived from the investment of the original gift (\$50,000) may be used for 50 years, therefore this amount is not available for the payment of operating expenses.

Unrestricted – the amount of \$242,229 reported in this unrestricted net asset category have no restrictions or designations and are available for payment of general operating expenses or other allowable purposes.

NOTE 8 LOAN COMMITMENT

The Library closed on a loan, secured by a mortgage on the Library real property, in the amount of \$750,000 as permanent financing for the 2 Oak Tree Road Project. The terms of the mortgage loan are as follows:

| | |
|-----------------------|---------------------------|
| Type of loan | - Adjustable Rate (5year) |
| Current interest rate | - 5.4% |
| Term | - 20 years |
| Monthly payment | - \$5,150.35 |

Payments of this loan over its term are as follows:

| <u>Year Ending</u> <u>December 31,</u> | <u>Principal</u> | <u>Interest</u> |
|---|-------------------|-------------------|
| 2016 | \$ 21,839 | \$ 39,965 |
| 2017 | 23,048 | 38,756 |
| 2018 | 24,324 | 37,480 |
| 2019 | 25,671 | 36,133 |
| 2020 | 27,092 | 34,712 |
| Subsequent 5 years | 159,687 | 149,313 |
| Subsequent 5 years | 209,056 | 99,944 |
| Subsequent 5 years | 259,283 | 49,717 |
| Total | <u>\$ 750,000</u> | <u>\$ 486,020</u> |

SUPPLEMENTAL SCHEDULE

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TAPPAN FREE LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
(BUDGET AND ACTUAL)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | Current Year Budget | Current Years Actual |
|--|------------------------|-------------------------|
| <u>OPERATING REVENUE:</u> | | |
| Library Service Fee | \$ 675,068 | \$ 675,068 |
| School District Funding | 44,500 | 44,990 |
| Interest Income | 100 | 882 |
| Fines | 7,200 | 3,475 |
| Miscellaneous | 2,800 | 1,646 |
| Gain on Involuntary Conversion | - | 2,664 |
| Grants and Donations | 1,850 | 7,923 |
| Appropriated Fund Balance | - | - |
| <u>TOTAL OPERATING REVENUE</u> | <u>\$ 731,518</u> | <u>\$ 736,648</u> |
| <u>CAPITAL FUND GRANT REVENUE:</u> | | |
| New York State Construction Grant | \$ - | \$ 12,697 |
| Other State Aid | - | - |
| <u>TOTAL CAPITAL FUND REVENUES</u> | <u>\$ -</u> | <u>\$ 12,697</u> |
| <u>TOTAL REVENUE</u> | <u>\$ 731,518</u> | <u>\$ 749,345</u> |
| <u>EXPENDITURES</u> | | |
| <u>PERSONNEL COSTS:</u> | | |
| Personnel Salaries | \$ 414,000 | \$ 337,295 |
| Payroll Taxes | 36,000 | 30,722 |
| Contingency | 500 | - |
| 403(b) Plan Contributions | 13,000 | 15,229 |
| Hospitalization | 28,268 | 13,379 |
| <u>TOTAL PERSONNEL COSTS</u> | <u>\$ 491,768</u> | <u>\$ 396,625</u> |
| <u>LIBRARY MATERIALS:</u> | | |
| Books and A.V. Materials | \$ 69,600 | \$ 41,125 |
| Periodicals and Electronic Materials | 24,000 | 17,975 |
| Furniture, Fixtures and Equipment | 3,400 | 4,772 |
| Computerization | 20,000 | 19,739 |
| Library Supplies | 6,600 | 5,919 |
| Program Fees | 8,300 | 8,045 |
| <u>TOTAL LIBRARY MATERIALS</u> | <u>\$ 131,900</u> | <u>\$ 97,575</u> |
| <u>OPERATION AND MAINTENANCE OF BUILDING:</u> | | |
| Building Repairs and Maintenance | \$ 18,750 | \$ 14,872 |
| Utilities | 15,500 | 19,436 |
| Parking Lot Rent | 12,000 | 12,000 |
| Equipment and Copier Service | 6,500 | 9,351 |
| Insurance | 19,000 | 20,530 |
| <u>TOTAL OPERATION AND MAINTENANCE OF BUILDING</u> | <u>\$ 71,750</u> | <u>\$ 76,189</u> |

The accompanying notes are an integral part of the financial statements.

