

ANDREW J. ZARUTSKIE
Town Clerk
1496 Route 300
Town of Newburgh, New York 12550
Telephone 845-564-4554

WORKSHOP MEETING AGENDA
Monday, January 22, 2018
7:00 p.m.

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **MOMENT OF SILENCE**
4. **CHANGES TO AGENDA**
5. **APPROVAL OF AUDIT**
6. **PUBLIC HEARING (7:00 P.M.): Sale of Consolidated Water District Property on Rte. 300**
7. **COMMUNITY DEVELOPMENT: Presentation by Richard Mayfield**
8. **BUILDINGS & GROUNDS: Hiring of Part-time Custodian**
9. **PLANNING BOARD: Filling of Vacancy**
10. **ENGINEERING:**
 - A. **Approval of Task Order No. 1 – Scada Maintenance**
 - B. **Colden Park Water Main Rehabilitation (Discussion of OCDOH Water Main Lining Technology)**
11. **RECREATION:**
 - A. **2018 Umpire Service Agreements**
 - B. **Request for Bus Bid**
12. **ANIMAL CONTROL:**
 - A. **Discussion of Walden Humane Society**
 - B. **T-94 Withdrawal**
13. **POLICE: Education Reimbursement**
14. **DATA PROCESSING: Purchase of Computer Hours**
15. **JUSTICE COURT: Review of Audit**
16. **CODE COMPLIANCE: Hiring of Part-time Clerk**
17. **ACCOUNTING: Budget Transfers**
18. **VETERAN'S EXEMPTIONS: Discussion**
19. **SALARIES: Part-time Employee Rates**
20. **SURPLUS EQUIPMENT: RICOH – Serial #V905101535**
21. **WATER DEPARTMENT: Initiate Bid Process for Chemicals & Sludge Removal**
22. **ADJOURNMENT**



Rider Weiner & Frankel P.C.
ATTORNEYS & COUNSELORS AT LAW

MEMORANDUM

TO: HON. GILBERT J. PIAQUADIO, SUPERVISOR
TOWN BOARD MEMBERS

FROM: MARK C. TAYLOR, ATTORNEY FOR THE TOWN

RE: TOWN OF NEWBURGH CONSOLIDATED WATER
DISTRICT; PROPOSED SALE OF SURPLUS REAL
PROPERTY (THE "GUSCH HOUSE" PROPERTY);
PART OF TAX PARCEL 14-1-145.2
OUR FILE NO. 800.1(B)() (2017)

DATE: JANUARY 17, 2018

P: 845.562.9100
F: 845.562.9126
655 Little Britain Road
New Windsor, NY 12553
P.O. Box 2280
Newburgh, NY 12550

ATTORNEYS

David L. Rider
Charles E. Frankel
Michael J. Malsier
Mark C. Taylor
Deborah Weisman-Estis
M. Justin Rider
Donna M. Badura
Amber L. Camio

M. J. Rider
(1906-1968)
Elliott M. Weiner
(1915-1990)

COUNSEL

Stephen P. Duggan, III
John K. McGuirk

OF COUNSEL

Craig F. Simon
Irene V. Villacci

Enclosed please find the following proposed draft resolutions for your consideration following the close of the public hearing scheduled for January 22, 2018:

1. Resolution of SEQR Determination in the Matter of the Proposed Conveyance of Portion of Real Property of the Consolidated Water District No Longer Needed for Water District Purposes; Part of Section 14 Block 1 Lot 145.2, 1792 Route 300, Containing a House and Driveway. (The draft Negative Declaration follows the Resolution); and
2. Resolution of Town Board Approving and Authorizing the Proposed Conveyance of Portion of Real Property of the Consolidated Water District; Part of Section 14 Block 1 Lot 145.2, 1792 Route 300, Containing a House and Driveway

Should you have any questions or concerns in this regard, please do not hesitate to contact me.

cc: Andrew Zarutskie, Town Clerk (via e-mail)
Robert Petrillo, Commissioner of Parks, Recreation and Conservation (via e-mail)
Ronald Clum, Town Accountant (via e-mail)
James Osborne, Town Engineer (via e-mail)

DRAFT

At a meeting of the Town Board of the Town of Newburgh, held at the Town Hall, 1496 Route 300, in the Town of Newburgh, Orange County, New York on the ___th day of January, 2018 at 7:00 o'clock p.m.

PRESENT:

Gilbert J. Piaquadio, Supervisor

Elizabeth J. Greene, Councilwoman

Paul I. Ruggiero, Councilman

James E. Presutti, Councilman

Scott M. Manley, Councilman

RESOLUTION OF SEQR
DETERMINATION
IN THE MATTER OF THE
PROPOSED CONVEYANCE OF A
PORTION OF REAL PROPERTY OF
THE CONSOLIDATED WATER DISTRICT;
PART OF SECTION 14 BLOCK 1 LOT
145.2, 1792 ROUTE 300, CONTAINING A
HOUSE AND DRIVEWAY

Councilman/woman _____ presented the following resolution which was seconded by Councilman/woman _____.

WHEREAS, the Town Board of the Town of Newburgh proposes to undertake and approve the conveyance of property of the Town of Newburgh Consolidated Water District, not needed for District purposes, being a portion of the property located at 1792 Route 300, Newburgh, New York and shown on the tax map for the Town of Newburgh as Section 14, Block 1 Lot 145.2, to wit: the proposed sale in fee of an approximately 2.00 acre portion of said property, which includes a house and driveway, which is subject to an existing right of way to a neighboring property and will be subject to a conservation easement on approximately 0.75 acres adjacent to the balance of the property retained by the Town Consolidated Water District and a restriction on use to one single family dwelling and accessory uses, for fair market value; and

WHEREAS, the Town Board is authorized to undertake such action; and

WHEREAS, the Town Board has authorized a full Environmental Assessment Form for the proposed action to be prepared; and

WHEREAS, the Town Board has determined that the Action is subject to SEQR and is a Type I Action under Town Code §100.11 as it is within the Chadwick Lake Critical Environmental Area; and

WHEREAS, the Town Board has determined that the Action is not located in an agricultural district and does not involve a federal agency; and

WHEREAS, the Town Board, using all due diligence, has identified no other involved agencies for the Action; and

WHEREAS, pursuant to Section 617.6(b)(1) of Part 617, "[w]hen a single agency is

involved, that agency will be the lead agency when it proposes to undertake, fund or approve a Type I or Unlisted action that does not involve another agency"; and

WHEREAS, the Town Board pursuant to Article 8 of the Environmental Conservation Law ("SEQR"), Part 617 of the General Regulations adopted pursuant thereto ("Part 617") and Chapter 100 entitled "Environmental Quality Review" of the Town of Newburgh Municipal Code, has found and declared that it is the Lead Agency for this Type I Action for the purpose of conducting a coordinated review.

NOW, THEREFORE, BE IT RESOLVED,

1. The Town Board, acting in its capacity as Lead Agency, does hereby determine that the Action will not have an adverse environmental impact and, accordingly, does issue a negative declaration.
2. The Town Board accordingly determines that an Environmental Impact Statement will not be prepared.
3. The Town Board hereby authorizes the Supervisor to execute, file and cause to be published the Environmental Assessment Form Determination of Significance and a Negative Declaration with such further amendment and modification as may be required to elaborate the Lead Agency's determination herein, in accordance with the applicable provisions of law, and all other appropriate notices and documents to effectuate these resolutions in accordance with the applicable provisions of law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

<u>Elizabeth J. Greene, Councilwoman</u>	<u>voting</u>
<u>Paul I. Ruggiero, Councilman</u>	<u>voting</u>
<u>James E. Presutti, Councilman</u>	<u>voting</u>
<u>Scott M. Manley, Councilman</u>	<u>voting</u>
<u>Gilbert J. Piaquadio, Supervisor</u>	<u>voting</u>

The resolution was thereupon declared duly adopted.

State Environmental Quality Review

NEGATIVE DECLARATION
Notice of Determination of Non-Significance

Project Number N/A Date _____

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Town Board of the Town of Newburgh, as lead agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Conveyance of Surplus Land of Consolidated Water District at 1792 Route 300, Newburgh, NY; Part of Section 14, Block 1 Lot 145.2

SEQR Status: Type I (X)
Unlisted ()

Conditioned Negative Declaration: () Yes
(X) No

Description of Action:

The action consists of the municipal approval of the conveyance of surplus portions of land of the Town of Newburgh Consolidated Water District. The proposed conveyance is of an approximately 2.0 acre portion of the property located at 1792 Route 300, Newburgh, New York and shown on the tax map for the Town of Newburgh as Section 14, Block 1 Lot 145.2. The proposed conveyance is a sale in fee of the approximately 2.0 portion of said property fronting on Route 300, which includes a house and driveway and which is subject to an existing right of way to a neighboring property, and will be subject to a retained conservation easement running to the Town on approximately 0.75 acres adjacent to other Town owned property and a restriction on use to one single family dwelling and accessory uses, for fair market value

The Town Board assumed the position of Lead Agency in a coordinated review. There are no other involved agencies with funding, approving or permitting authority with respect to the proposed sale of the existing, vacant residence and surrounding 2.00 acres.

Location: (Include street address and the name of the municipality/county. A location map of appropriate scale is also recommended.)

Reasons Supporting This Determination:

(See 617.6(g) for requirements of this determination; See 617.6(h) for Conditioned Negative Declaration)

The lead agency has considered the action and reviewed the environmental assessment form and other supporting information, including comments it received from the public. The proposed conveyance is of property purchased for and on behalf of the Consolidated Water District located at 1792 Route 300, Newburgh, New York and shown on the tax map for the Town of Newburgh as a portion of Section 14, Block 1 Lot 145.25 are the subjects of two proposed conveyances. The conveyance is the proposed sale in fee of an approximately 2.00 acre portion of said property, which includes an existing house, driveway, subject to a restriction confining future use of the property to a single family residence and accessory uses, as well as an existing right of way and conservation easement to be retained by the Town over 0.75 acres, by bargain and sale deed for market value.

The action is treated as Type I by the Town Board as the Town's Municipal Code classifies actions within the Chadwick Lake Critical Environmental Area as Type I. The Town Board has considered the potential impacts of the Action on the environmental characteristics of the Critical Environmental Area.

None of the criteria set forth in Section 617.11 of Part 617 and any other supporting information identify relevant areas of environmental concern which would lead to a determination that the proposed sale of the existing, vacant single family residence and related improvements and 2.00 acres of land may have a significant effect on the environment either in the short term, long term or cumulatively given the likely consequences, setting, probability of occurrence, duration, irreversibility, geographic scope or magnitude and the number of people affected. The EAF does not indicate any adverse environmental affects, nor are any relevant areas of environmental concern are identified. The sale of surplus Town land not exceeding ten (10) contiguous acres is actually considered a Type II action under the Town's Municipal Code.

With respect to the criteria that are considered indicators of significant effects on the environment, the lead agency has considered the following:

1) Existing air quality, surface or groundwater quality or quantity, traffic or noise levels, solid waste production or disposal, potential for erosion, leaching, drainage or flooding problems.

It is not at all likely that the proposed action will have any significant effect in these subject areas, because the action is limited to the conveyance of a 2.00 acre portion of the property containing an existing house which will be restricted by deed covenant to future single family residential uses and subject to a conservation easement over 0.75 acres. The area to be conveyed with the house has been surveyed and described so as to be the furthest from the Reservoir and does not border on any tributary to the Reservoir. The residence was used as a single family residence prior to the Town's acquisition of the property and that use will be reinstated upon sale.

Accordingly, no impacts are anticipated on air quality, groundwater quality or ground or surface

water quantity, traffic levels, solid waste production or disposal or leaching problems.

The Town Board therefore concludes that it is unlikely that the Action will have any adverse effects associated with the above criteria.

2) Aesthetic, agricultural, historic, or other natural or cultural resources, or community or neighborhood character.

The site is in an existing residentially zoned mixed use area of the Town. The effects of reinstating a residential use of the existing house or the demolition of the new house and construction of a new, replacement house upon the sale of the property are anticipated to be minimal in these subject areas. Because any impacts in the above-mentioned subject areas associated with the Action are minimal, no mitigation measures are needed. No agricultural, or identified historic or archeological assets have been identified as being impacted by the Action.

The Town Board concludes that the action is therefore not likely to impair the character or quality of any of those factors.

3) Vegetation or fauna, resident or migratory fish, shellfish or wildlife species, significant habitats, or threatened or endangered species or habitat; or natural resources.

The impacts of the sale of a 2.00 portion of the property which will be restricted in its future use to a single family residence and by conservation easement on 0.75 acres is not expected to have any significant impacts, either direct or indirect, on these subject areas, therefore, no mitigation measures are required. Otherwise, no effects are in these areas are anticipated from the conveyances of the property, wherein the open areas of the property will be protected from further development.

No adverse effects have been identified by the Town Board.

4) Impairment of the environmental characteristics of a Critical Environmental Area.

