

LaGrange Town Board Meeting

May 12, 2010

AGENDA

Call to Order

Salute to the Flag

Minutes Approval

- Minutes from April 28, 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 \$18,513.25
• Highway Department	Total \$ 900.00
• Justice Caplicki (incl. State Share)	Total \$ 35,224.00
• Justice Greller (incl. State Share)	Total \$ 22,403.00
• Recreation	Total \$ 15,080.00
• Town Clerk (incl. State & County Share)	Total \$ 1,821.43

Supervisor's Report

Correspondence

- Time Warner Cable

Agenda Items

Resolution

- Request 30 day waiver for a liquor license renewal for Robo's Deli, 1482 Route 55.
- Request 30 day waiver for a liquor license renewal for Villa Marissa, 1167 Route 55.

Rolling Hills Subdivision

- Residents of Rolling Hills Subdivision are requesting Town Board's approval to close Gina Lane and Rita Lane on Saturday, June 5, 2010 between the hours of 5:30pm to 10:00pm for their annual block party. Ms. Portaro will notify the Highway Superintendent, Dutchess County Sheriff, Emergency and the LaGrange Fire District.

Editing Internal Control Policies

LaGrange Dog Park

- Town Board to discuss the proposed local law.

Extra Equipment

- Declare extra equipment as surplus.

Public Safety Committee

- Town Board to set date for a Public Information Session.

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

- Discussion on Clark Patterson's Proposal for the 202-b and Bid Package for the Decommissioning of the former Titusville Wastewater Treatment Plant (Scenic Hills) and consideration of approval.

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
MAY 12, 2010**

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

Recording Secretary: Margaret Schmitz, Deputy Town Clerk

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

A Regular Meeting of the Town Board was held on Wednesday, May 12, 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 April 28, 2010. Councilman Jessup so moved; seconded by Councilman Luna; carried unanimously.

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

Building, Zoning, Public Works & Planning	Total \$ 18,513.25
Highway Department	Total \$ 900.00
Justice Caplicki (incl. State Share)	Total \$ 35,224.00
Justice Greller (incl. State Share)	Total \$ 22,403.00
Recreation	Total \$ 15,080.00
Town Clerk (incl. State & County Share)	Total \$ 1,821.43

Supervisors Report

Supervisor Wagner reported that he met with County Executive Steinhaus this morning and discussed a multitude of subjects including, MS4 legislation & shared services. Supervisor Wagner stated it was a good meeting; however there is nothing significant to report.

Correspondence

Supervisor Wagner stated that Time Warner Cable has sent notification of channel changes and agreements due to expire. This correspondence will be in the Town Clerk's Office for two weeks.

Agenda Items

Resolution

Supervisor Wagner stated that ROBO's Deli, 1482 Route 55, has requested a waiver of the 30 day waiting period for a liquor license. Councilman O'Hare made a motion to approve the resolution to waive the 30 day waiting period for liquor license; Councilman Beck seconded the motion; carried unanimously. (SEE ADDENDUM)

Resolution

Supervisor Wagner stated that Villa Marissa, 1167 Route 55, has requested a waiver of the 30 day waiting period for a liquor license. Councilman Jessup made a motion to approve the resolution to waive the 30 day waiting period for liquor license; Councilman O'Hare seconded the motion; carried unanimously. (SEE ADDENDUM)

Oral Resolution

Supervisor Wagner stated that the residents of the Rolling Hills Subdivision are requesting the Town Board's approval to close Gina Lane and Rita Lane on Saturday, June 5, 2010, between the hours of 5:30 p.m. to 10:30 p.m. for their annual block party. If permission is granted, Ms. Portaro, of Gina Lane, will notify the Highway Superintendent, Dutchess County Sheriff, D. C. Emergency Services, and the LaGrange Fire District of the temporary closure. Councilman Luna made a motion to approve their request; seconded by Councilman Beck; carried unanimously.

Resolution

Supervisor Wagner introduced a Resolution amending the Procurement Policy adopted on January 11, 2006, increasing the Public Works threshold requiring a formal bid from \$20,000.00 to \$35,000.00. Councilman Luna made a motion to adopt the resolution; seconded by Councilman Jessup; carried unanimously. (SEE ADDENDUM)

Resolution

Supervisor Wagner introduced a Resolution to institute the following financial handling policies: Cash Receipts Policy, a Credit Card Acceptance Policy, an Internet Banking Policy, and a Travel and Conference Policy. Supervisor Wagner gave a brief explanation of each policy. Councilman

Jessup moved to adopt the Resolution; seconded by Councilman Beck; carried unanimously. (SEE ADDENDUM)

Resolution

Supervisor Wagner introduced a Resolution adopting the Internal Policies, Practices and Controls for the use of credit card system use in the Town Justice Court. Councilman Luna made a motion to approve the Resolution; seconded by Councilman Jessup; carried unanimously. (SEE ADDENDUM)

Resolution

Supervisor Wagner offered a Resolution setting a Public Hearing for Local Law # __, 2010, which amends the Town Code to add a new Chapter 75, regulating dog parks. Supervisor Wagner stated there was a correction that needs to be made on page seven under §75.10 B. The wording should be changed from “dog park” to “town park.” Councilman O’Hare suggested adding an additional sub-section under §75.11 stating “no entry tag shall be issued to the Pit Bull breed.” A discussion related to breed specific language followed. Supervisor Wagner asked Mr. Blass to research the inclusion of breed specific exclusions. Supervisor Wagner tabled the resolution for two weeks to add some language.

