

LaGrange Town Board Meeting

April 14, 2010

AGENDA

Call to Order

Salute to the Flag

Minutes Approval

- Minutes from March 24, 2010

Monthly Reports

The Town Board will consider acceptance of the monthly revenue reports from town departments as follows:

• Building, Zoning, Public Works & Planning	Total \$ 28,530.00
• Highway Department	Total \$ 300.00
• Justice Caplicki (incl. State Share)	Total \$ 29,286.00
• Justice Greller (incl. State Share)	Total \$ 42,675.00
• Recreation	Total \$ 7,062.00
• Town Clerk (incl. State & County Share)	Total \$ 1,927.60

Supervisor's Report

Correspondence

- Letter from the State of New York Department of Transportation notifying the Town Board of their plans to resurface a portion of State Route 55 from the intersection of Lauer Road to the Taconic State Parkway.
- Cablevision
- Time Warner

Agenda Items

Boot Drive

- The LaGrange Fire Company #1 is requesting Town Board approval to conduct a Boot Drive (Coin Drop) on Rt-55 between Freedom Road and Dr. Fink on April 17th between the hours of 8:00 a.m. and 7:00 p.m.

Gateway Hamlet Steering Committee

- Town Board to establish steering committee members for the consideration of Gateway Hamlet zoning and several other zoning changes.

US Census Update

- The Town of LaGrange's participation rate is 70% as of 4/12/2010.
- Non-participants will be visited by Census workers personally.
- Return the Census form today to ensure participation.

Credit Card Acceptance Policy and Internal Controls

- The Justice Court has requested to participate in the Office of Court Administration Credit Card Acceptance Program for fines.
 - A written policy and written internal controls has been developed by the Town of LaGrange to serve as a standard for credit card use in LaGrange. The policy has been written using NYS OCA and NYS Comptroller guidelines as well as through the assistance of the Town's Audit firm, Sedore and Company.
 - The policy will be forwarded to the Town Justices for any comments that they may have. Such comments are expected within 10 days from receipt.

Annual Financial Audit of the Justice Court

- The Town Board is responsible for financial oversight of the Town Justice Court, and the Justices are required to present their financial documents, court dockets and traffic ticket records to the Town Board (or independent audit firm) each year.
 - Sedore and Company has provided a proposal for said audit which is to be carried out using NYS Office of the State Comptroller (OSC) standards for its completion.
 - The Auditors will develop recommendations for a written system of internal controls for that department based on current OSC standards.

Anderson Center for Autism Proposed Group Home

- The Anderson Center for Autism is planning a group home to be located at 41 Brian Court in the Town of LaGrange Tax ID# 133400-6361-04-927053-0000
 - The Town Board will set a public hearing on the matter for April 28 2010 at 7PM
 - Community residence facilities are deemed a family unit (no different than a single family home) for the purpose of local laws and ordinances.
 - The Town Board has three options regarding the matter
 - Approve the site
 - Suggest another site
 - Object based on a theory of "oversaturation" of such facilities in the Municipality

Open Space Bond

- Town Board to continue discussion on committing a portion of the Bond money, which has already been approved by the voters in a previous referendum, to purchase the development rights to the Pierson Farm located at Skidmore Road.

Resolution

- Serial Bond to replace Town Hall Server and Fuel Management System.

Committee Reports

- Water and Sewer
- Recreation
- Open Space
- Highway

Town Board Comments

- This time is set aside for new or old business not on the agenda

Town Attorney

- This time is set aside each meeting for new business by the Towns Attorney not listed elsewhere in the agenda

Administrator of Public Works

- This time is set aside each meeting for the Administrator of Public Works to discuss Planning, water, sewer, MS4 and related topics not listed elsewhere on the agenda.

Environmental Consultants

- Reports from the operators of the Town's water and sewer facilities

Public Comment

- Public comments are accepted during this time.

Executive Session

Adjournment

**STATE OF NEW YORK
COUNTY OF DUTCHESS
TOWN OF LA GRANGE**

**TOWN BOARD MEETING
April 14, 2010**

Present: Supervisor Jon J. Wagner
Councilman Joseph Luna
Councilman Steve O'Hare
Councilman Edward P. Jessup

Absent: Councilman Gary Beck

Recording Secretary: Margaret Schmitz, Deputy Town Clerk

Others Present: Ronald Blass, Esq. Van De Water & Van De Water
Wanda Livigni, Administrator of Public Works
Steve Mance, Environmental Consultants

A Regular Meeting of the Town Board was held on Wednesday, April 14, 2010 at the LaGrange Town Hall, 120 Stringham Road. Supervisor Wagner called the meeting to order at 7:30 p.m. The Deputy Town Clerk led the flag salute.