The Action is anticipated to have de minimus effects on the environmental characteristics of the Chadwick Lake Critical Environmental Area. The permanent protection of the open space areas of the property from further development through retention of the northern areas of the parcel closer to Chadwick Lake Reservoir will fulfill the purposes of the CEA, as the CEA was established chiefly to protect the watershed of the Chadwick Lake reservoir. The sale of the house, accessory structures and 2.00 acre surrounding portion of the property which borders on NYS Route 300 and is the furthest from the reservoir, and the reinstatement of a residential use, is anticipated to have minimal effects on the CEA.

The environmental characteristics of the Critical Environmental Area will not be impaired.

5) Existing community plans or goals, a change in the use or intensity of land including agricultural, open space and recreational resources, or other natural resources or hazard to human health.

The proposed Action does not create any conflict with any existing plans or officially stated land use policies within either the Town of Newburgh or Orange County, and in fact adheres to the

Town's comprehensive plan. The resulting lot from the conveyance of the portion of the property will be match the minimum 2 acre zoning of the area, a larger area will be retained by the Town's Consolidated Water District and accordingly protected. No hazard to human health is likely to be created.

No significant effects are accordingly anticipated by the Town Board.

6) Growth, subsequent development, or other related activities, including the attraction of a large number of people compared to the number who would otherwise come, likely to be induced by the proposed action.

The conveyance of a property containing an existing house which will be restricted in its future use to a single family residence (either the existing house or a new replacement house) is not anticipated to lead to growth or subsequent development. The conservation easement will prevent further development of the property for currently zoned accessory residential purposes and will accordingly have a positive effect by protecting an important drinking water supply and critical environmental area. The Action is otherwise not considered likely to have any impact whatsoever, whether direct or indirect, neither positive or negative, in these subject areas.

No effects are therefore anticipated by the Town Board.

7) Any other long term, short term, cumulative, or other effects not identified above.

No additional long term, short term or cumulative or other effects are anticipated.

8) Other impacts (including changes in use of either quantity or type of energy, the creation of a material demand for other actions, changes in two or more elements of the environment together, cumulative effects of two or more related actions)

No other potential impacts have been identified as being likely, including affects on energy consumption. The impacts of the conveyances and use of existing structures have been considered cumulatively.

The Town Board has also considered alternatives including the no action alternative and alternative regulations. It has examined whether adverse environmental consequences would result from not acting, and has determined that the proposed action is reasonably expected to provide environmental protection to a critical water resource of the Town while removing a fiscal burden of upkeep or demolition of the house on the property.

In reliance upon the EAF and after a hard look at the potential impacts it indicates may be reasonably expected in comparison to the criteria set forth in the SEQR regulations, the Town Board determines there is no indication that the action may have a significant impact on the environment.

In summary No effects on: (a) protected or nonprotected waterbodies, (b) surface or groundwater quantity or quality, (c) drainage flow, (d) patterns or surface water runoff, (e) existing air quality or resources, (f) vegetation, fauna, threatened or endangered species, nonthreatened or nonendangered species, habitats, or agricultural land resources, (g) aesthetic resources, (h) site or structure of historic, prehistoric or paleontological importance, (i) quality or

quantity of existing or future open spaces or recreational opportunities, (j) existing transportation systems or traffic patterns, (k) the communities sources of fuel or energy supply or solid waste production or disposal, (l) objectionable odors, noise or vibration, (m) erosion, drainage or flooding or (n) public health and safety or character of existing community, are indicated.

There appears to be no public controversy related to potential adverse environmental impacts.

Based upon a careful and thorough review of the EAF and other supporting documents and information and after a hard look at the potential impacts it indicates may be reasonably expected in comparison to the criteria set forth in the SEQRA regulations, the Town Board of the Town of Newburgh finds and determines that there is no indication that the action will have a significant impact on the environment and the facts and circumstances do not call for the preparation of an environmental impact statement.

If Conditioned Negative Declaration, provide on attachment the specific mitigation measures imposed.

For Further Information: Town of Newburgh

Contact Person: Gilbert J. Piaquadio, Supervisor, Town of Newburgh

Address: 1496 Route 300, Newburgh,
New York 12550

Telephone Number: (914) 564-4552

For Type 1 Actions and Conditioned Negative Declarations, a Copy of this Notice Must Be Sent to:

Chief Executive Officer, Town of Newburgh
The Lead Agency

Other involved agencies (if any): None

Any person who has requested a copy

Applicant (If any):

A Copy of the Notice Only Must Be Sent to:

Environmental Notice Bulletin, Room 538, 50 Wolf Road, Albany, New York 12233-1750

For Unlisted Actions, a Copy of the Negative Declaration Must Only Be Sent to *The Lead Agency*

DRAFT

At a meeting of the Town Board of the Town of Newburgh, held at the Town Hall, 1496 Route 300, in the Town of Newburgh, Orange County, New York on the ___th day of January, 2018 at 7:00 o'clock p.m.

PRESENT:

- Gilbert J. Piaquadio, Supervisor
- Elizabeth J. Greene, Councilwoman
- Paul I. Ruggiero, Councilman
- James E. Presutti, Councilman
- Scott M. Manley, Councilman

RESOLUTION OF TOWN BOARD APPROVING AND AUTHORIZING PROPOSED CONVEYANCE OF A PORTION OF REAL PROPERTY OF THE CONSOLIDATED WATER DISTRICT; PART OF SECTION 14 BLOCK 1 LOT 145.2, 1792 ROUTE 300, CONTAINING A HOUSE AND DRIVEWAY

Councilman/woman _____ presented the following resolution which was seconded by Councilman/woman _____.

WHEREAS, the Town Board has conducted a duly noticed public hearing in the matter of the proposed conveyances of real property of the Consolidated Water District of the Town of Newburgh, not needed for District purposes at Town Hall, 1496 Route 300 in the Town of Newburgh, New York on the 22nd day of January, 2018 at 7:00 o'clock, p.m. and at that time presented an opportunity to all interested parties to present comments regarding the proposed conveyance of said property, being a portion of the property located at 1792 Route 300, Newburgh, New York and shown on the tax map for the Town of Newburgh as Section 14, Block 1 Lot 145.2, to wit: the proposed sale in fee of an approximately 2.00 acre portion of said property, which includes a house and driveway, which is subject to an existing right of way to a neighboring property and will be subject to a conservation easement on approximately 0.75 acres adjacent to the remainder of said property and a restriction on use to one single family dwelling and accessory uses, for fair market value, the proposed areas of said property to be conveyed shown on a map prepared by Mark R. DeLor, L.S., of Maser Consulting, P.A. which is on file in the Town of Newburgh Town Clerk's office; and

WHEREAS, the Town Board caused an Environmental Assessment Form ("EAF") to be prepared for the proposed conveyances of the surplus land in accordance with the requirements of the regulations promulgated by the New York State Department of Environmental Conservation under the New York State Environmental Quality Review Act ("SEQR"); and

WHEREAS, the Town Board determined that said action will not have an adverse effect on the environment and accordingly issued a negative declaration in compliance with SEQR.

NOW, THEREFORE, BE IT FOUND, RESOLVED and DETERMINED that:

the acquisition of the subject property having been incidental to the purposes for which the balance of the property was acquired to protect the watershed of the Chadwick Lake Reservoir of the Consolidated Water District, and the conveyance providing revenue to the Consolidated Water District, the sale in fee of the subject property by bargain and sale deed for market value on the following terms and conditions is authorized

1. The minimum sale price will be not less than \$23,000;
2. The property will be sold "as is" ;
3. The bargain and sale deed will include a restriction confining future use of the property to a single family residence and permitted accessory uses in the RR District;
4. The property is subject to an existing right of way to a neighboring property;
5. The property will be subject to conservation easement contained in the deed or by separate instrument on approximately 0.75 acres adjacent to balance of the property of the Town Consolidated Water District forming tax parcel Section 14, Block 1 Lot 145.2 which restricts future use and development of the subject easement area to protect, enhance and preserve said area; and
6. The purchaser will be required by contract at its expense to apply for and obtain building and any other required permit(s) for either the renovation of the house or its demolition and the construction of a replacement house prior to closing, and to commence and diligently prosecute the permitted work to conclusion within one year following the date of closing subject to penalty;

and

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes the solicitation of proposals for the purchase of the subject property from prospective purchasers upon the above stated terms and conditions in such manner as the Supervisor determines appropriate to obtain the highest fair market offer, subject to a reservation of a right to reject any and all offers.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

<u>Elizabeth J. Greene, Councilwoman</u>	<u>voting</u>
<u>Paul I. Ruggiero, Councilman</u>	<u>voting</u>
<u>James E. Presutti, Councilman</u>	<u>voting</u>
<u>Scott M. Manley, Councilman</u>	<u>voting</u>
<u>Gilbert J. Piaquadio, Supervisor</u>	<u>voting</u>

The resolution was thereupon declared duly adopted.



TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

PH: 845-566-7785
Fax: 845-564-2170

To: Gilbert Piaquadio, Supervisor
Town Board Members

From: Charlene M. Black, Personnel Director

Date: January 16, 2018

Re: Part Time Custodial Worker

Mr. Petrillo has requested approval to hire Daniel Tarter as a part time custodial worker.

The applicant's hiring is contingent on your approval and the completion of his fingerprints, paperwork, drug/alcohol screening and physical. A start date of on or after February 1st, 2018 is anticipated. Thank you in advance.



TOWN OF NEWBURGH RECREATION DEPARTMENT

311 ROUTE 32, NEWBURGH, NY 12550

Robert J. Petrillo
Commissioner of Parks, Recreation & Conservation

845-564-7815
FAX: 845-564-7827

January 10, 2018

TO: Gil Piaquadio, Supervisor
Town Board Members

CC: Charlene Black, Personnel

FROM: Robert J. Petrillo, Commissioner

RE: Part Time Custodian Hire

At this time, I would like to request approval to hire Daniel Tartter for the position of part time custodian in the Building and Grounds Department. Mr. Tartter will be hired at the rate of \$10.40/hour. The salary for this position is in the current budget.

Start date for this position will be on or before February 1st. Thank you for your consideration.

Regards,

Robert J. Petrillo
Commissioner

TOWN OF NEWBURGH

EMPLOYMENT REQUEST FORM

To: Personnel Department

NAME OF CANDIDATE: DANIEL TARTTER

DEPARTMENT: BUILDING & GROUNDS

TITLE OF POSITION: CUSTODIAN

FULL TIME OR PART TIME: PART TIME


HOURLY RATE: \$10.40

IS POSITION FUNDED IN CURRENT BUDGET: YES OR NO

FUND APPROPRIATION NUMBER: 1626.0100

PROPOSED HIRE DATE: 2/1/18

NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT PRE-EMPLOYMENT PHYSICAL AND COMPLETION OF ALL REQUIRED PAPERWORK.


DEPARTMENT HEAD SIGNATURE

1/9/18
DATE

**ORIGINAL APPLICATION SHOULD BE ON FILE IN THE PERSONNEL
DEPARTMENT**


COPY TO ACCOUNTING DEPARTMENT
11/15/2010

10A

TOWN OF NEWBURGH
TOWN ENGINEER

MEMORANDUM

TO: Gil Piaquadio, Town Supervisor & Town Board

FROM: James W. Osborne, Town Engineer 

DATE: January 4, 2018

RE: CHADWICK LAKE FILTER PLANT \ DELAWARE AQUEDUCT TAP WTP

Attached for Town Board review and approval is Task Order No. 1 under GHD's General Services Agreement. This Task Order is essentially a software \ programming maintenance contract for the SCADA system at the Town's two water treatment plants and allows the operators to engage GHD to maintain, troubleshoot and upgrade software and programming as necessary to maintain the SCADA system and subsequently the water treatment plants in good working order. The Town of Newburgh chose to engage GHD for the SCADA implementation to maintain continuity of service and approval of this Task Order will maintain that continuity. Prior approval of this "maintenance agreement" for the same amount of money was sufficient for 24 to 30 months after the plant was first put online.

As this Task Order exceeds \$ 5,000, it requires Town Board approval. I am requesting that this item be placed on the next available agenda for Town Board action.

If you have any questions or comments, please feel free to contact me.

JWO/id

Attachment

cc: R. Clum, Accountant
CAMO Pollution Control, Inc.
GHD

**EXHIBIT A
TASK ORDER NO. 1**

Task Order

In accordance with the Standard Form of Agreement Between the Town of Newburgh, NY (Owner) and GHD for services on a Task Order Basis, dated December 1, 2017 ("Agreement"), Owner and GHD agree as follows:

1. Specific Project Data

A. Title: SCADA Maintenance Services

Description: SCADA System Maintenance Services for the Delaware Aqueduct Tap (DAT) and Chadwick Water Filtration Plants

2. Services of GHD

A. GHD shall provide on-call assistance to the Owner to provide periodic updates, improvements, modifications and consultation for the SCADA and PLC facilities associated with the DAT and Chadwick Water Filtration Plants.

