

HUDSON VALLEY *PATTERN* *for* PROGRESS

Promoting regional, balanced and sustainable solutions that enhance the growth and vitality of the Hudson Valley

Jonathan Drapkin
President & CEO

Proposal to Orangetown Libraries for Redistricting Plan

May 28, 2019

Dear Friends,

This letter is a proposal from Hudson Valley Pattern for Progress, a non-profit public policy and planning research organization, to provide a Redistricting Plan (the Plan) to aid the Palisades, Tappan and Orangeburg libraries. The Plan will identify the geographic area (including under/unserved areas) and potential taxes to be collected while assisting the libraries in showing the advantages and disadvantages of forming a unified library district in terms of cost, efficiency and quality of services libraries can provide to the community.

One goal of this study is to identify at least a 10% efficiency through unification. At a combined annual budget of over \$2.1M, a 10% reduction equates to a potential \$2.1M savings over a 10 year period. With such a savings, this may reduce taxes and/or increase services and would be a substantial benefit for undertaking what promises to be a complex planning process.

Scope: The Palisades, Orangeburg and Tappan libraries (three of the four South Orangetown libraries) are seeking to enhance services, stabilize funding, and save money by forming a unified district and integrating certain operations.

The planning process will include the following activities:

- Meetings with library directors and/or their designees, both in person and by phone as appropriate, to scope and guide the study, provide feedback, and obtain preliminary results
- Consultation with experts in legal and political factors relevant to success of consolidation and formation of new tax district. Legal document drafting is NOT within Pattern's scope
- Document collection and analysis (budgets, capital plans, policies, vendor and service contracts, legal documents) – Libraries are responsible for providing copies, either paper or digital, and data in Excel format where possible.
- Site visits to each library to review organizational issues
- Draft written Redistricting Plan for library director and board of trustees review and feedback
- Final written Redistricting Plan, both hard copy and PDF file format
- Presentations of Redistricting Plan, as appropriate, to one meeting of the library boards and one meeting of Orangetown town board

The written Plan will cover the following topics for all three libraries, describing current conditions, and identifying opportunities to save money and enhance services through redistricting:

- Personnel – job titles, salary history, benefits, organizational chart, civil service/equivalent titles
- Budget – revenue and expense histories for the last 5 years; capital budget review, debt service; contracted services; reserve funds
- Services - facilities, programs and assets/collections (does not include engineering review or program evaluation)
- Governance structure – bylaws and policies; employee handbook;
- Options and Recommendations – the Plan will provide the library boards with options and guidance as to the costs and benefits of various approaches to redistricting, including:

- Personnel – changes in staff number, location, duties, benefits, scheduling, savings through attrition, etc.
- Shared services and contracts – changes in procurement and management of labor and services
- Productivity enhancement – changes in technology, teamwork or focus
- Facilities – changes to facilities furnishing, equipment, or use. Closing buildings is not favorable by the current Boards of Trustees.

Wherever possible, the Plan will identify costs related to implementation of a single library administration, including the cost of elections/budget vote (including public relations, particularly for the initial votes), as well as potential funding sources to offset any costs related to redistricting, such as equipment, renovation, training or services.


Fee: \$20,000, to be split among libraries and the Town of Orangetown as appropriate, payable 25% on or about July 1, 2019, 25% on or about August 31, 2019, and 50% upon completion. Libraries shall designate a single payer and primary client contact for the project.

Schedule: Work will begin July 1, 2019, upon receipt of a signed agreement and provide preliminary consolidations savings estimates at Week 6, a draft Plan by Week 10, finalized budget analysis in time for Town Board budget presentations by the libraries on or about Week 12, and a final Plan by Week 14. The planning process depends heavily on collaboration with stakeholders whose availability may affect the schedule. It is understood that critical financial insights need to be available in time for presentation to the Town Board during the 2020 budget planning meetings in October and November of 2019.

Qualifications: Andy Stewart, PhD, will be Pattern's project lead. Andy served as Orangetown Town Supervisor (2012-2017), and focuses his work at Pattern on issues of local government efficiency and shared services. Recent work includes leading Rockland County's comprehensive shared services initiative, a project which has identified millions in potential savings from collaboration in purchasing and the sharing of equipment, service contracts, staff and other resources among local governments. He also recently completed an efficiency study of the Clarkstown Highway Department, including a ten year look back at personnel and equipment costs, and recommendations for restructuring the annual leaf pickup program. Andy will obtain support as needed from Pattern's team of analysts with Pattern CEO Jonathan Drapkin providing quality assurance. As an Orangetown resident, Andy will be uniquely accessible to work in a collaborative way with all library directors and board members to insure the Consolidation Plan powerfully positions the libraries for success.

As a nonprofit organization, Pattern only undertakes local consulting work when there is a good chance of an outcome that improves the cost and effectiveness of local organizations and thus contributes to the overall prosperity and wellbeing of the Hudson Valley. Due to the motivation and courage shown by the three library boards in undertaking a consolidation study, and the support of the town council, Pattern believes this work could well contribute meaningfully to our mission. We congratulate all involved for their forward-looking approach and would be honored to join the effort!

Sincerely,



Andy Stewart
Senior Vice President for Research and Analysis

PALISADES FREE LIBRARY

19 Closter Road, Palisades, NY 10964

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

www.palisadeslibrary.org

May 28, 2019

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

Dear Supervisor Day,

At your request, the Orangeburg, Palisades and Tappan Libraries have been meeting to explore the possibility of creating a single special district library. Over the last year we have learned a lot from discussions with lawyers, library consultants, and civil service authorities, and believe the next step is to conduct a formal study.

Enclosed is a proposal from Andy Stewart at Hudson Valley Pattern for Progress, a non-profit public policy and planning research organization, to provide a consolidation study and Redistricting Plan for the three hamlet libraries. In the event that redistricting makes financial sense to the three library boards, the Town of Orangetown will benefit from the plan by having the libraries removed from the town tax rolls.

The cost of the Plan is \$20,000. The Orangeburg, Palisades and Tappan libraries have each adopted a resolution to allocate \$5,000 to pay for the study. We are requesting that the Town of Orangetown, as a stakeholder in the process, contribute the final \$5,000.

We request time to present the Plan at the Town Board on Tuesday, June 4.

We look forward to hearing from you.

Regards,



Marjorie Galen, President
Palisades Free Library Board of Trustees

PROPOSED RESOLUTIONS

268 N. Middletown Road

TOWN BOARD

**PROPOSED LOCAL LAW AMENDING
CHAPTER 43, § 2.2, OF THE ZONING LAW
OF THE TOWN OF ORANGETOWN TO
CHANGE THE ZONING DISTRICT OF
CERTAIN PROPERTY IN THE HAMLET OF
PEARL RIVER**

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

Section 1: The Zoning Map of the Town of Orangetown, which establishes the areas and boundaries of the various Town zoning districts, is hereby amended to change the zoning district of the following properties:

268 North Middletown Road (Tax Map Designation Section 69.09 Block 1 Lot 38) from the “CO” (Commercial-Office) zoning district to the “R-15” (Medium Density Residence) zoning district, which metes and bounds description is as follows:

All that certain lot, piece or parcel of land, situate, lying and being in the Town of Orangeburg, County of Rockland and State of New York and being more accurately bounded and described as follows:

(To be provided)

Section 2: This law shall take effect immediately upon filing with the Secretary of State.