Supervisor Wagner asked for a motion to accept the minutes from March 24, 2010. Councilman Luna so moved; seconded by Councilman Jessup; carried unanimously.

Supervisor Wagner asked for a motion to accept the monthly reports for March, 2010. Councilman Jessup so moved; seconded by Councilman O'Hare; carried unanimously.

Building, Zoning, Public Works & Planning	Total \$ 28,530.00
Highway Department	Total \$ 300.00
Justice Caplicki (incl. State Share)	Total \$ 29,286.00
Justice Greller (incl. State Share)	Total \$ 42,675.00
Recreation	Total \$ 7,062.00
Town Clerk (incl. State & County Share)	Total \$ 1,927.60

Supervisors Report

Supervisor Wagner reported that he attended the MS4 meeting, with the Administrator of Public Works, this morning. The Supervisor stated he sent out an email this morning to the Town Board & Highway Superintendent requesting additional records concerning MS4 documentation. He stated that the D.E.C., in their current round of audits, have raised the bar on record keeping and have asked for written records on such things as, the number of people attending the last

Planning Board Meeting, the number of times MS4 regulations were mentioned, and how many people watch cable TV in the Town. Supervisor Wagner asked the recipients of that email to read it and give it some consideration, so it can be discussed at the next workshop meeting.

Correspondence

Supervisor Wagner stated the New York State Department of Transportation sent a letter notifying the Town that they will be resurfacing a portion of Route 55, from the intersection of Lauer Road to the Taconic Parkway. The Supervisor stated that there is no objection, as this area certainly needs resurfacing; however, this is a section of road that is subject to some improvement in the next few years. It is where a future round-about is planned.

Supervisor Wagner stated that Cablevision and Time Warner Cable sent notification of programming changes.

Ms. Livigni requested a copy of the NYS D.O.T. letter, as she would like to inquire about the resurfacing.

Cablevision has sent a letter stating that effective April 28th, ESPN Classic - Class D, will be repositioned in their IO Sports Package. There is no channel change.

Supervisor Wagner stated that Time Warner Cable has also sent notification of channel changes. Supervisor Wagner mentioned that Time Warner will be adding, Your News Now, (YNN), which he feels is doing a very good job covering local news. He stated, "it is a professional cable news program, with a Mid-Hudson Valley, Poughkeepsie, Dutchess flair." These correspondences will be in the Town Clerk's Office for one week.

Agenda Items

Supervisor Wagner read a letter from LaGrange Fire Company #1, requesting permission to conduct a boot-drive (coin drop) on Route 55, between Freedom Road and Dr. Fink Road on April 24, 2010, between the hours of 8:00 a.m. and 7:00 p.m. Councilman Luna made a motion to approve the boot drive; seconded by Councilman Jessup; carried unanimously.

Gateway Hamlet Steering Committee

Supervisor Wagner gave an explanation of the Gateway Hamlet District and the purpose of the Steering Committee. The Town Board briefly discussed the makeup of the Steering Committee. Supervisor Wagner read the following list of the suggested members: Alan Bell from the Planning Board Chairman; Tracy Johnson, Zoning Board Chairman; Marc Komorsky, Zoning Board Member; Wanda Livigni, Public Works; Michael Kelly, Superintendent of Highways; Ken McLaughlin, Zoning Administrator; and Susan Quigley, Zoning Secretary. Supervisor Wagner stated that there was a question as to whether Susan Quigley should be a liaison to the committee or a member of the committee. Councilman Luna stated that he was happy to have Mrs. Quigley on the list of members and suggested replacing Mr. Kelly. Councilman Jessup

suggested considering someone other than Tracy Johnson since he will be retiring in June. Councilman Jessup suggested considering Gary Polhemus. Supervisor Wagner stated there had been some question as to if there should be Town Board Members on the committee, and the Board had determined that Councilman Jessup's experience with the Planning Board would make him a reasonable member of the committee. Supervisor Wagner asked if the Board wished to remove Mr. Kelly from the list and add Councilman Jessup. Councilman O'Hare made a motion to approve that change; seconded by Councilman Luna; carried unanimously. Supervisor Wagner asked for a motion to remove Mr. Johnson from the list and add a substitute. Councilman Jessup made a motion to appoint Gary Polhemus to the committee; seconded by Councilman O'Hare; carried unanimously.