The majority of the anticipated work will be HMI and PLC programming; however, other requested services may include:

- Troubleshooting of instrumentation and controls.
- Recommendations on process control improvements.
- Collaboration with the Owner on future and existing network, software, and process control improvements.
- Development of record documentation.
- Development of standard operating procedures (SOPs).
- SCADA compliance and operations report improvements.
- Evaluation, recommendation, and demonstration of additional software programs designed to complement the water plant's existing SCADA/HMI system.
- Software maintenance, including program back-up, updates, upgrades, and recovery.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in the Agreement, subject to the following:

Owner shall maintain remote access to DAT and Chadwick water filtration plants, as well as, the site-to-site VPN between these two facilities.

4. Times for Rendering Services

Phase	Completion Date
18	December 31, 2018

**EXHIBIT A
TASK ORDER NO. 1**

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum or Estimate of Compensation for Services
Basic Services (Study and Report, Preliminary Design, Final Design, Bidding or Negotiating, Construction Phase)	Standard Hourly Billing Rates Plus Reimbursable Expenses	Not-to-Exceed \$7,500

B. The terms of payment are set forth in Articles 7 and 8 of the Agreement.

6. **Other Modifications to Agreement:** None

7. **Attachments:** None

8. **Documents Incorporated By Reference**

A. **Terms and Conditions:** Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is December 13, 2017.

OWNER:

TOWN OF NEWBURGH, NEW YORK

By: _____
Name: Gil Piaquadio
Title: Supervisor


DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: James Osborne, P.E.
Title: Town Engineer

Address: 1496 Route 300, Newburgh, NY 12550
E-Mail: engineering@townofnewburgh.org
Phone: 845.564.4552
Fax: _____

ENGINEER:

GHD CONSULTING SERVICES INC.

By: 
Name: Kevin Castro, P.E.
Title: Vice President
Engineer License or Firm's
Certificate No. 0070882
State of: New York

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dustin Sedlack, P.E.
Title: Associate
1 Remington Park Drive, Cazenovia, NY
Address: 13035
E-Mail: dustin.sedlack@ghd.com
Phone: 315.679.5800
Fax: _____



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

10B

555 Hudson Valley Avenue, Suite 101
New Windsor, NY 12553-4749
T: 845.564.4495
F: 845.567.1025
www.maserconsulting.com

November 19, 2017

VIA EMAIL

James Osborne, P.E.
Town Engineer
Town of Newburgh
1469 Route 300
Newburgh, NY 12550

Re: Pipe Lining Investigation Summary
Town of Newburgh, Orange County, New York
MC Project No. 15000434P

Dear Mr. Osborne:

At your request Maser Consulting has conducted further investigation of watermain lining technologies to include cured-in-place piping (CIPP) and sprayed-in-place piping (SIPP) technologies. This document is intended to serve as our review of technical literature, discussions with technology manufacturers' lists of references, and summary of communications with Orange County Health Department (OCHD) staff. We will distribute a revised summary or release an addendum upon receipt of updates pricing on the Colden Park project or general unit scope pricing upon receipt from Robert Dumais of Aqua Pipe.

In general, the content of this summary is broken into the following subparts:

- Addressing review of the literature and incorporating feedback/response form AquaPipe (email response attached);
- Spray in Place piping (SIPP)
- Cure in Place Piping (CIPP)
- References for Aqua Pipe projects in New York & New Jersey
- Correspondence with OCHD

ADDRESSING THE LITERATURE REVIEW

Your office provided us with a few articles related to the pipe lining alternative technologies for our internal review, investigations and recommendations associated. Hereunder we provide our general feedback based on this reviews and discussions.

In response to review of the article entitled "The Safety of CIPP" we have the following comments:

- This article opens as discussions of a widely popular method of repair for sanitary and storm sewer applications, not watermain repair;
- The Purdue study referenced is in reference to steam cured applications to test what chemicals are present, resulting in a call for more testing to develop assurances and remediation of said application;
- Interviewing professionals associated with the industry there is a call for additional peer reviewed studies to either confirm or refute the initial study by Purdue;
- Original study was focused on steam cured but future studies will also look into process and materials associated to water and UV cured process as well.

The major takeaway from this article were that the study focused on steam cured process and within the scope of sanitary and storm sewer applications. Neither of which are applicable, as further discussed, to watermain and potable applications by Aqua-Pipe and their equivalent. That said, it appears to put the responsibility and pressure on the industry to conduct testing and provide overall assurance to the safety of both the public and workers involved.

Aqua-Pipe's review of the article and further comment is the following:

The article related to the safety of CIPP. The article relates to testing study at seven steam-cured CIPP installations in Indiana (sanitary sewer) and California (stormwater). CIPP methods as being used for sewer-, storm-water, almost always present results obtained only in sewer or storm-water pipes lined with solvent containing (styrene) resins. One pipe in California involved a low-volatile organic compound (VOC) non-styrene resin, while all other CIPP sites used styrene resins. Unfortunately, the reports and newsletters did not emphasize on the fact that CIPP for drinking-water pipes was not in their scope.

Aqua-Pipe resin is epoxy based and does not contain a solvent; since the industry has been looking at that for a long time, Sanexen is audited twice a year by NSF and UL for water quality, which tracks for hydrocarbons including VOC (volatile organic compounds) and semi-VOCs, as well as metals, and many hundreds other chemical products.

Some studies have also looked at bisphenol A (BPA) and phthalates known to be linked to epoxies coatings directly in contact with water, like we see in spray-on epoxies. Reports on two European spray-on epoxies, showed significant levels, yet apparently acceptable, of BPA. Aqua-Pipe® twice-a-year audit water testing specifically tracks for bisphenol A (BPA) and phthalates, and reports audit after audit absence ("non-detected" - beyond detection limit in parts per billion) of these products. Furthermore, our epoxy-containing product 1) include a plastic membrane that separates epoxy from water, 2) is tested for BPA and other products potentially related to epoxy, 3) never shows presence of these compounds. (Robert Dumais, AquaPipe)

We feel that our internal review is further vetted by an industry leader's feedback on the product and its use. Per conversations it does appear as though the specific difference, and when specified



will clearly need to be identified as technology needing to be NSF/ANSI certified and tightly specified for equivalent product use.

SPRAYED-IN-PLACE PIPE PRODUCTS

The review was largely focused around CIPP technology and furthering of understanding but SIPP technologies were also reviewed. After review, SUEZ, among others, provide an SIPP Process that is potentially applicable to pipes ranging from 1.25” – 72” diameter. The process is NSF/ANSI Standard 61 certified and is conducted by use of a robotic rig applicator. The process is largely tailored to prevention/repair of corrosion, flow capacity improvements, et al. From our review and investigation, it appears that there is a general lack of structural compressive strength and integrity being provided to the existing pipe system which would be ineffective in what we perceive as the Town’s driving interest in lining any failing infrastructure.

CURED-IN-PLACE PIPE PRODUCTS (AQUA PIPE AND EQUALS)

Aqua-Pipe and similar technologies can be cured in place by use of steam, hot water, and Ultraviolet light. For purposes of this research, Aqua-Pipe was utilized as the manufactured technology of focus due to previous initial investigations, contacts, and technical data for continued pursuit in design. Aqua-Pipe is cured-in-place by application of hot water which eliminates any concerns associated to spray on applications and steam curing methods. The product shall also be certified to NSF/ANSI Standard 61. When proposing the product in a design, permitting, and construction context, specifications will be technically tight to eliminate the use of any alternative products that may allow for the presence of steam curing or contain VOCs, BPAs, or any other product of concern to public health.

REFERENCES AND SCOPES OF WORK ASSOCIATED

Name	Location	Contact information	Scope of Work
Ann Ziki	Monroe County, (Rochester, NY)	585.442.2001	Structural lining of 9,360 LF 6 & 8” watermains - CI Pipes (2015)
Purina Dharia	New York City (Manhattan, NY)	718.391.2148	Structural lining of 230 LF 12” watermains (4/2010)
Saurin Parikh	New York City (Queens, NY)	718.595.5154	Structural lining of 125 LF 12” watermains (11/2016)
Nathan Kiracofe	Township of Livingston, NJ	973.535.7950	Structural linings of 4,200 LF 8 & 12” watermains (10/2015)
Rajiv Prakash	Jersey City, NJ	201.432.3755	Structural lining of 4,000 LF 6 & 8” watermains (10/2015)
Brian Carr	Woodbridge, NJ (Middlesex Water Company)	732.638.7530	Structural lining of 2,700 LF 6” watermains (10/2014)
James Mastrokalos	Tom’s River, NJ (Suez Water)	732.557.7777	Structural lining of 1,500 LF 6” ACP watermains (10/2014)



ORANGE COUNTY HEALTH DEPARTMENT CORRESPONDENCE

In speaking with Keith Miller at the OCHD, he said they have had very little experience or education on the products (CIPP or SIPP) but would lean heavily on communications with the NYSDOH their thoughts on the matter and previous projects reviewed and built in New York. Maser Consulting sent along the available information we had communicated with Aqua-Pipe on for his continued review. We also referenced our conversations with permitted projects in the Rochester area (Ann Ziki reference above) and told him she was very helpful in sharing experiences.

To proceed with any project with pipe lining technologies, Keith recommended that we provide a general outline of the project intent and possible sketch of proposed scope, schedule a meeting to discuss, and it would likely be beneficial to get a product representative present at the meeting to provide education to the staff on process, procedures, etc. In discussions with Aqua-Pipe, they would be interested and happy to either do a presentation or have a meeting with the OCHD and perhaps this would be beneficial in advance of a proposed project. Keith anticipated the initial review process would be slower moving than a traditional project review but, if further educated, and with guidance from NYSDOH, he feels if the technology has merit they would likely work toward an approval for the approach.

SUMMARY

The further investigation performed by Maser Consulting on this subject matter has outlined a path forward if the Town wishes to consider proceeding with CIPP manufactured pipe lining technologies. Based on our review, we would recommend avoiding use of SIPP products based on the lack of structural integrity provided by the product alternatives available.

If you have any questions or wish to discuss the information herein or projects in general, please do not hesitate to contact our office at 845.564.4495.

Very truly yours,

MASER CONSULTING P.A.



John J. Stoeckel, P.E.
Associate

JJS/jm

Cc: Joseph Dopico, Maser
John VanDorpe, Maser

December 13, 2017

John Stoeckel
Project Engineer
Maser Consulting Eng
555 Hudson Valley Av, Suite 101
New Windsor NY
12553

Our file: SW17-XXX

SUBJECT: Revised budgetary proposal for the structural rehabilitation of water main using Aqua-Pipe® (CIPP). Your reference #15000434C. Colden Park Project, Newburgh NY.

Sir,

On November 22, we filed our budgetary estimate relating to the project mentioned above.

Since then, we have received prices from a potential local sub-contractor for civil work related to our water main rehab activities. In light of the pricing we received we have revised the cost associated to our project.

We are now in a position to submit a revised budgetary estimate for the structural rehabilitation of Asbestos Cement. Our proposal covers three (3) options, covering various quantities of Asbestos Cement pipes to be lined by Aqua-Pipe®.

The 3 options can be described as follows:

Option 1. 885 LF of 6" AC water mains:

- Approximately 295 LF on Mimosa Place (from Westwood Drive to Linden Drive)
- Approximately 170 LF section on Linden drive (from Mimosa Place and heading west on Linden Dr to utility post #954)
- Approximately 420 LF section on Westwood Drive (from Mimosa Place running west on Westwood).

Option 2. 1,030 LF of 6" AC water mains;

- Approximately 295 LF on Mimosa Place (from Westwood Drive to Linden Drive)
- Approximately 735 LF section on Linden drive (from Mimosa Place and heading west on Linden Dr to civic number 11).

Option 3. 1,450 LF of 6" AC water mains;

- Approximately 295 LF on Mimosa Place (from Westwood Drive to Linden Drive)
- Approximately 735 LF section on Linden drive (from Mimosa Place and heading west on Linden Dr to civic number 11).
- Approximately 420 LF of 6" AC pipe running west on Westwood Drive from Mimosa Place.

All considerations to the operations will remain as stated in our previous budgetary estimate dated Nov 22. Our proposal is based on a turnkey scenario and the work covered in this proposal is summarized as follows:

Part of our work still calls for the relocation of a fire hydrant. We plan to move a fire hydrant 150 LF from its current location at the corner of Mimosa Place and Linden Dr to a location facing utility post #954. Our work schedule remains based on operations hours from 8:00 am to 6:00 pm.

Our new budgetary pricing structure for this project is submitted as follows:

- | | |
|---|------------|
| 1) Option 1: 885 LF (6") at \$340/ LF | \$ 300,900 |
| 2) Option 2: 1,030 LF (6") at \$305/ LF | \$ 314,150 |
| 3) Option 3: 1,450 LF (6") at \$240/ LF | \$ 348,000 |

This budgetary estimate is based on all work executed through one single mobilization for the entire project.