Town of Orangetown
ADMINISTRATIVE POLICIES AND PROCEDURES

DEPARTMENT : Information Technology
SUBJECT : Town Network, Email and Internet Use

Policy Number: 2019-T01
Date Issued: 6/4/2019

I. POLICY STATEMENT

The Town networks, which includes internet and intranet access, DMZ (free-wifi) accessed with individual owner devices (BYOD) and the electronic mail (e-mail) systems, is the property of the Town of Orangetown. Accordingly, the Town reserves the right to review any materials transmitted across or stored in computers attached to the network. Any work related posting to the internet or intranet or Email system is a professional communication in your capacity as a Town employee. The tone must be professional and the content must be accurate. Every internet posting and e-mail message must be considered the same as a signed letter written on Town letterhead.

II. APPLICABILITY

This procedure applies to all full-time and part-time Town employees, contractors, and volunteers connecting to the Town network.

III. INTERNET & EMAIL FILTERING

The IT Department will install and maintain filtering software for all Town computers. Internet filtering of Town computers is in accordance with the prohibited uses described in Section V. The filtering of Town computers does not relieve persons from the requirements specified in this procedure, nor does it provide a defense to violations of this procedure.

The IT Department also maintains SPAM filters which automatically filters for and removes suspect or dangerous email from delivery and may place them into a SPAM folder. Incoming email that could be interpreted as SPAM may include, but is not limited to, unacceptable file extensions (such as .zip files), excessively large size file attachments, objectionable content based upon subject title, and recognized malware or virus signatures. End users are provided the capability to manage via email.

IV. SECURITY OF THE TOWN OF ORANGETOWN COMPUTER

Email Usage

In order to prevent system overload and introduction of vulnerabilities into the environment, Town employees must limit the use of the following features to work-related purposes, including but not limited to: transmission of e-mail messages to a large number of

Town employees, or clicking on internal or external URL links in emails. URL links in emails pose a risk of linking to a malware site that could introduce security threats to the Town's network. Town-wide notifications or messages shall have the approval of a department director/office administrator or a specified designee. Notification methods must follow approved delivery methods based upon the need.

Accountability

Users are responsible for the use of their account and any other Town related network/internet accounts and should take all reasonable precautions to prevent unauthorized persons from being able to use their account. No one shall share their passwords. Passwords should not be written or stored in plain text on their computer. All passwords shall follow applicable Town password management standards. It is the responsibility of every employee to report suspected security breaches immediately to IT by contacting IT to report a suspected breach.

Posting or Transfer of Sensitive or Confidential Information

Sensitive or confidential information that needs to be protected for governmental business, legal or regulatory reasons must not be posted on the internet or transmitted insecurely. Town employees are prohibited from sending any message or posting any information as a Town employee or acting on behalf of the Town, implied or intentional on the internet, personal or otherwise, that is contrary to the positions of their department or policies of the Town, unless such messages are for the purpose of reporting improper or illegal actions of Town employees.

V. OWNERSHIP & MANAGEMENT OF TOWN INFORMATION

These include, but are not limited to, network equipment, e-mail, documents, spreadsheets, calendar entries, appointments, tasks and notes which reside in part or in whole on any Town computer system or equipment. Accordingly, information stored on such systems or devices is also Town property and subject to review at any time. There is no privacy when using Town computer resources, and employees have no expectation of privacy in the use of such resources. Electronic mail records are accessible by IT staff to support system performance measurement, tuning, and troubleshooting.

Additionally, HR and the Police Department may have reason to review the electronic files of employees, which may be shared with others as necessary for legal and/or policy enforcement reasons. All Town department directors shall work through the Police Department or HR to evaluate the need to review electronic records of an employee pursuant to an investigation. The Police Department or HR may then request permission from the Town Board for the retrieval of the records, and forward that permission to the DAS (Director of Automated Systems) or designee for processing. In the event an employee

is unexpectedly unavailable for other than disciplinary reasons and access to the employees records is needed to support the ongoing operation of the business, the department director may request access to the electronic records from the DAS or designee.

Departments should coordinate with HR and the Police Department pursuant to applicable Town administrative procedures. Because internet e-mail passes through many computer systems en route to the recipient, it is accessible by others and is not a secure means of communication. When communicating with others, either through the Town computer system on the internet, through email, or other electronic communications means, users represent the Town or Orangetown. The information transmitted or received can be traced and/or reported back to the Town. As with any other data (whether for citizens or employees), computerized information maintained by the Town is subject to federal, state and local laws. Any Town business e-mail or other communications, regardless of origin, may be subject to disclosure under the FOIL, the Privacy Protection Act, and judicial subpoena. Since privacy cannot be assured within non-secure email systems, confidential information shall not be transmitted by e-mail.

VI. USE OF THE INTERNET AND E-MAIL SYSTEM

A. **Acceptable Use** - Employees may use Town computer resources to access the Internet and transmit e-mail messages at any time for work-related purposes. Employees may use the Town computer resources to access the internet and to transmit non-confidential email for appropriate non-work related purposes on personal time in accordance with the conditions governing access to their work areas and at the discretion of department management, as long as there is no effect on public business or job performance and such use is infrequent. This includes the use of personally owned electronic devices while at the workplace, whether connected to the Town network or using a Town publicly accessible Wi-Fi connection. Personal time includes breaks, lunchtime and the time before and after work. In areas where employees must share equipment or resources for network access, employees using the resources to fulfill job responsibilities always have priority over those desiring access for personal use. Use of passive, personally-owned electronic devices (i.e., personal music listening devices such as iPods, etc.) in the employee's work area is left up to the discretion of department management. Use of streaming media (such as Internet Radio) on Town devices is also left up to the discretion of department management, unless it is determined by IT through performance monitoring or problem troubleshooting that its use creates a disruption or problem within the Town network or on an individual work station.

B. **Prohibited Use** - The following activities are prohibited on Town computer resources:

1. Intentionally accessing, viewing, downloading, uploading, posting, or transmitting information that is abusive, offensive, harassing, threatens violence, or that discriminates on the basis of race, color, religion, gender, national origin, age, or disability.
2. Intentionally accessing, viewing, downloading, uploading, posting, or transmitting sexually explicit material. Sexually explicit material includes any description of or any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting nudity, sexual excitement, or sexual conduct of any kind.
3. Operating a business, soliciting money, product advertising, or conducting transactions for profit or personal gain.
4. Using Town email systems excessively for personal use. Use of Town email is intended primarily for official Town business and personal use, if necessary, should be limited to incidental use and is subject to review and enforcement for abuse and misuse.
5. Gambling.
6. Arranging for the sale or purchase of illegal drugs, alcohol, or firearms.
7. Communication with elected representatives or public or political organizations via Town e-mail to express opinions regarding political issues outside of work-related communications.
8. Solicitation for non-Town sponsored organizations or functions.
9. Sending of Town wide e-mail or e-mail broadcasts without first obtaining approval by the employee's department director/office administrator, and the DAS, or designees. Such messages shall include a statement indicating the person that authorized the message.
10. Reproduction or transmission of any material in violation of any local, state, U.S. or international law or requirement, including material that does not comply with federal copyright laws and copying or reproducing any licensed software, except as expressly permitted by the software license.