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Supplemental Schedule 1

| (Unfavorable) Variance | Prior Years Actual |
|---------------------------|-----------------------|
| \$ - | \$ 675,068 |
| 490 | 44,899 |
| 782 | 1,096 |
| (3,725) | 5,216 |
| (1,154) | 3,904 |
| 2,664 | - |
| 6,073 | 5,886 |
| - | - |
| <u>\$ 5,130</u> | <u>\$ 736,069</u> |
| | |
| \$ 12,697 | \$ 139,226 |
| - | - |
| <u>\$ 12,697</u> | <u>\$ 139,226</u> |
| | |
| <u>\$ 17,827</u> | <u>\$ 875,295</u> |
| | |
| \$ 76,705 | \$ 335,336 |
| 5,278 | 30,736 |
| 500 | - |
| (2,229) | 10,513 |
| 14,889 | 33,047 |
| <u>\$ 95,143</u> | <u>\$ 409,632</u> |
| | |
| \$ 28,475 | \$ 49,510 |
| 6,025 | 18,291 |
| (1,372) | 1,647 |
| 261 | 19,896 |
| 681 | 10,848 |
| 255 | 4,297 |
| <u>\$ 34,325</u> | <u>\$ 104,489</u> |
| | |
| \$ 3,878 | \$ 9,630 |
| (3,936) | 19,734 |
| - | 11,000 |
| (2,851) | 7,756 |
| <u>(1,530)</u> | <u>19,922</u> |
| | |
| <u>\$ (4,439)</u> | <u>\$ 68,042</u> |

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TAPPAN FREE LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
(BUDGET AND ACTUAL)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | <u>Current Year Budget</u> | <u>Current Years Actual</u> |
|--|--------------------------------|---------------------------------|
| (continued) | | |
| <u>GENERAL EXPENDITURES</u> | | |
| Telephone | \$ 3,500 | \$ 4,119 |
| Postage | 1,800 | 2,584 |
| Professional Fees | 22,600 | 24,105 |
| Publicity and Printing | 1,500 | 531 |
| Payroll Processing | 4,500 | 2,408 |
| Other Office Expense | - | 103 |
| Miscellaneous Expense | 1,000 | - |
| Staff Development and Travel | 1,200 | 1,210 |
| <u>TOTAL GENERAL EXPENDITURES</u> | <u>\$ 36,100</u> | <u>\$ 35,060</u> |
| <u>CAPITAL EXPENDITURES</u> | | |
| Depreciation | \$ - | \$ 39,037 |
| <u>TOTAL EXPENDITURES</u> | <u>\$ 731,518</u> | <u>\$ 644,486</u> |
| <u>TOTAL EXPENDITURES & CASH DISBURSEMENTS</u> | <u>\$ 731,518</u> | <u>\$ 644,486</u> |

The accompanying notes are an integral part of the financial statements.

Supplemental Schedule (Continued)

| <u>(Unfavorable)</u> <u>Variance</u> | <u>Prior Years</u> <u>Actual</u> |
|---|-------------------------------------|
| \$ (619) | \$ 4,173 |
| (784) | 1,966 |
| (1,505) | 18,079 |
| 969 | 70 |
| 2,092 | 4,544 |
| (103) | 145 |
| 1,000 | - |
| <u>(10)</u> | <u>865</u> |
| <u>\$ 1,040</u> | <u>\$ 29,842</u> |
| <u>\$ (39,037)</u> | <u>\$ -</u> |
| <u>\$ 87,032</u> | <u>\$ 612,005</u> |
| <u>\$ 87,032</u> | <u>\$ 612,005</u> |