Pricing options are based on quantities as stated in this proposal. Pricing for extra work is applicable when combined to execution of base proposal. Any other change in quantity is subject to revision of pricing

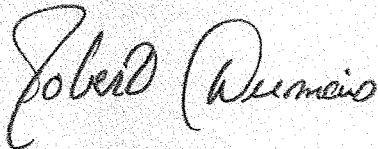
Quantities and pricing showed in this proposal shall not be applied for work of different quantities and/or different location.

This estimate is based on the information provided by Maser Consulting and is valid for 60 days. Confirmation of pricing might be subject to a job site visit.

Should you require any further information, please do not hesitate to contact me.

We thank you for your interest for Aqua-Pipe® and we look forward to hearing from you soon.

Regards,



Robert Dumais
Senior Director of Business Development

11A



TOWN OF NEWBURGH RECREATION DEPARTMENT

311 ROUTE 32, NEWBURGH, NY 12550

Robert J. Petrillo
Commissioner of Parks, Recreation & Conservation

845-564-7815
FAX: 845-564-7827

January 12, 2018

TO: Gil Piaquadio, Supervisor
Town Board Members

FROM: Robert J. Petrillo, Commissioner

RE: 2018 O.C. USSSA Umpires Service Agreement

Please find attached two separate 2018 Service Agreements for the Orange County USSSA Umpires Association for your approval. One agreement is for slow pitch games and the other for co-ed games.

The co-ed rate has remained the same while the slow pitch rate has gone up \$1 for the 2018 season. One official at \$44 per game for co-ed games and two officials at \$31 each per game for slow pitch games.

Thank you,

Robert J. Petrillo
Commissioner

SERVICE AGREEMENT

ORANGE COUNTY USSSA UMPIRES ASSOCIATION

The following agreement is between the ORANGE COUNTY USSSA UMPIRES ASSOCIATION and the Town of Newburgh Softball League (Slow Pitch)

This working agreement is for providing 2 officials to officiate softball games for the 2018 season at the rate of \$62.00 per game. \$31.00 per umpire

GAMES - League schedules and additional league rules shall be provided to the association two (2) weeks prior to the start of the season.

PAYMENT - All teams shall be registered with the UNITED STATES SPECIALTY SPORTS ASSOCIATION for the season. (\$25 per team) Payments for scheduled games must be made monthly in advance or acceptable method. ONLY league checks or money orders will be accepted for payment. Checks are to be made payable to the O. C. USSSA. The final season payment with any financial adjustments for games not played, shall be paid within one (1) week of the final games played.

OFFICIALS - Officials will be certified by the assigning association and will perform as independant contractors.

CANCELLED/RESCHEDULED GAMES - A phone number of a league official who is responsible for the cancellation of games due to weather related conditions shall be provided. This number must be activated with information pertaining to the cancellation one (1) hour prior to schedled game times. If umpires are not notified of cancellation and show up at game site they shall recieve full payment. If the games are started and then weather/playing conditions cause suspension of the game, the umpires will recieve full payment. If an umpire works alone he shall be compensated by payment of 150 0/0 of fee. RESCHEDULED GAMES must be coordinated with the officials association assigner.

TERMINATION - This agreement may be terminated by mutual consent of the league and the officials association. This only applies to future game assignments; it would not apply to payment due officials for games previously worked.

CHECK GAME TYPE Slow Pitch X Modified Pitch _____
LEAGUE OFFICIAL [Signature]
UMPIRES OFFICIAL [Signature]

SERVICE AGREEMENT

ORANGE COUNTY USSSA UMPIRES ASSOCIATION

The following agreement is between the ORANGE COUNTY USSSA UMPIRES ASSOCIATION and the Town of Newburgh Softball League (COED)

This working agreement is for providing 1 officials to officiate softball games for the 2018 season at the rate of \$44.00 per game.

GAMES - League schedules and additional league rules shall be provided to the association two (2) weeks prior to the start of the season.

PAYMENT - All teams shall be registered with the UNITED STATES SPECIALTY SPORTS ASSOCIATION for the season. (\$25 per team) Payments for scheduled games must be made monthly in advance or acceptable method. ONLY league checks or money orders will be accepted for payment. Checks are to be made payable to the O. C. USSSA. The final season payment with any financial adjustments for games not played, shall be paid within one (1) week of the final games played.

OFFICIALS - Officials will be certified by the assigning association and will perform as independant contractors.

CANCELLED/RESCHEDULED GAMES - A phone number of a league official who is responsible for the cancellation of games due to weather related conditions shall be provided. This number must be activated with information pertaining to the cancellation one (1) hour prior to schedled game times. If umpires are not notified of cancellation and show up at game site they shall recieve full payment. If the games are started and then weather/playing conditions cause suspension of the game, the umpires will recieve full payment. If an umpire works alone he shall be compensated by payment of 150 0/0 of fee. RESCHEDULED GAMES must be coordinated with the officials association assigner.

TERMINATION - This agreement may be terminated by mutual consent of the league and the officials association. This only applies to future game assignments; it would not apply to payment due officials for games previously worked.

CHECK GAME TYPE Slow Pitch X Modified Pitch _____
LEAGUE OFFICIAL Juan G. [Signature]
UMPIRES OFFICIAL [Signature]

11B



TOWN OF NEWBURGH RECREATION DEPARTMENT

311 ROUTE 32, NEWBURGH, NY 12550

Robert J. Petrillo
Commissioner of Parks, Recreation & Conservation

845-564-7815
FAX: 845-564-7827

January 5, 2018

TO: Gil Piaquadio, Supervisor
Town Board Members

CC: Andrew J. Zarutskie, Town Clerk

FROM: Robert J. Petrillo, Commissioner

RE: Sealed Bus Bid Request

The Recreation Department is requesting the Town Board to establish a sealed bid for 2018 busing. Senior citizen, youth/adult and summer camp trips are attached with dates, times and destinations. A copy of the bid package is also attached.

Regards,

Robert J. Petrillo
Commissioner

Bus Trips --- Town of Newburgh Recreation --- 2018
49 or 55 passenger Motor Coach with lavatory and DVD player

Item #	Date of Trip	Destination (All are round trip)	Depart Time	Approx. Return Time	# of Buses Needed	49 pass.	55 pass.
1	3/15/18	Hotel Fauchere Milford PA	9:15am CLP	5:30pm CLP	1		
2	3/21/18	Westchester Dinner Theatre Elmsford NY	9:30am CLP	5:30pm CLP	1		
3	4/5/18	Rivers Casino & Resort Schenectady NY	9:00am CLP	6:00pm CLP	1		
4	4/25/18	The Waterfront at Silver Birches Hawley PA	9:00am CLP	5:15pm CLP	1		
5	5/8/18	Penn's Peak Jim Thorpe PA	9:00am CLP	6:00pm CLP	1		
6	5/31/18	Proctors Theatre Schenectady NY	9:15am CLP	6:00pm CLP	1		
7	6/2/18	New Amsterdam Theatre New York NY	9:00am RC	6:30pm RC	1		
8	6/28/18	Stroudsmoor Country Inn, Stroudsburg PA Shawnee Playhouse, Shawnee on Delaware PA	9:00am CLP	6:30pm CLP	1		
9	7/7/18	Dorney Park Allentown PA	8:00am RC	7:30pm RC	1		
10	7/11/18	Forestburgh Playhouse Forestburgh NY	9:30am CLP	6:00pm CLP	1		
11	7/17/18	Aqua Turf Plantsville CT	9:00am CLP	5:00pm CLP	1		
12	7/31/18	Yankee Stadium Bronx NY	4:00pm RC	12:00am RC	1		
13	8/4/18	Medieval Times Lyndhurst NJ	12:00pm RC	6:00pm RC	1		
14	8/9/18	Resort World Catskills Town of Thompson NY	9:30am CLP	4:30pm CLP	1		
15	8/14/18	Log Cabin Holyoke MA	8:45am CLP	6:15pm CLP	1		
16	9/13/18	Hunterdon Hills Playhouse Hampton NJ	9:30am CLP	5:30pm CLP	1		
17	9/18/18	Stony Hill Inn Hackensack NJ	9:30am CLP	5:00pm CLP	1		
18	9/22/18	Hunter Mountain Hunter NY	9:30am RC	6:30pm RC	1		
19	10/10/18	The Brownstone Patterson NJ	9:45am CLP	5:30pm CLP	1		
20	10/13/18	Peddler's Village New Hope PA	9:00am RC	6:00pm RC	1		
21	10/23/18	Villa Roma Callicoon NY	9:00am CLP	6:00pm CLP	1		
22	1/26/19	Mohegan Sun Casino Uncasville CT	9:00am RC	9:00pm RC	1		
23	2/23/19	Sands Casino Bethlehem PA	9:00am RC	7:30pm RC	1		

Please note:

Trips are subject to cancellation due to lack of enrollment or adverse weather conditions up to 48 hrs before trip.
This list is subject to increase as special events, tickets and shows may come up during the course of the year.

CLP = Chadwick Lake Park (1700 Route 300 Newburgh NY)

RC = Recreation Center (311 Route 32 Town of Newburgh)

Bus Company: _____

Address: _____

Contact person: _____

Phone #: _____

TOWN OF NEWBURGH
EQUIPMENT SPECIFICATIONS
CHARTER BUS SERVICE
FOR RECREATION DEPARTMENT TRIP PROGRAM

1. All buses must be model year 2010 or newer and equipped with anti-lock brakes.
2. The exterior of the bus must be well painted and clean with no signs of damage.
3. The interior of the bus must be clean with upholstery and flooring in good condition.
4. All on-board restroom facilities must be completely functioning and clean. Restrooms must be serviced as often as necessary to avoid offensive odors in the rear portion of the bus.
5. Air-conditioning and heating must be in excellent working order.
6. All buses provided for scheduled trips MUST be in good condition and meet all Department of Transportation, Federal Highway Administration rules, regulations and guidelines. All maintenance records for buses to be provided must be available to the Town of Newburgh for inspection.
7. If an inspection of your bus or buses is requested by the Town of Newburgh, the inspection should take place within ten (10) working days of request. The records for the bus or buses MUST BE WITH THE BUS OR BUSES AT THE TIME OF THE INSPECTION. Failure to provide these records will eliminate your bid from consideration.
8. Vendor will be responsible for compliance with all DOT/FHWA regulations with regard to their service for The Town of Newburgh bus trip. If more than one (1) driver per bus is needed based on the bid itinerary, it is the vendor's responsibility to determine this need.
9. Any backup or replacement buses used must meet the same criteria as originally required in the bid specifications.
10. Buses shall have a capacity of at least 49 passengers plus driver, except, if the trip list specifies a larger passenger capacity, the bus provided must have at least that capacity.

Bidders shall specify the equipment proposed to be used in fulfilling the contract. Sufficient information to identify and assess the equipment shall be provided. As a minimum, provide the number of units, make, model, age, mileage, condition, style and capacity of the equipment that is proposed to be provided.

TOWN OF NEWBURGH
INSURANCE SPECIFICATIONS
CHARTER BUS SERVICE
FOR RECREATION DEPARTMENT TRIP PROGRAM

The successful bidder(s) shall supply and maintain insurance which defends, indemnifies and holds harmless the Town of Newburgh, its officers, employees and agents from and against any and all liability, damage claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor.

The required insurance coverage shall not be less than the following:

Workers Compensation:	Statuary Requirements
NY State Disability:	Statuary Requirements
General Liability:	\$3,000,000
Automobile Liability:	\$2,000,000

IF YOU DO NOT HAVE A CURRENT CERTIFICATE OF LIABILITY INSURANCE ON FILE WITH THE TOWN OF NEWBURGH TOWN CLERK, IT MUST BE SUBMITTED WITHIN FIVE (5) WORKING DAYS OF REQUEST, OR YOUR BID(S) WILL BE ELIMINATED FROM CONSIDERATION IN THE BID AWARD(S).

The successful bidder(s) must furnish the Town with a Certificate of Insurance prior to commencement of work showing coverage in effect. If the certificate will expire before the trip(s) will be taken, a new certificate must be received fifteen (15) days prior to the expiration of your current policy. Insurance certificates, in addition to proof of coverage, shall contain the standard Accord statement pertaining to written notification to the Town of Newburgh in the event of cancellation, with a thirty (30) day notification period.

INSURANCE CERTIFICATES SHALL NAME THE TOWN OF NEWBURGH AS AN ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY OTHER INSURANCE COVERAGE HELD BY THE TOWN WITH RESPECT TO ACTS OR OMISSIONS OF THE NAMED INSURED.

A fax copy of the certificate may be sent to the Town Clerk for purposes of the bid, but the original certificate of insurance must be received by the Town Clerk at least five (5) days prior to the scheduled trip date.

The Town reserves the right to terminate the contract if the vendor fails to keep these policies in force for the above amounts or for the duration of the contract period.