U. S. Census Update

Supervisor Wagner reported that the Town of LaGrange's participation rate in the U.S. Census is 70%, as of April, 12, 2010. He stated that non-participants will be visited by Census workers personally, and he urged everyone to take the three minutes it takes to complete the form, and return it today. The Supervisor stated that 100% participation will ensure that LaGrange receives the funding needed.

Credit Card Acceptance Policy & Internal Control

Supervisor Wagner stated that the Town Justice Court has requested, from the Office of Court Administration, to be included in their credit card acceptance program. The Town Comptrollers Office and the Office of the Supervisor requested that the Town Justices put together a written policy, procedure, and set of internal controls, which are prescribed in writing by the Office of Court Administration, and the Office of the State Comptroller. Supervisor Wagner introduced a written policy and a set of internal controls that had been developed through his office, with the use of OCA documents, State Comptroller documents, and input from the Town's Attorney and the Town's Auditors, Sedore & Company.

Resolution

Supervisor Wagner introduced a Resolution adopting the policy and internal controls, with an accompanying letter of explanation, from the Town Attorney, addressed to the Town Justices. Councilman Jessup made a motion to approve the resolution; seconded by Councilman O'Hare; carried unanimously. (SEE ADDENDUM)

Annual Financial Audit of the Justice Court

Supervisor Wagner stated that during the research to ensue the use of credit cards, the decision was made by himself, and the Comptroller, to bring to the Boards attention that the Town needs to conduct a more thorough audit of the Justice Court, on an annual basis. The audit is meant to be done in accordance with the Office of the State Comptroller's standards. Supervisor Wagner introduced a proposal letter from the Town's auditor, Sedore, with two options: conduct a one year audit of both courts, to the standards previously mentioned, for \$2,000.00 - \$2,500.00; or to conduct a three year audit, for \$4,500.00 - \$5,000.00. Supervisor Wagner explained that the

courts have been audited as part of the overall audit of the Town, however, the Town needs to do this more detailed audit, in the eyes of the State Comptroller. Councilman Luna asked if this audit will be done every year, and do they need to be re-approved yearly. Supervisor Wagner stated that Sedore provides an estimate for the general audit and the justice audit on a year-by-year basis, and they are approved yearly. Councilman Luna made a motion to approve a one year audit for 2009; seconded by Councilman Jessup; carried unanimously.

Anderson Center for Autism

Supervisor Wagner announced that the Anderson Center for Autism has proposed a group home, to be located at 41 Brian Court. He further explained that community residence facilities are deemed a family unit, no different than a single family home, for the purpose of local laws and ordinances. The Town Board has three options regarding the matter. The Board can approve the site, suggest another site, or object based on an oversaturation of such facilities in the Municipality. Supervisor expressed his opinion that there is not an oversaturation. Supervisor Wagner requested a motion to set a public hearing for April 28, 2010; Councilman Luna so moved; seconded by Councilman Jessup; carried unanimously.

Open Space Bond

Supervisor Wagner offered a review of the Town's opportunity to purchase the development rights of the Pierson Farm through the Open Space Bond. Supervisor Wagner stated that the Town received a \$100,000.00 grant from the D.E.C. Estuary Fund. He added that the Town has applied to the County for \$226,000.00, which he is optimistic will be approved, based on feedback from the County. Supervisor Wagner stated that the Open Space Committee created an Open Space Plan that included the Pierson Farm in that plan. He further added that the Open Space Committee did a lot of polling, and found the community is in favor of the plan. Supervisor Wagner explained that in 2008 the Town had a Bond Referendum that passed 3:1; giving the Town bonding power of \$2,000,000.00 to preserve open space. He stated a public information session was held in December of 2009, with approximately 3:1 of those present in favor of moving forward with the purchase of the development rights. Supervisor Wagner stated that the appraisal of the property was out of date and needed to be re-done. The Dutchess Land Conservancy secured the services of McGrath and Co. to re-evaluate the property; the value of the property rights came in higher. The Pierson family has agreed to take the original appraised value of \$710,000.00, as the purchase price, instead of the newly appraised value of \$751,000. Supervisor Wagner stated that the Town needs to secure the funds from the State & County. Councilman Luna suggested moving forward to approve the purchase of development rights, pending procurement of the donated funds from the State and County. Councilman Jessup moved to approve the purchase; pending the procurement of funds; seconded by Councilman O'Hare; carried unanimously. Supervisor Wagner asked Councilman Jessup to inform the Piersons of the Town's commitment.

