



TOWN OF CAIRO

GENERAL/REGULAR MEETING AGENDA

March 22, 2013 @ 7PM

Location: Town Hall, Cairo

Call to Order

Pledge of Allegiance

Attendance

Approval of Minutes: May 8, 2013

Reports

- | | | |
|--------------------------|-------------------------------|------------------|
| - Supervisor | - Ambulance | -Reservoir |
| - Highway Superintendent | - Planning Board | -Summer Rec |
| - Library | - Police Department | -Tax Collector |
| - Assessor | - Building & Code Enforcement | -Park Task Force |
| - Water & Sewer | - Other Department(s) | |

Appointments & Resolutions

Unfinished Business

- Mobile Home Parks & Campgrounds
- Wernet Clean up
- Wellhead Protection Law
- Board of Appeals
- Sidewalks
- Vendor's/Peddler's Law

New Business

- Board of Elections-Poll Site
- Solar Energy RFP

Correspondence

Adjournment



Minutes

Town of Cairo

Town Board Work Session

Location: Town Hall Meeting Room @ 4:00 PM

May 8, 2013

The Town Board of the Town of Cairo met for a work session meeting on Wednesday, May 8, 2013 at the Town Hall, Main Street, Cairo, New York.

Supervisor Banta called the meeting to order at 4:05 PM and then asked the attendees to Pledge Allegiance to the flag. Councilperson Ostrander, Councilperson Joyce, Councilperson Suttmeier were present. Councilperson Puorro was absent.

The minutes from the April 24, 2013 Board Meeting was accepted by Councilperson Joyce and seconded by Councilperson Ostrander.

Supervisor Banta explained this Public Hearing was called for the purpose of renewing the Junk Yard Moratorium on junk yard approvals.

Resolution No. 121-13 - "Open Public Hearing" offered by Councilperson Ostrander and second by Councilperson Joyce.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby open the public hearing.

All members in favor-carried

Supervisor Banta explained that the purpose of the public hearing was to extend the Resort Moratorium-Local Law #1 2013

Supervisor Banta explained that the purpose of the public hearing was to take comments regarding the renewal of the junk yard moratorium. There were no comments or concerns from the audience.

Resolution No. 122-13 - “Open Public Hearing” offered by Councilperson Suttmeier and seconded by Councilperson Joyce.

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby open the public hearing.

All members in favor – carried.

Supervisor Banta explained that the purpose of the public hearing was to extend the Junk Yard Moratorium-Local Law #2 - 2013

Supervisor Banta explained that the purpose of the public hearing was to take comments regarding the renewal of the junk yard moratorium. There were no comments or concerns from the audience.

Elizabeth LoGiudice from Cornell Cooperative Extension’s Agroforestry Center gave a presentation on Hudson Estuary Watershed Resiliency Project.

Building & Code Department reported that John Wernet Sr. has not completed the clean up at his residence. Tal will check on the Local Law and will contact the County to come out for a quote to finish the clean up and will be put out for bid.

Councilperson Joyce spoke briefly on the cost for Workers Compensation for the EMT’s.

Supervisor Banta reported on complaints from parents regarding Mobile Vendors following schools buses after school. Tal will get more information on the Peddlers’ Law for the Board Members.

There was a discussion on the Mobile Home Parks and Trailer Camps law.

The Town Board Members Discussed & decided the Cemetery Work and Maintenance will be given to The Town of Cairo Parks, Buildings, & Grounds with the help from the Cairo Histoical Society.

Resolution No. 123-13 “Authorizing the Use of Town Property for the Annual Temperance & Tommy Guns Street Festival” offered by Councilperson Ostrander and second by Councilperson Joyce

WHEREAS, the Cairo Historical Society has requested the use of the front lawn of Town Hall and the closure and use of Railroad Ave from Main Street to the Cairo Firehouse for their 3rd Annual Temperance and Tommy Guns Street Festival,

WHEREAS, the Cairo Historical Society has requested the use of picnic tables, garbage pails, chairs, and assistance in setting and establishing road blocks; therefore, be it

RESOLVED, that the Town Board of the Town of Cairo authorizes assistance, use of items, the use of the front lawn of Town Hall and the closure and use of Railroad Avenue from Main Street to the Cairo Firehouse for the Cairo Historical Society’s 3rd Annual Temperance and Tommy Guns Street Festival on June 15, 2013 from 10am to 7pm; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Cairo recognizes That the Cairo Historical Society will seek permission from the County to use and close County Route 23B/Main St for the Festival.

All members in favor – motion carried.

Resolution No. 124-13 “Approve Clerk for Tax Grievance Day” offered by Supervisor Banta and seconded by Councilperson Ostrander:

BE IT RESOLVED, that the Town Board of the Town of Cairo does hereby approve Debbie Litchko as the Clerk to the Board of Assessment Review & the Tax Assessor for Grievance Day to be held on Tuesday, May 28, 2013 at a pay rate of \$10.75 per hour.

All members in favor – motion carried.

A motion was made by Councilperson Suttmeier and seconded by Councilperson Ostrander to adjourn the meeting at 6:05 PM.

Respectfully submitted,

Debbie Litchko
Deputy Town Clerk

**Town of Cairo
Ambulance Service**

PO Box 728
512 Main Street
Cairo, NY 12413
518-622-2357

**Monthly Report
May 22 2013**

Total Calls for April..... 72
Total Transported Calls.....52
Total Non-transported Calls.....20

Total Amount Billed_____ \$ 44,090

Miscellaneous Items of Interest:

1. Power Stretcher #1 is in operation in 74-2. Works very well, and saves time and energy. #2 in January.
2. Need to update some communication equipment. Base station has audio problems and is not worth fixing due to age. Ordered a new radio to replace it.
3. Will order new air conditioner for crew quarters, as old one will no longer cool. Should be this week.

| |
|------------------------------------|
| TOWN OF CAIRO BOARD MEETING |
| |
| ASSESSOR'S MONTHLY REPORT |

May 22, 2013

New Business: 19 Transfers for the month of April

CLOSING

Janice Hull
Sole Assessor



TOWN OF CAIRO
BUILDING AND CODE ENFORCEMENT
MONTHLY REPORT

April 22, 2013 – May 20, 2013

- (12) Building Permits Issued
 - (02) Certificates Of Occupancy Issued
 - (01) Certificates of Compliance Issued
 - (23) Violations & Complaints
 - (03) Violations Pending in Court
 - (01) Violation Pending with the Town Board
 - (47) Total Inspections were performed on current projects, violations, and fire inspections
-

16 RailRoad Avenue, P.O. Box 728

Cairo, New York 12413

Phone (518) 622-9894 Fax (518) 622-3217

Hours Mon. – Thur. 10am – 3pm & Fri. 10am – 2pm

Cairo Police Department
Town Hall
P.O. Box 728
Cairo, New York 12413

Phones (518)-622-2324
Fax (518)-622-8418

e-mail cairopd@mhccable.com
Cell (518) -965-1180

May 21, 2013

From: Sergeant Richard A. Busch #110
Town of Cairo Police Department

To: Ted Banta, Supervisor
Town Board Members

Re: Report of Activities – Month of April 24th 2013 to May 21st 2013

| | | | |
|-----|------------------------|------|------|
| (A) | Patrol Mileage: Patrol | 574- | 990 |
| | Vehicle | 575- | 1298 |
| | | 576- | 458 |
| | | 577- | 985 |
| | | 578- | 0 |

Total Miles 3731

| | | |
|-----|-------------------------|-----|
| (B) | Criminal Incidents | 42 |
| | Non-Criminal | 113 |
| | Unclassified | 0 |
| | Dog / Animal Complaints | 35 |
| | Code Violations | 0 |

Total Complaints 190

| | | | |
|-----|-------------------------|----|------------------------|
| (C) | Accident Investigations | 6 | Total |
| (D) | Parking Summons | 0 | Issued |
| (E) | Arrests | 6 | With 17 Charges |
| (F) | Vehicle & Traffic | 15 | Traffic Summons issued |

| | |
|-----------------|--|
| Subject: | Park Task Force Report 5/7/13 |
| From: | Elizabeth b Brinckerhoff (CHARLIB@MHCABLE.COM) |
| To: | tedbanta3@yahoo.com; |
| Cc: | dostr4111@gmail.com; |
| Date: | Tuesday, May 7, 2013 10:00 PM |

Cairo Park Task Force Report

An After the Event Meeting was held by the Park Task Force to make plans for the next Cairo Town Picnic to be held on Saturday, May 3, 2014, joining New York State in its I Love My Park Celebration.

Thirty bikes were donated to the children at the Park; offers to donate bikes for the next picnic are already coming in.

Someone attending the Picnic said, "This is what we love about Cairo, that it is a community that works together to make good things happen."

Picnic or Bistro-like tables are being looked into for the Little League Concession Area.

Fundraising is occurring to purchase a new children's slide and Fitness Center at the Park. Donation letters are available.

Plans for a Gazebo at the Park include the donation of the lumber and milling of the lumber free of charge.

Mile Markers will be placed around the Park as requested by walkers.

Elizabeth Brinckerhoff
Cairo Park Task Force Chairperson 5/7/13

Town Board Meeting – May 22, 2013

Submitted by Kathy Jurgens – Administrator

Water - Water penalties were added to unpaid water accounts on May 15th. Resolution submitted to cover this. Additional seasonal customers have been turned on since the last board meeting. Hydrants will be flushed during the week of June 3rd. Notice will be put in paper.

Water tap for the new Hannaford store was done on May 7th. Dave Jennings was on site and all went well. An application for water & sewer tapping has been sent to the contractor in charge of the project. I am submitting the 3rd request application for the new Library tapping fees. Debbie has advised me that since the Town owns the property, Town officials should have made the application for the Library. To date, I have received no response.