11. Using e-mail to transmit sensitive information outside of the Town network to external sources which may include information related to confidential matters, including, but not limited to; protected patient health information, criminal/juvenile records, personnel records, or records relating to legal matters, unless such information is encrypted using IT approved encryption methods and secure file transfer methods. All exchange of sensitive information with external partners requires execution of a Non-Disclosure Agreement (NDA) with the external partner.
12. Intentionally creating a computer virus and/or placing a virus on the Town's network or any other network. Intentionally drafting, forwarding, or transmitting chain letters.
13. Attempts, whether successful or not, to gain access to any other system or user's personal computer data without the express consent of the other system or user.
14. Using the network, internet, intranet, or Email system in any fraudulent manner.
15. Avoiding or circumventing approved email mailbox size and capacity settings as defined by Town Email Guidelines. Each employee's mailbox shall have a quota, which is a control mechanism to limit the amount and/or size of email that can be stored in or sent from the employee's Town-issued email account.
16. Intentionally circumventing security and control features associated with Town filtering policies or other Internet policies by using publicly accessible Internet wireless networks (such as Wi-Fi others) from Town devices for purposes other than approved, official Town government business.
17. Disregarding appropriate application of email or Internet records retention guidelines for the management of Town public records.
18. Inappropriate usage of Social Media or Social Media web sites. Such activities include, but are not limited to:
 - a. Posting proprietary, confidential, sensitive, or personally-identifiable information
 - b. Speaking on behalf of the Town, or giving the impression of speaking for the Town, when not authorized to do so by the Town Administrator or his designee(s)

- c. Speaking on Town-related issues in an unofficial capacity and failing to clarify one's unofficial role of not speaking on behalf of the Town
 - d. Using tools or techniques to spoof, masquerade, or assume any false identity, except for approved business or law enforcement purposes as approved through Town policy or by legal statute
19. Downloading or installing software without IT approval.
20. Auto-forwarding of Town email which constitutes official Town government correspondence to a personal email account (such as Yahoo, GMAIL, or other internet based email accounts), which reduces the ability to routinely manage the content in accordance with Administrative Procedures.
21. Forwarding of inappropriate email (such as politically sensitive or otherwise offensive jokes, chain letters, or other harassing or spam-like communications) of a personal nature representing a Town correspondence to external Internet email addresses which has the potential to adversely affect the Town's image, reputation, or Internet-based email ethics reputation.
22. Any other use of the network that violates Town of Orangetown policies or Code of Ethics.

C. Email Retention

1. All emails sent to and from Town of Orangetown email addresses are delivered to the recipient's mailbox as well as copied to an email archiver separate from the email system. Clearly stated, each email is saved in two separate, distinct locations. Emails stored in a user's individual mailbox shall have a recommended maximum age of 1 year. Emails stored in the Town email archiving system shall have a maximum age of 7 years.
 - a. Voice Mail messages that are sent to your email and are automatically saved to the archiver will be deleted after 30 days.
2. It is important to note that most emails are NOT records. Most emails are ESI (Electronically Stored Information) without a lasting legal, operational, or historic value. Only emails that serve a legal, operational, or historical value are records, and the rest should be deleted accordingly.

VII. USE OF INTERNET BASED SYSTEMS AND SERVICES

Approval for Use of Internet-Based and/or Internet Hosted Business Solution Systems and Services

Internet-based or hosted systems may be available generally to the public without cost, at a minimal cost, or for more robust versions of the system/service for a significant cost. Regardless whether the system or service is free or requires some costs, authorization to accept Terms of Service (TOS) for Internet-based or Hosted Business Solution Systems or services must first receive approval from the Town's Director of Automated Systems (DAS) and Town Attorney, or their designees. No Town employee is authorized to accept or agree to an Internet-Based TOS without first obtaining this approval.

Internet-based Systems Vendor Management Roles and Responsibilities

Information Technology (IT) has primary responsibility for managing the vendor technology relationship for all Internet-based or hosted Business Solution systems and services for the purpose of assuring appropriate technology practices are applied related to technology architecture, information system security, service level agreements, operational processes, technical support and business continuity.

Information Security Management of Internet-Based and/or Internet Hosted Systems and Services

The Town's DAS has responsibility and approval authority to examine system risks and require appropriate assurance levels of information security controls for all systems, including Internet-Based and/or Internet Hosted Systems and Services, subject to review and approval by the Town Board.

VIII. PASSWORD POLICY

1. Passwords must be treated as confidential information.
2. Passwords must not be included in email messages or other forms of electronic communication.
3. Usernames and passwords are issued to individuals for their exclusive use, and passwords may not be shared.
4. IT and/or management may not have access to your password and may not ask for it. IT may reset your password if they deem that there may have been a security concern.
5. Passwords set by IT shall be set to a temporary password. The users is required to change the password at first log in. IT cannot view user's passwords.
6. Suspected account compromises should be reported to the IT Department immediately.
7. Password format requirements are subject to change.
8. An account shall be locked after 3 invalid login attempts. The account will automatically be unlocked after 2 hours, or by contacting the IT Department.
9. Passwords shall be changed every 120 days.
10. Passwords may not be repeated within one year.

IX. DESKTOP COMPUTER USAGE AND DATA STORAGE POLICY

1. Desktop users must lock their computer or sign out when leaving their desktop computer for a time period of more than 30 minutes.
2. Desktop users must lock their computer or sign out when leaving their desktop computer at the end of each day.
3. Desktop users should not turn off their computer as keeping the computer on allows for Windows, Anti-Virus and other updates to take place in the background during off hours.
4. Desktop users should not store any Town related information on their local computer (C: drive) as this drive is not backed up in any way. Any critical Town information must be saved

on the user's unique drive (for example, "H" drive) or any other departmental drives. Private network drives and Departmental drives are regularly backed up.

5. Personal information (non-work related) may not be saved on your H: drive or departmental drives.
6. Desktop users may not be "local administrators" on their desktop. In the event a software vendor requires a program to run as "local administrator", the IT Department may take any measures deemed necessary to secure the desktop computer.
7. Desktop users experiencing any computer related issues should report the problem to the IT Department as soon as possible.

RECEIVED

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

PERMIT # 19-SP-18

MAY 16 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

EVENT NAME:

P.R. Carnival - Stephen F. Manno

APPLICANT NAME:

Stephen F. Manno

ADDRESS:

109 Seor Blvd Pearl River, NY 10965

PHONE #:

CELL #

494-4157

FAX #

359-6062

CHECK ONE: PARADE

RACE/RUN/WALK

OTHER

Carnival

The above event will be held on

6/20-6/23

from

to

RAIN DATE:

Location of event:

Central Avenue Field, Pearl River

Sponsored by:

P.R. Park + Activity Comm.

Telephone #:

Address:

P.O. Box 1216, P.R. NY 10965

Estimated # of persons participating in event:

1K

vehicles

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

P.R. Park + Activity Committee

Signature of Applicant:

Stephen F. Manno

Date:

5/17/19

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On:

5-16-19

Certificate of Insurance - Received On:

X

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y/N - Received On:

X

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

X

NYS DOT Permit: Y/N - Received On:

X

Route/Map/Parking Plan: Y/N - Received On:

RFS #:

44534

BARRICADES: Y/N

CONES: Y/N

TRASH BARRELS: Y/N

OTHER:

Field clean up
lg. dumpster
message board

APPROVED:

[Signature]

DATE:

5.17.19

Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

Show Mobile: Y/N - Application Required:

X

Fee Paid - Amount/Check #

Port-o-Sans: Y/N

X

Other:

APPROVED:

[Signature]

DATE:

5/20/19

Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y/N

X

Items:

APPROVED:

SC1 #228

DATE:

5/21/19

Chief of Police

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

Workshop Agenda Date:

6.4.19

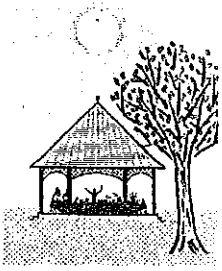
Approved On:

TBR #:

RECEIVED

MAY 21 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT



PEARL RIVER PARK & ACTIVITY COMMITTEE, INC.