TOWN OF NEWBURGH
GENERAL SPECIFICATIONS, TERMS AND CONDITIONS
CHARTER BUS SERVICE
FOR RECREATION DEPARTMENT TRIP PROGRAM

Terms and Conditions

1. Bids are required to be submitted and will be awarded on an individual trip basis. If the vendor defaults in the performance of any trip, however, the Town reserves the right to terminate the bid award(s) to that vendor for all remaining awarded trips and to award the trip to the next lowest responsible bidder(s) for those trips.
2. The prices quoted herein, if accepted, will be considered guaranteed, unadjustable prices for the terms stated herein, unless otherwise so identified in other sections of this bid request.
3. The terms of the agreement awarded from this bid will commence on date of award and expire December 31, 2018, unless otherwise specified in this Request for Proposal/Quotation.
4. This bid agreement shall override any previous agreements for this item(s), except as otherwise provided herein.
5. The Town of Newburgh reserves the right to reject any and all bids if deemed in the best interest of the Town to do so. The Town shall have the authority to award orders, contracts, or services to the bidder(s) best meeting the specifications and conditions as judged solely by the Town.
6. All services shall be performed as described in this bid and shall comply in all respects with applicable Federal, State, County and Town Statutes and Codes.
7. The Town Board shall determine whether bid exceptions are minor in nature or represent a serious departure from the purpose and intent of the specifications and whether or not the best interests of the Town will be promoted by waiving original requirements and accepting exceptions.
8. The Town of Newburgh assumes no responsibility and no liability for costs incurred by bidders prior to the issuance of an agreement, contract or purchase order.
9. Vendors who submit a Proposal(s) in response to this bid may be required to give an oral presentation of their Proposal(s). The purpose of such presentation is to provide an opportunity for the vendor to clarify or elaborate on their bid.
10. Bids are solicited only from competent, experienced and financially qualified vendors who meet all the qualifications and or specifications of this bid document as determined solely by the Town of Newburgh.
11. The Town reserves the right to utilize transportation service from the successful bidder(s) for any and all programs and trips listed herein and to eliminate any program or trip location upon 48 hours notice before coach bus trips and 24 hours notice before school bus trips, at its discretion.
12. The Town reserves the right to request transportation service for additional programs and trips that are anticipated but cannot be identified at this time. Additional services needed shall be negotiated on an as needed basis based on trip location, time and service availability. The Town will solicit prices in accordance with its purchase policy guidelines.

Payment for Work Performed

Payment will be made on the completion of each trip for service in accordance with the price schedule submitted by the successful bidder(s). The Town does not guarantee the actual number of each item that will actually be required. The Town shall be held harmless by the successful bidder(s) for lost revenue, profit or any other hardship due to the actual services procured during the award period.

Bidder Qualification Requirements

1. Bids will only be accepted from thoroughly competent, experienced and financially qualified transportation service firms as determined solely by the Town of Newburgh. The bidder must demonstrate, upon request, that is had five (5) years immediate acceptable prior experience in providing such services. The Town will be the sole judge as to any bidder's fulfillment of the stated requirements and qualifications.
2. All bidders must have a current and valid transportation business registration, licenses and permits as required by law at the time of bid submission and must remain valid for the entirety of the contract period.
3. All bidders and their commercial licensed drivers must hold a current and valid New York State Drivers License for providing this service.
4. All bidders shall be required to execute and submit a non-collusion statement with their bids in accordance with New York State law.
5. All bidders must supply at least three (3) references, including contact persons name, address and phone number for which they have provided similar services.

Firm
 Description
 Contact Person
 Phone #

6. The successful bidder must comply with New York State Labor Laws.

It is mutually understood that the successful vendor shall not assign, transfer, convey, sublet or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation, without the previous written consent of the Town of Newburgh. Failure to comply with this requirement will result in the cancellation of this contract.

Cancellation/Termination

Any violation of the terms, conditions, requirements and/or non-performance of the contract shall result in immediate cancellation. The bid award may be immediately cancelled upon written notice for cause, including, but not limited to, the following:

- (1) failure to provide personnel or equipment to the Town's satisfaction or failure in any other way deliver to perform or provide service within the terms of contract;
- (2) failure of the equipment or service to meet specifications;
- (3) default by vendor in connection with any other prior Town of Newburgh trip;
- (4) misrepresentation by the vendor;
- (5) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the Town;
- (6) conflict of contract provisions with constitutional or statutory provisions of the laws of the State of New York or federal law; and
- (7) any other breach of contract.

The Town of Newburgh reserves the right without cause or penalty, to terminate the contract award at any time upon thirty (30) days written notice, when it has been determined to be in the best interest of the Town. Cancellation does not release the Vendor from its obligation to provide goods or services per the terms of the contract during the notification period.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal.

Company Name and Address

By: _____, an authorized representative
Signature

Dated: _____

Print Name & Title

Email Address: _____

Phone Number: _____

Fax Number: _____

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief: (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Name of Bidder

Signature of Authorized Representative

Title

Name of Authorized Representative (Printed)

Date

NOTICE TO BIDDERS
35 BUS TRIPS
DURING CALENDAR YEAR
2018
RECREATION DEPARTMENT
TOWN OF NEWBURGH,
NEW YORK

NOTICE IS HEREBY GIVEN that sealed bids will be accepted on behalf of the Town of Newburgh Town Board by the Town Clerk at 1496 Route 300, Newburgh, NY, 12550 until 10:30 a.m. prevailing time on _____ 2018, at which time bids will be publicly opened and read aloud in the meeting room of Town Hall.

BIDS SHALL BE SUBMITTED IN SEALED ENVELOPES to the above address given and shall bear on the face thereof the name and address of the bidder and the item being bid.

BIDS SHALL BE ON FORMS PROVIDED BY THE TOWN CLERK. Forms and detailed specifications are available to interested bidders between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday at the Town Clerk's Office.

BIDS are for 23 charter bus trips to various locations, the first of which will take place on March 15, 2018 and the last of which is scheduled for February 23, 2019. The buses shall have a capacity of at least 49 passengers plus driver and must be equipped with lavatory facilities. Also included for BIDS are 12 school bus trips to various locations, first of which will take place on June 26, 2018 and the last of which is scheduled for August 15, 2018.

BIDDERS will be requested to submit individual bids per trip. The Town reserves the right to award trips individually for each trip.

TRIPS to be bid upon are subject to cancellation due to lack of enrollment or adverse weather conditions up to 48 hours before the trip for coach bus trips and 24 hours for school bus trips. The list of trips is subject to increase as special events, tickets and shows may come up during the course of the year. At that time, the Recreation Department shall solicit prices in accordance with the Town's purchase policy.

THE LIST OF TRIPS is available as a part of the specifications available from the Town Clerk's office.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF NEWBURGH
ANDREW J. ZARUTSKIE,
TOWN CLERK




TOWN OF NEWBURGH ANIMAL CONTROL &
SHELTER

645 GIDNEY AVE. NEWBURGH, NY 12550

(845)561-3344
FAX: (845) 561-2220

To: Lt. Nenni

From: Cheryl Cunningham, Animal Control Officer 

Subject: Contracting unredeemed dogs to Walden Humane Society

Date: December 5, 2017

Today I spoke with Tracey Carvell. She is the shelter director for the Walden Humane Society. I discussed with her how the Town would go about obtaining a contract with her facility if that was permissible by the Town Board. She said there is a standard contract fee of \$550.00 per year plus \$100.00 per dog (billed monthly)

This option would only be utilized if the dog was not redeemed by it's owner during the 5 days holding period. Town residents would not be expected to drive to Walden to redeem their dogs & the current situation would still apply for cats/kittens at our facility. This arrangement seems to make sense under the current circumstances.

As of this date we currently have 3 dogs that have been here for an extended period of time. "Spot" has been here since 10/2/2016, "Frankie" has been here since 6/22/2017 & "Penelope" has been here since 7/23/2017. This department has impounded 84 dogs for the year with 59 of them being redeemed by the owners. The remaining 25 dogs cost the Town over \$4,275. If we contracted out with Walden the cost would be \$2,500.

Each dog being adopted out from this facility costs the Town a minimum of \$171.00. This only includes basic Vet care. This cost does not reflect anything extra the dogs may require such as flea/tick medication, heartworm medication or treatment for such illness as heartworm mange, infections etc.

The needs of dogs requiring extended care cannot be met at this facility. Walden has a large volunteer base, a dog trainer & a foster program. Since Walden is a "no-kill" shelter dogs are housed at the facility until a suitable home can be found. No harm would come to a dog we placed at this facility.

AGREEMENT BETWEEN

HUMANE SOCIETY OF WALDEN and NAME OF TOWN

FOR THE PERIOD OF JANUARY 1, 2017 TO DECEMBER 31, 2017

Agreement made this ____ day of January 2017 between Humane Society of Walden, (HSW) 2489 Albany post Rd., Walden NY 12586 and Your town here, address.

Humane Society of Walden agrees to accept any dog brought to the Shelter by the Dog Officer or Police Department of Your town here with the following conditions and exceptions:

In accordance with thte laws of the NYS Dept. of Agriculture & Markets, all dogs must be kept until midnight of the 7th day, after which they will be transferred to HSW for adoption. Dogs may be redeemed by owners only after presenting, to HSW, a receipt from the Town showing all impoundment fees and licensing fees have been paid.

Your town will pay a fee of \$100.00 per dog delivered to and accepted by HSW. In the event a dog is delivered DOA (dead on arrival), cremation fees are set by the shelter and are the financial responsibility of the Town. If HSW must hold a dog for the Town, beyond the legal holding period, due to a pending court case, HSW will charge the Town a fee of \$10.00 per day for each day beyond the usual holding period in addition to the standard fee. HSW will charge an annual fee of \$550.00 to your town to offset Shelter operating expenses and maintain readiness to accept dogs 365 days per year. Fee invoiced separately.

HSW does not have a veterinarian on premises. Any animal with suspected mange, parvo, rabies or an injury needing immediate medical attention cannot be accepted. In these instances, the Town is responsible to obtain required treatment and pay for all related costs prior to acceptance by HSW. In the event a medical issue arises within the holding period (1-10 days), HSW has the right to request &/or obtain veterinary services and shall be entitled to invoice your Town for reasonable veterinary services that may be required. Dogs deemed vicious and posing a safety risk will not be accepted. All requests to impound at HSW are subject to Shelter Manager's approval.

Dogs brought to the Shelter after hours must be placed in designated Animal Control Cage located at back of Shelter. Paperwork must be placed in designated mailbox located on wall near back door. When temperatures are below 35 degrees, dogs will only be accepted during business hours and must not be placed in outdoor cage.

HSW will send vouchers monthly to (your town, your address.) A record of the disposition of dogs from the previous month will be provided by the end of the current month.

This contract may not be assigned by either party without the written consent of the other and the Town may not delegate any payment required hereunder to any third party without the written consent of HSW.

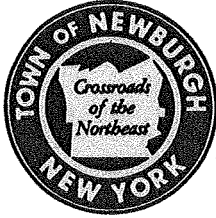
Agreed upon by:

Humane Society of Walden

Agreed upon by:

your town here

128



TOWN OF NEWBURGH ANIMAL CONTROL &
SHELTER

645 GIDNEY AVE. NEWBURGH, NY 12550

(845)561-3344
FAX: (845) 561-2220

To: Town Board

From: Cheryl Cunningham, Animal Control

Subject: Authorization to pay Veterinarian Services Utilizing T-94 Account

Date: December 27, 2017

I am requesting authorization to use the T-94 account to pay for veterinary services from:
Newburgh Vet

Totaling: \$343.25

Feline: \$59.75

Canine: \$283.50

Thank you,
Cheryl Cunningham

COPY

TOWN OF NEWBURGH

1496 Route 300
Newburgh, New York 12550
(845) 564-4552

DO NOT WRITE IN THIS BOX

DEPARTMENT _____

CLAIMANT'S
NAME
AND
ADDRESS

NEWBURGH VETERINARY HOSPITAL
1716 Route 300
Newburgh, NY 12550
Tel: (845) 564-2860
www.newburghvet.com

Date Voucher Received		VOUCHER NO.
FUND - APPROPRIATION	AMOUNT	
Total		
Abstract #		

TERMS Net 30 Days

Invoice # _____

Feline

Dates	Quantity	Description of Materials or Services	Unit Price	Amount
2/11/17	6667845			59.75 ①
			TOTAL	59.75

CLAIMANT'S CERTIFICATION

I, Dora M Cast certify that the above account in the amount of \$ \$59.75 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

12/27/17
DATE

Dora M Cast
SIGNATURE

Bookkeeper
TITLE

(Space below for municipal use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered for paid from the appropriations indicated above

Date

Authorized Official

Date

Auditing Board

INVOICE

Newburgh Veterinary Hospital

1716 Route 300
Newburgh, NY 12550
845 564-2660

"Your pet is part of our family too." Visit us at www.newburghvet.com

FOR: Town of Newburgh - Feline
645 Gidney Ave.
Newburgh, NY 12550
(845) 561-3344

Printed: 12-11-17 at 1:47p
Date: 12-11-17
Account: 4417
Invoice: 667845



Date	For	Qty	Description	Price	Discount	Net Price
12-11-17	Carter Ave 37c	1	Body Care Feline/Exotic #235473	119.50	59.75	59.75
12-11-17		1.50	Euthanasia - Somlethol Pent Contr			0.00
12-11-17		2	TelazolInject Control Log / ml			0.00
Total charges, this invoice...						59.75
**Total discount included: 59.75						

Your invoice total reflects our **13Stray Cat Accounts** discount.