Sewer - Sewer Use billings were mailed to customers on May 1st. Resolution submitted. Hunter Environmental has pumped 9 additional tanks on Jerome Ave. The tanks have not been ready for him to pump, therefore, the process is being slowed. I will be making arrangements with Joe Myers, so we can proceed with the work. Work on the Cumberland pump station is nearing completion. Joe Myers will have an update on the WWTP on his report. Joe Myers is doing to inspections for the pump stations. We cannot continue to avoid doing the inspections, since new regulations are now in effect. .



J MYERS WATER SERVICE, INC.

7974 Main Street, PO Box 214
Hunter, New York 12442

May 22, 2013

Ted Banta, Supervisor
Town of Cairo
PO Box 728
Cairo, New York 12413

Re: Sewer Dept. Monthly Report for April, 2013

The following report cover's facility operations of the Waste Water Treatment Plant (WWTP) and collection system servicing the Town of Cairo.

WWTP

Flow, monthly average:

April 47,000gpd

Biosolids:

April 0 gals. WWTP Sludge

Compliance:

Compliance was met for the month of April.

Comments:

The new filters went on-line on 7/22/09 and are performing well.

Facility Start-Up is tentatively, scheduled for the 1st or 2nd week of April. There was a problem with a power shut down last week and when power was restored, the #1 DeCanter broke and is not operational.

We are operating on one unit for full facility operations and compliance. I spoke with contractor, he has the new parts and will be on-site today to rebuild that unit.

Collection System

PS-1, Cumberland Farms

All conditions normal. New pump station in operation. Had priming issues at start-up but seems ok.

PS-2, Schindler's Garage

Needs to be weed-whipped. All conditions normal.

PS-3, Snyder La

All conditions normal

Generator off line for repairs from Hurricane Irene (8/2011). FEMA has approved mitigation funds and repair/replacement funds.

PS-4, 23 over-pass

All conditions normal. Weed whipped, looks good.

PS-5, Cairo Collision

All conditions normal.

PS-6, Jerome Rd

Needs to be weed-whipped. All conditions normal

PS-7, Dunkin Donuts

All conditions normal

PS-8, McDonalds

All conditions normal.

Septic Tank(s)

Kathy Jergens has pump-out update.

Investigated 18 MTN Dr., blockage is between tank and house. Tank level good, no sign of surcharge.

Please call me with any concerns or questions,

Joe Myers, cell 528-8842

Director's Report May 2013

I have been asked to be on the 4H Youth Advisory Group

Juke box installation by WGXC to play local recordings; see Agreement

Donation offer of another original Lincoln painting by artist Richard Wegenroth

Gardens in the park; toddlers' program, etc.

Nickel Social netted a little over \$600.

I am working on setting up the program schedule for the summer.

Apple TV is up and running again.

I am meeting with Nancy Pine today (C-D School librarian)

I am still waiting for the microwave refund; should be any day now.

I have taken photos of the front of the building for Meghan to look at the splits.

The clock I ordered for the community room is out of stock.

Ted has the form for the water/sewer bill.

The Xbox is here.

I am getting estimates for the pamphlet holder and storage shed installation.

List of project items remaining:

McHugh: should be here this Thursday.

Sweeps: company is waiting for Palumbo to pay them before they'll install.

Furniture: new table tops have been ordered; will get new piece for the desk; new chairs tk.

Collection relocation: will be done within the next few weeks; got second quote; first one is less.

Install security cameras; waiting for a quote from Greg Guerin.

Highway Report

May 22, 2013

1. Crews are out with gradall repairing drainage/ditching problems.
2. Assessing all roads for the 2013 paving season.
3. Monies collected for the park equipment fund with the ARC redemption program totals \$447.50 to date.
4. Town hall renovations ongoing.
5. Working on issues with the Main Street lighting.
6. Attended OGS purchasing forum in Albany.
7. The mower is out making its first round of the season.
8. Met with Peckham to evaluate roads, and get estimates.
9. Culvert maintenance ongoing.
10. New Ford Truck has been numbered and lettered.
11. Crews are out cold patching.
12. Concession stand, dugouts, fencing have all been painted in the park.
13. Hudson Correctional will be here again this year painting tables in the park.
14. Flags and banners installed on County Route 23B and County Route 24 Purling. Also at the intersections of County Route 80 and County Route 24, County Route 41 and County Route 85.
15. Williams Street drainage issue complete. Access cover needs to be raised
16. Dozer/Excavator work in quarry ongoing
17. Clothing bin installed at the recycling center. Agreement was signed with Rock Solid stating they will recycle all surplus vehicle and truck tires for the Town of Cairo.
18. Tree clean up on various roads.
19. Purchased a tank truck from Federal Surplus.
20. Will be attending the annual Cornell Local Roads Highway Superintendent's Conference in June.
21. Cleaned up abandoned property on County 24 in Purling.
22. Main Street sidewalks blown off and weeded. Vacuum truck was used to sweep County Route 23B, County Route 41, and Railroad Avenue.
23. Picked up hanging flower baskets from Story's and were installed on County Route 23B and County Route 24.
24. Town hall property and fountain was weeded and new mulch installed.
25. Patched and paved sections of the town park.
26. As a shared service, we will be assisting the Town of Catskill next Tuesday.
27. Highway personal has made numerous water service calls.
28. The initial contractually seven cemeteries has been cleaned and mowed.
29. Fire hydrants and pump stations within Cairo have had grasses and brush mowed.
30. The parks hosted the first annual Town of Cairo Picnic. Work was completed by parks/highway department employees.

31. Attended Underground utilities safety seminar.
32. Mechanics prepping equipment for summer use.
33. Community gardens have been readied for use.



TOWN OF CAIRO SUPERVISOR'S REPORT

May 22, 2013 @ 7PM

Location: Town Hall of Cairo, Meeting Room

Notification of Meeting:

- Town Clerk's Board
- Town Hall
- Outdoor Bulletin Board
- Town Website
- Daily Mail Calendar
- Midhudson Cable
- Town Email from Clerk

Monthly Financial Report: April 2013

Zoning:

- Zoning Meetings 2013:
 - o January 8th @ 4pm
 - o January 15th @ 3:30pm
 - o January 28th @ 4pm
 - o February 4th @ 4pm
 - o February 15th @ 3pm
 - o February 26th @ 10am
 - o March 15th @ 9am
 - o March 26th @ 4pm
 - o April 8th @ 4pm
 - o April 15th @ 3:30pm
 - o April 22nd @ 3:30pm
 - o April 29th @ 3:30pm
 - o May 6th @ 3:30pm
 - o May 13th @ 3:30pm
 - o May 22nd @ 3:30pm
 - o May 31st @ 3:30pm

[February 28th & March 19th meetings were cancelled]

*Completed review of the text on 5/13; reviewed zones on 5/22

Employee Meetings 2013:

- January 23rd
- March 27th
- April 24th Employee Luncheon

- Next employee meeting May 29th at 10:30am

Parks:

- Moving forward with Soccer Fields for the Town Park
 - o Met with County Public Works Committee on May 13th at 6pm
 - o Committee appears to be in favor of the project
 - o Daily Mail article on 5/14
- 1st Annual Picnic & Ribbon Cutting Ceremonies May 4th
 - o Huge success: symbolizing an era of cooperation & community in the Town of Cairo, along with the County
 - o Next year's date: May 3, 2014

Office Renovation:

- Construction started in Old Library

Annex Building Renovation:

- Plans being prepared

Hudson Estuary Watershed Project:

- 10 minute Presentation at the Town Board meeting on May 8th
- Met with Coordinator from Cornell Coop Ext Elizabeth LioGuidice & Robert Hempstead on May 8th
 - o Will meet on May 29th for completion of interview

Memorial Day Parade:

- May 27th @ 11am; lineup at 10:30am
- Many responses received to participate
- Cairo Historical Society will launch their Hometown Heroes Banners Program
 - o Last tally, there were 110 Banners
 - o We have 62 sets of brackets
- Town Board/Town Clerk participation
 - o Invited employees to march as well

July 4th Celebration:

- Fireworks
- 98.5 will be on site from 1 to 3pm
- Will seek vendors & rides
- Music: Bobby Val Band is not available, will look at a DJ
- Softball game @ 5:30pm? Fire & Police Departments
- Chamber will coordinate event

Cairo-Durham Teachers Association:

- 5K in the Town of Cairo
- Will meet with the school's planning group on June 5th @ 4pm

Experience Works Personnel:

- Maeve Bolger, new employee sponsored by Experience Works

Annual Report on IDA:

- see attached

Charity Bike Ride:

- Anchor House Ride for Runaways
- Wednesday, July 17, 2013 9:30am to Noon
- Will be using Town Park

2013 Equalization Rate:

- See attached

Events:

- Attended Greene County Veteran of the Year Ceremony on 5/18 in Catskill @ 10am
 - o Honoree(posthumously): a Cairo Resident: Gerald “Dusty” Byrne Jr. USMC
- Stopped by the Fire Dept’s event for the new fire truck on 5/19

Correspondence:

- Windham Lodge Ceremony

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Receipt of Monthly Supervisor’s Report”

Councilperson_____ offered the following resolution and moved its adoption:

WHEREAS, it has been recommended by the NYS Comptroller’s Office in the Town of Cairo Report of Examination 2008M-175, that the Supervisor should present a Monthly Report to the Board Members consisting of cash receipts, cash disbursements, and a budget versus actual report for expenses and revenues, and it be documented in the minutes; therefore, be it,

RESOLVED, that the Town Board Members accept the monthly Supervisor’s Report for April, 2013.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

**“Accepting Water Penalties
Dated May 15, 2013”**

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, it is necessary for the Water Penalties to be authorized by the Town Board and documented in the minutes; therefore, be it

RESOLVED, that the Town Board accepts the Water Penalties as presented from the Water Administrator in the amount of \$1,269.65, dated May 15, 2013.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

**“Accepting Sewer Use Billings
Dated May 1, 2013”**

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, it is necessary for the Sewer Use Billings to be authorized by the Town Board and documented in the minutes; therefore, be it

RESOLVED, that the Town Board accepts the Sewer Use Billings as presented from the Sewer Administrator in the amount of \$31,580.14, dated May 1, 2013.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Payment of Bills on Abstract #309”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, payment of bills should be properly authorized and documented in the minutes; therefore be it

RESOLVED, the Town Board does hereby authorize that Abstract #309, consisting of 2013 Vouchers #1552 through #1648 in the amount of \$151,464.20 is approved for payment.