Bond Resolution

Supervisor Wagner introduced a Bond Resolution authorizing the issuance of \$20,450.00 Serial Bonds for the purchase of a replacement server for Town Hall, and a replacement fuel management system for the Highway Department; both of which were approved at the March 24, 2010 Town Board Meeting. Councilman Luna made a motion to approve the Bond Resolution; seconded by Councilman Jessup; carried unanimously. (SEE ADDENDUM)

Committee Reports

Water & Sewer – No Report

Recreation Report

Councilman O'Hare reported that there has been some progress on the deed restriction in the Overlook Park Deed, where Pop Warner is occupying a building. Councilman O'Hare explained that the deed has a restriction regarding lighting; there was to be no artificial lighting in the park itself. Councilman O'Hare added that the former owner, who is an heir of the former owner, graciously agreed to waive that restriction, along with the cemetery trustees; which they signed last week. Councilman O'Hare made a motion authorizing the Supervisor to sign the amended deed restriction, which eliminates the clause that says no artificial lighting, and replaces it with a clause which states artificial lighting is permitted. Councilman O'Hare stated that all other deed restrictions will be enforced. Councilman Jessup seconded the motion; carried unanimously.

Open Space

Councilman Jessup reported that the Open Space Committee met with Robert Bagnall, the owner of Red Oaks Mill Farm, which consists of 41 acres. The market on the property is 4,000 square feet. Councilman Jessup noted that there is a sight visit planned for Friday, April 16, and added that Mr. Bagnall has completed an application. Supervisor Wagner asked Councilman Jessup if the Committee is close to presenting a public information session on the Slight Farm Property. Councilman Jessup responded that it has been discussed and the committee will get working on it. Supervisor Wagner stated that if the Town was going to pull the trigger on any other properties for open space, now would be the time since bond rates are very good.

Town Board

Councilman Jessup wished to mention that the former Town Justice, George Bernhard, died this past Monday. Councilman Jessup said that Justice Bernhard was a good and longtime servant of the Town as well as a personal friend of his. Councilman Jessup wished to extend his condolences to his family.

Councilman Jessup stated that, on a happy note, Jessup Associates girls' basketball team won the LaGrange division championship.

Administrator of Public Works

Wanda Livigni reported an incident on 7 Fredrick Drive in which a tree fell on private property. She wished to thank Steve Mance, and Environmental Consultants, for cleaning it up and getting rid of the kennel. Ms. Livigni noted that this avoided the Town having to file an insurance claim and hire a contractor.

Ms. Livigni reported on the Hazard Mitigation Grant that LaGrange is working on with the Towns of East Fishkill, Wappinger, Fishkill, the Village of Fishkill and the Village of Wappingers. Ms. Livigni said tomorrow they are meeting with the short list of consultants that submitted RFPs. After the committee makes a selection they will come back to the Town Board with a recommendation and a request for approval. Ms. Livigni stated that there is a very short time frame to start working on the hazardous mitigations within Town, and there will be public outreach. Supervisor Wagner clarified that the purpose of doing an all hazards plan, is the ability for the municipality to reach into FEMA's bag of tricks and mitigate a problem before it happens. He stated there is a potential for funding, for instance, to move a vulnerable house out of the flood way. Without the all hazards plan, Towns are not allowed in the system, even to ask, and that is why all these municipalities came together to do this.

Environmental Consultants

Steve Mance reported that there was a watermain break in the Deerfield water district and it has been fixed.

Public Comment

Councilman Luna made a motion to open the meeting to public comment; seconded by Councilman Jessup; carried unanimously.

Mary Arnold, of Exeter Road, and a member of the Library Board of Trustees, reported that this week is National Library Week, as well as National Poetry Month. The Library is offering a number of programs to celebrate the week and the month. Tonight there is adult poetry writing workshop; April 19th is a save energy, save money program; and on April 26th there is a Walkway Over the Hudson presentation. She added that the knit & crochet group meets on April 27th. For teens, there is a bake-off for ages 12-18, and a teen poetry workshop for grades 6 - 9 on April 28th. For children, McIver, the Therapy Dog, comes to the library every week, which allows the children to sit quietly with the dog and read to the dog to help children practice their reading skills without the pressure of an adult looking on. All month long the Library is conducting a Bucks-for-Books program; which is a fund raiser and spring decoration idea. Mrs. Arnold explained that, for one dollar you can purchase a book, write your name on it, and it is posted in the Library and other businesses in the community that supports the program.