LIKE US ON FACEBOOK.COM!

GOING AWAY?....BOOK YOUR PETS BOARDING RESERVATION TODAY!

In compliance with New York State law, all medications are non-refundable. We regret any inconveniences.

TOWN OF NEWBURGH

1496 Route 300
Newburgh, New York 12550
(845) 564-4552

COPY

DO NOT WRITE IN THIS BOX

DEPARTMENT _____

CLAIMANT'S
NAME
AND
ADDRESS

NEWBURGH VETERINARY HOSPITAL
1716 Route 300
Newburgh, NY 12550
Tel: (845) 564-2660
www.newburghvet.com

Date Voucher Received		VOUCHER NO.
FUND - APPROPRIATION	AMOUNT	
Total		
Abstract #		

TERMS

Net 30 Days

Invoice # _____

Canine

Dates	Quantity	Description of Materials or Services	Unit Price	Amount
2/2/17	667274			16.50 ①
2/8/17	667628			59.75 ②
2/12/17	667935			16.50 ③
2/21/17	668549			190.75 ④
TOTAL				283.50

CLAIMANT'S CERTIFICATION

I, Doram Cast certify that the above account in the amount of \$ 283.50 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

12/27/17
DATE

Doram Cast
SIGNATURE

Bookkeeper
TITLE

(Space below for municipal use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Date Authorized Official

APPROVAL FOR PAYMENT

This claim is approved and ordered for paid from the appropriations indicated above

Date Auditing Board

INVOICE

Newburgh Veterinary Hospital

1716 Route 300
Newburgh, NY 12550
845 564-2660

"Your pet is part of our family too." Visit us at www.newburghvet.com

FOR: Town of Newburgh - canine
645 Gidney Ave
Newburgh, NY 12550
(845) 561-3344

Printed: 12-27-17 at 3:51p
Date: 12-02-17
Account: 19984
Invoice: 667274

①

Date	For	Qty	Description	Price	Discount	Net Price
12-02-17	85-17# Kyser Si	1	CANINE RABIES / 1YEAR	33.00	16.50	16.50 **

Total charges, this invoice...

16.50

**Total discount included: 16.50

Your invoice total reflects our **13Stray Cat Accounts** discount.

Reminders for: **85-17# Kyser Silva**

Last done

12/18	CANINE RABIES / 3 YEAR
06/18	Neuter your pet at 5-6 months
06/18	Canine Kennel Cough Vacc -1 ye
06/18	FECAL EXAM
12/14	CONSULT/EXAM - Annual Wellness
06/14	HEARTWORM TEST

LIKE US ON FACEBOOK.COM!

GOING AWAY?...BOOK YOUR PETS BOARDING RESERVATION TODAY!

In compliance with New York State law, all medications are non-refundable. We regret any inconveniences.

INVOICE

Newburgh Veterinary Hospital

1716 Route 300
Newburgh, NY 12550
845 564-2660



"Your pet is part of our family too." Visit us at www.newburghvet.com

FOR: Town of Newburgh - canine
645 Gidney Ave
Newburgh, NY 12550
(845) 561-3344

Printed: 12-08-17 at 9:44a
Date: 12-08-17
Account: 19984
Invoice: 667628

Date	For	Qty	Description	Price	Discount	Net Price
12-08-17	South Plank 87-	1	Body Care-Dog <25lb. #235362	119.50	59.75	59.75 **
Total charges, this invoice...						59.75
**Total discount included: 59.75						

Your invoice total reflects our **13Stray Cat Accounts** discount.

LIKE US ON FACEBOOK.COM!

GOING AWAY?....BOOK YOUR PETS BOARDING RESERVATION TODAY!

In compliance with New York State law, all medications are non-refundable. We regret any inconveniences.

INVOICE

Newburgh Veterinary Hospital

1716 Route 300
Newburgh, NY 12550
845 564-2660

3

"Your pet is part of our family too." Visit us at www.newburghvet.com

FOR: Town of Newburgh - canine
645 Gidney Ave
Newburgh, NY 12550
(845) 561-3344

Printed: 12-12-17 at 12:42p
Date: 12-12-17
Account: 19984
Invoice: 667935

Date	For	Qty	Description	Price	Discount	Net Price
12-12-17	Daisy (McKnight)	1	CANINE RABIES / 1YEAR	33.00	16.50	16.50 **

Total charges, this invoice...

16.50

**Total discount included: 16.50

Your invoice total reflects our **13Stray Cat Accounts** discount.

Reminders for: Daisy (McKnight)	Last done
12/18	CANINE RABIES / 3 YEAR
06/18	Spay your pet at 5-6 months
06/18	Canine Kennel Cough Vacc -1 ye
06/18	FECAL EXAM
12/17	CONSULT/EXAM - Annual Wellness
06/17	HEARTWORM TEST

LIKE US ON FACEBOOK.COM!

GOING AWAY?....BOOK YOUR PETS BOARDING RESERVATION TODAY!

In compliance with New York State law, all medications are non-refundable. We regret any inconveniences.

INVOICE

Newburgh Veterinary Hospital

1716 Route 300
Newburgh, NY 12550
845 564-2660

4

"Your pet is part of our family too." Visit us at www.newburghvet.com

FOR: Town of Newburgh - canine
645 Gidney Ave
Newburgh, NY 12550
(845) 561-3344

Printed: 12-27-17 at 11:23a
Date: 12-21-17
Account: 19984
Invoice: 668549

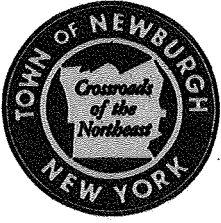
Date	For	Qty	Description	Price	Discount	Net Price
12-21-17	89-17 Shane	1	Neuter/Canine 1-5YR	179.50	99.75	79.75 ** ✓
12-21-17		1	Anesthesia- Isoflurane	209.50	209.50	0.00 **
12-21-17		1	---BloodPressureMonitoring w/anes			0.00
12-21-17		1	---PulseOximeterMonitoring w/Ane			0.00
12-21-17		1	-CapnographMonitoring w/Anesthe			0.00
12-21-17		1	----Recovery in Heated Cage			0.00
12-21-17		1	----Warm Water Blanket in Surgery			0.00
12-21-17		0.70	-TorbugesicInject 10mg/ml	17.55	17.55	0.00 **
12-21-17		0.90	Midazolam Inject / ml	44.55	44.55	0.00 **
12-21-17		2.50	Penicillin G Inject / ml Outpatient	31.30	31.30	0.00 **
12-21-17		0.50	Metacam Inject / ml Outpatient	27.30	27.30	0.00 **
12-21-17		0.55	TelazolInject Control Log / ml			0.00
12-21-17		0.30	-TorbugesicInject 10mg/ml	17.55	17.55	0.00 **
12-21-17		1	CONSULT / EXAM - Annual Welln	52.00	26.00	26.00 ** ✓
12-21-17		1	CANINE RABIES / 1YEAR	33.00	16.50	16.50 ** ✓
12-21-17		1	Canine Dist/A2/PI/Parvo/Lepto1YR	29.50	15.00	14.50 ** ✓
Your pet has been vaccinated with Pfizer's new 5 in 1 DA2PPI , the best available protection against Distemper,Adenovirus, Parvovirus, Parainfluenza,and Leptosiprosis						
12-21-17		1	Canine Respiratory Complex- Bord	35.00	21.25	13.75 ** ✓
Canine Kennel Cough is A HIGHLY contagious respiratory infection. Dogs can be exposed at any time through coughing or nose to nose contact. Boarding, grooming and or showing dogs can have increased risk of exposure....please be sure to have your pet boosted every 12 months.						
12-21-17		1	Lyme,Hwt,Ehrlich Anaplasma 4Dx i	95.00	54.75	40.25 ** ✓

Total charges, this invoice...

190.75

**Total discount included: 581.00

Your invoice total reflects our **13Stray Cat Accounts** discount.



TOWN OF NEWBURGH POLICE DEPARTMENT

300 Gardnertown Road, Newburgh, New York 12550

**Donald B. Campbell
Chief of Police**

(845) 564-1100

January 10, 2018

To: Town Board

From: Chief Donald B. Campbell

Subject: Education Reimbursement for Officer McKenna

Officer Shawn McKenna recently took and successfully completed a course in Networking 1 at SUNY Orange (see attached). He is seeking reimbursement pursuant to Article VIII Section IV of the PBA contract for the course tuition in the amount of \$800.00. I recommend that the Board approve the reimbursement.

Sincerely:

Donald B. Campbell
Chief of Police



Banner (College Information)

A00026879 Shawn G. McKenna
 Dec 21, 2017 11:22 am

Fall 2017		
Detail Code	Description	Charge Payment Balance
ACT	Activity Fee	\$24.00
ASUP	Academic Support Fee	\$45.00
CAF	Cultural Affairs Fee	\$7.00
INS	Insurance	\$2.00
PRK	Parking and Transportation Fee	\$15.00
TEC	Technology Fee	\$56.00
TNOR	Tuition Non-Resident	\$0.00
TPT	Tuition Part-Time	\$796.00
CRD	CC Payment - Thank You	-\$895.00
WCRD	Web CC Payment - Thank You	-\$50.00
Term Charges:		\$945.00
Term Credits and Payments:		-\$945.00
Term Balance:		\$0.00

Fall 2017

Course Title	CRN	Subject	Course	Midterm	Final
Networking 1	15825	CIT	116		A



Banner (College Information)

CIT 116—Networking 1

3 lect., 3 lab., 4 cr. (Spring) This course will introduce students to the organization and design of networks. It contains the background information students would need to take the first part of the CCNA certification, however, certification preparation is not included in this course. Topics include networking media, networking topologies, the OSI reference model, TCP/IP protocol suite, subnets, routers, switches, and basic networking concepts. Students will learn industry standards and terminology .

October 22nd 2018 Work Shop Agenda

Data Processing

I am requesting the purchase of 35.29 computer maintenance hours at a rate of \$ 85.00 per hour for a total cost of \$ 3000.00 from Firthcliffe Technologies of Cornwall New York
For a total cost of \$ 3000.00.

I am requesting the purchase of one Dell Optiplex 3050 Mini Tower computer and two 24 inch Dell monitors to be used by the Recreation Department from FLC Equipment of Cornwall, New York for a total of \$ 1566.60

I am requesting an expenditure of \$ 1566.60 from the computer reserve account
001.1680.0497

A handwritten signature in black ink, enclosed within a hand-drawn oval. The signature appears to be "Yil" or similar, written in a cursive style.

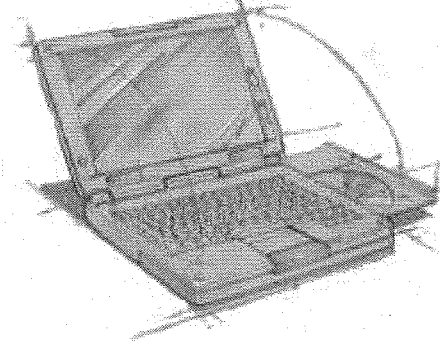
Firthcliffe Technologies, Inc.

198 Willow Ave
 Cornwall, NY 12518
 PH: 845-534-9800

Estimate

Date	Estimate No.
1/16/2018	236

Name / Address
Town of Newburgh 1496 Route 300 Newburgh, NY 12550



		Vendor Quote #(s)	
Description	Qty	Unit Cost	Total
Maintenance Agreement -- Purchase of Block of 35.29 Hours for Computer Repair	1	3,000.00	3,000.00
Thank you for your business!		Total	\$3,000.00

Signature/Date

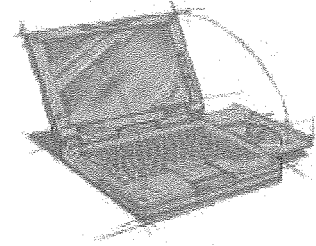
Any Items with Zeros "0" in the "Qty" column are optional. The prices in the "Unit Cost" column are upgrade prices that are in addition to the original quoted items.

