

JOSEPH P. PEDI
Town Clerk, 1496 Route 300
Town of Newburgh, New York 12550
Telephone 845-564-4554

WORKSHOP MEETING AGENDA

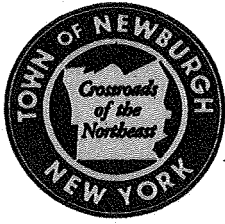
Monday, July 22, 2019

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. PRESENTATION: Waterstone**
- 7. POLICE DEPARTMENT:**
 - A. Payment of Annual Software Maintenance**
 - B. Hiring of Police Dispatcher**
- 8. TOWN CLERK:**
 - A. On Line Dog License Renewal**
 - B. Selling of E-Z Pass**
- 9. ANIMAL CONTROL: T-94 Withdrawal**
- 10. ENGINEERING:**
 - A. Meadow Hill North/West Sewer Service Area - Proposal for Sanitary Sewer Evaluation and Survey (SSES)**
 - B. Mountainview Water Storage Tank – Proposal for Tank Size Analysis**
- 11. BUILDINGS AND GROUNDS: 21 Hudson Plaza Communications System**
- 12. ZONING: Hiring of Planning Services for Senior and Affordable Housing**
- 13. CYBER SECURITY**
 - A. Rescind Town Board Approval on Initial Cyber Liability Insurance from Beazley**
 - B. Approval for Cyber Liability from Chubb-Ace American Insurance**
- 14. HIGHWAY DEPARTMENT: Approval to Hire Seasonal Worker**
- 15. EXECUTIVE SESSION: CSEA Memorandum of Agreement (MOA)**
- 16. ADJOURNMENT**

GJP; jpp
Second Draft: July 19, 2019 11:15 am

7A



TOWN OF NEWBURGH POLICE DEPARTMENT

300 Gardnertown Road, Newburgh, New York 12550

Donald B. Campbell
Chief of Police

(845) 564-1100

July 12, 2019

To: Town Board

From: Chief Donald B. Campbell

Subject: Payment of Annual Police Software Maintenance

I am requesting your authorization to pay the annual police software maintenance agreement of \$20,938 to IMPACT (Admit Computer Services). The funds for this payment are included in the Police budget in account # 3010.497.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Donald B. Campbell", is written over the printed name.

Donald B. Campbell
Chief of Police

Invoice No	Date	Page
242463	06/30/2019	1 of 1

Admit Computer Services, Inc., a CentralSquare Company
 1000 Business Center Drive
 Lake Mary, FL 32746
 www.centrsquare.com
 Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centrsquare.com

Bill To
 Newburgh Town Police Department
 Attn: Chief Bruce Campbell
 300 Gardnertown Road
 Newburgh NY 12550
 United States

Ship To
 Newburgh Town Police Department
 Attn: Chief Bruce Campbell
 300 Gardnertown Road
 Newburgh NY 12550
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
14893	Newburgh Town Police, NY		USD	Net 30	07/30/2019

	Description	Units	Rate	Extended
1	Impact CAD - Server (Site) & 1 Station (User) Annual Mainten - Annual Maintenance Fee VCAD Maintenance: Start:08/01/2019, End: 07/31/2020	2	\$3,266.50	\$6,533.00
2	Impact RMS with Media and Data Sharing (Site) Annual Mainten - Annual Maintenance Fee RMS Enterprise Maintenance: Start:08/01/2019, End: 07/31/2020	1	\$11,169.00	\$11,169.00
3	Barcoding Annual Maintenance Fee - Annual Maintenance Fee Property/Evidence Bar Coding Module Maintenance: Start:08/01/2019, End: 07/31/2020	1	\$239.00	\$239.00
4	Biometrics Interface Annual Maintenance Fee - Annual Maintenance Fee Biometrics Interface Maintenance: Start:08/01/2019, End: 07/31/2020	1	\$708.00	\$708.00
5	NYS TraCS Interface Annual Maintenance Fee - Annual Maintenance Fee NYS TraCS Interface Maintenance: Start:08/01/2019, End: 07/31/2020	1	\$709.00	\$709.00
6	Photo Annual Maintenance Fee - Annual Maintenance Fee Photo Capture Station License Maintenance: Start:08/01/2019, End: 07/31/2020	1	\$1,580.00	\$1,580.00

Please make remittance payable to Admit Computer Services, Inc. ACH / EFT:	Subtotal	\$20,938.00
Routing Number 121000248		
Account Number 4125177089	Tax	\$0.00
Wells Fargo (Phone 800-869-3557)		
E-mail payment details to: Accounts.Receivable@centrsquare.com	Invoice Total	\$20,938.00
Check:	Payments Applied	\$0.00
1000 Business Center Dr.		
Lake Mary FL. 32746	Balance Due	\$20,938.00
United States		

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank.
Admit Computer Service, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1000 Business Center Drive

6 City, state, and ZIP code
Lake Mary, FL 32746

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-			-			
--	--	--	--	---	--	--	---	--	--	--

or

Employer identification number

1	1	-	2	5	2	4	9	7	9
---	---	---	---	---	---	---	---	---	---

Part II Certification

- Under penalties of perjury, I certify that:
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 - I am a U.S. citizen or other U.S. person (defined below); and
 - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ **4/24/18**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



TOWN OF NEWBURGH

7B

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

PH: 845-566-7785

Fax: 845-564-2170

To: Supervisor Piaquadio ✓
Town Board

From: Charlene M Black, Personnel

Date: July 16, 2019

Re: Full-time Dispatcher

Please find attached a letter and Employee Request form from Chief Campbell requesting the approval of Full Time Dispatcher, Ashley Masopust, with a hire date on or after July 29th, 2019, due to the fact that Betty is already a P/T employee. She was third on the Orange County Canvas list so no canvassing was necessary.



TOWN OF NEWBURGH POLICE DEPARTMENT

300 Gardnertown Road, Newburgh, New York 12550

DONALD B. CAMPBELL
CHIEF OF POLICE

Phone: (845) 564-1100
Fax: (845) 564-1870

July 16, 2019

To: Newburgh Town Board

Cc: Charlene Black/Personnel Department

From: Chief Donald B. Campbell

Subject: Full-Time Dispatcher Position

I am requesting the Newburgh Town Board appoint Ashley Masopust to the position of Full-Time Dispatcher. Ashley has been employed as a Part-Time Dispatcher since July of 2017 and is fully trained in communications. Ashley is currently immediately reachable on the Orange County Dispatcher Civil Service Residency List and I am requesting a start date on or after July 29th 2019. (Fund appropriation # 001-3120-0100-000).


Donald B. Campbell
Chief of Police

TOWN OF NEWBURGH

EMPLOYMENT REQUEST FORM

To: Personnel Department

NAME OF CANDIDATE: Ashley Masopust

DEPARTMENT: Police

TITLE OF POSITION: Dispatcher

FULL TIME OR PART TIME: Full time

HOURLY RATE: Annual \$44,050 per year AS per CSEA Contract

IS POSITION FUNDED IN CURRENT BUDGET: YES OR NO

FUND APPROPRIATION NUMBER: 001-3120-0100-000

PROPOSED HIRE DATE: On or After 7/29/19

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

[Signature]
DEPARTMENT HEAD SIGNATURE

7/16/19
DATE

ORIGINAL APPLICATION SHOULD BE ON FILE IN THE PERSONNEL
DEPARTMENT



TOWN OF NEWBURGH

8A

1496 Route 300, Newburgh, New York 12550

Joseph P. Pedi
Town Clerk

845-564-4554

Fax: 845-564-8589

e-mail: josephpedi@townofnewburgh.org

lisaayers@townofnewburgh.org

Lisa M. Ayers
First Deputy Town Clerk

To: Gil Piaquadio

From: Joseph Pedi

Date: July 8, 2019

Subject: Online Renewal of Dog Licenses

Now that the credit card payment system has matured, I would very much like to introduce online dog license renewal.

Simply put, a resident can renew a dog license online using their credit card for payment assuming the rabies vaccination is current. If the rabies vaccination is not current, the user will be advised and the dog renewal will not occur.

The software is created by BAS who created and maintains the Dog Licensing Software we are currently using.

The \$950.00 first year cost is relatively inexpensive and the annual maintenance fee after the first year is only \$300.00.

Please see the enclosed quote from BAS.

I feel this will increase the accessibility of Town Clerk functions to the Town residents.