Bill Dunstan, of Linda Court, wished to bring the Town Board up to date on a situation that happened last fall. Mr. Dunstan stated that for years there has been a major ice problem at the end of his driveway, so he finally called the Highway Department. Mr. Dunstan said an Assistant Superintendent called him back, met with him, was very professional, and listened to

him. Mr. Dunstan said that within a few days, the Highway Superintendent called him to confirm the nature of the problem, and what he thought the solution was. The Superintendent suggested a solution, which Mr. Dunstan didn't think would work, however the Superintendent was correct and he did fix the problem. Mr. Dunstan extended his thanks and appreciation to the Superintendent and expressed that the Town should be proud of Superintendent, and the Highway Garage, because this was an outstanding experience.

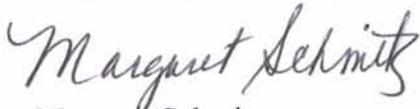
Supervisor Wagner thanked Mr. Dunstan for sharing his situation with the Town Board, as many people do not take the time to express their appreciation. Supervisor Wagner agreed that they are doing a great job, and they are trying to do more with less.

Gary Polhemus, Smith Road, reminded the Town Board that on Wednesday, April 21, he will be in to give a presentation on the Public Safety Committee. Mr. Polhemus stated that this presentation is part of his effort to transition out of this committee, and keep his promise that he would commit until June. Supervisor Wagner stated he met with Gabe Roy to discuss transitioning from completely thinking about traffic safety issues to more lofty goals, such as emergency preparedness, the Town's Emergency Plan. Supervisor Wagner thanked Mr. Polhemus and stated the Board appreciates the work he has done.

Councilman Jessup made a motion to close the public comment portion of the meeting; seconded by Councilman Luna; carried unanimously.

Councilman Luna made a motion to adjourn the meeting; seconded by Councilman O'Hare; carried unanimously. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Margaret Schmitz
Deputy Town Clerk

ADDENDUM

- **Resolution: Credit Card Acceptance Plan – Internal Controls**
- **Resolution: Authorization to Issue Serial Bond - \$20,450.00**
- **Affidavit of Publication: Legal Notice of Estoppel – Serial Bond \$20,450.00**

RESOLUTION

Councilman Jessup offered the following resolution which was seconded by Councilman O'Hare, who moved its adoption:

WHEREAS, the LaGrange Justice Court wishes to follow the recommendation of the New York State Comptroller to implement the New York State Office of Court Administration's Credit Card Machine Distribution Program in order to accelerate the collection and distribution of fines and other court revenues; and

WHEREAS, this recommendation of the state Comptroller makes it clear that internal controls are essential for good management in the use of a credit card payment system, and sample credit card system controls are set forth within the Comptroller's manuals for uniform justice courts; and

WHEREAS, by law, the LaGrange Town Board and Town Comptroller possess mutual and shared authority with respect to the fiscal operations and controls of the LaGrange Justice Court; and

WHEREAS, in particular, the Town Board has been given audit functions in that regard by statute, and part of those audit functions include assurances that sound internal fiscal policies and controls are in place at the Justice Courts; and

WHEREAS, it is the purpose of this resolution to adopt and to present to the LaGrange Town Justices a proposed set of internal practices, procedures and controls applicable to credit card system use; and

WHEREAS, this resolution is adopted and presented to the Town Justices in furtherance of the Town Board's obligations imposed by statute, manuals of the state Comptroller, and precedents of the state Comptroller set forth in prior published audit reports of municipalities; and

WHEREAS, this resolution does not amount to a unilateral imposition of fiscal policies and controls upon the Justice Court, but instead presents to the Town Justices the work product of the Town Board in furtherance of mutual and sound fiscal management.

NOW, THEREFORE, BE IT RESOLVED that:

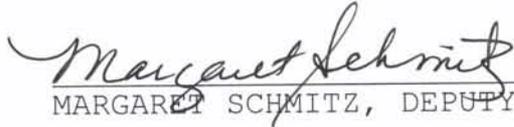
1. The Town Board adopts as sound and reasonable the internal policies, practices and controls for use of a credit card system annexed hereto as Exhibit "A".