The total amount to be paid from the:

| | | | |
|---------------------|-------------|-------------------|-------------|
| General Fund - | \$63,722.73 | Street Lighting - | |
| Highway Fund - | \$13,933.38 | Sewer Fund - | \$11,816.12 |
| Cap. Library Fund - | \$10,615.62 | Water Fund - | \$773.33 |
| Cap. Sewer Fund - | \$50,560.73 | Trust & Agency – | \$42.29 |
| Hydrant Fund – | | Special Fire - | |

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Amend 2013 Budget to Reflect Receipt of Justice Court Assistance Program (JCAP) Grant Monies and Expense of Equipment Purchased”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the town received a JCAP Grant for the purchase of equipment for the Justice Court; and

WHEREAS, it is necessary for accounting purposes to track the expenses and revenues associated with this grant; therefore be it

RESOLVED, the Town Board does hereby authorize the Town Supervisor to amend the expense line item A-1110.406 Contractual Grant to reflect the increase in General Fund Appropriations \$2,471.17 and; increasing the revenue line item A-3021 Court Facilities to reflect the increase in General Fund Revenue in the amount of \$2,471.17 in the 2013 budget.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Amend 2013 Budget to Reflect Receipt of D.A.R.E monies and Expense of Supplies Purchased”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the town received D.A.R.E funds for the purchase of supplies for the town sponsored D.A.R.E Program; and

WHEREAS, it is necessary for accounting purposes to track the expenses and revenues associated with these funds; therefore be it

RESOLVED, the Town Board does hereby authorize the Town Supervisor to create the expense line item A-3120.452 Police – DARE Contractual to reflect the increase in General Fund Appropriations \$2,461.99 and; increasing the revenue line item A-2070 Contributions-private agency-youth to reflect the increase in General Fund Revenue in the amount of \$2,461.99 in the 2013 budget.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE ____ NAY ____ ABSENT ____ CARRIED ____ DEFEATED ____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Town of Cairo Election Poll Site”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, the Board of Elections has requested on May 21, 2013 that the Poll Site in the Town of Cairo change from the Lutheran Church Hall to the Cairo Public Library for general elections, which are held on the first Tuesday after the first Monday, each November; also included would be the June and September Primaries and Presidential Primary every four years; therefore, be it,

RESOLVED, that the Town Board of the Town of Cairo hereby approves the change of poll site to the Cairo Public Library.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

TOWN OF CAIRO

May 22, 2013

RESOLUTION NO. _____

“Authorize Town Supervisor to Seek RFP for Professional Engineer”

Councilperson _____ offered the following resolution and moved its adoption:

WHEREAS, a sidewalk feasibility study for extending sidewalks on Main Street (County Route 23B) from Mountain Avenue (County Route 24) to NYS Route 32 South was completed in 2007 by Howard F. Jacobson, P.E.; and

WHEREAS, the sidewalk study recommended that the sidewalk be extended on the south side of County Route 23B from County Route 24 to NYS Route 32; and

WHEREAS, the Town of Cairo has received a NYS grant in the amount of \$10,000.00 for the Main Street sidewalk, lighting and drainage project design; therefore be it

RESOLVED, the Town Board of the Town of Cairo does hereby authorize the Town Supervisor to seek requests for proposals for a Professional Engineer to design the Main Street Sidewalk project and seek a grant or grants for said project.

SECONDED BY COUNCILPERSON _____

| | | |
|-------------------------|-----|-----|
| COUNCILPERSON JOYCE | AYE | NAY |
| COUNCILPERSON OSTRANDER | AYE | NAY |
| COUNCILPERSON PUORRO | AYE | NAY |
| COUNCILPERSON SUTTMEIER | AYE | NAY |
| SUPERVISOR BANTA | AYE | NAY |

AYE _____ NAY _____ ABSENT _____ CARRIED _____ DEFEATED _____

812 Enterprises, LLC

80 Birch Hill Drive
Cairo, New York 12413
Tel. (518) 622-2123
Fax (888) 349-8688

April 29, 2013

Town of Cairo
Main Street
Cairo, NY 12413

Re: Mobile Home Park License
Bross Street Manufactured Home Park

To Whom It May Concern:

We would like to request for a license for the mobile home park located on Bross Street. Currently there are 6 trailers located on the premises of which 5 are occupied. If you need anything additional, kindly contact me at the phone number listed above

Very truly yours,



Dawn Coluccio
For 812 Enterprises, LLC

**TOWN OF GREENVILLE
LOCAL LAW #2 OF 2013
AMENDING THE LOCAL LAW REGULATING
PEDDLING AND SOLICITING (LOCAL LAW #1 OF 2002)**

Be it enacted by the Town Board of the Town of Greenville in the County of Greene as follows:

Section 1.

Local Law #1 of 2002, known as “A Local Law to Regulate Peddling and Soliciting” shall be and hereby is amended by the addition of the following paragraph at the end of Section 2.:

In the event more than one peddler or solicitor shall wish to obtain a permit hereunder for use on the same parcel of land and at the same time or for a seasonal use, the owner of such parcel or his/her designee shall obtain a permit hereunder for each such user from the Town Clerk and comply with all provisions of this local law. In the event the permit seeks a seasonal use, the permit shall be limited to May 1 through October 31, the fee for such seasonal permit shall be \$100 (One Hundred Dollars).

Section 2. Effective date

This Local Law takes effect upon filing in the office of the Secretary of State in accordance with Municipal Home Rule Law § 27.

Local Law Filing

NEW YORK STATE DEPARTMENT OF STATE
162 WASHINGTON AVENUE, ALBANY, NY 12231

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~

~~City~~

of Greenville

~~Town~~

~~Village~~

Local Law No. 1 of the year 2002

A local law Entitled "A Local Law to Regulate Peddling and
(Insert Title)
Soliciting"

Be It enacted by the Town Board of the
(Name of Legislative Body)

~~County~~

~~City~~

of Greenville, New York

~~Town~~

~~Village~~

as follows:

SEE ATTACHED SHEETS 1A-1K

(If additional space is needed, attach pages the same size as this sheet, and number each.)

ARTICLE I

Section 1. Definitions.

For the purpose of this local law, the following words and phrases shall have the meanings respectively ascribed to them by this section:

CHARITABLE ORGANIZATION-Any benevolent, philanthropic, patriotic, not-for-profit, educational, religious, or eleemosynary group, association or corporation, which qualifies under Section 501 of the Internal Revenue Code as a tax exempt organization; a fire company which is organized for the prevention and extinguishment of fires.

CONTRIBUTION-The promise or grant of any money, credit, property, financial assistance, or any other thing of value, including payments for literature in excess of the fair market value of said literature.

NEWSPAPER-A paper that is distributed and contains news, articles of opinion, and advertising. This definition includes pennysavers and community newspapers.

PEDDLER-Any person, either principal or agent, who in any public street, road or highway or public place or from any vacant property, whether publicly or privately owned, or by going from place to place or house to house, whether on foot, or from any animal or vehicle, delivers or distributes advertising matter, literature, pamphlets, samples or handbills, or sells, or offers for sale, barter or exchange, any goods, wares, merchandise, service or any other article or thing whatsoever, either in his possession or not in his possession, either for immediate or for future delivery.

PERSON-A natural person, corporation, partnership, association, joint stock company, society or any other entity of any kind.

RESIDENTIAL PREMISES-A house, apartment, condominium, cooperative or mobile home which is used as a dwelling place or domicile by the occupant.

SOLICITOR-Any person, either principal or agent, who, in any public street, road or highway or public place or from any vacant property, whether publicly or privately owned, or by going from place to place or house to house requests or accepts a contribution.

SOLICITOR OR PEDDLER FOR A CHARITABLE ORGANIZATION-Person who solicits contributions or acts as a peddler on behalf of a charitable organization.

ARTICLE II

Peddlers and Solicitors

Section 1. Permit Required.

A Peddler or Solicitor acting as such within the Town of Greenville, shall first obtain a permit therefor as provided in this local law.

Section 2. Application for Permit.

A permit under this section shall only be issued to a natural person. Each natural person desiring a permit shall submit an application therefor. An application to act as Peddler or Solicitor in the form prescribed by the Greenville Town Clerk shall contain the following information:

- A. The name, home address and local address, if any, of the applicant;
- B. A physical description of the applicant, setting forth the applicant's age, sex, height, weight, color of hair and eyes;
- C. The name and address of the person, firm or corporation for whom or through whom orders are to be solicited or cleared;

- D. The nature of the goods, wares or merchandise for which orders are to be solicited;
- E. Honorably discharged members of the armed forces shall also state the county from which they secured their licenses, pursuant to the General Business Law, together with the date and number of such license.
- F. A statement as to whether the applicant has been arrested or convicted of any crime or misdemeanor and if so, what;
- G. A statement as to the period during which the applicant intends to solicit orders.
- H. Such other information as the Greenville Town Clerk shall reasonably require.