Joseph P. Pedi



"Transforming the way government works"

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

7/3/2019

TOWN OF NEWBURGH

ONLINE DOG PORTAL QUOTE

SOFTWARE/SERVICES:

COST:

Online Dog Licensing Portal
(\$500)

\$500

System Configuration
(1 hour @ \$150/hour)

\$150

System Training
(30 mins via webinar)

\$N/C

Total Software/Services:

\$650

Annual Hosting, Support & Maintenance Fee:
(\$25/month invoiced annually)

\$300

Total 1st Year Cost:

\$950

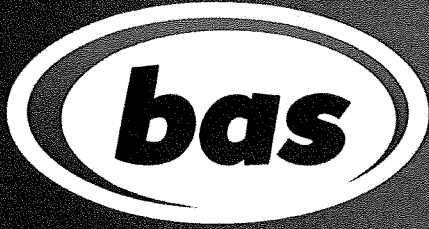
Approved by:

Name

Signature

Title

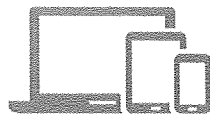
Date



CLERK LICENSING ONLINE DOG PORTAL

Our Online Dog Portal integrates seamlessly with the Clerk Licensing System. This allows residents to quickly access their current license information and renew expiring licenses using any device connected to the internet.

FEATURES AVAILABLE TO RESIDENTS 24 HOURS A DAY, 365 DAYS A YEAR



View Current Information

Access current dog licensing information including expiration date



Renew Dog Licenses

Conveniently & securely renew licenses using credit, debit, or electronic check

APPLICATION FEATURES



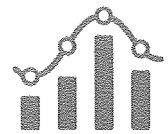
Rabies Validation

The system automatically verifies renewability based on the related rabies certification expiration. If the certification has expired, the resident will not be able to renew online and will receive a request for a new rabies certificate.



Automatic Sync

Avoid manual entry! This system automatically syncs all online dog license renewal transactions and imports them back into the Dog Module within the Clerk Licensing System where they are placed in a queue.



Easy Balancing

All online renewal transactions are clearly marked as "Internal" on the daily cash report and the dog transaction report for easy balancing of payments received.



TOWN OF NEWBURGH

1496 Route 300, Newburgh, New York 12550

8 B

Joseph P. Pedi
Town Clerk

845-564-4554

Fax: 845-564-8589

e-mail: josephpedi@townofnewburgh.org

lisaayers@townofnewburgh.org

Lisa M. Ayers
First Deputy Town Clerk

To: Gil Piaquadio

From: Joseph Pedi

Date: July 8, 2019

Subject: Sale of EZ Pass

Attached is an application and a sales agreement that will allow the Town Clerk's Office to sell EZ Pass Tags.

Simply put, the Town buys the tags from the Thruway Authority for \$21.00 each and sells them for \$25.00 each. The initial purchase is usually 25 tags for a total of \$525.00

My intent is to increase the variety of services offered by the Town Clerk's Office.

If this requires Town Board approval, please include this item on the agenda for the July 22, 2019 Workshop Meeting.

Joseph P. Pedi



Thruway Authority

E-ZPass Operations
P.O. Box 189
Albany, NY 12201
Phone: (518) 471-4218 Fax: (518) 436-2808
Email: ezpassny@thruway.ny.gov

Clear Form

E-ZPASS ON-THE-GO RETAIL SALES PROGRAM APPLICATION



INSTRUCTIONS:

- Please read the E-ZPass On-the-Go Retail Sales Agreement.
- Complete Sections I through VI and mail, fax or email as noted above (Application must be completed in its entirety and signed by an authorized representative).
- Upon approval of Application, the Retail Sales Agreement will be sent to Merchant for execution.

NOTE: Municipalities, State agencies and public colleges and universities use Application (TA-W6333) found at www.thruway.ny.gov.

Section I Applicant Information			
Corporate/Business/Entity Name	Authorized Representative Name	Phone No. () -	
Doing Business As (DBA)(if applicable)	Federal Employer ID No. (or SS No.)	Fax No. () -	
Address of Primary Place of Business or Principal Office	City	State ▼	Zip Code -
Section II Retail Location Information			
Total number of retail locations the entity operates	Total number of retail locations applying for E-ZPass On-the-Go Tag distribution		
Type(s) of retail locations where E-ZPass On-the-Go Tags will be distributed (check all that apply)			
<input type="checkbox"/> Gas/Service Station	<input type="checkbox"/> Auto Dealership	<input type="checkbox"/> Car Wash	<input type="checkbox"/> Newsstand/Gift Shop
<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Fast Food	<input type="checkbox"/> Auto Parts Store
<input type="checkbox"/> Other	_____		
Section III Specific Retail Information for E-ZPass On-the-Go Tag Sales (See Page 2)			
Section IV Vendor Responsibility Questionnaire			
Submit questionnaire online at www.osc.state.ny.us/vendrep/enroll.htm or print questionnaire, complete and attach it to this application.			
Section V E-ZPass On-the-Go Retail Sales Agreement (See attached)			
Section VI Applicant Representation and Certification			
I hereby represent that all of the information provided in this Application is complete, true and accurate. I further represent that I am authorized to execute this Application on behalf of the entity named in Section I.			
_____		_____	_____
Authorized Representative Signature		Authorized Representative Title	Date

Important Note to Applicants:

Submission of an E-ZPass On-the-Go Retail Sales Program Application does not guarantee that it will be approved. Approval to participate as an E-ZPass On-the-Go merchant is within the sole discretion of the New York State Thruway Authority. Applicants may be required, at the request of the Thruway Authority, to provide additional information regarding the financial responsibility of the applicant.

It is not necessary to employ any person, agency, or organization to assist you in filing this Application. Beware of persons claiming to be able to assist you in securing action on your Application.

If you have questions on the Application or need assistance completing it, contact E-ZPass Operations at the number listed above.

E-ZPass On-the-Go Retail Sales Program Application

Retail Information for E-ZPass On-the-Go Tag Sales

INSTRUCTIONS: Complete information for each retail location that will be selling E-ZPass On-the-Go Tags. Photocopy as needed.

Retail Location Information									
Store/Location Name				Store No. (optional)		Email Address			
Store Type (if applicable)			Contact Name				Phone No. () -		
Physical Address					City		State ▼	Zip Code	County
Billing Address <input type="checkbox"/> (Check if same as address on Page 1) <input type="checkbox"/> Other <input type="checkbox"/> (Check if same as physical address)						Average No. of customers per week		Average sales volume per week (if applicable)	
Hours of Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM		
Total Square Footage		Do You: <input type="checkbox"/> Lease <input type="checkbox"/> Own	Expiration Date of Lease		Years at Address		Are You Licensed to Sell NYS Lottery? <input type="checkbox"/> Yes - If Yes, give no. _____ <input type="checkbox"/> No		

Retail Location Information									
Store/Location Name				Store No. (optional)		Email Address			
Store Type (if applicable)			Contact Name				Phone No. () -		
Physical Address					City		State ▼	Zip Code	County
Billing Address <input type="checkbox"/> (Check if same as address on Page 1) <input type="checkbox"/> Other <input type="checkbox"/> (Check if same as physical address)						Average No. of customers per week		Average sales volume per week (if applicable)	
Hours of Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM		
Total Square Footage		Do You: <input type="checkbox"/> Lease <input type="checkbox"/> Own	Expiration Date of Lease		Years at Address		Are You Licensed to Sell NYS Lottery? <input type="checkbox"/> Yes - If Yes, give no. _____ <input type="checkbox"/> No		

Retail Location Information									
Store/Location Name				Store No. (optional)		Email Address			
Store Type (if applicable)			Contact Name				Phone No. () -		
Physical Address					City		State ▼	Zip Code	County
Billing Address <input type="checkbox"/> (Check if same as address on Page 1) <input type="checkbox"/> Other <input type="checkbox"/> (Check if same as physical address)						Average No. of customers per week		Average sales volume per week (if applicable)	
Hours of Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM	to <input type="checkbox"/> AM <input type="checkbox"/> PM		
Total Square Footage		Do You: <input type="checkbox"/> Lease <input type="checkbox"/> Own	Expiration Date of Lease		Years at Address		Are You Licensed to Sell NYS Lottery? <input type="checkbox"/> Yes - If Yes, give no. _____ <input type="checkbox"/> No		

Sample Legislative Resolution
Municipalities Only

Resolution Authorizing (Municipal Entity) to enter into an agreement with the New York State Thruway Authority to sell E-ZPass Tags.