P.O. BOX 1216
PEARL RIVER, N.Y. 10965

19-57-18

RECEIVED

MAY 16 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

MEMORANDUM

President
Stephen F. Munno

Vice-President
Mike Mandel

Treasurer
Annina Munno

Recording Secretary
Cindy Sealander

Corresponding Secretary
Robert R. Simon

Executive Board of Directors
Frank Fleischer
Jim Murphy

Associate Members
Michael Bryceland
Angelo Raffa
Gregory Sealander
George Wamsley
Desirae Zagaroli

Rotary Club
July 4th Celebration Committee

Michael Seidenfrau, Rotary President
Doreen Buonadonna
John Buonadonna
Ryan O'Gorman
Larry Vergine
Doug Ward
Robert Zuppe

TO: Kimberly Allen, Administrative Secretary
FROM: Stephen F. Munno, President
DATE: May 16, 2019
RE: Pearl River Carnival

Please add the following item on the June 4, 2019 Town Board Workshop Meeting Agenda:

The Pearl River Park & Activity Committee Inc. requests the following for the Annual Pearl River Carnival fundraiser for the July Fourth Celebration. Carnival to be held on June 20 thru June 23 at the Central Avenue Field in Pearl River.

- trash receptacles
- field clean up
- large dumpster
- message board

RECEIVED

MAY 22 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

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

PERMIT # 19-SA-21

EVENT NAME: Rockland County Relay for Life - American Cancer Society

APPLICANT NAME: Kathleen Kelley

ADDRESS: 18 Van Buren St. Pearl River, NY

PHONE #: 845 304 7540 CELL # same FAX # _____

CHECK ONE: PARADE _____ RACE/RUN/WALK _____ OTHER Relay For Life

The above event will be held on June 1st from June 1st to June 8th RAIN DATE: Ø

Location of event: Along Central Ave - S. Middletown -> Rte 304

Sponsored by: American Cancer Society Telephone #: Siobhan Heib - ACS.

Address: _____

Estimated # of persons participating in event: 300-500 vehicles _____

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

I spoke to Chris Day & have emails from Skip Vezzetti; Scott Wheatly -

Signature of Applicant: Kathleen Kelley Date: 5/22/19

all aware -

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On: 5.23.19

Certificate of Insurance - Received On: _____

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y N - Received On: _____

Rockland County Highway Dept. Permit: Y N - Received On: 5.29.19

NYS DOT Permit: Y N - Received On: _____

Route/Map/Parking Plan: Y N - Received On: From S. Middletown Rd - Rte. 304

RFS #: 44542 BARRICADES: Y N CONES: Y N TRASH BARRELS: Y N OTHER: Purple Paint (8) Gallons - # 79.92

APPROVED: [Signature] DATE: 5.23.19

Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

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

Port-o-Sans: Y N - Other: _____

APPROVED: [Signature] DATE: 5/22/19

Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y N - Items: _____

APPROVED: [Signature] DATE: 5/29/19

Chief of Police

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

Workshop Agenda Date: 6.4.19 Approved On: _____ TBR #: _____

RECEIVED
MAY 28 2019
Orangetown Police Department

event is on central ave field.

** Please have painted PURPLE prior to June 1st. Thank you!*

RECEIVED
MAY 29 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

RECEIVED

HIGHWAY DEPARTMENT

Application And Permit For Road Work In Rockland County, New York

Work Area: Clarkstown Haverstraw ~~Orangetown~~ Ramapo Stony Point

Jurisdiction: County Road Town Road Village Road

Applicant: Contractor Utility Municipal

Permit Type(check applicable) Road Opening Sub-Division/Driveway Hauling Others
 Road Closing Drainage/Sewer

Applicant: Kathleen Kelley Date: 5/21/19 *Purple Line Stripping*
 Address: 18 Van Buren St PR Phone: 845 304-7540

Road Name Central Ave PR

Nearest Intersection S. Middletown to Rte 304

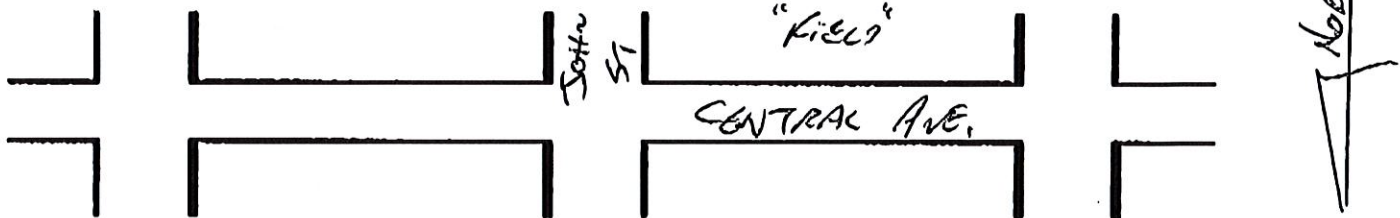
Purpose of Permit American Cancer Society - Rockland Relay for Life FOR # June 1st

Size of Opening N/A In Pavement 500' Purple Line By Town Hwy. (PAVING BY TOWN) In Shoulder ---

Driveway Width N/A Type of Pavement ---

Work Expected to start on 6/3/19 Completed on 6/8/19

PLACE "X" ON MAP WHERE EXCAVATING



The applicant agrees to comply with all the Rules, Regulations and Conditions established by the Superintendent of Highways, as well as all laws, ordinances and resolutions relating to said work and acceptance of the permit shall be deemed an agreement to abide by all of its terms and conditions. It will be the applicants responsibility to protect underground facilities prior to an excavation, as outlined under New York State Law. See Rules, Regulations and Diagrams on following pages.

Kathleen Kelley
Signature of Authorized Representative

Rockland Relay for Life
Title

Applicant do not write below this line

Remarks: 2/M 5/29/19
Purple Line Painted By O Town Hwy. 2/M 5/29/19

Approved 5/29 2019 Expiration Date 6/9/19

Permit No. [Signature] Superintendent of Highways
 Application Fee = ---
 \$25 X (No. of Inspection) = ---
 Total Fee = ---

PERMIT NOT VALID UNTIL APPROVED BY SUPERINTENDENT OF HIGHWAYS

19-SP.21

To: Orangetown Highway Department

From: Dr. Kathleen Kelley DNP, MSN, RN, CCRN, CNRN

Date: May 23, 2019

Re: Paint the Town Purple event June 1st – June 8th

Good morning,

As you know, Pearl River Central Avenue field has been chosen to be the event location for the Rockland County Relay for Life to be held on June 8th. The week prior to this wonderful event will kick off on June 1st with a paint the town purple event where cancer survivors and warriors, along with their families, will decorate the town businesses with purple window paint and ribbons. To add to the excitement, I request that we please paint the center line of Central Avenue, from S. Middletown Rd down to Rte 304, with a line of purple paint. I am asking that the line be painted prior to June 1st so that the media we have for both events can make note of the commitment of Orangetown to this event.

I have applied the expected permits to both the county and the town agencies, received approval from Skip V as well as Scott Wheatly. Supervisor Chris Day called me yesterday to give his approval as well and alert me that the town board has given approval prior to the next scheduled meeting as well. I appreciate all efforts from every town employee who has assisted me in this endeavor.