2. The Supervisor is respectfully requested to transmit this policy document to the Town Justices, together with an explanatory letter of the Town Attorney setting forth its legal basis and context, with a request that the Town Justices promptly review, comment upon, or implement the document as court policy.

The foregoing resolution was duly put to a vote which resulted as follows:

Supervisor Wagner	AYE
Councilman Beck	ABSENT
Councilman Luna	AYE
Councilman O'Hare	AYE
Councilman Jessup	AYE

DATED: LaGrange, New York
April 14, 2010


MARGARET SCHMITZ, DEPUTY TOWN CLERK

CREDIT CARD ACCEPTANCE

Introduction

Internal controls are essential for 'good' management and can be defined as activities (safeguards) that are in place to provide reasonable assurance that accepting payments by credit cards works "as planned"

Approved Transactions

Credit cards are accepted for payment in the Town of LaGrange Justice Court for:

- Fines

No other transactions are allowed

Acceptable Cards

The Town of LaGrange Justice Court accepts the following cards ONLY

- VISA
- Master Card

Debit cards are accepted only if they bear the VISA or Master Card logo.

Segregation of Duties

The processing of credit cards is to be handled by one court clerk, and the second court clerk shall be designated to carry out the duties required for daily and monthly reconciliation of the credit card transactions.

Discrepancies

All receipts, including credit card transactions shall be reconciled daily. Any and all discrepancies must be investigated upon discovery during the daily reconciliation and dealt with.

Acceptance / Transaction Process

Do NOT accept transactions by phone

The Town of LaGrange Justice Court will accept credit card payments:

- In person
- By FAX
- By US Mail
- From a third party

To accept a credit card in person the clerk must:

- Check the credit card expiration date
- Visually inspect the credit card for any alterations
- Obtain photo identification for each transaction
- Verify that the signature on the credit card matches the signature on the sales slip.
- Verify that the account number on the credit card and the account number on the terminal display match after the card has been swiped.
- Confirm authorization BEFORE completing transaction

To accept a credit card by FAX or US Mail the clerk must:

- Confirm that a Town of LaGrange Justice Court authorization form has been received
 - Including a signature
 - Including a copy of the credit card holder's license or other photo ID
 - Obtain full contact information in the event that the credit card payment is not successful

To accept a credit card from a third party:

- Obtain card holder billing address for verification
- Continue as appropriate for in person, mail or FAX transactions above

For ALL transactions:

- Establish that the correct Judges name appears on terminal
- Verify last four digits of Judges account # are correct
- Retain Merchant copy
- Clear terminal to proceed and repeat for each customer

For Transactions Resulting in Terminal Displays Other Than "Approved"

- INVALID CARD
 - Press clear and return display to proper judges name
 - Repeat transaction
 - If result is INVALID CARD again, return card to holder and obtain an alternate payment method.
 - Return mail waiver to defendant and obtain an alternate payment method
- DECLINED
 - Return card to holder and obtain alternate payment method
 - Return mail waiver to defendant and obtain an alternate payment method
- EXPIRED CARD
 - Return card to holder, inform him/her that card expired and obtain an alternate payment method

- Return mail waiver to defendant and obtain an alternate payment method
- PICK UP CARD
 - Card may be stolen, not yet activated etc...
 - Return card to holder and obtain an alternate method of payment
 - Return mail waiver to defendant and obtain an alternate payment method

Reconciliation

Daily reconciliation must be carried out by a clerk other than the one who carried out the original credit card transactions.

Due to concerns regarding theft from on line accounts, it is the policy of the Town of LaGrange that on line banking can only occur through the use of pre-approved computers that have pre-approved enhanced security measures installed.

Daily Reconciliation Process

- Print Daily Cash Report;
- Reconcile total credit card transactions processed and bank deposit to report;
- Research and correct any differences;

Monthly Reconciliation Process (Includes all receipts)

- Print Fine Report for month;
- Print Bail transactions report for month;
- Print Outstanding Bail report for month;
- Reconcile total fine and bail collections to deposits (including credit card deposits) made for month;
- Perform bank reconciliation by reconciling total deposits made (adjusting for those made after month-end) to those posted to bank statement and reconciling checks written to those paid (or outstanding at month-end);
- Reconcile fines due to be remitted to the Supervisor and bail outstanding to reconciled cash in bank,;
- Research and correct any differences;

Reports Submitted to Town Comptroller

- Monthly Fine Report;
- Outstanding Bail as of End of Month;
- Bank statement and reconciliation;
- Check for fines collected:

Identity Theft Prevention

Credit cards include a number of safety features to protect the card from being used by someone who is not the cardholder. Utilizing common best practices will limit the ability for someone to obtain personal information that must be safeguarded.