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Appendix A

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TAPPAN FREE LIBRARY
INDEPENDENT AUDIT REPORT
DECEMBER 31, 2015

TAPPAN FREE LIBRARY

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Tappan Free Library
Tappan, New York

We have audited the accompanying financial statement of Tappan Free Library (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and the fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

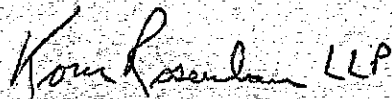
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments,

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the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material aspects, the financial position of Tappan Free Library as of December 31, 2015 and the changes in its net assets and its cash flows for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

 Korn Rosenbaum LLP

Korn Rosenbaum LLP

July 11, 2016

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TAPPAN FREE LIBRARY
STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

ASSETS

| | <u>2015</u> | <u>2014</u> |
|--|---------------------|---------------------|
| <u>CURRENT ASSETS</u> | | |
| Cash and Cash Equivalents | \$ 387,013 | \$ 418,880 |
| Accounts Receivable | - | 7,267 |
| Prepaid Expenses | 15,286 | 9,988 |
| <u>TOTAL CURRENT ASSETS</u> | <u>\$ 402,279</u> | <u>\$ 436,135</u> |
| <u>INVESTMENT IN LAND, BUILDINGS AND EQUIPMENT</u> | | |
| Unexpended Investments - Building Renovations/Repairs | \$ 46,426 | \$ 239,016 |
| Land, Buildings and Equipment, Net of Accumulated Depreciation - Note 1 | 3,578,318 | 343,336 |
| 2 Oak Tree Road Renovation Project - Construction In Progress | - | 2,851,333 |
| <u>TOTAL INVESTMENT IN LAND, BUILDINGS AND EQUIPMENT</u> | <u>\$ 3,624,744</u> | <u>\$ 3,433,685</u> |
| <u>TOTAL ASSETS</u> | <u>\$ 4,027,023</u> | <u>\$ 3,869,820</u> |

LIABILITIES AND NET ASSETS

| | | |
|---|---------------------|---------------------|
| <u>CURRENT LIABILITIES</u> | | |
| Accounts Payable | \$ 56,107 | \$ 203,949 |
| <u>TOTAL CURRENT LIABILITIES</u> | <u>\$ 56,107</u> | <u>\$ 203,949</u> |
| <u>LONG TERM LIABILITIES</u> | | |
| Construction Loan Payable | \$ 750,000 | \$ 549,814 |
| <u>TOTAL LONG TERM LIABILITIES</u> | <u>\$ 750,000</u> | <u>\$ 549,814</u> |
| <u>TOTAL LIABILITIES</u> | <u>\$ 806,107</u> | <u>\$ 753,763</u> |
| <u>NET ASSETS</u> | | |
| Unrestricted - General | \$ 242,229 | \$ 218,658 |
| Unrestricted - Designated for Renovation Project (See Note 7) | 97,600 | 142,771 |
| Unrestricted - Non-Spendable Net Assets (See Note 7) | 2,782,318 | 2,463,222 |
| Temporarily Restricted - Renovation Project (See Note 7) | 46,426 | 239,016 |
| Temporarily Restricted - Maines Fund (See Note 7) | 52,443 | 52,390 |
| Permanently Restricted | - | - |
| <u>TOTAL NET ASSETS</u> | <u>\$ 3,220,916</u> | <u>\$ 3,116,057</u> |
| <u>TOTAL LIABILITIES AND NET ASSETS</u> | <u>\$ 4,027,023</u> | <u>\$ 3,869,820</u> |

The accompanying notes are an integral part of the financial statements.