Thank you so much for you assistance. I may be reached at 845-304-7540

Be well,

Dr. Kathleen Kelley, DNP, MSN, RN, CCRN, CNRN

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

PERMIT # 19-SP-15

RECEIVED

RECEIVED
MAY 20 2019
Orangetown Police Department

MAY 15 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

EVENT NAME: Fathers Day Road Race

APPLICANT NAME: Pearl River ELKA 2041

ADDRESS: 2041 ELKA DR WOMET NY 10954

PHONE #: 845 623 2041 CELL # 845 521 0493 FAX # N/A

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

The above event will be held on 6/16/19 from 8:30 to 9:30 RAIN DATE: N/A

Location of event: Roads in Orangetown + Clarkstown

Sponsored by: Pearl River ELKA Telephone #: 845-623 2041

Address: 2041 ELKA Drive WOMET NY 10954

Estimated # of persons participating in event: 110 vehicles 0

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

Kevin Conroy Lodge Secretary

Signature of Applicant: [Signature] Date: 5/13/19

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On: 5.15.19

Certificate of Insurance - Received On: 5.15.19

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit N - Received On: 5.15.19

Rockland County Highway Dept. Permit: Y N - Received On: 5.15.19

NYS DOT Permit: Y N - Received On: 5.15.19

Route/Map/Parking Plan: Y N - Received On: 5.15.19

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

APPROVED: [Signature] DATE: 5.15.19
Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

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

Port-o-Sans: Y N: _____ Other: _____

APPROVED: [Signature] DATE: 5/16/19
Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail N: AUXILIARY POLICE Items: _____

APPROVED: [Signature] DATE: 5/31/19
Chief of Police

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

Workshop Agenda Date: 6.4.19 Approved On: _____ TBR #: _____

RECEIVED
JUN 03 2019
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

19-SP-15

RECEIVED

MAY 15 2019

JAMES J. DEAN
Superintendent of Highways
Roadmaster II

HIGHWAY DEPARTMENT
TOWN OF ORANGETOWN

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

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT



Orangetown Representative
R.C. Soil & Water Conservation Dist.-Chairman
Member:
American Public Works Association NY Metro Chapter
NYS Association of Town Superintendents of Highways
Hwy. Superintendents' Association of Rockland County

Joe Smith

845-494-3480

USE
ROAD CLOSING PERMIT APPLICATION
Section 139 Highway Law

NAME ELKS FATHERS DAY ROAD RACE DATE 5/13/19
COMPANY PEARL RIVER ELKS LODGE 2041
ADDRESS 2041 ELKS DRIVE NANUET, NY 10954
TELEPHONE 845-623-2041 / 845-521-0493
(INCLUDE 24 HOUR EMERGENCY NUMBERS)

ABOVE MENTIONED PARTY REQUESTS PERMISSION TO CLOSE:
VIA - RED - HARDT RD. + PIERCE PARKWAY
MIDDLETOWN TO TOWNLINE RD. TO HIGHWAY
(Address number and name of road)

SEE DRAWING ATTACHED ALONG W/ LETTER
(Intersecting streets and/or description of exact location)

REASON FOR CLOSING FATHERS DAY 4K ROAD RACE
DATE OF CLOSING 6/16/19 RAIN DATE None
TIME ROAD WILL BE CLOSED 8:30am to 9:30am
WILL ROAD BE OPEN TO LOCAL TRAFFIC? Yes
WILL ROAD BE OPEN TO EMERGENCY VEHICLES? Yes

PLEASE PROVIDE A DETAILED MAP AND DESCRIPTION OF DETOUR IF TRAVEL WILL BE RESTRICTED.

PRELIMINARY APPROVAL [Signature] DATE 5/16/19
JAMES J. DEAN
SUPERINTENDENT OF HIGHWAYS

This permit application will be forwarded to the Rockland County Superintendent of Highways, County of Rockland, 23 New Hempstead Road, New City, NY, 10956. You will receive written confirmation from that office.

8-13-02bjd

HAMLETS: PEARL RIVER • BLAUVELT • ORANGETOWN • TAPPAN • SPARKILL • PALISADES • UPPER GRANDVIEW



CLEAN STREETS = CLEAN STREAMS



Pearl River Lodge No. 2041

BENEVOLENT AND PROTECTIVE ORDER OF ELKS

2041 Elks Drive
Nanuet, New York 10954



RECEIVED

MAY 15 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

19-SP-15

Members of the Town Board
Town of Orangetown

5-13-19

Members of the Orangetown Highway Department
RE: Fathers Day Road Race on 6-16-19 at 8:30am
Premises to use Roads Partial Road Closing

The Pearl River Elks located on Elks Drive Nanuet, request assistance to hold our annual father's day road race on 6-16-19 at 8:30am No Highway Department assistance is needed . Only the PD and Aux. PD are requested to guide runners on Orangetown roads. Clarkstown PD will provide assistance on roads that reside in Clarkstown. The Race is currently in its 38th year which covers both towns and raises funds for our State Charity – Cerebral Palsy.

Sincerely

Joseph Smith
Lodge Trustee
Race Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/13/2019

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

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

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 800-426-2889 FAX (A/C, No): 260-459-5105 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:	
INSURED Pearl River Elks 2041 Elks Drive Nanuet, NY 10954 A Member of the Sports, Leisure & Entertainment RPG		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Nationwide Mutual Insurance Company 23787 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

RECEIVED

MAY 15 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

19 SP-15

COVERAGES **CERTIFICATE NUMBER:** W01440385 **REVISION NUMBER:**

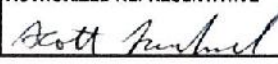
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG000006993700	06/16/2019 12:01 AM EDT	06/17/2019 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - FA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG000006993700	06/16/2019 12:01 AM EDT	06/17/2019 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

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

Legal Liability to Participants (LLP) limit is a per occurrence limit.
Event Name: Pearl River Elks Fathers Day Road Race Type of Event: Walk and Run Distance:5K
Event Date (including ancillary events and set-up/tear-down): 6/16/2019 to 6/16/2019 Number of Participants: 85 Event Location: Pearl River Elks Lodge 2041 , 2041 Elks Drive, Nanuet

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER Town of Orangetown 26 west Orangeburg Road Orangeburg, NY 10962 (Owner/Lessor of Premises)	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

Coverage is only extended to U.S. events and activities.
** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

PEARL RIVER ELKS 4 MILE RUN

START: On Blauvelt Rd. just N of Rt. 304 overpass. 9.5' N of driveway to house # 95 and 31.6' S of telephone utility box, which are on W side of road.

FINISH: On Elks Drive at Pearl River Elks Lodge. Even with flag pole near NE corner of building, which is on W side of road.

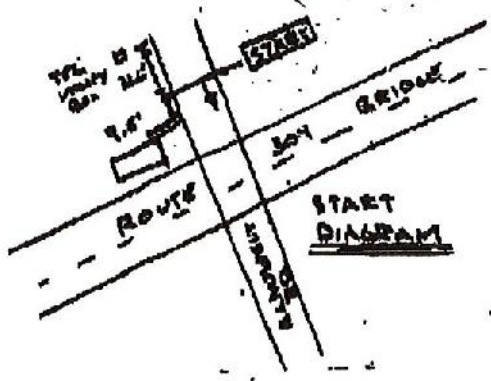
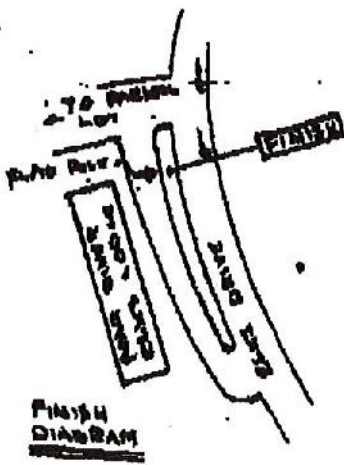
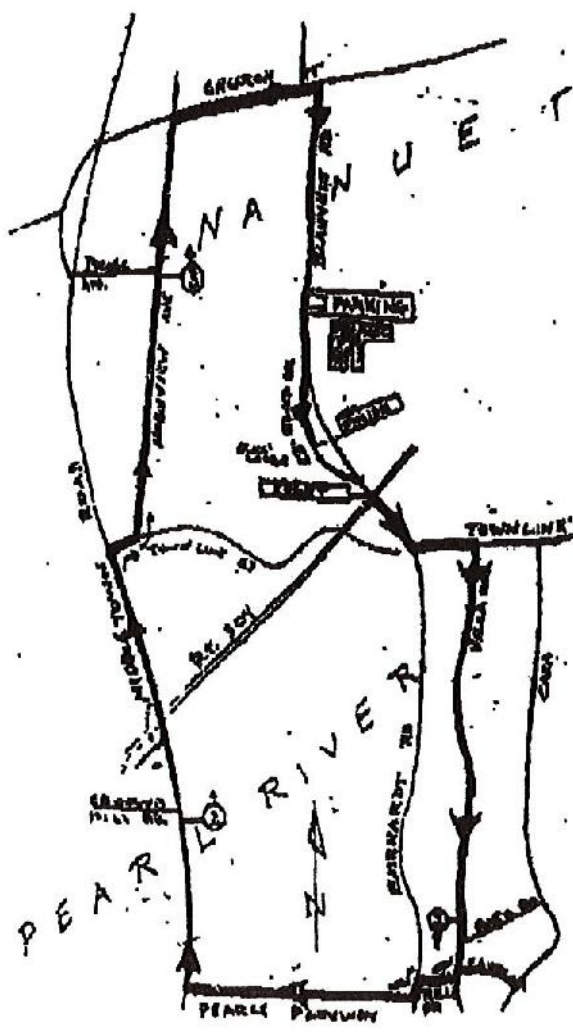
The following marks are given relative to running direction.