The applicant, at the time of executing such application, shall also submit identification reasonably satisfactory to the Greenville Town Clerk which shall include a photograph identification and a specimen of the applicants signature.

The Greenville Town Clerk shall approve or disapprove the application within seven (7) days of the receipt thereof. The denial of any application shall specify the reason therefor. Such reason must relate to the protection of the public safety, health, morals or general welfare of the residents of the Town. The Greenville Town Clerk shall deny an application by any person who shall have been convicted of any crime or of any violation of this local law.

Section 3. Revocation and Suspension.

Such permit shall be revoked automatically upon conviction of a crime or violation of this local law and is subject to cancellation or suspension. Upon the refusal

of the Town Clerk to issue a license to any applicant, the procedure prescribed in Section 137 of the Town Law shall be complied with. Before the determination of the Town Board that any license should be revoked the procedure prescribed in Section 137 of the Town Law shall be complied with. When a license shall be revoked, no refund of any unearned portion of the license fee shall be made. Notice of such revocation and the reason therefor in writing shall be served by the Town Clerk upon the person named in the application or by mailing the same to the address given in the application, and a copy of such notice shall be filed with the Town Clerk.

Section 4. Fees.

The fee per person for a Peddler's or Solicitor's permit shall be set by the town board from time to time.

Section 5. Expiration of Permits.

Permits issued pursuant to this local law shall expire thirty (30) days from the date of issuance of said permit.

Section 6. Age Restriction for Permittees.

No permit shall be issued under this local law to any person under the age of eighteen (18) years. However, persons under the age of eighteen (18) years may peddle or solicit in connection with exempt transactions as defined in Section 10 Article II of this local law.

Section 7. Transferability.

No permit shall be transferable from one person to another.

Section 8. Provisions Applicable to Veterans.

Honorably discharged members of the armed forces of the United States, who obtain a license pursuant to the provisions of Section 32 of the General Business Law, shall, in addition thereto, file a further application with the Greenville Town Clerk for the issuance of a local permit. The application for such local permit shall state the veteran's name, residence at the time of application, nature of goods to be sold, and if the applicant is working on a commission or percentage basis for any person, firm or corporation, the name and business address of such person, firm or corporation. This application shall be signed by the applicant, and the name on this application and on the original Certificate of Honorable Discharge shall be compared by the Greenville Town Clerk to ascertain if the person so applying is the same person named in the original Certificate of Honorable Discharge. The Greenville Town Clerk, when satisfied, shall issue, to such former member of the Armed Forces of the United States a permit, without charge, certifying him to be entitled to the benefits of this local law; provided, however, that nothing in this local law shall prevent or in any manner interfere with the soliciting or peddling without the use of any but a hand-driven vehicle in any street, avenue, alley, lane or park of the Town, by any honorably discharged member of the armed forces of the United States, who is disabled as a result of injuries received while in the service of said armed forces, and who is the holder of a license granted pursuant to Section 32 of the General Business Law.

Section 9. Hours.

Within the Town of Greenville, Soliciting or Peddling shall be prohibited before the hour of 9:00 a.m. or after the later of (a) 8:00 p.m. or (b) one-half hour after sunset.

Section 10. Name and Address on Vehicle.

Every vehicle used by a licensed peddler or solicitor in or about his business shall have the name of the licensee and his address plainly, distinctly and legibly painted in letters and figures at least two inches in height in a conspicuous place on the outside of each side of every such vehicle and such name and address shall be kept so painted plainly and distinctly at all times while such vehicle is in use during the continuance of the license.

Section 11. Restrictions.

A licensed peddler or solicitor shall:

(a) Not falsely or fraudulently misrepresent the quantity, or qualify of any article offered for sale; or offer for sale any unwholesome, tainted or diseased provisions or merchandise.

(b) Keep the vehicles and receptacles used by him in a clean and sanitary condition and the food stuffs and edibles offered for sale well covered and protected from dirt, dust and insects and stored in compliance with all applicable Department of Health and Department of Agriculture regulations.

(c) Not stand or permit the vehicle used by him to stand in one place in any public place or street for more than ten minutes, or in front of any premises for any time if the owner or any lessee of the premises objects.

(d) Not sell any confectionery or ice cream within 250 feet of any school between the hours of 8:00 a.m. and 4:00 p.m. on school days.

(e) Not permit any vehicle used by him to stop or remain on any cross walk.

(f) Not create or maintain any booth or stand or place any barrels, boxes, crates or other obstructions upon any street or public place for the purpose of selling or exposing for sale any goods, wares or merchandise.

(g) Not blow a horn, ring a bell or use any other noisy device to attract public attention to his wares, or shout or cry out his wares.

Section 12. Orders.

All orders taken by licensed solicitors who demand, accept or receive payment or deposit of money in advance of final delivery, shall be in writing, in duplicate, stating the terms thereof and the amount paid in advance, and one copy shall be given to the purchaser at the time the deposit of money is paid to the solicitor.

Section 13. Records.

It shall be the duty of the Town Clerk to keep a record of all applications and of all licenses granted under the provisions of this ordinance, giving the number and date of each license, the number and residence of the person licensed, the amount of the license fee paid and also the date of revocation of all licenses revoked.

Section 14. Exemptions.

Except as otherwise provided herein, the following transactions shall be exempt from the provisions of this local law:

- A. Peddling or Soliciting for a Charitable Organization. However, such Peddlers or Solicitors shall be subject to the provisions of Section 9 of Article II.
- B. Peddling or Soliciting by a political party or a political candidate. However, such Peddlers or Solicitors shall be subject to the provisions of Section 9 Article II.

- C. The peddling of milk or farm produce by farmers who produce such commodities.
- D. Peddlers or Solicitors when peddling or soliciting at non-residential premises located in the General Commercial or Hamlet Commercial Districts of the Town of Greenville.
- E. The delivery of food, goods, wares, merchandise, magazines, periodicals, produce, services or other commodities previously ordered by the occupant of the premises to which the same is delivered or on which the services are to be performed.
- F. The delivery of newspapers.
- G. The sale of newspapers from a coin operated vending machine.
- H. The delivery of advertising matter, literature, pamphlets, samples or handbills by representatives of the United State government, or the government of the State of New York, or some political subdivision thereof carrying out his regular duties.

Section 15. Reports from Permittess.

The Greenville Town Clerk may require reports from any permittee hereunder at any time and at such intervals as in its discretion it may deem necessary for the protection of the public welfare. The Town Clerk may investigate and require reports from any organization or individual which it has cause to believe is violating the provisions of this local law.

Section 16. Permit Required for Temporary Structure.

No person shall sell, or offer for sale, barter or exchange any goods, wares, merchandise, magazines, periodicals, produce, service or any other article or thing whatsoever from a temporary structure unless that person has: (1) obtained approval for such temporary structure by the Town Board, (2) a permit for the temporary structure is obtained from the Building Inspector and (3) a Peddler's and Solicitor's permit is obtained from the Greenville Town Clerk under Article II hereof. These permits must be displayed at all times in a conspicuous place outside of such place or structure.

Section 17. Permit Required for Vacant Property.

No person shall sell or offer for sale, barter or exchange any goods, wares, merchandise, magazines, periodicals, produce, service or any other article or thing whatsoever, except for newspapers from coin-operated vending machine, from any vacant property, whether publicly or privately owned, located in the Town of Greenville unless that person has: (1) obtained approval for such actions from the Town Board and (2) a Peddler's and Solicitor's permit is obtained from the Greenville Town Clerk under Article II hereof. The Town Board can disapprove of such actions based on the protection of public safety, health, morals and general welfare of the Town.

ARTICLE III

Notice of Prohibition of Peddlers and Solicitors

Section 1. Notice.

An owner or occupant of a residential premises located in the Town of Greenville may post a notice as hereinafter set forth prohibiting Peddlers and Solicitors.

If a person desires to prohibit Peddlers and Solicitors, he shall post a notice in the manner hereinafter set forth stating in substance, "PEDDLERS OR SOLICITORS ARE PROHIBITED," or words of similar import.

The notice shall be placed in a conspicuous place adjacent to the main entrance door so as to be plainly visible to a Peddler or Solicitor calling at the premises. The lettering in such notice shall be at least one-half (1/2) inch in height.

Section 2. Conduct of All Peddlers and Solicitors.

It shall be the duty of every Solicitor or Peddler, upon going onto private property to first determine whether a notice provided for in Section I of Article III of this local law is posted.

If the notice states, "Peddlers or Solicitors Are Prohibited," or so states by words of similar import, then the Solicitor or Peddler shall immediately and peacefully depart from the premises without delivering or leaving advertising matter, literature, pamphlets, samples or handbills, or ringing the doorbell or otherwise disturbing the occupant.

Any Solicitor or Peddler who has entered upon private property, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

ARTICLE IV

General Provisions

Section 1. Violations and Penalties.

- A. Any violations by a person, firm or corporation of any provision of this local law shall be deemed a violation punishable by a fine not to exceed two

hundred fifty dollars (\$250.00) or by imprisonment for a period not to exceed fifteen (15) days, or both.

B. Any person who takes part in or assists in any violation of this local law shall also be subject to the penalties provided herein.

C. Each day that a violation of this local law is committed or permitted to exist shall constitute a separate offense.

Section 2. Severability.

If any clause, sentence, paragraph, or part of this local law or application thereof to any person or circumstances shall be adjudged by any court to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof or the application thereof to other persons and circumstances but shall be confined in its operation to the clause, sentence, paragraph, or part thereof and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered.

Section 3. Effective Date.

This local law shall take effect immediately upon filing with the Secretary of State of the State of New York.