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STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | <u>Unrestricted</u> | | <u>Unrestricted</u> |
|---------------------------------------|----------------------------|--------------------------|--------------------------|
| | <u>Operating Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
| <u>REVENUES</u> | | | |
| Library Service Fee | \$ 675,068 | \$ - | \$ 675,068 |
| School District Funding | 44,990 | - | 44,990 |
| Grants and donations | 7,923 | - | 7,923 |
| Investment income | 715 | 114 | 829 |
| Fines | 3,475 | - | 3,475 |
| Gain on Involuntary Conversion | 2,664 | - | 2,664 |
| Other Income | 1,646 | - | 1,646 |
| <u>TOTAL REVENUES</u> | <u>\$ 736,481</u> | <u>\$ 114</u> | <u>\$ 736,595</u> |
| Net assets released from restrictions | \$ - | \$ 205,287 | \$ 205,287 |
| <u>EXPENSES</u> | | | |
| Personnel Costs | \$ 396,625 | \$ - | \$ 396,625 |
| Library Materials | 97,575 | - | 97,575 |
| Operation and Maintenance of Building | 76,189 | - | 76,189 |
| General Expenditures | 35,060 | - | 35,060 |
| Depreciation | - | 39,037 | 39,037 |
| <u>TOTAL EXPENSES</u> | <u>\$ 605,449</u> | <u>\$ 39,037</u> | <u>\$ 644,486</u> |
| <u>INTERFUND TRANSFERS</u> | <u>\$ (152,732)</u> | <u>\$ 152,732</u> | <u>\$ -</u> |
| Increase (Decrease) in net assets | \$ (21,700) | \$ 319,096 | \$ 297,396 |
| NET ASSETS AT THE BEGINNING OF PERIOD | 361,429 | 2,463,222 | 2,824,651 |
| NET ASSETS AT THE END OF PERIOD | <u>\$ 339,729</u> | <u>\$ 2,782,318</u> | <u>\$ 3,122,047</u> |

The accompanying notes are an integral part of the financial statements.

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Total December 31, 2014
for Comparative
Purposes Only

| <u>Temporarily Restricted</u> | <u>Permanently Restricted</u> | <u>Total</u> | |
|-----------------------------------|-----------------------------------|---------------------|---------------------|
| \$ - | \$ - | \$ 675,068 | \$ 675,068 |
| | | 44,990 | 44,899 |
| 12,697 | - | 20,620 | 145,112 |
| 53 | - | 882 | 1,096 |
| - | - | 3,475 | 5,216 |
| - | - | 2,664 | - |
| - | - | 1,646 | 3,904 |
| <u>\$ 12,750</u> | <u>\$ -</u> | <u>\$ 749,345</u> | <u>\$ 875,295</u> |
| <u>\$ (205,287)</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| \$ - | \$ - | \$ 396,625 | \$ 409,632 |
| - | - | 97,575 | 104,489 |
| - | - | 76,189 | 68,042 |
| - | - | 35,060 | 29,842 |
| - | - | 39,037 | - |
| <u>\$ -</u> | <u>\$ -</u> | <u>\$ 644,486</u> | <u>\$ 612,005</u> |
| - | - | \$ - | \$ - |
| \$ (192,537) | \$ - | \$ 104,859 | \$ 263,290 |
| 291,406 | - | 3,116,057 | 2,852,767 |
| <u>\$ 98,869</u> | <u>\$ -</u> | <u>\$ 3,220,916</u> | <u>\$ 3,116,057</u> |

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TAPPAN FREE LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2015

CASH FLOWS FROM OPERATING ACTIVITIES

Increase (Decrease) in Net Assets \$ 104,859

Reconciliation for items not requiring the use of cash:

Depreciation \$ 39,037

Adjustments to Reconcile Increase in Net Assets
to Net Cash Provided by Operating Activities:

Increase (Decrease) in Operating Liabilities:

Prepaid Expenses (5,278)

Accounts Receivable 7,267

Accounts Payable and Accrued Expenses (147,842)

NET CASH PROVIDED BY OPERATING ACTIVITIES \$ (1,957)

CASH FLOWS FROM INVESTING ACTIVITIES

Payments for Property and Equipment \$ (422,686)

NET CASH USED BY INVESTING ACTIVITIES \$ (422,686)