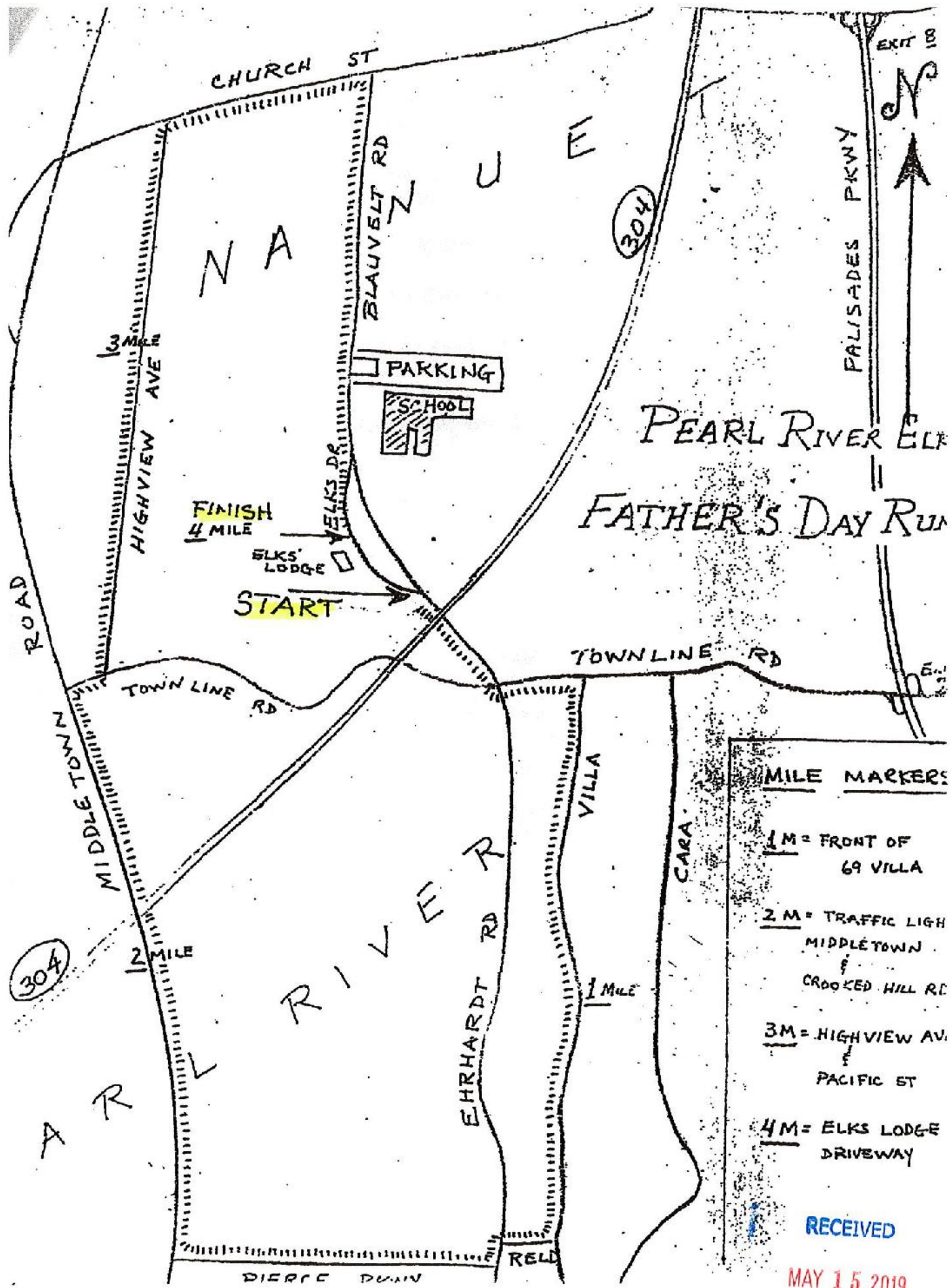
1 MILE: On Villa Rd. just before Pinto Rd. Even with front door to house # 72, which is on left.

2 MILE: On Middletown Rd. just before Crooked Hill Rd., 16' past utility pole 58828/39806, which is on right.

3 MILE: On Highview Ave. just before Pacific Ave., 2' past utility pole O.&R.U. INC 178, which is on left.

RECEIVED
MAY 15 2019
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT





PEARL RIVER ELK
FATHER'S DAY RUN

MILE MARKERS

- 1 M = FRONT OF 69 VILLA
- 2 M = TRAFFIC LIGHT MIDDLETOWN & CROOKED HILL RD
- 3 M = HIGHVIEW AVE & PACIFIC ST
- 4 M = ELKS LODGE DRIVEWAY

RECEIVED

MAY 15 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

TOWN OF ORANGETOWN

SPECIAL USE PERMIT FOR USE OF TOWN PROPERTY/ITEMS

PERMIT # 19-SP-19

RECEIVED

MAY 16 2019

RECEIVED
MAY 30 2019

Orangetown Police Department

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

EVENT NAME: P.R. Rotary Fishing Contest - 35th Annual Take Amino

APPLICANT NAME: Stephen F. Munno

ADDRESS: 109 Secor Blvd, Pearl River, NY 10965

PHONE #: 359-6500 CELL #: 494-4157 FAX #: 359-6662

CHECK ONE: PARADE RACE/RUN/WALK OTHER Fishing Contest

The above event will be held on 6.15.19 from 10am to 3pm RAIN DATE: 6.16

Location of event: Veteran's Memorial Park, O'Brig

Sponsored by: P.R. Rotary Club Telephone #: 848-7600

Address: P.O. Box 824

Estimated # of persons participating in event: 250 vehicles: 0

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

P.R. Rotary Club

Signature of Applicant: Steph Munno Date: 5.24.19

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Need

Letter of Request to Town Board requesting aid for event - Received On: 5.24.19

Certificate of Insurance - Received On: 5.24.19

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y N Received On: X

Rockland County Highway Dept. Permit: Y N Received On: X

NYS DOT Permit: Y N Received On: X

Route/Map/Parking Plan: Y N Received On: X

RFS #: 44535 BARRICADES: Y N CONES: Y N TRASH BARRELS: Y N OTHER: Message Board Snow Fencing