TOWN OF GREENVILLE
P.O. BOX 38
GREENVILLE, NEW YORK 12083

Office Use Only:

Date: _____
Fee Paid: _____
Permit: _____

**APPLICATION AND LICENSE FOR
PEDDLING AND SOLICITING**

Name of Business: _____

Address: _____

Phone: (____) _____

Name of Applicant: _____

Address: _____

Phone: (____) _____

Is applicant a citizen of the United States: _____ Yes _____ No

Does applicant have a record of convictions: _____ Yes _____ No

If yes explain: _____

Is Applicant: _____ Owner _____ Representative

Physical Description of Applicant:

Age _____ Height _____ Color of hair _____

Sex _____ Weight _____ Color of eyes _____

Description of goods, wares, merchandise and or services offered:

Permit Starting Date: _____ Expiration Date: _____

Is applicant discharged from the U.S. Armed Forces _____ Yes _____ No

If yes, state the county where you secured your peddlers license _____

Did applicant submit identification showing photograph and signature specimen?

_____ Yes

_____ No

Location of Solicitation, or if door-to-door, what area of town _____

Description of transportation: _____ foot _____ cycle _____ auto _____

Year _____ Make _____ Model _____ Color _____

License Plate Number _____

Date:

Signature of Applicant

_____ Approved _____ Disapproved
(Town Seal)

_____ Receipt of copy of Local Law (to be initialed by applicant)

Dated:

Town Clerk

§ 140-1 Intent.

It is the intent of the Town Board of the Town of Colonie to regulate the activities of peddlers in order to preserve the peace, safety and general welfare of the Town and its inhabitants.

§ 140-2 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

PEDDLER Any person traveling by foot, wagon, automotive vehicle or any other type of conveyance, from place to place, from house to house or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck, farm products or provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers or who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, railroad car or other vehicle or conveyance, and further provided that one who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of this chapter shall be deemed a peddler subject to the provisions of this chapter. The word "peddler" shall include the words "hawker" and "huckster."

PERSON Includes any individual, firm, corporation, club, society, partnership, unincorporated association and any principal or agent thereof.

§ 140-3 License required.

It shall be unlawful for any person to act as a peddler, as herein defined, in the Town of Colonie without having lawfully obtained a license from said Town.

§ 140-4 Application for license; fee.

A. Except as otherwise provided herein, every applicant for a license under this chapter must file with the Town Clerk a sworn application in writing, in duplicate, on a form to be furnished by the Town Clerk, which shall give the following information:

- (1) Name and address of applicant, both legal and local, if different.
- (2) Date of birth.
- (3) Citizenship of applicant.
- (4) The social security number of the applicant.
- (5) A brief description of the nature of the business and the goods to be sold.
- (6) Expected inclusive dates of soliciting activity and explanation of why activity will take this length of time.
- (7) Name of the streets and/or areas of the Town of Colonie to be peddled.
- (8) Four photographs of the applicant, two inches by two inches in dimension, taken within 30 days of the date of the application. Such photographs shall show the head, full face and shoulders of the applicant. One copy of the photo shall be attached to the application, one to the license, one shall be delivered to the Chief of Police of the Town of Colonie and one shall be kept on file in the Town Clerk's office.
- (9) A list of all other municipalities in which the applicant has peddled within the last three years and give inclusive dates of such activities; also list previous peddler's license permit numbers and note which are still in effect.
- (10) A list of previous employment, exclusive of peddling, during the last three years.

- (11) Name and address of firm or organization represented, if any.
- (12) An itemized statement of all merchandise or services to be sold or offered for sale, including a price list.
- (13) A letter of authorization from the firm or organization the applicant purports to represent, if applicable.
- (14) A letter of authorization from each business supplying merchandise or services which the applicant sells or solicits orders for.
- (15) Copies of all order and receipt forms used by the applicant in soliciting sales or orders.
- (16) Name and address of counsel of the applicant.
- (17) If a vehicle is to be used, a description of the same, together with license number or other means of identification.
- (18) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance or local law, the nature of the offense and the punishment or penalty assessed therefor.
- (19) The names and addresses of at least two reliable property owners of the County of Albany, Schenectady, Rensselaer or Saratoga in the State of New York who will certify as to the applicant's good character and business responsibility or, in lieu of the names of references, any other available evidence as to the good character and business responsibility of the applicant and which will enable the Town Clerk to properly evaluate such character and business responsibility.

B. If the applicant has one or more employees soliciting in the Town of Colonie, the information in Subsection A(1) through (18), inclusive, must be supplied as to each employee.

C. Any applicant and all employees thereof must be 18 years of age or older.

D. At the time of filing the application, a fee for the initial application and for each employee's application shall be paid to the Town Clerk. Such license shall be valid through December 31 of the year in which it is issued; however, applicants may apply for renewal of said license at a reduced fee as long as no more than one year has elapsed since expiration of the former license. The amount of all fees shall be in accordance with the fee schedule established by the Town Board. All fees are nonrefundable.

§ 140-4.1 Special event license.

A. Notwithstanding anything inconsistent or to the contrary herein, every applicant for a special event vendor's license under this chapter, for events not exceeding three days' duration, must file with the Town Clerk, or with the Chief of Police or his designee when the Town Clerk's office is not open during regularly scheduled office hours, a sworn application in writing, in duplicate, on a form to be furnished by the Town Clerk or Police Department, as the case may be, which shall otherwise conform to the requirements contained in § 140-4 of this chapter, except for those requirements contained in § 140-4A(8), (13) and (14) of this chapter.

B. In all instances when an application for a three-day special event license is filed with the Police Department hereunder, all the power and authority granted to the Town Clerk pursuant to this chapter shall be vested in the Chief of Police or his designee for such purposes, including, without limitation, the authority to investigate and issue such licenses.

C. At the time of filing the application, a nonrefundable application fee shall be paid to the Town Clerk or Police Department, as the case may be. The amount of all fees shall be in accordance with the fee schedule established by Town Board resolution.

D. A three-day special event license shall be valid for a period of up to three successive calendar days for not more than one sales location or mobile cart.

E. To the extent practicable, the Town Clerk or Police Department, as the case may be, shall notify the applicant of his or her decision within two hours of receipt of a fully completed application.

F. If approved, such license issued hereunder shall conform to the requirements contained in § 140-5C, D and E of this chapter, except that no photograph shall be affixed to any such license.

§ 140-5 Investigation of applicant; issuance of license.

A. Upon receipt of such application by the Town Clerk, the Town Clerk shall cause such investigation of the applicant's business and moral character to be made as he deems necessary for the protection of the public good.

(1) If as a result of such investigation the applicant's character or business responsibility is found to be unsatisfactory, the Town Clerk shall endorse on such application his disapproval and the reasons for the same and notify the applicant that his application is disapproved, and no license will be issued.

(2) If as a result of such an investigation the character and business responsibility are found to be satisfactory, the Town Clerk shall endorse on the application his approval and issue a license to the applicant for the carrying on of the business applied for.

B. The Town Clerk must notify the applicant of his decision within 10 working days of receipt of the application.

C. The license issued shall contain:

(1) The signature and Seal of the Town Clerk.

(2) The name, address and photograph of said licensee.

(3) The specific activity licensed.

(4) The type of goods to be sold.

(5) The date of issuance.

(6) The length of time the license shall be operative.

(7) The license number and other identifying description of the vehicle used in such peddling.

D. The license issued is nontransferable and must be produced upon request of any prospective buyer and/or any police officer.

E. At the time the applicant picks up his license from the Town Clerk, the Town Clerk shall also issue an identification card for the individual licensed and a card for the vehicle to be used in the peddling activity. The identification card shall bear the words "licensed peddler for the Town of Colonie," the period for which the license is issued and the number of the license in letters and figures plainly discernible. The identification card shall be attached to the vehicle used by the licensee and shall be worn constantly by the licensee on the front of his or her hat or outer garment in such a way as to be conspicuous during such time as such licensee is engaged in peddling.

§ 140-6 Exemptions.

A. The provisions of §§ 140-3, 140-4, 140-5, 140-8 and 140-10 of this chapter shall not apply to:

(1) A truck gardener or a farmer who himself or through his employees sells produce of his own farm or garden or orchard on his own property.

(2) A wholesaler selling merchandise to dealers or merchants who have an established place of business within the Town.

(3) Any person soliciting at the express invitation of the person solicited or soliciting to established customers.

(4) Any school group, veterans', fraternal or charitable organization, volunteer firemen's association, religious, civic or service group or other nonprofit organization or association that maintains a chapter within the Town of Colonie.

B. A veteran, as set forth in § 32 of the General Business Law, shall be exempt from the provisions of § 140-4D of this chapter pertaining to the payment of a license fee.

§ 140-7 Restrictions.

A. A peddler, whether licensed or exempt from licensing pursuant to this chapter, shall:

(1) Not willfully misstate any fact about any merchandise offered for sale.

(2) Not willfully offer for sale any article of an unwholesome or defective nature.

(3) Not call attention to himself or his merchandise by creating any public disturbance, unusual noises or by the use of a public-address system.

(4) Not create a public or private nuisance.

(5) Keep any vehicle or receptacle used by him in his business in a sound, clean and sanitary condition.

(6) Keep any edible articles for sale well protected from dirt, dust and insects.

(7) Upon request, give to every person to whom a sale is made or from whom an order is taken a legibly written receipt, signed and dated by the licensee, with a description of the merchandise sold or ordered, the total price and the payment received.

(8) Not enter upon any premises clearly displaying a sign with letters at least one inch in height prohibiting solicitors.

(9) Leave all premises promptly upon request of any occupant of such premises.