WHEREAS, (Town, City, County) Clerk's Office or any other approved municipal location wishes to retail E-ZPass Tags through the New York State Thruway Authority's E-ZPass On-the-Go Program;

WHEREAS, (Town, City, County) Clerk's Office or any other approved municipal location will purchase E-ZPass tags for the cost of \$21.00 per Tag from the Thruway Authority and sell the Tags at a cost of \$25.00 per tag, allowing the (Town, City, County) to keep \$4.00 per sale, and

THEREFORE BE IT RESOLVED, that the (Governing Body) of the (municipal entity) hereby authorizes the (town, city, county) Clerk's office or any other approved municipal location to enter in an agreement with the New York State Thruway Authority to sell E-ZPass Tags provided all legal requirements are complied with.

Moved by:
Seconded by:

Ayes:
Nayes:
Abstentions:

stamp or
certification

E-ZPass On-the-Go Retail Sales Program Application

**E-ZPASS ON-THE-GO
RETAIL SALES AGREEMENT**

(To be executed after applicant is approved as an E-ZPass On-the-Go Merchant)

This AGREEMENT (hereinafter "Agreement") is made this *[insert day of month]* day of *[insert month and year]*, by and between the New York State Thruway Authority (hereinafter "Authority"), a public corporation organized and existing pursuant to Article 2, Title 9 of the New York State Public Authorities Law, as amended, whose principal office is located at 200 Southern Boulevard, Albany, New York 12209 (Mailing Address: P.O. Box 189, Albany, New York 12201-0189), and *[insert name of Vendor]* (hereinafter "Merchant"), a *[insert organizational form - e.g., corporation, partnership, LLC, LLP, etc.]* duly organized and existing under the laws of the State of *[insert state]*, having its principal office at *[insert address]*.

WITNESSETH:

WHEREAS, the Authority is statutorily responsible for financing, constructing, reconstructing, improving, developing, maintaining and operating a 570-mile superhighway system known as the Thruway; and

WHEREAS, as part of such authorization, the Authority is empowered to collect tolls and fees to maintain its operations and infrastructure; and

WHEREAS, in furtherance of these responsibilities, the Authority implemented an electronic toll collection ("ETC") system known as E-ZPass; and

WHEREAS, E-ZPass is a program whereby a customer pre-pays funds, receives a transponder (Tag) which is then mounted in or on the customer's vehicle, and as the vehicle passes through a toll plaza, an antenna in the lane "reads" that Tag's computerized information, and the appropriate toll is deducted from the pre-paid funds; and

WHEREAS, because E-ZPass expedites transactions at the toll plaza thereby reducing congestion, the Authority wishes to expand the use of E-ZPass to as many Authority patrons as possible through the retail sale of E-ZPass Tags, a program known as E-ZPass On-the-Go has been established;

WHEREAS, E-ZPass On-the-Go allows a merchant to sell E-ZPass On-the-Go Tags for 2-axle, 4-tire passenger vehicles that are for private use; and

WHEREAS, Merchant wishes to participate in the E-ZPass On-the-Go program subject to all of the terms and conditions of such program.

NOW, THEREFORE, the parties hereto, for the consideration hereinafter named, do agree as follows:

I. CORPORATE WARRANTIES AND CONDUCT

Section 1.1 - Application Warranties and Changes

A. Merchant represents and warrants that: (i) all of the information provided and statements made in the Application, which is attached hereto and made a part of this Agreement, are complete, true and accurate; and (ii) the business identified on the Application as Merchant is owned in the manner set forth in the Application and that such business is the proprietor of the location(s) at which E-ZPass On-the-Go Tags will be sold.

B. Merchant shall notify the Authority of any changes to any information Merchant supplied on its Application, including any changes in the ownership of such business and the retail locations at which Merchant wishes to sell E-ZPass On-the-Go Tags, within seven (7) calendar days of such change. Merchant shall notify the Authority at least thirty (30) days prior to ceasing business operations, either temporarily or permanently.

Section 1.2 - Observance of Laws

Merchant agrees to observe and obey all applicable Federal, State and local laws, rules, regulations, and policies, and to procure all necessary licenses and permits.

Section 1.3 - Non-Assignment

This Agreement may not be assigned by Merchant nor may its right, title or interest therein be assigned, transferred, conveyed, subcontracted, sublet or otherwise disposed of without the previous consent, in writing, of the Authority and any attempts to assign this Agreement without the Authority's written consent are null and void.

Section 1.4 – Independent Contractor

Merchant is and shall be, in all respects, an independent contractor when participating in the E-ZPass On-the-Go program. In accordance with its status as an independent contractor, Merchant covenants and agrees that neither it nor its agents and/or employees will hold itself or themselves out as or claim to be an officer or employee of the Authority, and that neither Merchant nor its agents and/or employees shall make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Authority, including, but not limited to Worker’s Compensation coverage, Unemployment Insurance benefits, Social Security coverage or Retirement System membership or credit.

II. RETAIL TAG SALES

Section 2.1 – Non-Exclusivity

This Agreement shall in no way be deemed to give Merchant the exclusive right to sell E-ZPass On-the-Go Tags. Merchant acknowledges that the Authority has made no representations with respect to any territorial or geographic exclusivity and that the Authority has the right to utilize other merchants to sell E-ZPass On-the-Go Tags.

A. Merchant may sell E-ZPass On-the-Go Tags only at the retail locations listed on its Application which have been approved by the Authority. Such retail locations must be physically situated in the New York State counties listed below:

Eligible New York State Counties for E-ZPass On-the-Go Sales					
Albany	Cortland	Herkimer	Ontario	Schenectady	Washington
Allegany	Delaware	Jefferson	Orange	Schoharie	Wayne
Broome	Dutchess	Lewis	Orleans	Schuyler	Westchester
Cattaraugus	Erie	Livingston	Oswego	Seneca	Wyoming
Cayuga	Essex	Madison	Otsego	Steuben	Yates
Chautauqua	Franklin	Monroe	Putnam	Sullivan	
Chemung	Fulton	Montgomery	Rensselaer	Tioga	
Chenango	Genesee	Niagara	Rockland	Tompkins	
Clinton	Greene	Oneida	St. Lawrence	Ulster	
Columbia	Hamilton	Onondaga	Saratoga	Warren	

B. Merchant shall not sell E-ZPass On-the-Go Tags at retail locations that are physically situated outside New York State or in the New York State counties listed below.

Ineligible New York State Counties for E-ZPass On-the-Go Sales						
Nassau	Suffolk	New York	Bronx	Kings	Queens	Richmond

C. Merchant shall not sell E-ZPass On-the-Go Tags on the Internet, door-to-door or by mail order. Merchant may not re-sell or otherwise transfer E-ZPass On-the-Go Tags to another business entity.

Section 2.3 – Sales Offerings

A. Merchant must make E-ZPass On-the-Go Tags available for sale to its customers during all days and hours that Merchant’s retail locations are open for business. Merchant shall display and sell E-ZPass On-the-Go Tags on a first in, first out (FIFO) basis; that is, Merchant shall sell E-ZPass On-the-Go Tags in the date order in which they were received into stock. Merchant shall treat all E-ZPass On-the-Go customers with courtesy and in a manner which is equal to or better than the manner in which Merchant treats its customers in general.

B. Merchant may sell each E-ZPass On-the-Go Tag for an amount Merchant deems appropriate, provided that Merchant shall not sell an E-ZPass On-the-Go Tag for more than \$25.00. The sale of E-ZPass On-the-Go Tags is not subject to sales tax and compensating use tax and Merchant shall not charge or collect such taxes on such sales.

C. Merchant may only sell E-ZPass On-the-Go Tags to customers with 2-axle, 4-tire passenger vehicles that are for private use.

D. Merchant shall not refund to any customer the cost of an E-ZPass On-the-Go Tag once it has been purchased by such customer.

Section 2.4 – Risk of Loss

Risk of loss for all E-ZPass On-the-Go Tags delivered to Merchant passes to Merchant when Merchant takes delivery of Tags. Merchant understands that E-ZPass On-the-Go Tags are pre-valued and must be safeguarded in the same manner that Merchant would safeguard cash. Merchant acknowledges and agrees that if E-ZPass On-the-Go Tags in Merchant’s possession are lost, stolen, tampered with, mutilated or destroyed: (i) Merchant is liable in full to the Authority for the value of such Tags; and (ii) the Authority shall not have any obligation to refund to Merchant any amounts relating to such Tags.

Section 2.5 - Marketing

A. Merchant shall prominently display at its retail locations where E-ZPass On-the-Go Tags are sold such E-ZPass On-the-Go signage and promotional materials as may be provided by the Authority. Merchant shall not include the Authority, E-ZPass or E-ZPass On-the-Go names or logos in its own signage, advertising or promotional materials unless such materials have been approved, in advance of usage, by the Authority.