APPROVED: [Signature] DATE: 5.29.19
Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

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

Port-o-Sans: Y N Other: Sound System/Snow Fence

APPROVED: [Signature] DATE: 5/30/19
Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y N Items:

APPROVED: [Signature] DATE: 5/31/19
Chief of Police

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

Workshop Agenda Date: 6.4.19 Approved On: TBR #:

RECEIVED
JUN 03 2019
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

RECEIVED
JUN 03 2019
TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT



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

MEMORANDUM



TO: Kimberly Allen, Administrative Secretary
FROM: Pearl River Rotary
DATE: May 24, 2019
RE: "APPROVE AID ROTARY CLUB OF PEARL RIVER/FISHING CONTEST"

Please place the following item on the June 4th 2019, Town Board Meeting Agenda:

Approve the request of the Pearl River Rotary to provide Snow Fence, Sound System and message board for the Fishing Contest to be held on Saturday, June 15th, 2019, with a rain date of Sunday, June 16th, 2019.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05262019

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008 INSURED All Active US Rotary Clubs & Districts The Rotary Club of Pearl River, NY ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	CONTACT NAME: Ali Sulita PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com FAX (A/C, No): 630-285-4062
	INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

RECEIVED

MAY 24 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT


COVERAGES CERTIFICATE NUMBER: 899307648 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			015375594	7/1/2018	7/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COM/POP AGG \$4,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured. Event date: 6/15/19. Rain Date: 6/16/19.

CERTIFICATE HOLDER Town of Orangetown 20 Orangeburg Road Orangeburg, NY 10952	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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RECEIVED

MAY 16 2019

Town of Orangetown
Department of Parks, Recreation & Building Maintenance
81 Hunt Road, Orangeburg, NY 10962
Office: (845) 359-6503 Fax: (845) 359-6991
recreation@orangetown.com



Duplicate - ~~signed~~ received & signed previously

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

APPLICATION FOR USE OF TOWN ATHLETIC FACILITIES

Organization Name: Pearl River Rotary Club Date of Request: _____

Residency: Youth Resident Youth Non-Resident
 Adult Resident Adult Non-Resident

To be considered a "resident organization," 65% of the participating members must be residents of the Town of Orangetown. An organizations/groups residency is determined by the total population of registered participants for the full previous operating year. Registration lists/rosters are required.

There will be a non-resident fee equal to 10% of the cost of enrollment in the program made payable to the Town within one month following the close of registration.

Orangetown Youth Athletic Groups consisting of fifty (50) or more participants must provide proof of the organizations tax exempt status in the form of a N.Y.S. certificate of not-for-profit status under the N.Y.S. not-for-profit corporation and copies of N.Y.S. and/or Federal tax returns or other required filings, documenting governmental recognition of the group's/organization's non-profit status on an annual basis, within 60 days of the applicable State and Federal filing deadline.

By signing below, the applicant agrees to indemnify the Town of Orangetown for any liability that may arise against the Town as a result of the applicants use of the fields. Permits are not valid until a certificate of insurance naming the Town of Orange town as an "Additional Insured" has been received. Minimum Insurance required: Bodily Injury - \$1,000,000.00. Aggregate - \$3,000,000.00. Property Damage Liability - \$100,000.00. Insurance Certificate must state: "The Town of Orangetown is an additional insured." It is intended that the Town will be the primary insured under such policy.

Facilities Requested:

Name of Park or Facility	Date(s)	Days of the Week	Times
6-15-19 Veteran's Park			9am - 4pm
6-16 (Rain Date) Veteran's Park			9am - 4pm

Purpose of facility request (provide detail): Fishing Contest - 35th Annual - Lake Amann
Will admission/fees be charge: No Purpose of Proceeds: No proceeds / cover costs - excess if any, go to club
Additional service requested: Orange Fencing, Fountain / Sound System

If a permit is granted, the applicant agrees to comply with the Town of Orangetown Code Section 7A, as well as all rules and regulations herewith. Any applicable permitting fees will be due at the time of acceptance.

Applicant Name: Stephen F. Munro E-Mail: smunro@orangetown.com
Address: 109 Secor Blvd, Pearl River NY 10965
Telephone #: 845-494-4157 (Mobile) _____ (Home) _____
Signature of Applicant: Stephen F. Munro

Office Use Only

Department Approval: [Signature] Date: 5/30/19 Fee Due: -

Payment COI Proof of Residency Not for Profit Documents

RECEIVED

TOWN OF ORANGETOWN

SPECIAL USE PERMIT FOR USE OF TOWN PROPERTY/ITEMS

PERMIT # 19-SP-16

MAY 16 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

Pearl River Fireworks

EVENT NAME:

APPLICANT NAME: Stephen F. Munno

ADDRESS: 109 Secor Blvd Pearl River, NY 10965

PHONE #: CELL # 494-4157 FAX # 359-6062

CHECK ONE: PARADE RACE/RUN/WALK OTHER Fireworks

The above event will be held on Thursday 7.4.19 from 6pm to 11pm RAIN DATE: 7.5.19

Location of event: Central Avenue Field

Sponsored by: P.R. Parks + Activity Comm Telephone #: 653-2551

Address: P.O. Box 1216, Pearl River, NY 10965

Estimated # of persons participating in event: w/k vehicles 0

Person (s) responsible for restoring property to its original condition: Name-Address-Phone #:

P.R. Park + Activity Committee h/c.

Signature of Applicant: Steph Munno Date: 5/16/19

GENERAL INFORMATION REQUIRED: (HIGHWAY/PARKS/POLICE)

Letter of Request to Town Board requesting aid for event - Received On: 5-16-19

Certificate of Insurance - Received On: 5-16-19

FOR HIGHWAY DEPARTMENT USE ONLY:

Road Closure Permit: Y/N - Received On: 5-16-19

Rockland County Highway Dept. Permit: Y/N - Received On: in process

NYS DOT Permit: Y/N - Received On: X

Route/Map/Parking Plan: Y/N - Received On: X

RFS #: 44532 BARRICADES: Y/N CONES: Y/N TRASH BARRELS: Y/N OTHER: lg. dumpster, message board, snow fence

APPROVED: [Signature] DATE: 5-17-19
Superintendent of Highways

FOR PARKS & RECREATION DEPARTMENT USE ONLY:

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

Port-o-Sans: Y/N: (4) regular (2) h/c Other:

APPROVED: [Signature] DATE: 5/20/19
Superintendent of Parks & Recreation

FOR POLICE DEPARTMENT USE ONLY:

Police Detail: Y/N: Items:

APPROVED: [Signature] #220 DATE: 5/21/19
Chief of Police

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

Workshop Agenda Date: 6.4.19 Approved On: TBR #:

RECEIVED

MAY 21 2019

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

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

RECEIVED

MAY 16 2019

**TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT**

**ROAD CLOSING PERMIT APPLICATION
Section 139 Highway Law**



Sent to J. Wheatley 5.17.19
**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

NAME Stephen F. Manno DATE 5.16.19
COMPANY P.R. Parks & Activity Committee
ADDRESS P.O. Box 1216 Pearl River, NY 10965
TELEPHONE 845-494-4157

(INCLUDE 24 HOUR EMERGENCY NUMBERS)

ABOVE MENTIONED PARTY REQUESTS PERMISSION TO CLOSE:

Central Avenue #/ Henry to William, Franklin Avenue #/ John St. to William,
John Street #/ Washington to Franklin
(Address number and name of road)

(Intersecting streets and/or description of exact location)

REASON FOR CLOSING Annual 4th of July Fireworks Celebration

DATE OF CLOSING 7.4.19 RAIN DATE 7.5.19

TIME ROAD WILL BE CLOSED 6pm

WILL ROAD BE OPEN TO LOCAL TRAFFIC? NO

WILL ROAD BE OPEN TO EMERGENCY VEHICLES? YES

PLEASE PROVIDE A DETAILED MAP AND DESCRIPTION OF DETOUR IF TRAVEL WILL BE RESTRICTED.