B. No peddler shall have any exclusive right to any location in the public streets, nor shall any be permitted a stationary location, nor shall he be permitted to operate in any congested area where his operations might impede or inconvenience the public. For the purpose of this chapter, the judgment of a police officer exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

§ 140-8 Suspension or revocation of license.

A. Licenses issued by the Town Clerk pursuant to this chapter may be revoked by the Town Clerk after notice and hearing, for any of the following causes:

(1) Any violation of this chapter.

(2) Conviction of any crime or misdemeanor involving moral turpitude.

(3) Any misrepresentation or false statement contained in the application for license or made in the course of carrying on his or her business as a peddler.

(4) Fraud, misrepresentation or false statement made in the course of carrying on his business as a peddler.

(5) Conducting the business of peddling in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

B. The Town Clerk may suspend any license granted pursuant to this chapter until such time as the hearing upon notice required in Subsection A can be held by the Town Attorney's office.

C. Notice of the hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed to the licensee at his last known address at least 10 business days prior to such hearing.

D. Said revocation hearing shall be held within 21 business days after the date the Town Clerk formally suspends said license.

§ 140-9 Appeal.

A. Any person aggrieved by the action of the Town Clerk in the denial of the application for a license as provided in § 140-5A(1) of this chapter or in the decision with reference to the revocation of a license as provided in § 140-8A of this chapter shall have the right of an appeal to the Town Board or its designee.

B. Such appeal shall be taken by filing with the Town Board or its designee, within 10 business days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The Town Board or its designee shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the appellant in the same manner as provided in § 140-8C of this chapter for notice of hearing on revocation.

C. The decision and order of the Town Board or its designee on such appeal shall be final and conclusive.

§ 140-10 Enforcement.

It shall be the duty of any police officer in the Town of Colonie to require any person seen peddling and who is not known by such officer to be duly licensed to produce his peddler's license and to enforce the provisions of this chapter against any person found to be violating the same.

§ 140-11 Penalties for offenses.

A. Any person committing an offense against this chapter or any section or provision thereof is guilty of a violation and shall, upon conviction thereof, be subject to a fine not exceeding \$250 or imprisonment not exceeding 15 days, or both.

B. In lieu of or in addition to any fine or imprisonment, or both, imposed for a conviction of an offense of this chapter, each such offense may be subject to a civil penalty not to exceed \$250 to be recovered in an action or proceeding in a court of competent jurisdiction. Each day an offense continues shall be subject to a separate civil penalty.

§ 140-12 Records.

The Town Clerk shall keep a record of all applications, the determinations thereof and all licenses issued and their date of termination and/or revocation and shall maintain a record for each license issued of the reports of violation relative thereto.

**PROPOSAL REQUEST FOR THE
TOWN OF STUYVESANT TOWN HALL
POWER PURCHASE LEASE
NYSERDA PON 2112**

CONTRACT BID PACKAGE

PREPARED FOR:

TOWN OF STUYVESANT

MA#213907.00

March 2013

PREPARED BY:

**MORRIS ASSOCIATES, PLLC
64 Green Street, Suite 1
Hudson, NY 12534**

Tel: (518) 828-2300 Fax: (518) 828-3963

NOTICE TO BIDDERS

PLEASE TAKE NOTICE, the Town of Stuyvesant invites and seeks sealed bids for entering into a power purchase lease agreement for the design, installation, maintenance, and monitoring of a roof mounted, photovoltaic system to provide 100% of the annual historic usage at the Town of Stuyvesant Town Hall facility, in accordance with the specifications and filed with the Town Clerk.

The system installation will include all required permits, materials, tools, labor, new equipment; training, support, and expertise, under the requirements to install for customer interconnect to the utility grid and commission system for use under the NYSERDA Incentive Program PON 2112.

The bid proposal shall confirm that the bidding person or entity shall fully comply with all required Federal and State laws, rules and regulations.

Bids will be received by the Town Clerk of the Town of Stuyvesant, Town Hall, 5 Sunset Drive, PO Box 250, Stuyvesant, NY 12173, until 2:00 p.m. on Tuesday, April 2, 2013, at which time and place they will be publicly opened and read aloud, with the contract being awarded as soon as practicable thereafter upon review and consideration by the Town Board.

No bid will be accepted unless a signed Certification of Non-Collusion is submitted with the bid.

The Stuyvesant Town Board expressly reserves the right to waive any irregularities in or to accept any bid or to reject any and all bids or to award on any or all items, as the interest of the Town may appear to require.

No bidder may withdraw his/her bid within twenty-five (25) days after the actual date of the bid opening.

Dated March 14, 2013

INSTRUCTIONS TO BIDDERS

1. Components of Bid Package

Contained herein are the components of the bid package for the photovoltaic system lease in accordance with NYSERDA PON 2112, associated with the Town of Stuyvesant Town Hall Facility project. All bidders will take notice, review, and complete these components in order to offer a bid for the work.

The components are:

- Instructions to Bidders
- Bid Form
- Certification of Non-Collusion by Bidder
- Contract Agreement
- NYSERDA PON 2112 Documents

2. Scope of Work

- A. The system installation will include all required permits, materials, tools, labor, new equipment; training, support, and expertise, under the requirements to install for customer interconnect to the utility grid and commission system for use under the NYSERDA Incentive Program PON 2112.
- B. The contractor shall furnish all labor and materials required to install a roof mounted, grid tied, photovoltaic system, capable of providing 100% of the annual historic usage (16,555 kWh) at the Town of Stuyvesant Town Hall facility.
- C. The contractor shall be responsible for the complete design and installation of the system.
- D. The PV system shall include a Utility Style AC meter located near the inverter. This meter will provide a method of recording total energy generated by the PV system.
- E. The contractor shall collect and record reading from the system a minimum of every three (3) months or as required by NYSERDA for a period of 3 years.
- F. The term of the lease shall commence on the operation date of the system, and shall continue for a 20 year period. At the end of the term the contractor, at its own expense shall remove the system. If the Town so chooses, the following alternative options:
 1. Town shall have option to extend the agreement for an additional 5 year period. This option may be extended at the end of each new term for the useful life of the system.
 2. Town shall have the option to purchase the system at a negotiated fair market value.

- G. The roles of the Client as the site owner / landlord and power off-taker are limited to good faith negotiation of the land lease agreement and the separate power purchase agreement, issuance of appropriate permits and cooperation with other activities.
- H. The Contractor will be responsible for all development, permitting, design, construction, operation and maintenance, and all aspects of ownership and operation of the solar photovoltaic system for the 20 year term of the agreement.
- I. The Contractor shall be responsible for making every effort to install the system in a timely manner. If the Contractor cannot complete the project in the timeframe agreed upon at contract signing or is otherwise in material breach of the specification or agreement terms, the Contractor agrees to allow the Client to select an alternate contractor to develop the project.

3. General Requirements of the Contractor

- A. Negotiating and executing a Lease/Power purchase Agreement with the Town of Stuyvesant (Client).
- B. The Contractor shall coordinate with the Client regarding disruption of building.
- C. The Contractor shall determine the appropriate system size and interconnection procedure with National Grid, consistent with the average annual historical usage and the offset approved by NationalGrid. The project shall comply with all specifications in NationalGrid interconnection process.
- D. The Contractor shall design the solar photovoltaic system, including all site work and interconnection with the NationalGrid electric distribution system. The Contractor shall obtain the required utility interconnection agreement. The Contractor shall coordinate with NationalGrid and file all forms required for interconnection between the utility grid and the solar photovoltaic system.
- E. The Contractor shall purchase all necessary equipment (e.g. solar photovoltaic modules, inverters, combiner boxes, monitoring systems, mounting hardware, and all necessary equipment) and materials needed for the installation of a fully functioning and code-compliant grid-tied solar photovoltaic system located on the roof of the existing town hall building. Purchases shall be in accordance with field measurements taken at the proper time during the construction process.
- F. The Contractor shall provide all materials, tools, supervision, labor and equipment necessary for installation of the solar photovoltaic system.
- G. The Contractor's installation crew must follow OSHA regulations, including but not limited to standard 1926 - Safety and Health Regulations for Construction.
- H. The Contractor shall install all equipment and materials, and the Contractor shall follow all NationalGrid Interconnection Procedures, for the solar photovoltaic system.

- I. The Contractor shall submit to the Town Building Inspector, as part of the Town's Building Permit, preliminary and final construction phase shop drawings, revised as needed to meet the design, as follows:
 - i. Structural drawings stamped by a NY-licensed Professional Engineer.
 - ii. Electrical 3-line drawings for each sub-array stamped by a NY-licensed Professional Engineer.
- J. The Contractor shall be responsible for preparing all required documentation, apply to NYSERDA under Program Opportunity Notice 2112 (PON).
- K. The Contractor shall comply with any and all building codes and standards, applicable utility rules and tariffs, and any and all federal, state, and local technical and installation specifications and guidelines as may be developed and established.
- L. Where additional details or instructions are required to complete the work, the Contractor is deemed to have made an allowance in the bid for completing such work, consistent with adjoining or similar details and/or the best accepted practices of the trade, whichever is more expensive.
- M. Contractor is responsible for complying with NYS Labor Department prevailing wage requirements for municipal projects.