CASH FLOWS FROM FINANCING ACTIVITIES

Principal Payments on Construction Loan (549,814)

Proceeds from Permanent Debt Financing 750,000

NET CASH USED BY FINANCING ACTIVITIES \$ 200,186

NET INCREASE (DECREASE) IN CASH AND
CASH EQUIVALENTS \$ (224,457)

BEGINNING CASH AND CASH EQUIVALENTS 657,896

ENDING CASH AND CASH EQUIVALENTS \$ 433,439

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accrual Basis

The financial statements of Tappan Free Library ("the Library") have been prepared on the accrual basis.

Classification of Net Assets

As of 2012 the Library adopted Statement of Financial Accounting Standards (SFAS) No. 117 as issued by the Financial Standards Board 1995. SFAS No. 117 requires the Library to report its net assets and changes therein in the following categories:

a. Unrestricted Net Assets

Unrestricted net assets represent resources that are not subject to donor-imposed stipulations and thus are generally available for support of the Library's activities, with certain limitations, as follows:

The Board of Trustees, through voluntary resolutions, has set aside portions of the Library's unrestricted net assets to function as a reserve for property, plant and equipment purposes.

b. Temporarily Restricted Assets

The Library reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction.

c. Permanently Restricted Net Assets

Permanently restricted net assets result from donors who stipulate that their donated resources be maintained permanently. The Library is permitted to use or expend part or all of the income derived from the donated assets, restricted only by the donor's wishes.

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

Fund Accounting

In accordance with Generally Accepted Accounting Principles, the Library has established two basic types of funds encompassing the following:

- (a) Operating Fund - The Operating Fund constitutes the primary operating fund of the Library in that it includes all revenues and expenditures not required by law to be accounted for in other funds.
- (b) Capital Projects Fund - The Capital Fund represents the capital projects of the Library and is used to account for the receipt and disbursement of monies for the acquisition of capital facilities.

Tax Exempt Status

The Tappan Free Library is qualified by the Internal Revenue Service as an organization exempt from income tax under Section 501 (c)(3) of the Internal Revenue Code. As required for all such organizations, the Library annually files Form 990 "Return of Organization Exempt from Income Tax" on a fiscal year basis ending December 31.

Cash and Cash Equivalents -- (See Note 2)

Cash and cash equivalents include cash on hand, cash on deposit with financial institutions and other highly liquid investments with maturities of six months or less.

Contributions

The Library has adopted SFAS No.116, "Accounting for Contributions Received and Contributions Made." Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions.

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

Concentrations of Credit Risk – (See Note 2)

Financial instruments which potentially subject the Library to concentrations of credit risk consist primarily of cash and cash equivalents. The bulk of the Library's cash and cash equivalents are maintained with one major financial institution.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Buildings and Equipment

Buildings and equipment are stated at cost or estimated cost at date of acquisition or fair value at date of donation in the case of gifts.

Fixed assets, with the exception of land, are depreciated on the straight-line method over the estimated service lives of the respective assets. Estimated service lives are as follows:

| | |
|-----------------------|-------------|
| Buildings | 30-50 years |
| Equipment | 5-10 years |
| Building Improvements | 25 years |

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 2 DETAIL NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Assets

1. Cash and Investments

The Board is authorized to deposit or invest funds with such appropriate institutions as they may determine, subject to the General Municipal Laws of the State of New York.

Collateral is required for demand deposits and certificates of deposit not covered by Federal Deposit Insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the State and its municipalities and school districts.

Deposits and investments at year-end and coverage by Federal Deposit Insurance or by collateral held by the Library's custodial bank in the Library's name consisted of:

| <u>Fund</u> | <u>Bank Balance</u> | <u>Carrying Amount</u> | <u>FDIC Insurance and Collateral</u> |
|----------------|-------------------------|----------------------------|--|
| Operating | \$ 378,386 | \$ 387,013 | \$ 308,738 |
| Capital Fund | 47,426 | 46,426 | 47,426 |
| Total Deposits | <u>\$ 425,812</u> | <u>\$ 433,439</u> | <u>\$ 355,164</u> |

2. Deposits - All savings deposits, including certificates of deposit are carried at cost plus interest. All checking accounts are carried at book value; bank balances include outstanding checks which are excluded from book value. Book value is reported on balance sheet.