PRELIMINARY APPROVAL *[Signature]* DATE 5.17.19

**JAMES J. DEAN
SUPERINTENDENT OF HIGHWAYS**

This permit application will be forwarded to the Rockland County Superintendent of Highways, County of Rockland, 23 New Hempstead Road, New City, NY, 10956. You will receive written confirmation from that office.

8-13-02bjd

HAMLETS: PEARL RIVER · BLAUVELT · ORANGETOWN · TAPPAN · SPARKILL · PALISADES · UPPER GRANDVIEW



CLEAN STREETS = CLEAN STREAMS



PEARL RIVER PARK & ACTIVITY COMMITTEE, INC.

P.O. BOX 1216
PEARL RIVER, N.Y. 10965

RECEIVED

MAY 16 2019

19-57-16

TOWN OF ORANGETOWN
HIGHWAY DEPARTMENT

MEMORANDUM

President

Stephen F. Munno

Vice- President

Mike Mandel

Treasurer

Annina Munno

Recording Secretary

Cindy Sealander

Corresponding Secretary

Robert R. Simon

Executive Board of Directors

Frank Fleischer

Jim Murphy

Associate Members

Michael Bryceland

Angelo Raffa

Gregory Sealander

George Wamsley

Desirae Zagaroli

Rotary Club

July 4th Celebration Committee

Michael Seidenfrau, Rotary President

Doreen Buonadonna

John Buonadonna

Ryan O'Gorman

Larry Vergine

Doug Ward

Robert Zuppe

TO: Kimberly Allen, Administrative Secretary

FROM: Stephen F. Munno, President

DATE: May 16, 2019

RE: Pearl River Fireworks

Please add the following item on the June 4, 2019 Town Board Workshop Meeting Agenda:

The Pearl River Park & Activity Committee Inc. requests the following for the 4th of July Fireworks Display and Celebration on Thursday, July 4, 2019 (rain date of Friday, July 5, 2019):

- Police Detail
- trash receptacles and field clean up
- large dumpster
- snow fence
- barricades
- six portable toilets (two handicapped accessible) - *Parks Dept.*
- message board

DEPARTMENT OF PERSONNEL

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

Lori Gruebel
Commissioner

May 17, 2019

Supervisor Christopher Day
Town of Orangetown
26 Orangeburg Road
Orangeburg, NY 10962

Dear Supervisor Day:

A Non-Competitive Promotion Training and Experience examination to the position of Principal Clerk Typist in the Town of Orangetown has been approved for Christine Fuller.

There were only three candidates who qualified for and were interested in a direct line promotion. Christine Fuller has been nominated by you for the non-competitive promotion examination and has met the provisions of Section 52, Paragraph 7 of the Civil Service Law and Rule XV (4) of the Rockland County Civil Service Rules.

A Certification of Eligibles for Principal Clerk Typist containing her name will be forwarded to you under separate cover. You may then, if you desire, grant Christine Fuller a permanent or contingent permanent appointment in this title without further examination.

Sincerely,



LORI HITCHCOCK
Personnel Coordinator (Examinations)

C: Donna Morrison, Town of Orangetown
Christine Fuller

CERTIFICATION OF ELIGIBLES

<p style="text-align: center;">LORI GRUEBEL COMMISSIONER OF PERSONNEL</p> <hr/> <p>PT1 RECEIVED _____</p> <p>DATE CHANGE FORM RECEIVED _____</p> <p>ROSTER ENTRY MADE _____</p> <p>VET CR RECORDED _____ EL LIST ANNOTATED _____</p>	<p>TO BE COMPLETED BY APPOINTING OFFICER OR REPRESENTATIVE</p> <p><input type="checkbox"/> This Certification Not Used Because _____</p> <hr/> <p><input type="checkbox"/> Request Name of More Eligibles</p> <p><input type="checkbox"/> No Additional Names Now Required</p> <p>Appointing Authority Must Sign and Date this Form on or before 07/01/2019 and return on or before 07/31/2019</p> <p>Appointing Authority: _____</p> <p>Date: _____ Title: _____</p>
<p>TO: MR. CHRIS DAY, SUPERVISOR</p> <p>Dept/Agency: TOWN OF ORANGETOWN /TOWN OF ORANGETOWN</p>	<p>FROM: Rockland County Department of Personnel 50 Sanatorium Road, Building A Pomona, NY 10970</p>

<p>TITLE: PRINCIPAL CLERK TYPIST</p>	<p>LOCATION: TOWN OF ORANGETOWN</p>	<p>EXAM NUMBER/PUBLIC NO: 19119/</p>
<p>NUMBER OF CANDIDATES ON CERT: 1</p>	<p>POSITIONS: 1 / PERM /F</p>	<p>DATE OF CERTIFICATION: 05/17/2019</p>

COMPLETE CURRENT PROMOTIONAL LIST.							
#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION	TYPE OF APPT	SALARY	EFFECT DATE
1.	FULLER, CHRISTINE 120 LEBER RD BLAUVELT, NY 10913 (845) 359-8210 (home) DCFULLER@OPTONLINE.NET	70.00	0.00 /0.00				

Final rating includes any veteran or disabled credits shown

READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

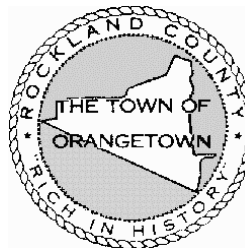


Issuing Agency Signature

Appointing Authority Signature

**TOWN OF ORANGETOWN
FINANCE OFFICE MEMORANDUM**

TO: THE TOWN BOARD
FROM: JEFF BENCIK, *DIRECTOR OF FINANCE*
SUBJECT: AUDIT MEMO
DATE: 06/03/19
CC: DEPARTMENT HEADS



The audit for the Town Board Meeting of 6/03/19 consists of 2 warrants for a total of \$507,604.62.

The first warrant had 55 vouchers for \$134,443.88 and was for utilities.

The second warrant had 150 vouchers for \$373,160.74 and had the following items of interest.

1. Barmore Pump & Elec. Co. (p6) - \$28,429.00 for emergency replacement of clarifier pumps.
2. Business Automated Systems (p11) - \$16,780.00 for software licenses Reciever/Fire Prevention.
3. Capasso and Sons (p11) - \$14,283.75.75 for recycling.
4. CSEA Employee Benefit Fund (p13) - \$28,178.76 for CSEA Dental benefits.
5. DLG Contracting (p14) - \$33,630 for Blue Hill Capital Improvements.
6. GHD Consulting Services (p17) - \$17,300 for chlorine reduction study.
7. Global Montello (p17) - \$18,108 for fuel.
8. Maser Consulting (p25) - \$8,915.55 for TOD Zoning.
9. LITE Concepts LTD. (p25) - \$13,575 for Highway work (Unlit bollards, patina green).
10. Richmar Controls (p32) - \$17,400 for upgrade of HVAC controls.
11. Slack Chemical (p37) - \$21,713.13 for sewer chemicals.
12. Sort-Tech Construction (p38) - \$21,070 for resurfacing courts.
13. Swarco America (p41) - \$12,850.81 for fuel.
14. Tomco Construction (p46) - \$24,399.16 for Homes for Heroes project.

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

Jeffrey W. Bencik

845-359-5100 x2204