4. Qualifications of Bidders

- A. The annual economic benefit to the Town of Stuyvesant as calculated from the lease fee amount and the savings under the Power Purchase Agreement.
- B. The qualifications of the Bidder in developing similar roof mounted, lease agreement, NYSERDA PON 2112, PV solar projects,
- C. The plan set forth by the Bidder's proposal to minimize risk of damage to the Town's building roof or any other facilities of the Town,
- D. The plan set forth by the Bidder's proposal to minimize regulatory and legal risks associated with the system installation at the town hall,
- E. Comprehensiveness of the Bidder's proposal package,
- F. Commitment and readiness of the Bidder to adhere to the anticipated schedule to complete and submit NYSERDA PON 2112 application.
- G. The law requires that contracts for public work in the State of New York be awarded to the lowest responsible bidder as will promote the public interest. In order to assist the Town in determining whether the apparent low bidder meets this standard, the Town reserves the right to require the apparent low bidder to submit the following:

To furnish the Town within 5 calendar days from the date of the request, a statement containing the following:

- (a) a description (including project name, location and owner) of any competitively bid project on which the bidder submitted the low bid but was not awarded a contract, within the previous five (5) years,
- (b) a current detailed financial statement showing assets, liabilities and net worth, net total billings and average backlogs of uncompleted work on outstanding contracts for each of the previous three (3) years,
- (c) a list of the officers and principals of the bidder's legal entity, and a list of all subsidiary or affiliated companies in which the bidder's principals have any financial interest,
- (d) a description of any projects which the bidder or his predecessors failed to complete or any litigation in which the bidder has been involved in the previous three (3) years, including a list of project names, locations and owners,
- (e) a list and description of all contracts completed by the bidder within the previous three (3) years,
- (f) a list of at least three (3) project references (including project names, locations, owners, contact persons, and telephone numbers) which included work similar in scope, complexity, and material value as this proposed project.

5. Codes, Standards & Permits

- A. All work shall be performed in strict accordance with all applicable Town, State, and Federal codes and standards, including but not limited to:
 - i. Local codes, zoning laws, and all local authorities having jurisdiction (AHJ)
 - ii. Local utility's technical requirements for interconnection with solar energy systems
 - iii. All applicable Solar PV-specific standards set forth by the Solar America Board for Codes and Standards
 - iv. IEEE 1547 Standard for Interconnecting Distributed Resources with Electric Power
 - v. UL-1741 "Inverters, Converters, and Interconnection System Equipment for Use with Distributed Energy Resources"
 - vii. UL-1703 "Flat-Plate Modules and Panels"
 - viii. All products shall be UL listed or certified by other Nationally Recognized Testing Laboratory (NRTL) whenever possible
 - ix. NFPA 70: National Electrical Code 2011
 - (a) Article 690, Solar Electric Systems
 - (b) Article 705, Interconnected Electrical Power Production Sources

- x. ANSI C12.1 "Code for Electricity Metering"
 - xi. FCC electromagnetic Interference (EMI) Part 15 A & B
 - xii. NYS Labor Department prevailing wage requirements and schedules for municipal projects.
- B. Prior to commencement of any work, Contractor is required to file and obtain ALL permits.
- C. At completion of work, Contractor is required to provide all required signoffs from all authorities having jurisdiction over the work specified in this document.
- D. The Contractor shall be responsible for payments of all fees necessary to obtain required permits and sign-offs.
- E. Installation of solar photovoltaic system shall not in any way cause malfunction of the existing facility electrical systems or affect in any way warranties of Client's property.

6. Incentives

- A. Contractor is entitled to the acquisition of the below solar energy incentives. It is the responsibility of the Contractor to acquire these at no cost to Client:
- i. Federal Investment Tax Credit (or 1603 if possible)
 - ii. Modified Accelerated Cost Recovery System (MACRS)
 - iii. NYSERDA SREC Sales Agreement

7. Lease/Power Purchase Contract

- A. Contractor shall supply a Lease/Power Purchase agreement As part of the Bid Package.
- B. Contractor shall enter into a Lease Agreement with the Client for the site where the Contractor will develop and operate the Solar Photovoltaic System, and to provide maintenance and monitoring of the system during the lease term.
- C. The Lease Agreement shall state the anticipated date upon which the Lease Agreement is to commence and any conditions placed on the commencement of Lease Agreement.
- D. The Contactor shall provide the Client with full assurance that the Lease Agreement payments will be paid in a schedule agreed upon by the Client and the Contractor. For purposes of bid, assume lease payments to be monthly.
- E. The Contactor shall provide the Client with full assurance that the Solar Photovoltaic System installed at the site will not affect the town roof, and the Contractor shall warrantee the town's roof from any damage as a result of the installation of the PV equipment and installation for a period of 6 months following the operational commissioning date.

- D. The Power Purchase Agreement shall provide the Client with full assurance that the benefits of the Power Purchase Agreement will be realized, including how the rates would be amended to ensure that the Town would still realize its economic benefit, if NYS legislation amends the regulations regarding Net Metering so as to eliminate this benefit.
- E. The Power Purchase Agreement shall provide penalties in the event that the solar photovoltaic system is not operational due to Contractor's fault (including failure of equipment or facilities owned by the Contractor) for any one period of more than 23 hours and 59 minutes.
- F. The Power Purchase Agreement shall bind the Contractor to provide not less than 80 percent of the stated initial rated power for the 20 year agreement duration, and require that replacements or upgrades as necessary shall be made at no cost to the Client to provide the minimum guaranteed power.

8. Submittals

- A. All of the equipment shall be registered with the proper jurisdictional departments, and copies shall be provided to Client upon filing.
- B. Product Data: Manufacturer's data sheets on all products being used, including:
 - i. Storage and handling requirements and recommendations.
 - ii. Installation methods and manuals.
- C. Manufacturer-detailed testing and commissioning procedures.
- D. Shop Drawings
 - i. Show exact locations of all installed hardware.
 - ii. Provide wiring diagrams for array and interconnecting hardware.
 - iii. Structural diagrams detailing exact position of all equipment used for structural support of photovoltaic sub-arrays.

9. Quality Assurance

- A. Contractor Qualifications: All work shall be performed by skilled workers regularly engaged and specializing in the installation of solar photovoltaic systems, in strict accordance with the installation directions of the approved manufacturers and as specified herein.
- B. Contractor shall employ on site at all times installation is ongoing at least one North American Board of Certified Energy Practitioners (NABCEP) Certified Installer who has previously played a supervising or managing role in a solar photovoltaic installation to supervise the installation.

10. Delivery, Storage and Handling

- A. Deliver photovoltaic modules properly packaged to provide protection against transportation damage.
- B. Adequately protect equipment that is placed in storage at the construction site from damage by vandalism, weather or contaminants.
- C. Follow manufacturer's recommendation on storage and exposure to extreme weather conditions.

11. Waste Removal

- A. Construction and demolition waste disposal must comply with all applicable Federal, State, and Local Regulations.
- B. Contractor shall be responsible for the removal and off-site disposal of any and all materials considered waste during the course of the work, in accordance with all applicable laws.
- C. In the event there is damage to any portion of the town hall exterior or interior or any area affected by the work, the Contractor shall promptly repair, clean and restore to the full satisfaction of the Client, any and all damage at no additional cost or delay to the Client.

12. Substitutions

- A. No substitution of specified equipment or materials shall be allowed without prior written approval of the Client.
 - i. Any work that is described as 'by others' and is affected by these substitutions, becomes the responsibility of the Contractor.
- B. Any substitutions or reductions in this specification without prior written approval shall mandate a reduction in payment to the Contractor to be determined by the construction manager or the Client.

13. Operations and Maintenance

- A. The Contractor shall be solely responsible for operation and maintenance of the solar photovoltaic system.
- B. The Contractor shall make regularly scheduled maintenance visits to the Site, or at least twice per year, to carry out all component manufacturer recommended maintenance and trade best practices, to keep the solar photovoltaic system fully functioning and to specifically ensure that no damage to the roof, or other possible issues are caused by the solar photovoltaic system.

14. Preparation of Bids

Prepare the bid on the official Bid Form included in these documents. Fill in all

blank spaces legibly. The Bid Form must contain an original signature.

Contractor shall include with their bid a copy of the proposed Lease/Power Purchase agreement(s).

BID FORM

TO: The Town Board of the Town of Stuyvesant.

In compliance with your Notice to Contractors, published in the _____ dated _____, the undersigned, _____ proposes and agrees as follows:

1. To perform all work associated with the Town of Stuyvesant Power Purchase Lease associated with the installation of a roof mounted grid tied PV system at the Town Hall in accordance with the prices so named in this bid in a workerlike manner, in accordance with the plans and specifications, all of which are a part of the contract hereto annexed.
2. To complete all work as specified, on which this bid is based, within ninety (90) days after the starting date specified in the Town's Notice to Proceed.

[The Notice to Proceed shall be issued by the Town Board. It is anticipated that this will occur on or about one week after bid opening date.]

3. To furnish the Town within 5 calendar days from the date of the request, if identified as the apparent low bidder and if requested by the Town, a statement of qualifications as described in Article 3 of Instructions to Bidders.
4. To enter into a contract within ten (10) calendar days from the date of acceptance of this bid.

In compliance with the Instructions to Bidders, the undersigned declares that he/she has examined the list of materials and informed himself/herself fully in regard to all conditions pertaining to the materials required. He/she has examined the plans and

specifications for the materials and the contract documents relating thereto, has read all addenda furnished prior to the opening of bids, and has satisfied himself/herself relative to the work to be performed.

Bid Response Form – Stuyvesant, NY Town Hall Solar Photovoltaic System, NYSERDA PON 2112

Contractor

Company Name:

Contact:

- Please provide contact mailing address email and phone number.

PV System

Total System Capacity (kW-DC):

Total System Capacity (kW-AC):

Production Estimate

Estimated annual electricity production (kWh/yr):

- Provide PV Watt.

Equipment Lease Fee (system cost to Town)

Proposed total lease fee (lump sum or annual):

Power Purchase Agreement Pricing)

Proposed initial power pricing (cents/kWh):

Future Power Pricing Formula (Flat, Indexed, Fixed, Growth, other)

Acknowledgement

I acknowledge that I have read and understand the terms outlined in the Bid Specification provided with this form; I warrant that the system proposed fully complies with the requirements set forth in the Bid Specification and that the quoted price represents all necessary costs and risks associated with the installation.