FLC Equipment and Supplies
 198 Willow Ave
 Cornwall, NY 12518-1331
 845-534-9800 Fax 845-534-4107

Estimate

Date	Estimate #
1/5/2018	2507

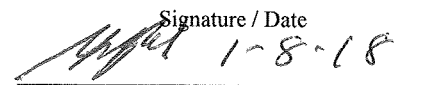
Name / Address
Newburgh Town Hall 1496 Route 300 Newburgh, NY 12550



Vendor Quote #

Description	Qty	Rate	FLC PO #	Total
Recreation Dept				
Dell OptiPlex 3050 i5-6500 Mini Tower >Intel Core i5-6500 (QC/6MB/4T/3.2GHz/65W) >8GB (1x8GB) 2400MHz DDR4 Memory >3.5" 500GB 7200rpm SATA Hard Drive >Intel Integrated Graphics Card >DVD+/-RW Bezel >No Diagnostic/Recovery CD media >No Media Card Reader >No Wireless >240W Standard Power Supply >NO ADAPTER >Waves Maxx Audio >Windows 7 Pro 64bit (Includes Windows 10 Pro License) >Adobe Reader 11 >Dell Wired Multi-Media Keyboard >Dell Wired Mouse, Black >Dell Limited Hardware Warranty Plus Service (1 Year) >Onsite Service After Remote Diagnosis (3 Years)	1	864.63		864.63
Dell 24" Monitor >Dell Limited Hardware Warranty >Advanced Exchange Service (3 Years)	0	272.99		0.00
Dell 27" Monitor	2	350.985		701.97
Prices are subject to change without notice. If you have any questions please call.			Total	

Any Items with Zeros "0" in the "Qty" column are optional.

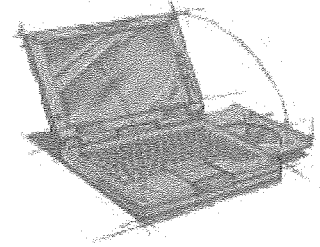
Signature / Date


FLC Equipment and Supplies
 198 Willow Ave
 Cornwall, NY 12518-1331
 845-534-9800 Fax 845-534-4107

Estimate

Date	Estimate #
1/5/2018	2507


Name / Address
Newburgh Town Hall 1496 Route 300 Newburgh, NY 12550



Vendor Quote #

Description	Qty	Rate	FLC PO #	Total
>Dell Limited Hardware Warranty >Premium Panel Warranty Advanced Exchange (3 Years)				
Prices are subject to change without notice. If you have any questions please call.			Total	\$1,566.60

Any Items with Zeros "0" in the "Qty" column are optional.

Signature / Date
 1-8-18



Firthcliffe Technologies, Inc.

198 Willow Ave
 Cornwall, NY 12518
 PH: 845-534-9800

Statement

Date
12/29/2017

To:
Town of Newburgh 1496 Route 300 Newburgh, NY 12550

				Amount Due	Amount Enc.
				\$3,878.16	
Date	Transaction			Amount	Balance
11/14/2017	Balance forward				2,848.14
11/15/2017	PMT #77166. Inv# 12237 ck 11/15/17			-3,000.00	-151.86
11/15/2017	INV #12426. JMF 11/14/17 Priority In Shop Labor (Bob)			185.00	33.14
11/16/2017	INV #12432. 11/15/17 Remote Administration - Animal Control (Bob)			82.50	115.64
11/16/2017	INV #12436. 11/15/17 Service Call - Meeting Room (Paul)			330.00	445.64
11/17/2017	INV #12449. 11/8/17 Remote Administration - Court (Paul)			41.25	486.89
11/17/2017	INV #12454. VOID: Maintenance Agreement - block of time			0.00	486.89
11/20/2017	INV #12455. JMF 11/16/17 Remote Administration (Paul)			82.50	569.39
11/21/2017	INV #12461. 11/17/17 Service Call (Bob)			82.50	651.89
11/21/2017	INV #12462. 11/17/17 Service Call - Court (Bob)			82.50	734.39
11/28/2017	INV #12485. JMF 11/27/17 Remote Administration - Priority One (Paul)			82.50	816.89
11/30/2017	INV #12491. JMF 11/29/17 Remote Administration (Fred)			82.50	899.39
11/30/2017	INV #12492. JMF 11/13/17 Priority In Shop Labor (Bob)			254.38	1,153.77
11/30/2017	INV #12493. JMF 11/13/17 Priority In Shop Labor (Gil Old System) (Bob)			254.38	1,408.15
11/30/2017	INV #12498. JMF 11/28/17 Remote Administration- Animal Control (Paul)			41.25	1,449.40
11/30/2017	INV #12499. JMF 11/29/17 Remote Administration- Zoning Dept. (Paul)			41.25	1,490.65
12/05/2017	PMT #1402. Inv#			-19.99	1,470.66
12/06/2017	INV #12519. 12/5/17 Service Call - Supervisor and TC (Bob)			247.50	1,718.16
12/08/2017	INV #12526. JMF 12/5/17 Remote Administration (Paul)			41.25	1,759.41
12/11/2017	INV #12540. 12/7/17 Remote Administration (Paul)			41.25	1,800.66
12/13/2017	INV #12550. JMF Labor to monitor server event logs & Daily Remote B/U Dec'17 2017			165.00	1,965.66
12/13/2017	INV #12555. 12/12/17 Service Call - Assessor (Bob)			41.25	2,006.91
12/15/2017	INV #12568. JMF 12/11/17 Remote Administration (Paul)			41.25	2,048.16
12/15/2017	INV #12572. 12/14/17 Service Call (Fred)			247.50	2,295.66
12/18/2017	INV #12578. JMF 12/12/17 Priority In Shop Labor - Assessor (Bob)			138.75	2,434.41
12/21/2017	INV #12591. JMF 12/19/17 Service Call (Paul)			41.25	2,475.66
12/21/2017	INV #12592. JMF 12/19/17 Service Call (Bob,Paul)			1,320.00	3,795.66
12/21/2017	INV #12608. JMF 11/30/17 Remote Administration (Paul)			41.25	3,836.91
12/26/2017	INV #12616. 12/22/17 Remote Administration (Bob)			41.25	3,878.16
12/29/2017	PMT #77533. Inv# 12454 ck 12/21/17			-3,000.00	878.16
12/29/2017	INV #12660. Maintenance Agreement - block of time			3,000.00	3,878.16
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
3,000.00	878.16	0.00	0.00	0.00	\$3,878.16

VOUCHER

DEPARTMENT Town Hall

CLAIMANT'S NAME AND ADDRESS
Firthcliffe Technologies, Inc
198 Willow Ave
Cornwall, NY 12518

TERMS _____

DO NOT WRITE IN THIS BOX

Date Voucher Received		VOUCHER NO.
FUND - APPROPRIATION	AMOUNT	
TOTAL		
Abstract No.		

Vendor's Ref. No. _____

Date	Quantity	Description of Materials or Services	Unit Price	Amount
12/29/17	1	Maintenance Agreement	3000.00	3000.00
(See Instructions on Reverse Side)			TOTAL	3000.00

CLAIMANT'S CERTIFICATION

I, Stacey Lyle, certify that the above account in the amount of \$ 3000.00 is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

1/8/17 DATE [Signature] SIGNATURE Vice President TITLE

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

DATE _____ AUTHORIZED OFFICIAL _____

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE _____ AUDITING BOARD _____

Firthcliffe Technologies, Inc.

198 Willow Ave
Cornwall, NY 12518
PH: 845-534-9800

Invoice

Date	Invoice #
12/29/2017	12660

Bill To
Town of Newburgh 1496 Route 300 Newburgh, NY 12550

P.O. No.	Terms	Project
	Per M/A terms	

Quantity	Description	Rate	Amount
1	Maintenance Agreement	3,000.00	3,000.00
0	-- Purchase of Block of 35.28 Hours for Computer Repair		0.00
Thank you for your business!		Total	\$3,000.00

State of New York
Unified Court System



25 Beaver Street
New York, N.Y. 10004
(212) 428-2100

Lawrence K. Marks
Chief Administrative Judge

December 28, 2017

Supervisor Gilbert Piaquadio
Town of Newburgh
1496 Route 300
Newburgh, NY 12550

Dear Supervisor Piaquadio:

Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings.

The Unified Court System's *Action Plan for the Justice Courts* includes initiatives to improve accountability and controls over Justice Court finances and records. Among the initiatives is increased monitoring of town and village board compliance with Section 2019-a.

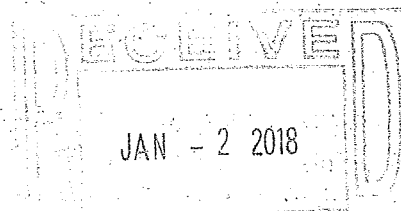
Accordingly, I am requesting that you provide a copy of the audit or examination for fiscal year ending December 31, 2017 of your local court's records and a copy of your board resolution acknowledging that the required examination or audit was conducted. Please email the report and the resolution to jcasazza@nycourts.gov or mail to Joan Casazza, Internal Control Liaison, NYS Office of Court Administration, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033. Please respond by March 1, 2018.

If you have any questions, please contact Joan Casazza at (518) 238-4303 or at the email listed above. Thank you for your cooperation.

Very truly yours,

/smw

c: George Danyluk, CIA
Joan Casazza, CIA



Supervisor

16

TOWN OF NEWBURGH EMPLOYMENT REQUEST FORM

To: Personnel Department

NAME OF CANDIDATE: Rhonda Goodrich

DEPARTMENT: Code Compliance

TITLE OF POSITION: Part time Clerk

FULL TIME OR PART TIME: Part time

HOURLY RATE: 12.00

IS POSITION FUNDED IN CURRENT BUDGET: YES OR NO

FUND APPROPRIATION NUMBER: 3620

PROPOSED HIRE DATE: A.S.A.P

NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT PRE-EMPLOYMENT PHYSICAL AND COMPLETION OF ALL REQUIRED PAPERWORK.

[Signature]
DEPARTMENT HEAD SIGNATURE

1/16/18
DATE

ORIGINAL APPLICATION SHOULD BE ON FILE IN THE PERSONNEL
DEPARTMENT

ORANGE COUNTY APPLICATION FOR EXAMINATION/EMPLOYMENT

MAIL OR HAND DELIVER TO:

DEPARTMENT OF HUMAN RESOURCES
30 MATTHEWS STREET, SUITE 303A
GOSHEN, NY 10924
TELEPHONE: (845) 291-2707

Carefully read the appropriate examination announcement before completing this application. This application is part of your examination and must be filled out completely and accurately. Answer all questions fully and carefully. Print legibly in ink or typewrite. Attach additional sheets if necessary in order to give complete and detailed information.

1. If you are filing for more than one examination on this application be sure that they are all **SCHEDULED TO BE HELD ON THE SAME DATE** (check the announcement for each examination). If you wish to file for examinations being held on different dates, submit a separate application for each date.

Exam #s (if applicable)	Exam Date (if applicable)	Exam Name OR Title of Position	Human Resources Use Only
N/A	N/A	Clerk - P/T - Code.	#1 A C D
			#2 A C D
			#3 A C D
			#4 A C D
			#5 A C D

2. SOCIAL SECURITY NUMBER

3. FULL NAME/LEGAL RESIDENCE*

Goodrich Rhonda
 Last name First Name Initial

468 1st St.
 Street Address

Newburgh N.Y. 12550
 City State Zip Code

Mailing Address (if different from legal residence)

Phone # 845-522-4512

NOTIFY THIS DEPARTMENT IMMEDIATELY OF ADDRESS CHANGES

4. RESIDENCY: State your permanent legal residence and indicate how long you have resided there continuously, up to and including the date of this application. **THIS SECTION WILL DETERMINE YOUR ELIGIBILITY (IF ANY) FOR CERTIFICATION ON A RESIDENT LIST.**

	YRS	MOS
VILLAGE OF _____		
TOWN OF _____		
COUNTY OF <u>Orange</u>		
STATE OF <u>New York</u>		
SCHOOL DISTRICT <u>City of NBo</u>	1	10

5. SPECIAL ARRANGEMENTS: Check box below if you need special accommodations to participate in the exam:

Religious Observer – for religious reasons cannot be tested on date of examination.

Other _____
(requires supporting documentation)

Disabled Persons – under remarks indicate type of assistance required

6. VETERANS CREDITS: If you are serving, or have served, in the armed forces of the United States on a full-time active duty basis during wartime, you may be eligible to receive credits as a Disabled or Non-Disabled Veteran.

YES*, I WISH TO CLAIM CREDITS AS A *NON-DISABLED* VETERAN, PLEASE SEND APPLICATION

YES*, I WISH TO CLAIM CREDITS AS A *DISABLED* VETERAN, PLEASE SEND APPLICATION

NO, I DO NOT WISH TO CLAIM VETERANS CREDITS

*Please complete and attach Application for Veterans' Credits.