B. Merchant hereby authorizes the Authority to include Merchant’s name, likeness, and business name and address in the Authority’s advertising and promotions for the E-ZPass On-the-Go program.

C. From time to time, the Authority may require Merchant to advertise special E-ZPass On-the-Go promotions. The commercial terms of such special promotions as between the Authority and Merchant and as between Merchant and customer shall be as set forth in a separate transmittal from the Authority to Merchant.

Section 2.6 – Site Inspections

The Authority shall have the right to conduct site inspections at any of Merchant’s retail locations where E-ZPass On-the-Go Tags are sold. At the direction of the Authority, Merchant shall revise signage and promotional materials that have been provided by the Authority.

Section 2.7 – Confidentiality

A. Merchant shall safeguard personal information about its E-ZPass On-the-Go customers to the maximum extent permitted by law.

B. Merchant shall not sell, distribute or make available in any way the names and addresses of E-ZPass On-the-Go customers to any entity that will use such information for any commercial purpose; provided, however, that in the event a customer utilizes a check or credit card to purchase E-ZPass On-the-Go Tags at one of Merchant’s retail locations, the foregoing restriction shall not be deemed to preclude Merchant from exchanging such information with the applicable banking or credit card institution for the purpose of effectuating such purchase.

III. MERCHANT E-ZPASS ON-THE-GO TAG ORDERS, PURCHASES DELIVERIES, PAYMENTS AND RETURNS

Section 3.1 – E-ZPass On-the-Go Tag Orders

To initiate participation in the program, Merchant must order a minimum of 25 E-ZPass On-the-Go Tags for sale at approved retail locations. E-ZPass On-the-Go Tag orders will be shipped to the approved retail location(s) specified by Merchant when placing the order.

Re-stocking orders for E-ZPass On-the-Go Tags must be in multiples of 25 Tags. Re-stocking orders will also be shipped to the approved retail location(s) specified by Merchant at the time of the re-stocking order.

Section 3.2 – Purchases and Payments

A. Merchant must pay \$21.00 for each E-ZPass On-the-Go Tag ordered. There will be no additional charge for the shipping of E-ZPass On-the-Go Tags to Merchant.

B. Merchant must make payment for each E-ZPass On-the-Go Tag order within forty-five (45) days of receipt of an invoice for such order.

C. The Authority will provide Merchant with a credit or refund for all E-ZPass On-the-Go Tags that are damaged during delivery and are received by Merchant in a damaged condition provided Merchant notifies the Authority within five (5) days of receipt of such damaged Tags.

IV. TERM AND TERMINATION

Section 4.1 - Term

This Agreement shall commence upon the Authority's acceptance of Merchant's Application and the execution of this Agreement by both parties. This Agreement shall continue in existence until terminated by either party.

Section 4.2 - Termination of Retail Location Participation in Program

The Authority shall have the right, in its sole discretion, to disapprove and terminate the participation of any of Merchant's retail locations in the E-ZPass On-the-Go program, and such action shall in no event be deemed a breach of contract. In the event the Authority exercises that right Merchant shall immediately return to the Authority all E-ZPass On-the-Go Tags that Merchant has in its possession at those retail locations. The Authority will refund to Merchant \$21.00 for each such Tag returned provided the Tag packaging is unopened and in good condition with no physical wear and tear, and there has been no transaction activity on the Tag.

Section 4.3 - Suspension, Abandonment and Termination

A. The Authority shall have the right, in its sole discretion, to postpone, suspend, abandon or terminate this Agreement at any time and for any reason, and such action shall in no event be deemed a breach of contract. This includes the Authority's right to terminate this Agreement at any time in the event the Authority finds that Merchant is non-responsible or has failed to accurately disclose vendor responsibility information. In the event the Authority exercises its right to postpone, suspend, abandon or terminate this Agreement, Merchant shall immediately return to the Authority all E-ZPass On-the-Go Tags that Merchant has in its possession. The Authority will refund to Merchant \$21.00 for each such Tag returned provided the Tag packaging is unopened and in good condition with no physical wear and tear, and there has been no transaction activity on the Tag.

B. Merchant may terminate this Agreement upon forty five (45) days written notice to the Authority. To effectuate such termination, Merchant must return to the Authority all E-ZPass On-the-Go Tags that Merchant has in its possession. The Authority will refund to Merchant \$21.00 for each such Tag returned provided the Tag packaging is unopened and in good condition with no physical wear and tear, and there has been no transaction activity on the Tag.

V. MISCELLANEOUS

Section 5.1 - Damages for Delay

Merchant agrees that it shall not make any charges or claims for damages against the Authority for any delays or hindrances from any cause whatsoever during the progress of any portion of the E-ZPass On-the-Go program.

Section 5.2 - Notices

Any notices permitted or required to be given hereunder shall be in writing and shall be delivered personally, sent by overnight courier or sent by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows:

Authority: New York State Thruway Authority
E-ZPass Assistant Operations Manager
200 Southern Boulevard
Albany, New York 12209

Merchant: At the location identified on the Application, as may be updated or amended by Merchant.

Section 5.3 - Liability

Merchant shall be responsible for all damage to life and property due to negligent or otherwise tortious acts, errors or omissions of Merchant in connection with its participation in the E-ZPass On-the-Go program. Further, it is expressly understood that Merchant shall indemnify and save harmless the Authority and/or the State of New York, as their interests may appear, from claims, suits, actions, damages, and costs of every name and description resulting from the negligence of Merchant, and such indemnity shall not be limited by reasons of any insurance coverage. However, Merchant shall not be required to indemnify the Authority for that portion of any claim, suit, action, damage or cost which arises due to the negligent act or omission of the Authority and shall not be required to indemnify the State of New York for that portion of any claim, suit, action, damage or cost which arises due to the negligent act or omission of the State. The provisions of this section shall survive the expiration or termination of this Agreement.

Section 5.4 - Governing Law

This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

Section 5.5 - No Waiver of Provisions

The Authority's failure to exercise or delay in exercising any right or remedy under this Agreement shall not constitute a waiver of such right or remedy or any other right or remedy set forth therein. No waiver by the Authority of any right or remedy under this Agreement shall be effective unless made in a writing duly executed by an authorized officer of the Authority, and such waiver shall be limited to the specific instance so written and shall not constitute a waiver of such right or remedy in the future or of any other right or remedy under this Agreement.

Section 5.6 - Severability Clause

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, but shall remain binding and effective as against all parties hereto.

Section 5.7 - Entire Agreement

This Agreement, together with the Application and any other appendices, attachments, schedules or exhibits, constitutes the entire understanding between the parties and there are no other oral or extrinsic understandings of any kind between the parties. This Agreement may not be changed or modified in any manner except by a subsequent writing, duly executed by the parties thereto.

EXECUTED

ALTER APPROVAL

COPY

9



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 Vet Services Utilizing T-94 Account

Date: July 6, 2019

I am requesting authorization to use the T-94 account to pay for Vet service: Flannery
Animal Hospital

Totaling: \$123.38

Feline: \$123.38

Canine: \$

COPY

TOWN OF NEWBURGH

1496 ROUTE 300
NEWBURGH, N.Y. 12550

Order No.

DO NOT WRITE IN THIS BOX

VOUCHER

DEPARTMENT

TONAC 10⁴ 18987

CLAIMANT'S
NAME
AND
ADDRESS

Flannery Animal Hospital
789 Little Britain Road
New Windsor, NY 12553

TERMS

June 2019 vouchers

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

Vendor's
Ref. No.

Dates	Quantity	Description of Materials or Services	Unit Price		Amount	
6-18-19	Invt 834839659	6-22-19 Blk. litter				123.38
(See Instructions on Reverse Side)			TOTAL			123.38

CLAIMANT'S CERTIFICATION

I, Sean Tobin, certify that the above account in the amount of \$ 123.38 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.