NOTE 3 RETIREMENT

Pension Plans and Post-Employment Benefits

1. General Information

The Tappan Free Library maintains a 403(b) qualified defined contribution retirement plan. The plan allows pre-tax salary deferral by all eligible employees and an employer contribution of 5% for eligible full time employees. For the year ended December 31, 2015 the Library made 403(b) contributions totaling \$15,229 for its eligible employees.

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TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 4 LONG-TERM COMMITMENTS

The Library's outstanding lease agreement includes three Toshiba copy machines within the Library at a monthly cost of \$738. The rental expense under the operating lease agreements was \$9,351 for 2015.

The future minimum rental payments required under the operating lease that has a remaining lease term in excess of one year as of December 31, 2014 are as follows:

| <u>Year Ending</u> <u>December 31,</u> | <u>Amount</u> |
|---|---------------|
| 2016 | \$ 8,856 |
| 2017 | 6,361 |
| 2018 | 2,868 |
| 2019 | 1,912 |

NOTE 5 CONTINGENCIES AND COMMITMENTS

Litigation

Counsel for the Tappan Free Library has stated that, as of December 31, 2015 there were no pending or threatened litigations against the Library, nor were there any asserted claims or assessments against the Library.

NOTE 6 CAPITAL FUND – 2 OAK TREE ROAD PROJECT

The Library has substantially completed a renovation project that has expanded its space into the building adjacent to the existing library building. This project began, with planning, architectural services and other pre-construction costs, in 2007 and continued through 2015. The following schedule summarizes the project's actual and projected funding sources and expenses through completion.

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

| | |
|--|---------------------|
| Total Projected Costs | \$ <u>3,266,996</u> |
| Funding Sources: | |
| New York State Construction Grant | \$ 433,775 |
| New York Legislative Grant | 15,000 |
| Donations | 45,000 |
| Sterling National Bank Loan | 750,000 |
| Appropriated Fund Balance-Tappan Library | 2,023,221 |
| Total Funding | \$ <u>3,266,996</u> |

All items in the above schedule of funding sources have been expended or will be expended from Tappan Free Library funds reserved for this purpose

NOTE 7 NET ASSETS

As described in Note 1, the Library reports its equity (net assets) in categories required under the Statement of Financial Accounting Standards (SFAS) No. 117 promulgated by the Financial Accounting Standards Board (FASB). The following section provides additional details on the reporting of the net assets in the Statement of Financial Position.

Unrestricted - Non-spendable Net Assets - the amount of \$2,782,318 at December 31, 2015 and \$2,463,222 at December 31, 2014 reported in this category represents net assets in the form of fixed assets (buildings & equipment, net of debt) - non-liquid assets not available for payment of operating expenses.

Unrestricted - Designated for Renovation Project - \$37,500 has been designated for the funding of the 2 Oak Tree Road Renovation Project. This amount is a cumulative reservation of assets, over multiple years, for this purpose and represents unexpended funds to be used only on these capital expenditures. An additional \$60,000 has been designated for the pre-payment of loan principal.

Temporarily Restricted - Renovation Project - the balance of \$46,426, in this category of net assets, reports funds received in 2015 and prior years and recorded as grant and donation revenue on which the funding sources placed restrictions. As of December 31, 2015 these funds had not been expended under the terms of their restricted purposes. These funds are to be expended on the 2 Oak Tree Road Renovation Project in 2016.

TAPPAN FREE LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2015

NOTE 7 NET ASSETS - CONTINUED

Temporarily Restricted – Maines Fund – these funds, totaling \$52,443 originated as a bequest to the Library with a restriction placed upon their expenditure. Only the earnings derived from the investment of the original gift (\$50,000) may be used for 50 years, therefore this amount is not available for the payment of operating expenses.