- The approval process must be strictly followed for each transaction
- Staff must ensure that only the defendant carrying out a credit card transaction is present during that transaction. All other parties must be kept an appropriate distance to ensure that credit card numbers and personal identification information are not readily accessible or visible to others.
- Merchant copies of the transaction (the white copy) must be retained according to record retention standards set by the State of New York
- At the end of the retention period all sales drafts and detail reports with account numbers MUST be made unreadable prior to disposal
- Copies of sales drafts must NOT be filed in alphabetical order. Card issuers do not use names when requesting a copy of a sales draft during a dispute. Sales drafts must be filed in chronological order by date, issuer and then by amount or card number.
- Documents with account numbers must not be kept on desks or anywhere in the public view.
- Credit card drafts must be stored in a securely locked container or cabinet.
- Credit card numbers cannot be written onto scrap paper or note pads. To ensure only one copy exists and is properly stored, use ONLY standard mail waiver forms
- Personal information pertinent to credit card transactions and identification must only be stored in computers that protected against unauthorized intrusion. Password protection must be used and computers cannot be left unattended while on.
- Reconciliation of credit card transactions occurs on a daily basis and requires routine verification of deposits into various accounts maintained in the normal course of business. The use of on line banking to check balances of such accounts can only be carried out using computers employing enhanced security measures that have been approved consistent with the policies of the Town of LaGrange.

BOND RESOLUTION

At a regular meeting of the Town Board of the Town of LaGrange, Dutchess County, New York, held at the Town Hall, in LaGrangeville, New York, in said Town, on the 14th day of April, 2010, at 8:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Supervisor Wagner, and upon roll being called, the following were

PRESENT: Jon J. Wagner, Supervisor
Joseph J. Luna, Councilman
Stephen O'Hare, Councilman
Edward P. Jessup, Councilman

ABSENT: Gary E. Beck, Councilman

The following resolution was offered by Councilman Luna, who moved its adoption, seconded by Councilman Jessup, to-wit:

BOND RESOLUTION DATED APRIL 14, 2010

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$20,450
SERIAL BONDS OF THE TOWN OF LAGRANGE, DUTCHESS
COUNTY, NEW YORK, TO PAY THE COST OF VARIOUS
PURCHASES IN AND FOR SAID TOWN

BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Town Board of the Town of LaGrange, Dutchess County, New York, as follows:

Section 1. The following are hereby authorized in and for the Town of LaGrange, Dutchess County, New York:

a) The purchase of a server and work station at a maximum estimated cost of \$10,000, being a class of objects or purposes having a period of probable usefulness of five years pursuant to subdivision 32 of paragraph a of Section 11.00 of the Local Finance Law; and

b) The purchase of an autonomous fuel contract accounting system and related equipment and accessories at an estimated cost of \$10,450.00, being a class of objects or purposes having a period of probable usefulness of five years pursuant to subdivision 32 of paragraph a of Section 11.00 of the Local Finance Law.

Section 2. The total maximum estimated cost of the aforesaid objects or purposes is \$20,450, and the plan for the financing thereof is by the issuance of \$ bonds of said Town hereby authorized to be issued therefore pursuant to the Local Finance Law, to be allocated in accordance with the maximum estimated costs set forth in Section 1 hereof.

Section 3. It is hereby further determined that the maximum maturity of the bonds herein authorized will not exceed five years.

Section 4 The faith and credit of said Town of LaGrange, Dutchess County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Town, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Supervisor, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.

Section 6. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the Supervisor, the chief fiscal officer of such Town. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Supervisor shall determine consistent with the provisions of the Local Finance Law.

Section 7 The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 9 This resolution, which takes effect immediately, shall be published in summary form in The Poughkeepsie Journal, which is hereby designated as the official newspaper for such purpose, together with a notice of the Deputy Town Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

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

Supervisor Wagner VOTING: AYE

Councilman Luna VOTING: AYE

Councilman Beck VOTING: ABSENT

Councilman O'Hare VOTING: AYE

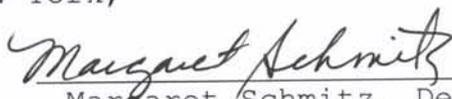
Councilman Jessup VOTING: AYE

The resolution was thereupon declared duly adopted.