6-28-19
DATE

Sean Tobin
SIGNATURE

Accts Manager
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

COPY



VCA Flannery Animal Hospital PC
789 Little Britain Rd. | New Windsor, NY 12553 | (845) 565 - 7387

Dr. Juliano | Date: 6/24/2019 at 06:05 | Invoice: 834839659 | Cashier: Jean T

Client	Occupancy/Convalescence	Patient
Town Of Newburgh Animal Control (#18987)		6-22-19 Black Kitten (#122635)
645 Gidney Avenue		Species: Feline (Domestic Short Hair)
Newburgh, NY 12550		Sex: Female Intact Color: Black
		Birth: 05/11/2019 Age: 6w Weight: 1.2 lb

Detailed Visit Information

Date	Description	Qty	Price	Discount	Tax	Total Price
6/22/2019	Exam/Consultation Emergency	1.00	\$132.00	-\$76.00	\$0.00	\$56.00
	Medical	2.00	\$5.28	-\$0.53	\$0.00	\$4.75
	Occupancy/Convalescence					
	Erythromycin OphO 3.5g	1.00	\$16.37	-\$10.00	\$0.00	\$6.37
	AmoxiClav (Clavamox) 62.5mg/mL 15mL	1.00	\$42.50	-\$10.00	\$0.00	\$32.50
6/23/2019	Medical	8.00	\$21.12	-\$2.11	\$0.00	\$19.01
	Occupancy/Convalescence					
	Medical	2.00	\$5.28	-\$0.53	\$0.00	\$4.75
	Occupancy/Convalescence					

Subtotal: \$123.38

Discounts	Shelters/PetStore	-\$99.17
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Invoice Summary

Patient Name	Total Price	Total Discount	Total Tax	Total Due
6-22-19 Black Kitten	\$222.55	-\$99.17	\$0.00	\$123.38

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Sivan



10A

May 10, 2019

Mr. James Osborne, P.E.
Town Engineer
Town of Newburgh
1496 Route 300
Newburgh, NY 12550

Dear Jim:

**Re: Engineering Services Proposal for Sewer System Evaluation Survey (SSES)
Meadow Hill North and Meadow Hill West Sewer Areas**

We are pleased to offer our proposal for Engineering Services to complete a Sewer System Evaluation Survey (SSES) for the Meadow Hill North (MHN) and Meadow Hill West (MHW) sewer areas. As we have discussed, we are proposing an SSES that will include the following components:

- CCTV Inspection of Mainline Sewers
- Manhole Inspections
- Flow Monitoring
- Engineering Analysis and Evaluation

1. Proposed SSES Plan

The proposed SSES will assess and provide a record of the Town owned infrastructure within the MHN and MHW sewer areas. The SSES will include collection system inspections of approximately 25,000 LF of 8-inch and 12-inch diameter mainline sewer and approximately 100 manholes to investigate and document the condition of the Town owned infrastructure, as shown in Figure 1.

An engineering report will be a part of the SSES and will include a summary of the investigations, rehabilitation recommendations aimed at improving the structural integrity of the Town's collection systems and reducing wet weather flow, with opinions of probable costs for the system rehabilitation recommendations. The rehabilitation recommendations can be used to develop repair and rehabilitation efforts should they be necessary.

The proposed SSES will include the following components:

- CCTV Inspection of Mainline Sewers
- Manhole Inspection
- Flow Monitoring
- Engineering Analysis and Evaluation and Engineering Report



In addition to these services, GIS services are also recommended as part of this effort. These GIS services would include the creation of a geodatabase, which would contain feature classes for both the manholes and pipe sections. These feature classes would include attribute data such as pipe length, material, and diameter for pipe sections and diameter, material, and depth for manholes. Both of these features would contain links to inspection reports and videos.

A detailed Scope of Services for the proposed SSES efforts is included below, with costs to perform each component.

2. SSES Scope of Services

CCTV Inspection of Mainline Sewers

1. Utilizing a subcontractor, clean and complete CCTV inspections of all accessible mainline sewers within MHN and MHW. Inspections will be completed following NASSCO PACP (National Association of Sewer Service Companies Pipeline Assessment and Certification Program).
2. The CCTV subcontractor will, prior to completing CCTV inspections, light clean (defined as three (3) complete passes with the jetter or cleaning equipment) the mainline sewers to a degree that an acceptable inspection can be made. Heavy cleaning (defined as five (5) or more complete passes with the jetter or cleaning equipment) is not anticipated.
3. Provide coordination of the subcontractor and CCTV inspections as required.
4. The Town will assist in locating and making accessible manholes and mainline sewers, as required to make inspection possible. GHD will coordinate with the Town in advance of inspections to be completed so that Town sewer department staff can confirm accessibility of manholes.
5. Digital video files and PDF inspection reports will be recorded on an external hard drive, and one copy of all CCTV inspection videos and reports will be provided to the Town. CCTV inspections and observations for each sewer section will be summarized on an inspection sheet. The inspection sheets will be included in the Engineering Report as an appendix, and will provide the basis for summarizing all of the CCTV inspections in tabular format.
6. A sewer system map to be provided by the Town will provide the basis for completing the inspections, including the location and identification of manholes and total linear footage of mainline sewers.
7. It is assumed that bypass pumping will not be required to complete the mainline CCTV inspections. Temporary plugs and other means such as preceding the camera with the jetter will be used to control sewer flows to complete inspections. It is understood that conditions such as excessive sags and major defects may prevent an adequate inspection from being obtained.



Manhole Inspections

1. Conduct manhole inspections of all accessible manholes within MHN and MHW. Level of inspection will include visual observations made from grade; no manhole or confined space entry will be made.
2. Inspections will focus on summarizing the general physical features of manholes, observed I/I and contributing defects, structural and overall condition assessments.
3. The sewer system map provided by the Town will provide the basis for completing the inspections, including the location, identification and total number of manholes.
4. Manhole inspections and observations will be summarized on an inspection sheet. The inspection sheets will be included in the Engineering Report as an appendix, and will provide the basis for summarizing all of the inspection data in tabular format. Digital photos of all manholes will be provided to the Town.

Flow Monitoring

1. Provide five (5) continuous area-velocity flow meters for a minimum period of three (3) months. The meters will be installed at MH1, MH2 (Within MHW), MH60, MH53, and MH27. This locations are shown of Figure 1 of this document. Depending on wet weather events that occur during this initial monitoring period, the flow monitoring period may need to be extended as necessary. A monthly rate for flow monitoring is proposed.
2. Provide four (4) maintenance visits to recalibrate flow meters and remove debris from the manhole channel.
3. Flow monitoring data will be summarized within the Engineering Report.

Engineering Analysis and Evaluation, and Engineering Report

1. Provide a summary of all work performed within MHN and MHW. This summary will include the footage of pipe inspected, number of manholes inspected, number of buried manholes, and the results from the flow monitoring.
2. Review all CCTV data, inspection reports, and videos as required, of mainline sewers and prepare a summary table of the defects observed in each pipe. GHD will also provide a similar summary table for the manhole inspections, based on the inspection reports.
3. Review and summary of the flow monitoring data collected. This summary will included a table displaying the gallons per day per inch-diameter-mile (GPD/IDM) for each sub basin. Hydrographs of the flow monitoring data will be provided as an appendix to this report.
4. Recommendations for collection system improvements and I/I rehabilitation efforts will be made based on cost effectiveness, severity of structural and other defects encountered which prevent the infrastructure from serving its intended purpose, or major defects encountered in which imminent failure appears to be a concern. A summary for the basis of these recommendations will be



provided with the option for the Town to provide rehabilitation preference to customize the rehabilitation recommendations.

5. A planning level opinion of cost will be developed for pipe and manhole rehabilitation recommendations. The Town will have an opportunity to provide local rehabilitation costs to be used in the development of the planning level cost opinions.

Owner Responsibilities

1. The Town will assist in locating and making accessible all manholes within MHS, including uncovering paved over manholes, and/or clearing and grubbing for manholes in off road areas. The Town will provide one (1) employee to open manholes and provide traffic control during manhole inspection.
2. The Town will provide a sewer system map, and other available records, which will provide the basis for completing the inspections, and identifying sewer infrastructure assets (i.e. manhole IDs).
3. The Town will provide at no charge water from hydrants, for the CCTV subcontractor's use in sewer cleaning operations. CCTV subcontractor will provide a certified backflow preventer for use subject to the Town's approval.

3. Professional Services Fees

GHD will perform these services according to the fee schedule below.

Professional Services Fees

Task	Fee Type	Estimated Fee
Project Chartering and Coordination	Lump Sum	\$3,000
CCTV Inspections ⁽¹⁾	Lump Sum	\$71,500
Manhole Inspections	Lump Sum	\$10,600
Flow Monitoring Installation, Removal, Analysis, and Reporting	Lump Sum	\$16,900
Flow Monitoring Rental and Maintenance ⁽²⁾	Unit Price	\$18,900 ⁽³⁾
Report and GIS Documentation	Lump Sum	\$15,200
Total		\$136,100

(1) Includes an estimated \$66,000 in sub-contractor costs. Outside technical services will be billed at cost plus 5%.

(2) Monthly flow monitoring equipment fee is estimated at \$6,300 per month. This fee includes meter rental and a maintenance visit.