Unrestricted – the amount of \$242,229 reported in this unrestricted net asset category have no restrictions or designations and are available for payment of general operating expenses or other allowable purposes.

NOTE 8 LOAN COMMITMENT

The Library closed on a loan, secured by a mortgage on the Library real property, in the amount of \$750,000 as permanent financing for the 2 Oak Tree Road Project. The terms of the mortgage loan are as follows:

| | |
|-----------------------|---------------------------|
| Type of loan | - Adjustable Rate (5year) |
| Current interest rate | - 5.4% |
| Term | - 20 years |
| Monthly payment | - \$5,150.35 |

Payments of this loan over its term are as follows:

| <u>Year Ending</u> | <u>Principal</u> | <u>Interest</u> |
|---------------------|-------------------|-------------------|
| <u>December 31,</u> | | |
| 2016 | \$ 21,839 | \$ 39,965 |
| 2017 | 23,048 | 38,756 |
| 2018 | 24,324 | 37,480 |
| 2019 | 25,671 | 36,133 |
| 2020 | 27,092 | 34,712 |
| Subsequent 5 years | 159,687 | 149,313 |
| Subsequent 5 years | 209,056 | 99,944 |
| Subsequent 5 years | 259,283 | 49,717 |
| Total | <u>\$ 750,000</u> | <u>\$ 486,020</u> |

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SUPPLEMENTAL SCHEDULE

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TAPPAN FREE LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
(BUDGET AND ACTUAL)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | Current Year Budget | Current Years Actual |
|--|------------------------|-------------------------|
| OPERATING REVENUE: | | |
| Library Service Fee | \$ 675,068 | \$ 675,068 |
| School District Funding | 44,500 | 44,990 |
| Interest Income | 100 | 882 |
| Fines | 7,200 | 3,475 |
| Miscellaneous | 2,800 | 1,646 |
| Gain on Involuntary Conversion | | 2,664 |
| Grants and Donations | 1,850 | 7,923 |
| Appropriated Fund Balance | - | - |
| TOTAL OPERATING REVENUE | \$ 731,518 | \$ 736,648 |
| CAPITAL FUND GRANT REVENUE: | | |
| New York State Construction Grant | \$ - | \$ 12,697 |
| Other State Aid | - | - |
| TOTAL CAPITAL FUND REVENUES | \$ - | \$ 12,697 |
| TOTAL REVENUE | \$ 731,518 | \$ 749,345 |
| EXPENDITURES | | |
| PERSONNEL COSTS: | | |
| Personnel Salaries | \$ 414,000 | \$ 337,295 |
| Payroll Taxes | 36,000 | 30,722 |
| Contingency | 500 | - |
| 403(b) Plan Contributions | 13,000 | 15,229 |
| Hospitalization | 28,268 | 13,379 |
| TOTAL PERSONNEL COSTS | \$ 491,768 | \$ 396,625 |
| LIBRARY MATERIALS: | | |
| Books and A.V. Materials | \$ 69,600 | \$ 41,125 |
| Periodicals and Electronic Materials | 24,000 | 17,975 |
| Furniture, Fixtures and Equipment | 3,400 | 4,772 |
| Computerization | 20,000 | 19,739 |
| Library Supplies | 6,600 | 5,919 |
| Program Fees | 8,300 | 8,045 |
| TOTAL LIBRARY MATERIALS | \$ 131,900 | \$ 97,575 |
| OPERATION AND MAINTENANCE OF BUILDING: | | |
| Building Repairs and Maintenance | \$ 18,750 | \$ 14,872 |
| Utilities | 15,500 | 19,436 |
| Parking Lot Rent | 12,000 | 12,000 |
| Equipment and Copier Service | 6,500 | 9,351 |
| Insurance | 19,000 | 20,530 |
| TOTAL OPERATION AND MAINTENANCE OF BUILDING | \$ 71,750 | \$ 76,189 |

The accompanying notes are an integral part of the financial statements.