LEGAL NOTICE OF ESTOPPEL

The bond resolution, a summary of which is published herewith, has been adopted on April 14, 2010, and the validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the Town of LaGrange, Dutchess County, New York, is not authorized to expend money, or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution. A complete copy of the resolution summarized herewith is available for public inspection during regular business hours at the Office of the Town Clerk of the Town for a period of twenty days from the date of publication of this Notice.

Dated: LaGrangeville, New York,
April 14, 2010



Margaret Schmitz, Deputy
Town Clerk

BOND RESOLUTION DATED APRIL 14, 2010

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$20,450
SERIAL BONDS OF THE TOWN OF LAGRANGE, DUTCHESS
COUNTY, NEW YORK, TO PAY THE COST OF VARIOUS
PURCHASES IN AND FOR SAID TOWN

Class of objects or purposes: Purchase of server and work station

Maximum estimated cost: \$10,000

Period of probable usefulness: Five years

Maturity of obligations: Five years

Amount of obligations to be issued: \$10,000 bonds

Class of objects or purposes: Purchase of autonomous fuel contract accounting system and related equipment and accessories

Maximum estimated cost: \$10,450

Period of probable usefulness: Five years

Maturity of obligations: Five years

Amount of obligations to be issued: \$10,450 bonds

Poughkeepsie Journal

Poughkeepsie, N.Y.

AFFIDAVIT OF PUBLICATION

State of New York
County of Dutchess
City of Poughkeepsie

Rita Lombardi, of the City of Poughkeepsie,
Dutchess County, New York, being duly sworn, says
that at the several times hereinafter mentioned he/she
was and still is the Principle Clerk of the Poughkeepsie
Newspapers Division of Gannett Satellite Information
Network, Inc., publisher of the Poughkeepsie Journal, a
newspaper published every day in the year 2010 in the
city of Poughkeepsie, Dutchess County, New York, and
that the annexed Notice was duly published in the said
newspaper for one insertion
successively, in each week, commencing on the 18th
day of April in the year of 2010 and
on the following dates thereafter, namely on:

And ending on the _____ day of _____ in
the year of 2010, both days inclusive.

Rita Lombardi
Subscribed and sworn to before me this 20th day
of April in the year of 2010.

Robin Simpson
Notary Public

My commission expires 1/4/2014

public inspection during
regular business hours
at the Office of the
Town Clerk of the Town
for a period of twenty
days from the date of
publication of this No-
tice.
Dated: LaGrangeville,
New York,
April 14, 2010
Margaret Schmitz, Dep-
uty
Town Clerk

BOND RESOLU-
TION DATED APRIL 14,
2010

A RESOLUTION AUTHO-
RIZING THE ISSUANCE
OF \$20,450 SERIAL
BONDS OF THE TOWN
OF LAGRANGE, DUT-
CHESS COUNTY, NEW
YORK, TO PAY THE
COST OF VARIOUS PUR-
CHASES IN AND FOR
SAID TOWN

Class of objects or pur-
poses: Purchase of
server and work station
Maximum estimated
cost: \$10,000
Period of probable use-
fulness: Five years
Maturity of obligations:
Five years
Amount of obligations
to be issued: \$10,000

bonds
Class of objects or pur-
poses: Purchase of au-
tonomous fuel contract
accounting system and
related equipment and
accessories
Maximum estimated
cost: \$10,450
Period of probable use-
fulness: Five years
Maturity of obligations:
Five years
Amount of obligations
to be issued: \$10,450

7170

LEGAL NOTICE OF ESTOPPEL

The bond resolution, a
summary of which is
published herewith, has
been adopted on April
14, 2010, and the valid-
ity of the obligations au-
thorized by such resolu-
tion may be hereafter
contested only if such
obligations were autho-
rized for an object or
purpose for which the
Town of LaGrange, Dut-
chess County, New
York, is not authorized
to expend money, or if
the provisions of law
which should have been
complied with as of the
date of publication of
this notice were not
substantially complied
with, and an action, suit
or proceeding contest-
ing such validity is com-
menced within twenty
days after the date of
publication of this no-
tice, or such obligations
were authorized in vio-
lation of the provisions
of the Constitution. A
complete copy of the
resolution summarized
herewith is available for

ROSE ANN SIMPSON
Notary Public, State of New York
No. 01S16215893
Qualified in Dutchess County
Commission Expires January 4, 2014