(3) Estimated Fee for proposed three (3) month period.



4. Approximate Project Schedule

It is anticipated that this project will be completed within the project schedule noted below.

Approximate Project Schedule

Task	Approximate Schedule
Project Chartering and Coordination	Third week of May 2019
CCTV Inspections	June 2019
Manhole Inspections	June 2019
Flow Monitoring	September 2019 through November 2019
Draft SSES Report and GIS Documentation (without flow monitoring data)	August 2019
Final SSES report and hard drive delivery	December 2019

Thank you for the opportunity to submit our proposal and we look forward to assisting the Town with this SSES project.

Sincerely,

GHD Consulting Services Inc.

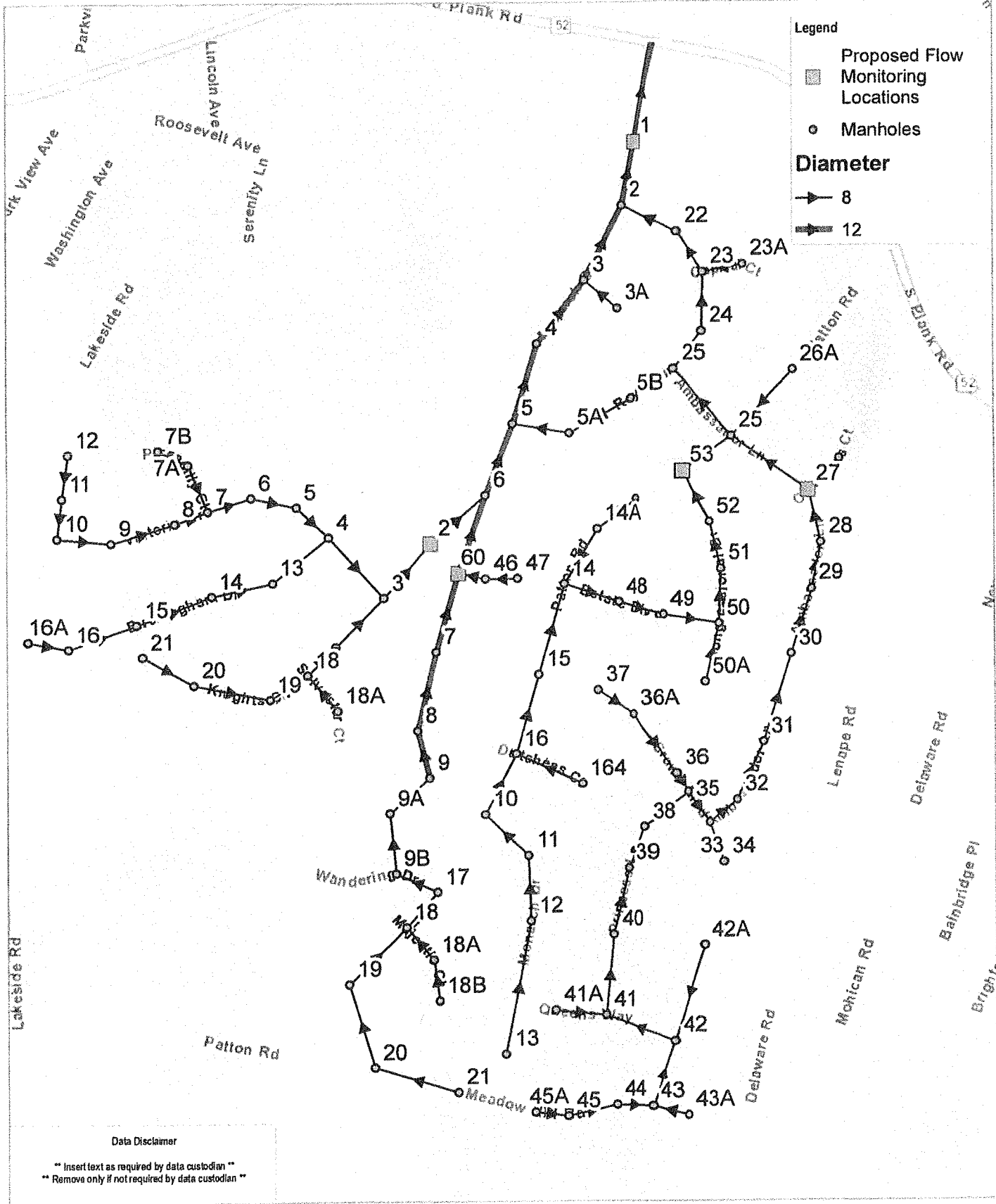
Kevin Castro, P.E.

Principal

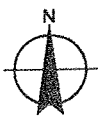
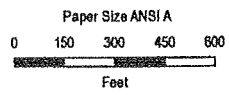
KC/mla

Encl.

cc: Tyler Pitts, EIT, GHD



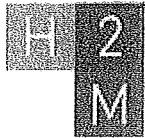
Data Disclaimer
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 ** Remove only if not required by data custodian **



Town of Newburgh
 Meadow Hill North / West SSES
 Collection System Map

Project No.
 Revision No. -
 Date 4/5/2019

FIGURE 1



architects + engineers

538 Broad Hollow Road, 4th Floor East
Melville, NY 11747 | tel 631.756.8000

10B

April 18, 2019

Mr. James W. Osborne, P.E., Town Engineer
Town of Newburgh
1496 Route 300
Newburgh, New York 12550

**Re: Town of Newburgh – Water Department
Proposal for Engineering Services
Basis of Design Report- Replacement of Mountain View Water Storage Tank
H2M Proposal No.: LP190532**

Dear Mr. Osborne:

As you are aware, an inspection of the Mountain View Water Storage Tank was conducted in 2016 where it was recommended that the tank be rehabilitated in the next 2-4 years due to the existing coatings showing signs of failure. As per our recent discussions, you have indicated that the area served by this tank has a limited daily usage rate, indicating that the tank is either oversized, or that the service area was assumed to have a higher daily usage rate. Given the lack of total storage usage, the Town would like to explore the feasibility of downsizing the existing tank in order to provide better tank turnover and ultimately provide a higher quality of water being stored. As such, in lieu of rehabilitation, the Town would like to replace the tank with a smaller glass fused-to-steel style tank, which will limit some of the costly future expenses associated with welded steel style tanks.

To support this action in moving forward to design, bidding, construction, etc. a Basis of Design Report must be prepared and submitted to Orange County Department of Health in advance of construction plans being prepared.

H2M proposes to prepare, in accordance with NYS Department of Health guidance, a Basis of Design Report.

Generally, the report will include the following:

1. Summary Background of the water system
 - a. Description of existing source locations and capacities.
 - b. Description of existing storage facilities
2. Hydraulic framework of the distribution system to identify how existing storage is interconnected
3. Identification of need for downsizing of storage at the Mountain View Tank site
4. Recommendation of actions
5. Cost Opinion of Recommended actions, Including
 - a. Capital construction
 - b. Engineering design
 - c. Permitting
 - d. Inspection
 - e. Construction oversight

In conjunction with the Town's desire to downsize the tank, it is recommended that a meeting be held with the OCDOH, Town of Newburgh, H2M, and the Thruway Authority to better understand the existing water usage, required design flows, tank capacity and any potential growth of the service area in order to determine if the new tank capacity can be downsized.

H2M will submit copies of our report to the Town for their review and comments. Upon, integration of any comments received from the Town, H2M will submit the completed report to the OCDOH for their review and endorsement. We propose to complete the report within 6 weeks from receipt of authorization.

H2M proposes to complete the above services in accordance with the following fee schedule:

Task	Description	Fee Type	Fee
1	Attend (2) Meetings w/ Thruway Authority	Lump Sum	\$3,650.00
2	Preparation and Submission of Report	Lump Sum	\$24,000.00
Total Fee:			\$27,650.00


We greatly appreciate the opportunity to submit this proposal. Should you have any questions or comments, please feel free to contact our office.

Very truly yours,

H2M architects + engineers

James L. Neri, P.E.
Vice President

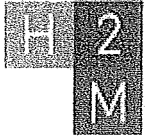
JLN/AMT/amt



Anthony M. Trombino
Senior Project Engineer

PROPOSAL AGREED & ACCEPTED BY:

Signature: _____
Print Name: _____
Title: _____
Client: _____
Address: _____
Date: _____



architects + engineers

538 Broad Hollow Road, 4th Floor East
Melville, NY 11747 | tel 631.756.8000

April 18, 2019

Mr. James W. Osborne, P.E., Town Engineer
Town of Newburgh
1496 Route 300
Newburgh, New York 12550

**Re: Town of Newburgh – Water Department
Proposal for Engineering Services
Basis of Design Report- Replacement of Mountain View Water Storage Tank
H2M Proposal No.: LP190532**

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4. Recommendation of actions
5. Cost Opinion of Recommended actions, Including
 - a. Capital construction
 - b. Engineering design
 - c. Permitting
 - d. Inspection
 - e. Construction oversight

In conjunction with the Town's desire to downsize the tank, it is recommended that a meeting be held with the OCDOH, Town of Newburgh, H2M, and the Thruway Authority to better understand the existing water usage, required design flows, tank capacity and any potential growth of the service area in order to determine if the new tank capacity can be downsized.