7. E-MAIL ADDRESS:

Rhondola1@gmail.com

8. CHECK APPROPRIATE BOX TO RIGHT OF EACH QUESTION

YES NO

- A. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? YES NO
- B. Did you ever resign from any employment rather than face dismissal? YES NO
- C. Did you receive a **dishonorable** discharge from the armed forces of the United States? YES NO
- D. Have you ever been convicted of any crime (felony or misdemeanor)? **If so, please submit a Certificate of Conviction with your application.** YES NO
- E. Are you now under charges for any crime (felony or misdemeanor)? YES NO
- F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? YES NO

Convictions will not necessarily disqualify you from taking an exam but may bar you from appointment.

If you answered "YES" to any of the questions above, please provide specifics under "REMARKS". If you elect not to provide specifics or if such explanation is insufficient, a confidential inquiry will be sent to you.

9. A. If minimum and/or maximum age limits are established for the position please enter your date of birth: Month 01 Day 19 Year 1976

B. If citizenship is a requirement for the position for which you are applying, please answer the following:
Are you a citizen of the United States? YES NO

C. If not a citizen, do you have the legal right to accept employment in the United States? YES NO
Please provide Alien Registration Number: _____

D. Are you a retiree from New York State or any civil division thereof? YES NO

E. Are you an Exempt Firefighter? YES NO

10. Do you possess a license to operate a motor vehicle in New York State? YES NO Class: D

11. **LICENSES:** If a license, certificate or other authorization to practice a trade or profession is a requirement of the position for which you are applying, complete the following question: (attach copy)

Trade/Profession _____ City/State _____
License/Certificate # _____ Expiration Date _____
Licensing Agency _____ IF NOT currently licensed check this box

12. **EDUCATION:** Do you have a high school or equivalency diploma? YES NO

COLLEGE, UNIVERSITY, PROFESSIONAL OR TECHNICAL SCHOOL INFORMATION

Name & Location of School	Attendance Dates (Mo/Yr)		Course or Major Subject	#Credits Rec'd	Degree Rec'd	Date of Degree
	From	To				
Other Schools or Special Courses						

HAVE YOU PREVIOUSLY SUBMITTED PROOF OF EDUCATIONAL ACHIEVEMENTS? YES NO

13. Do you object to this department making inquiry regarding your character and qualifications from your present employer?

YES NO If answer is "YES" please explain under REMARKS.

14. DESCRIPTION OF EXPERIENCE: Beginning with your most recent experience, describe in detail all employment that is pertinent to the required minimum qualifications indicated on the exam announcement for the title for which you are applying. Omissions or vagueness will NOT be interpreted in your favor. If relevant volunteer experience is acceptable as qualifying, describe it in the same way as paid work. If you have had military service which included experience pertinent to the position, describe such experience as a separate employment. Under "Duties" for each employment describe the nature of the work which you personally perform and the percentage of time spent in each function. If you supervised a work group, state its size and nature and the extent of such supervision. If your title or duties changed materially in the course of your service in any one organization, indicate such change clearly and as a separate employment.

Length of Employment MO/YR MO/YR From 8/10 to 2/17	Firm Name Newburgh mall Urban Retail Prop. LLC	Address 1401 Rte 300 Newburgh, NY 12550
# of hours worked per week (exclude overtime) 40	Duties (include % of time in each function)	
Type of Business Retail Management	Customer Service - 20%	
Your Title Office Manager/Admin	Answer phones, Faxing, Copying, mail 40%	
Supervisor's Name & Title Tony DiMarco - General Manager	Data entry, payroll, petty cash 20%	
Reason for Leaving Lack of work	clms. Claims, Order supplies,	
Earnings (Circle One) \$ 615 (W) MO YR	Scheduling 20%	
Length of Employment MO/YR MO/YR From 5/109 to 8/10	Firm Name Cataract + Laser Eye	Address 21 Laurel Ave Cornwall, NY
# of hours worked per week (exclude overtime) 40	Duties (include % of time in each function)	
Type of Business Medical	Answer Phones, Scheduling app. 50%	
Your Title Receptionist	Meet patients, medical Records 30%	
Supervisor's Name & Title Dr. Sayegh	Faxing, Copying, filing 20%	
Reason for Leaving Better Position		
Earnings (Circle One) \$ 480 (W) MO YR		
Length of Employment MO/YR MO/YR From 9/00 to 10/2008	Firm Name Dr. Ondrejik	Address 10 Little Britain Rd. WBC
# of hours worked per week (exclude overtime) 40	Duties (include % of time in each function)	
Type of Business Medical	Answer Answer phones, scheduling 40%	
Your Title Receptionist	Meet patients, medical records 30%	
Supervisor's Name & Title Dr. Ondrejik	Faxing, filing, Copying 30%	
Reason for Leaving Practice Closed		
Earnings (Circle One) \$ 400 (W) MO YR		

REMARKS:

ALL STATEMENTS ARE SUBJECT TO VERIFICATION. MISREPRESENTATIONS MAY CONSTITUTE CAUSE FOR DISQUALIFICATION OR DISCHARGE. IT IS A CRIME PURSUANT TO SECTION 210.45 OF THE NEW YORK STATE PENAL LAW, PUNISHABLE AS A CLASS "A" MISDEMEANOR, TO KNOWINGLY MAKE A FALSE STATEMENT HEREIN.

Background Investigation: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

For County employment: You may be required to submit to a pre-employment drug test. Your appointment may be conditioned on such test result.

THIS AFFIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION MUST BE COMPLETED:

By my signature below, I hereby authorize the Orange County Department of Human Resources, the County of Orange, and/or its respective Departments, Offices or Agencies to request verbal records or written verification of any or all information contained herein. I further authorize a review and full disclosure of all records concerning me whether said records are of a public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of records.

I further release the Orange County Department of Human Resources, the County of Orange, and/or its respective Departments, Offices or Agencies, and their respective officers and/or employees from any and all liability which may be incurred as a result of collecting such information. Further, my signature below certifies I have read and fully understand the "Affirmation and Authorization for Release of Personal Information" and have acknowledged that a photocopy of this Application for Examination/Employment containing this release will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature. I affirm that all statements made on this application (including any attached paper) are true under the penalties of perjury.


SIGNATURE OF APPLICANT

12-18-17
DATE

PLEASE PRINT ANY OTHER NAME BY WHICH YOU ARE OR HAVE BEEN KNOWN

CHECK TO MAKE SURE THAT ALL APPLICABLE QUESTIONS HAVE BEEN ANSWERED. AN INCOMPLETE APPLICATION MAY RESULT IN DISAPPROVAL. A RESUME MAY NOT BE SUBMITTED IN LIEU OF COMPLETING THE APPLICATION.

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status in connection with employment in the municipal service of the County of Orange.

ORANGE COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Rhonda Goodrich

468 1st Street, Newburgh, New York, 12550 – (845)522-4512 – Rhondola1@gmail.com

SKILLS

- Possesses strong skill set to organize & execute multiple projects at once.
- Positive, proactive work ethic and approach.
- Proficient in Microsoft Word, Excel, Outlook, Access, and CIL.

Professional Experience

Office Manager / Administrative Assistant

Urban Retail Properties, LLC – Newburgh Mall, Newburgh, New York
2010 – February 2017

- Created, implemented, and maintained all tenant and vendor contact and insurance certificate information in Microsoft Access database.
- Processed payroll for hourly employees, maintained attendance records, and processed all new hire paperwork.
- Managed General Property Manager's schedule, correspondence, and telephone screening.
- Reviewed and processed accounts payable, including new vendor set-up.
- Obtained and compiled tenant sales reports to be used for billing and monthly budget reports.
- Liaison for insurance company liability claims, maintained incident reports and photos, and handled correspondence for attorneys.
- Coordinated all administrative tasks for property including general office duties such as: answering phones, filing, distributing mail, faxing, scanning, and ordering supplies.
- Managed petty cash fund and office credit card accounts.
- Scheduled quarterly inspections on mall equipment, scheduled repairs if needed, and maintained warranties and service reports.
- Ensured smooth operations of property management office by assuming responsibilities in Operations during long term absences and position vacancy.

Medical Receptionist

Dr. Michael Sayegh, Cornwall, New York
2009 – 2010

- Schedule and confirm patient appointments.
- Greet patients, collect co-pays and any outstanding balances.
- Compile, record, and maintain medical charts, reports, & correspondence.
- Complete insurance forms and requests.
- General office duties such as: answering phones, filing, faxing, etc.

Medical Receptionist

Dr. Diana Ondrejik, Newburgh, New York
2001 – 2008

- Schedule and confirm patient appointments.
- Greet patients, collect co-pays and any outstanding balances.
- Compile, record, and maintain medical charts, reports, & correspondence.
- Complete insurance forms and requests.
- General office duties such as: answering phones, filing, faxing, order office supplies etc.
- Maintain patient rooms and reception area.

Education

Newburgh Free Academy – Newburgh, New York – Diploma

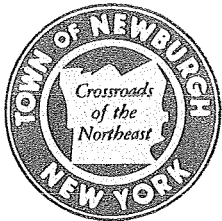
Rhonda Goodrich

References

Anthony DiMarco – Urban Retail Properties, LLC – General Manager
(518)339-3568

Kathleen Levato – Urban Retail Properties, LLC – Marketing Manager
(914)805-3219

Debra Gaito – Newburgh Mall – Specialty Leasing
(845)453-8507



TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

PH: 845-566-7785

Fax: 845-564-2170

To: Gerald Canfield, Code Compliance Supervisor

Cc: Paul Ruggiero, Liaison

From: Charlene M Black, Personnel

Date: December 28, 2017

Re: In House Posting for Part time Clerk

The results of the posting on December 18, 2017, has given me no names. You may now look to hire from the outside. If you have anyone interested please make sure I get an application first to have that person pre-approved by Orange County Human Resources.



TOWN OF NEWBURGH

17

1496 Route 300, Newburgh, New York 12550

RONALD E. CLUM, CPA
ACCOUNTANT

845-564-5220

Fax: 845-566-9461

E-Mail: rclumaccountant@townofnewburgh.org

To: Town Board & Gil Piaquadio, Town Supervisor
From: Ronald E. Clum, Town Accountant
Date: January 17, 2018
RE: Budget Transfers

Upon review of the year end expenditure reports there are a number of Budget Adjustments that should be made. Since this will require board action could you place it onto the agenda for the January 22, 2018 Board Meeting.

They are as follow:

FROM ACCOUNT		TO ACCOUNT	
Account Description/ Account Name	Account Number/ Account Name		Dollar Amount
001.1010.0469 Justice Courts - Travel	001.1010.0100 Justice Court - Payroll	\$	205.00
001.1355.0466 Assessor - Operating Supplies	001.1355.0461 Assessor - Office Supplies	\$	200.00
001.1410.0496 Town Clerk - Printing	001.1410.0100 Town Clerk - Payroll	\$	3,808.00
001.1625.0481 B&G - Utilities	001.1626.0100 B& Grounds - Payroll	\$	591.00
001.1640.0452 Fleet - Vehicle Repairs	001.1640.0100 Fleet Maintenance - Payroll	\$	5,823.00
001.9060.0800 General Fund - Medical Insurance	001.3010.0100 Police - Payroll	\$	33,950.00
001.9060.0800 General Fund - Medical Insurance	001.3120.0462 Police - Uniforms	\$	15,801.00
001.6772.0466 Program for Aging - Operating Supplies	001.6773.0497 Transp for Aging - Maint Contracts	\$	57.00

FROM ACCOUNT		TO ACCOUNT		
Account Description/ Account Name	Account Number/ Account Name	Account Number/ Account Name		Dollar Amount
001.3510.0200 Animal Control - Equipment	001.3510.0100 Animal Control - Payroll		\$	3,655.00
001.9040.0800 General Fund - Workers Comp	001.5010.0100 Super of Highways - Payroll		\$	32,634.00
001.7310.0190 Recreation - Youth - Other P/R	001.5630.0497 Dial - A - Bus - Maint Contracts		\$	5,773.00
030.9065.0800 Highway - Dental Optical	030.9060.0800 Highway - Medical Insurance		\$	9,860.00
040.8330.0499.4002 Water Purif. - Other Exp	040.8330.0474.4002 Water Purification-Repairs to Non Veh		\$	412.00
050.8130.0499.5020 Roseton Hills - Other Expenses	050.8130.0459.5020 Roseton Hills - Chemicals			300.00
001.1622.0481 B&G - Utilities	001.1620.0474 B&G - Repairs to Non-Vehicles			1,270.00



Town of Newburgh

Department of Public Works

311 Route 32

Newburgh, NY 12550

To: Gil Piaquadio; Town Supervisor and Town Board Members
Jim Osborne; Town Engineer

From: Jeff Guido; Water / Sewer Superintendent

Date: January 5, 2018

Subject: 2018 Bids

I request permission to advertise for bids on Water Treatment Chemicals and Alum Sludge Removal for the Water Supply Department. Please place this on the next available Town Board Meeting agenda.

Pending Town Board approval, I will coordinate with Andrew Zarutskie, Town Clerk to determine a date for publication of notices in the Town's official newspapers.