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Supplemental Schedule 1

| (Unfavorable) Variance | Prior Years Actual |
|---------------------------|-----------------------|
| \$ - | \$ 675,068 |
| 490 | 44,899 |
| 782 | 1,096 |
| (3,725) | 5,216 |
| (1,154) | 3,904 |
| 2,654 | - |
| 6,073 | 5,886 |
| <u>\$ 5,130</u> | <u>\$ 736,069</u> |

| | |
|------------------|-------------------|
| \$ 12,697 | \$ 139,226 |
| - | - |
| <u>\$ 12,697</u> | <u>\$ 139,226</u> |

| | |
|------------------|-------------------|
| <u>\$ 17,827</u> | <u>\$ 875,295</u> |
|------------------|-------------------|

| | |
|------------------|-------------------|
| \$ 76,705 | \$ 335,336 |
| 5,278 | 30,736 |
| 500 | - |
| (2,229) | 10,513 |
| 14,889 | 33,047 |
| <u>\$ 95,143</u> | <u>\$ 409,632</u> |

| | |
|------------------|-------------------|
| \$ 28,475 | \$ 49,510 |
| 6,025 | 18,291 |
| (1,372) | 1,647 |
| 261 | 19,896 |
| 681 | 10,848 |
| 255 | 4,297 |
| <u>\$ 34,325</u> | <u>\$ 104,489</u> |

| | |
|----------------|---------------|
| \$ 3,878 | \$ 9,630 |
| (3,936) | 19,734 |
| - | 11,000 |
| (2,851) | 7,756 |
| <u>(1,530)</u> | <u>19,922</u> |

| | |
|-------------------|------------------|
| <u>\$ (4,439)</u> | <u>\$ 68,042</u> |
|-------------------|------------------|

#32

TAPPAN FREE LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
(BUDGET AND ACTUAL)
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015
(WITH COMPARATIVE TOTALS FOR 2014)

| | Current Year Budget | Current Years Actual |
|--|------------------------|-------------------------|
| (continued) | | |
| <u>GENERAL EXPENDITURES</u> | | |
| Telephone | \$ 3,500 | \$ 4,119 |
| Postage | 1,800 | 2,584 |
| Professional Fees | 22,600 | 24,105 |
| Publicity and Printing | 1,500 | 531 |
| Payroll Processing | 4,500 | 2,408 |
| Other Office Expense | - | 103 |
| Miscellaneous Expense | 1,000 | - |
| Staff Development and Travel | 1,200 | 1,210 |
| <u>TOTAL GENERAL EXPENDITURES</u> | <u>\$ 36,100</u> | <u>\$ 35,060</u> |
| <u>CAPITAL EXPENDITURES</u> | | |
| Depreciation | \$ - | \$ 39,037 |
| <u>TOTAL EXPENDITURES</u> | <u>\$ 731,518</u> | <u>\$ 644,486</u> |
| <u>TOTAL EXPENDITURES & CASH DISBURSEMENTS</u> | <u>\$ 731,518</u> | <u>\$ 644,486</u> |

The accompanying notes are an integral part of the financial statements.

#32

Supplemental Schedule (Continued)

| <u>(Unfavorable)</u> <u>Variance</u> | <u>Prior Years</u> <u>Actual</u> |
|---|-------------------------------------|
| \$ (619) | \$ 4,173 |
| (784) | 1,966 |
| (1,505) | 18,079 |
| 969 | 70 |
| 2,092 | 4,544 |
| (103) | 145 |
| 1,000 | - |
| <u>(10)</u> | <u>865</u> |
| <u>\$ 1,040</u> | <u>\$ 29,842</u> |
| <u>\$ (39,037)</u> | <u>\$ -</u> |
| <u>\$ 87,032</u> | <u>\$ 612,005</u> |
| <u>\$ 87,032</u> | <u>\$ 612,005</u> |