H2M will submit copies of our report to the Town for their review and comments. Upon, integration of any comments received from the Town, H2M will submit the completed report to the OCDOH for their review and endorsement. We propose to complete the report within 6 weeks from receipt of authorization.

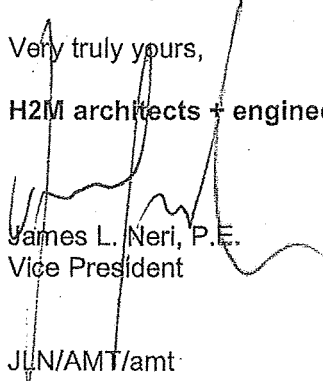
H2M proposes to complete the above services in accordance with the following fee schedule:

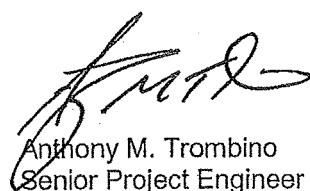
Task	Description	Fee Type	Fee
1	Attend (2) Meetings w/ Thruway Authority	Lump Sum	\$3,650.00
2	Preparation and Submission of Report	Lump Sum	\$24,000.00
Total Fee:			\$27,650.00

We greatly appreciate the opportunity to submit this proposal. Should you have any questions or comments, please feel free to contact our office.

Very truly yours,

H2M architects + engineers


James L. Neri, P.E.
Vice President


Anthony M. Trombino
Senior Project Engineer

JLN/AMT/amt

J:\ps\2019\p190532 - newb - mountain view water tank report\p190532 - newb - mountain view water tank report.docx

PROPOSAL AGREED & ACCEPTED BY:

Signature: _____
Print Name: _____
Title: _____
Client: _____
Address: _____
Date: _____

11

July 22nd 2019 Work Shop Building and Grounds

I am looking for a motion to purchase a telephone system from Superior Telephone systems to be installed at 21 Hudson Valley Plaza for a total amount of \$ 10,230.86. This work is subject to prevailing wages.

This purchase is on NYS Offices of General Services contract pricing.

This purchase will be funded by the grant we have received for this building.

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature is cursive and appears to be the name 'Jed'.



PROPOSAL

Prepared by
SUPERIOR TELEPHONE SYSTEMS
2410 ROUTE 44
SALT POINT NY 12578

Phone (845) 677-2000 Fax (845) 677-1200

Sales@superiortelephone.com

Proposal #: 1007212
Date: 07/01/2019
Terms: 50% DEPOSIT
Quote:

Prepared For:

NEWBURGH, TOWN OF
1496 ROUTE 300
NEWBURGH, NY 12550

Location:

CODE ENFORCEMENT
24 HUDSON VALLEY PROFESSIONAL PLAZA
NEWBURGH, NY 12550

GIL PIAQUADIO 8455644552
Sales Person JIM

Proposed Service:

PROVIDE AND INSTALL NEC SV9100 TELEPHONE SYSTEM WITH (17) DIGITAL TELEPHONES AND VOICEMAIL NETLINK TO TOWN OF NEWBURGH

2 YEAR WARRANTY ON ALL PARTS & LABOR.

NYS OGS CONTRACT PRICING

QTY	DESCRIPTION	TOTAL
1	LABOR FOR INSTALLATION	\$5,482.92
1	SV9100 19IN NETLINK PACKAGE	\$1,330.09
1	SV9100/SV9300 19IN 2U CHASSIS	\$0.00
1	SV9100 CPU BLADE	\$0.00
1	SV9100 32 RESOURCE VOIP DAUGHTER BD	\$0.00
1	SV9100 NETLINK NODE LICENSES	\$0.00
17	SV9100 12BTN DIG TERMINAL	\$2,556.12
1	SV9100 8 PT DIG STATION BLADE	\$167.71
1	SV9100/SV9300 4 PT COT BLADE	\$124.33
1	SV9100/SV9300 16 PT DIG STATION BLADE	\$318.07
1	NEC RACK MT BRKT FOR 19" CHASS	\$28.92
1	NEC INSTALLATION CABLE	\$34.70
1	TRIPP LITE UPS 750VA	\$188.00



PROPOSAL

Prepared by
SUPERIOR TELEPHONE SYSTEMS
2410 ROUTE 44
SALT POINT NY 12578

Phone (845) 677-2000 Fax (845) 677-1200

Sales@superiortelephone.com

Proposal #: 1007212
Date: 07/01/2019
Terms: 50% DEPOSIT
Quote:

Acceptance of Proposal - The provided pricing, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined. As the authorized officer/agent, I understand I am financially responsible for payment of this contract. **50%** deposit is required upon receipt of signed proposal, **25%** upon delivery and **25%** upon receipt.

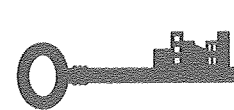
Customer Signature _____

Date of Acceptance _____

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the provided specifications will be executed only upon written change order and will result in extra charges over and above this estimate. All agreements contingent upon strikes, accident or delays beyond our control. Owner will carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. This contract shall NOT be warranted by Superior Telephone if products or materials are subjected to improper use, tampering, negligence, accident, connection to direct current, theft, fire, flood, acts of God, public enemy, which have been lost or consumed by animals. **This proposal may be withdrawn by us if not accepted within 30 days**

LABOR	\$0.00
SERVICE	\$0.00
MATERIALS	\$10,230.86
FREIGHT	\$0.00
MISC	\$0.00
SUB TOTAL	\$10,230.86
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$10,230.86

Planning & Development Advisors



12

Creating value by unlocking opportunities

July 8, 2019

Hon. Gil Piaquadio, Supervisor
Town Hall
1496 Route 300
Newburgh, NY 12550

Re: Proposal for Planning Services – Senior and Affordable Housing

Dear Supervisor Piaquadio,

On behalf of Planning & Development Advisors (PDA), thank you for providing this opportunity to assist the Town of Newburgh in the review of the Town's Zoning Code relative to senior housing and affordable/workforce housing and the density bonus provisions associated with each. Mark Taylor has provided correspondence which has helped inform this this scope of work. PDA is currently working on several assignments associated with senior housing, including new zoning text and map amendments for the Town of Greenburgh as well as several assignments with private interests looking to develop different senior housing products. We know and understand the market and drivers for this housing product.

Scope of Work

A. Demographic and Senior Housing Overview

For this assignment PDA will prepare a preliminary demographic overview for the Town of Newburgh and Orange County. The demographic overview would be based on US Census data, or equivalent, and chart the changing demographic trends for both communities. This information will provide the Town with a better understanding of the potential need, or lack thereof, for age-related housing. Working with Town staff, PDA will compile a list of the different senior housing developments within the Town, including number of units, type of housing offered and ownership status.

B. Zoning Code Review

High level review of recent proposals to the Town for density bonus. Evaluation of Sections 185-47 and 185-48 (Affordable Housing and Senior Housing, respectively) in comparison to other code provisions in communities comparable to the Town of Newburgh. Desktop survey of other affordable and senior housing bonus provisions (e.g., American Planning Association, New York Planning Federation). Based on the survey results, it is anticipated that a series of potential alternatives would be identified for the Town's consideration.

C. Zoning Amendment Preparation

At the direction and with input from the Town, PDA will work with the Town Attorney and other Town staff as appropriate to prepare draft zoning text amendments.

101 Lee Avenue
Yonkers, New York 10705
914.552.8413 |
email: davidbsmith1992@gmail.com

D. SEQR

As part of the zoning amendment process an environmental assessment form (EAF) will need to be filled out and completed. For the purposes of this assignment we will assume that the long form EAF will be prepared. The long form EAF with supplemental reports is the preferred approach to addressing environmental review processing. It is anticipated that the work product prepared as part of Items A and B above would be used to supplement the information in the EAF.

E. Meetings/Project Coordination

Attendance at meetings will be on an as-needed basis, including:

- Informal meetings with Town staff and consultants;
- formal meetings with the Town Board of Trustees, Planning Board, etc.
- required public hearing(s) for zoning amendments.