Signature:

Print Name:

Date:

CERTIFICATION OF NON-COLLUSION BY BIDDER

(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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, to any other bidder or to any competitor, before the time of the bid opening.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the Town Clerk of the Municipality to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

(4) The fact that a bidder (a) has published price lists, rates, or tariffs, covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (1).

(5) Any bid hereafter made to any public authority or to any official of any public authority created by the State or any political subdivision, by a corporate bidder for work of services performed or to be performed or goods sold or to be sold where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in the lead paragraph of this section, shall be deemed to have been authorized by the board of directors of the bidder and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the

corporation/partnership/individual.

(State of NEW YORK)
(County of _____)

Sworn to before me this _____ day
of _____, 20____.

Notary Public

(officer's/partner's/ individual's) name printed

(officer's/partner's/individual's) signature

(Corp./Partnership/Individual) name printed

(Corp./Partnership/Individual) signature

**NYSERDA DOCUMENTS
PON 2112**

| | |
|-----------------|--|
| Subject: | Town of Cairo 2013 tentative State equalization rate |
| From: | ORPTS.ESS.Rates@tax.ny.gov (ORPTS.ESS.Rates@tax.ny.gov) |
| To: | tedbanta3@yahoo.com; lvanvalkenburg@discovergreene.com; assessor10@mhccable.com; |
| Cc: | ORPTS.ESS.RATES@tax.ny.gov; |
| Date: | Wednesday, May 8, 2013 5:39 PM |

On May 08, 2013, we established a tentative 2013 State equalization rate for the Town of Cairo. The tentative rate is 71.00. Within the next week you will be receiving by U.S. Mail a printed rate notice, the supporting data reports and an impact report. Instructions for filing a rate complaint can be found on our website: www.tax.ny.gov/research/property/assess/rate_doc.htm. If you have any questions you may reply to the above internet e-mail address or you may telephone Kim Lee or Brian Moon at (518) 474-5666.

New York State Department of Taxation and Finance
Office of Real Property Tax Services
WA Harriman State Campus
Albany, New York 12227

Notice of Tentative State Equalization Rate
for the 2013 Assessment Roll

Mr. Ted Banta , Supervisor
Town of Cairo
P.O. Box 728
Cairo, NY 12413

County of Greene
Town of Cairo

Tentative Equalization Rate: * 71.00 *

HEARING DATE:
6/10/13 10:00 AM

HEARING PLACE: Office of Real Property Tax
Services
WA Harriman State Campus
Albany, New York

On 5/8/2013 the State Office of Real Property Tax Services established a tentative 2013 State equalization rate of 71.00 for your municipality. This equalization rate was computed using data from your municipality's tentative assessment roll. If final assessment roll data produces a significantly different rate, we will recompute the equalization rate and notify you.

This tentative rate is the same as the "local stated level of assessment (LOA)" declared by the assessor and displayed on your tax bills. The tentative equalization rate indicates the level at which a municipality is assessing property in relation to its full market value, as measured by the Office of Real Property Tax Services. This tentative equalization rate supports your stated LOA. However, this does not say anything about the uniformity of assessments in your municipality. Since your municipality has not completed a recent reassessment, we recommend that you examine your assessment roll for inequities and consider reassessing.

A copy of the data reports showing the computation of the tentative State equalization rate is being sent to your assessor. If class equalization rates have been established for your assessing unit, they are provided on the attached list.

The full value standard of the tentative 2013 State equalization rate is the total full value as of July 1, 2012. The percentage change in the estimate of full value between the 2012 State equalization rate and the 2013 State equalization rate due to the change in full value standard for your municipality is -1.4%. The percentage change for the other municipalities in your county is shown on the enclosed report.

A written complaint and all evidence which you wish to submit in support of that complaint must be mailed or hand delivered to Darlene A. Maloney, Assistant to the State Board, at the Albany office of the State Board at the above address at least five days before the hearing date set forth above. The complaint must be made on the enclosed complaint form and signed by the chief executive officer or legal representative. Please refer to Subpart 8186-15 of the rules and the State Equalization Rate and Complaint Process booklet when preparing supporting documentation if you file a complaint. The complaint booklet is available on the Taxation and Finance website at http://www.tax.ny.gov/research/property/assess/rate_doc.htm or you may contact your ORPTS regional office or Brian Moon or Kim Lee in Equalization Support Services in Albany at (518) 474-5666.

THE COMPLAINT FORM AND SUPPORTING DOCUMENTATION DEADLINE IS: 6/5/2013

The hearing itself is not an adjudicatory proceeding. You will, however, have the opportunity to explain the written materials previously submitted, and/or to offer oral statements in support of your complaint. As the duly authorized representative of the State Board, the hearing officer will communicate your comments, in summary form, to the Board. Staff will review the written documentation you submitted in support of your complaint, to determine whether to recommend to the Board that changes be made in the calculation of the State equalization rate.

The State Board will meet on August 15, 2013 in Albany. We will notify you of the recommendation and the exact time and location of the Board meeting.

cc: Ms. Janice Hull, Appointed Assessor
Town of Cairo
Town Hall
16 Railroad Ave - PO Box 132
Cairo, NY 12413

2013 Equalization Rate Status

| Municipal Code | Municipal Name | (A) 2012 State Equalization Rate | (B) 2013 State Equalization Rate and Status | (C) Percentage Change in Estimate of Full Value |
|----------------|-------------------------|---|--|--|
| 192000 | Town of Ashland | 67.00 | No Rate Yet | |
| 192200 | Town of Athens | 67.00 | No Rate Yet | |
| 192400 | Town of Cairo | 70.00 | 71.00 Tentative | -1.41% |
| 192600 | Town of Catskill | 60.50 | 58.80 Tentative | 2.89% |
| 193000 | Town of Durham | 68.00 | 70.00 Tentative | -2.86% |
| 193200 | Town of Greenville | 80.00 | 79.50 Tentative | 0.63% |
| 193400 | Town of Halcott | 100.00 | No Rate Yet | |
| 193600 | Town of Hunter | 61.00 | 61.00 Tentative | 0.00% |
| 193601 | Village of Hunter | 64.19 | 67.95 Final | -5.53% |
| 193800 | Town of Jewett | 86.00 | No Rate Yet | |
| 194000 | Town of Lexington | 100.00 | No Rate Yet | |
| 194400 | Town of Prattsville | 65.00 | No Rate Yet | |
| 194600 | Town of Windham | 72.00 | No Rate Yet | |
| 199901 | Greene County C.A.P. #1 | 75.50 | 74.00 Tentative | 2.03% |
| | Town of Coxsackie | | | |
| | Town of New Baltimore | | | |

Column C is the percentage change in the estimate of full value between the 2012 State equalization rate and the 2013 State equalization rate due to the change in full value standard.

This percentage change is important because county and school taxes are apportioned according to a municipality's share of the full value of the county or the school. A municipality will be apportioned a larger share of the tax levy if its full value increases by a larger percentage than others, or if its full value decreases less than the decrease for other municipalities in the county or school.

The information shown in columns B and C is subject to change as the other tentative rates are established in the county and as rates are finalized after the completion of rate complaint processing. You will be sent a complete report when we have established 2013 State equalization rates for all municipalities in your county.



*Foundation
Post Office Box 2357
Trenton, New Jersey 08607-2357
(609) 278-9495 (Office)
(609) 984-9111 (Fax)
(609) 396-8329 (Shelter)
email: anchorhouseride@gmail.com
www.anchorhouseride.org*

May 15, 2013

Ms. Linda Kuever
Supervisor Clerk
PO Box 728
Cairo, New York 12413

Dear Ms.Kuever,

Thank you for taking the time to speak with us the other day regarding use of the pavilion at Angelo Canna Town Park for the 35th Anchor House Ride for Runaways.

This letter is to confirm that we have your permission to use the pavilion as a rest stop for the bicyclists on Wednesday, July 17, 2013. As discussed, we are self-contained and only need the use of the property for roughly a period of three hours beginning at approximately 9:00 a.m. Permission was also granted to use the restroom facilities in the park. Be assured, we will leave everything clean.

A reminder letter will be sent prior to the Ride and a Certificate of Insurance will also be provided.

Thank you once again for your support of our cause and for your hospitality. If you need to contact me, please call at 609-273-3157 or email at janetmclaughlin44@gmail.com.

Sincerely,

Janet McLaughlin
Support Co-Chair
Anchor House Ride for Runaways

www.anchorhouseride.org

www.anchorhousenj.org



Mountain Lodge No. 529, F. & A. M.

Windham, New York 12496

It is with great pleasure that we invite you and your staff to join us in celebration.

Mountain Lodge #529, F. & A.M., Windham, New York is currently celebrating the 150th anniversary of its' charter. Ceremonies befitting this occasion are planned for June 8, 2013 beginning at 12:30PM at the Lodge. The Lodge is located at 5345 Main Street, Windham, New York.

Our planned ceremonies will include:

- = A ceremonial rededication of the Lodges' cornerstone with all attendant ritual and respect.
- = An Honorific apron presentation to R.W. George Telles, past master of Mountain Lodge, as the Grand Representative of Grand Lodge of Maine near Grand Lodge of New York.
- = Remarks by Lodge members and visiting dignitaries.
- = A tour and history of the lodge conducted by local members.
- = Reception and light refreshments in the Lodge.

The occasion of a 150th birthday is a once in a lifetime experience. It is hoped that you mark your calendar accordingly and come help us celebrate.

Yours in fraternity and for the Lodge;

Worshipful Brother Edwin Zimmerman, Jr., Master, Mountain Lodge #529