Project Timing:

PDA is available to commence the process immediately upon authorization to proceed by the Town of Newburgh.

Fee Proposal:

The fee for Items A and B in the Scope of Work above will have a not to exceed upset limit of \$3,750. Items C and D will be evaluated with the Town after submission and discussion with the Town Board. Meetings will be billed on a per diem basis on an as-needed basis. Services requested beyond the scope of work noted above would also be billed on a per diem basis with the following hourly fee schedule for personnel assigned to tasks:

Principal:	\$150/hour
Technical/Support	\$65/hour

A maximum of 1.5 hours will charged for travel for attendance at meetings in the Town. Mileage at the standard mileage rates for travel will be applied and tolls and lodging, if required will be billed at cost. Other expenses such as printing, document production, and postage will be billed at cost.

Should you have any questions regarding the above or attached, please feel free to contact me directly at 914-552-8413 or by email davidbsmith1992@gmail.com. If this proposal is satisfactory, please indicate your acceptance in the space designated below and return for counter signature.

Kind Regards,



David B. Smith
Principal

Accepted by: _____ Date: _____

Cc: Mark Taylor, Town Attorney

July 22nd 2019 Work Shop

#13A and 13B

Cyber Security

- A. Motion to rescind a June 24th 2019 vote by the town board making Beazley the Cyber Liability carrier for the Town Of Newburgh.

- B. Motion to make Chubb-Ace American Insurance Company the Cyber Liability carrier for the Town Of Newburgh with a renewal date of July 31, 2019 and an end date July 31, 2020 for a cost of \$ 6,627.00.

A handwritten signature in black ink, enclosed within a large, hand-drawn oval. The signature is stylized and appears to be the initials 'JL' or similar.

Haylor, Freyer & Coon, Inc.

231 Salina Meadows Parkway * P.O. Box 4743 * Syracuse, NY 13221

-----INVOICE-----

Town of Newburgh
1496 Rt 300
Newburgh, NY 12550

Invoice Date 07/16/19
Invoice No. 730444
Bill-To Code NEWBURGHTO
Client Code NEWBURGHTO
Inv Order No. 1*706989

Named Insured: Town of Newburgh

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Haylor, Freyer & Coon, Inc.

Effective Date	Policy Period	Coverage Description	Transaction Amount
07/31/19	07/31/19 to 07/31/20	Ace American Insurance Company Policy No. BINDERG2842260A002 *Renewal - Cyber Liability 2019 Cyber Renewal with Chubb Invoice Number: 730444 Amount Due:	6,627.00 6,627.00

*Premiums Due and Payable on Effective Date

ACORD™ INSURANCE BINDER

DATE
07/16/19

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.

PRODUCER Haylor, Freyer & Coon, Inc. 231 Salina Meadows Parkway P.O. Box 4743 Syracuse, NY 13221	PHONE (A/C, No, Ext): 315-451-1500 FAX (A/C, No):	COMPANY Ace American Insurance Company	BINDER # BINDERG2842260A002
AGENCY CUSTOMER ID: 143163		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #.	
INSURED Town of Newburgh 1496 Rt 300 Newburgh, NY 12550		DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)	

COVERAGES	LIMITS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$			
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ MEDICAL PAYMENTS \$ PERSONAL INJURY PROT \$ UNINSURED MOTORIST \$			
AUTO PHYSICAL DAMAGE DEDUCTIBLE <input type="checkbox"/> COLLISION: _____ <input type="checkbox"/> OTHER THAN COL: _____ ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES		ACTUAL CASH VALUE STATED AMOUNT \$ OTHER		
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM RETRO DATE FOR CLAIMS MADE:		EACH OCCURRENCE \$ AGGREGATE \$ SELF-INSURED RETENTION \$		
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$		
SPECIAL CONDITIONS/ OTHER COVERAGES Fund Cyber Incident Response (See attached Spec Conditions/Other Covs page.)		FEES \$ TAXES \$ ESTIMATED TOTAL PREMIUM \$		

NAME & ADDRESS

	MORTGAGEE LOSS PAYEE	ADDITIONAL INSURED
LOAN #		
AUTHORIZED REPRESENTATIVE <i>James D. Freyer</i>		

CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

SPECIAL CONDITIONS/OTHER COVERAGES (Cont. from page 1)

Team \$1,000,000/\$1,000,000 \$15,000
Non-Panel Response
Provider \$250,000/\$250,000 \$15,000 \$15,000
Business Interruption Loss
and Extra Expense \$1,000,000/\$1,000,000 \$15,000/8 Hours
Contingent Business
Interruption Loss and Extra
Expense
Digital Data Recovery \$1,000,000/\$1,000,000 \$15,000
Network Extortion \$1,000,000/\$1,000,000 \$15,000
Security Liability \$1,000,000/\$1,000,000 \$15,000 Full Prior Acts 07-31-2017
Payment Card Loss \$1,000,000/\$1,000,000 \$15,000 Full Prior Acts 07-31-2017
Regulatory Proceedings \$1,000,000/\$1,000,000 \$15,000 Full Prior Acts 07-31-2017
Electronic, Social, and
Printed Media Liability \$1,000,000/\$1,000,000 \$15,000 Full Prior Acts 07-31-
2017

PREMIUM SUMMARY

Coverage	Travelers/ Allianz Expiring 2018	Travelers/Allianz 2019 Renewal	Travelers / Selective 2019 Renewal
Property	\$28,971	\$29,251	\$29,251
Inland Marine	\$22,122	\$21,430	\$22,838
General Liability	\$43,668	\$45,288	\$45,288
Auto Liability & Physical Damage	\$70,703	\$87,567	\$87,567
Law Enforcement Liability	\$40,321	\$41,522	\$41,522
Public Officials Liability	\$23,368	\$24,066	\$24,066
OCP	\$750	\$750	\$750
Umbrella	\$45,202	\$47,063	\$47,063
NYS DMV & Fire Fees	Included	\$1,092	\$1,092
Total	\$275,105	\$298,029	\$299,437
		8.3% increase	8.8% increase
<u>Other Coverage effective 7/31/18:</u>			
Cyber Liability –Chubb	\$6,622	\$6,627	
Cyber Liability – Beazley		\$5,690	
Cyber Liability – AIG		\$8,453	



TOWN OF NEWBURGH

14

1496 Route 300, Newburgh, New York 12550

PERSONNEL DEPT.

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

To: Gilbert Piaquadio, Supervisor ✓
Town Board

From: Charlene M Black, Personnel 

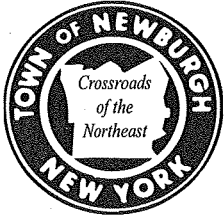
Date: July 19, 2019

Re: Seasonal Workers

The following person has been solicited to work at the Highway Department as seasonal laborer:

Adrian Moran

If approved they will need to complete their paperwork and drug/alcohol testing.



HIGHWAY DEPARTMENT

90 GARDNERTOWN ROAD
NEWBURGH, NEW YORK 12550

TELEPHONE 845-561-2177
FAX 845-561-8987

MARK HALL
HIGHWAY SUPERINTENDENT

TO: Charlene Black, Personnel Department

FROM: Mark Hall, Highway Superintendent 

DATE: July 18, 2019

RE: Seasonal Employee

I would like to hire Adrian Moran as a seasonal worker for the Town of Newburgh Highway Department, to replace Eric Bradley who verbally resigned on Monday July 15, 2019. The title will be seasonal laborer and the rate of pay will be \$12.00 per hour, with a tentative start date as soon as possible and ending on September 6, 2019. Thank you.

MH:ch

TOWN OF NEWBURGH

EMPLOYMENT REQUEST FORM

To: Personnel Department

NAME OF CANDIDATE: ADRIAN MORAN

DEPARTMENT: HIGHWAY

TITLE OF POSITION: SEASONAL LABORER

FULL TIME OR PART TIME: SEASONAL LABORER


HOURLY RATE: \$12⁰⁰

IS POSITION FUNDED IN CURRENT BUDGET: YES OR NO

FUND APPROPRIATION NUMBER: 5110.100

PROPOSED HIRE DATE: AS SOON AS POSSIBLE

NOTE: CANDIDATE CANNOT BEGIN WORK WITHOUT FINGERPRINTS, PRE-EMPLOYMENT PHYSICAL, DRUG/ALCOHOL TESTING AND COMPLETION OF ALL REQUIRED PAPERWORK.


DEPARTMENT HEAD SIGNATURE

7-18-19
DATE

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