Supervisor Wagner stated there was an additional correspondence, from County Legislator, Donna Bolner, stating that the Dutchess County Legislature has proclaimed May, *Lyme Disease Awareness Month*, in Dutchess County. The County Legislature’s Tick Task Force would like the opportunity to distribute material concerning tick-borne diseases on Community Day. Supervisor Wagner asked Peter Huff to contact Donna Bolner to make the necessary arrangements. Mr. Huff stated he would call her.

Supervisor Wagner introduced a letter from the Highway Superintendent in which he wished to declare computer equipment as surplus. The Town will assign a value to it and will dispose of items that are unusable or unsellable. Councilman Jessup made a motion to declare the list surplus; seconded by Councilman Beck; carried unanimously. (SEE ADDENDUM)

Supervisor Wagner informed the Board that a Public Information Session needs to be set for the Public Safety Committee’s work. Councilman O’Hare made a motion to set the Public Information Session for May 26, 2010, at 7:30 p.m.; seconded by Councilman Luna; carried unanimously.

Committee Reports

Water & Sewer – No Report

Recreation Report

Councilman O’Hare stated that 18 people, including the Recreation Committee, met this evening to affix labels to the Community Day Schedule for June 12, 2010. The invitation to Community

Day and schedule will be mailed out shortly. Councilman O'Hare stated it has been a successful event in the past.

Open Space

Councilman Jessup reported there has been an issue with the Elliot Sleight property trying to get it ready for public hearing. Councilman Jessup stated that on May 7, 2010 he received a report from Don McGrath, who has done an appraisal on the property. The document was distributed amongst the Committee, and discussed, to see if it was an acceptable document. Councilman Jessup stated that everyone seemed to be fine with the document and now a Public Hearing can be set. Supervisor Wagner suggested June 9, 2010, as the date for the Public Hearing. Councilman Jessup made a motion to set the Public Hearing for June 9, 2010, at 7:30 p.m.; seconded by Councilman Luna; carried unanimously.

Town Board

Councilman Jessup reported on the Gateway Hamlet Committee. He stated that he has notified John Davis, of the Poughkeepsie Journal, that the Gateway Hamlet Committee will meet on May 17th, and May 24th, at 7:00 p.m. Councilman Jessup stated the public is invited to attend the meetings however, they may not participate. Councilman Jessup added that there will be a Public Hearing on this subject at a later date.

Town Attorney

Ronald Blass inquired about the resident and non-resident fees in the dog park Resolution. He questioned why there are only six non-resident towns listed and wanted to know about the other towns. Supervisor Wagner stated that only adjoining towns are invited to participate in the dog park; all others are not invited. Supervisor Wagner stated this policy would be consistent with what has been done with Freedom Lake permits. Ronald Blass clarified that residents of non-adjoining towns are not invited; Supervisor Wagner verified that is correct.

Administrator of Public Works

Wanda Livigni distributed a proposal from Clark Patterson Lee for the demolition of the abandoned Titusville Wastewater Treatment Plant located on Scenic Hills Drive. Ms. Livigni stated that this is a follow-up on a Town Board discussion that took place late last fall. Ms. Livigni updated the Board and stated that she received a call from the D.E.C. two weeks ago regarding a request for a letter stating the plant had been decommissioned. The plant has not yet been decommissioned. Ms. Livigni stated that based on the fact that this project will exceed the public works threshold, it will require a public bid. Ms. Livigni offered a proposal from Clark Patterson Lee to prepare the 202b Map, Plan and Report; go through the SEQR process; create the bid documents; solicit bids; and provided limited construction observation for a lump sum fee of \$7,500.00.

Ms. Livigni stated that the D.E.C. has given the Town two years of leniency in completing the work and cannot be extended past this year. Ms. Livigni added that the D.E.C. is putting pressure on her to express to the Board that the D.E.C. wants this done this year.

Supervisor Wagner asked if Clark Patterson Lee is in the position to hold off on payment until it can be rolled into the bond, when it occurs. Mr. Blass stated that he is not sure the Town has to go through this entire procedure for a demotion. Ms. Livigni informed Mr. Blass that the site may be considered hazardous and will require an asbestos assessment. Mr. Blass added that a Map, Plan and Report, and a Public Hearing, are steps that apply to an increase in facilities, not necessarily a demolition. Ms. Livigni requested the Town Board's approval of the expenditure up to \$7,500.00 for now and she will provide the Supervisor with a modified proposal. Supervisor Wagner requested a motion to authorize the expenditure, on behalf of the Titusville WWTP, not to exceed \$7,500.00 for this purpose. Councilman Beck so moved; seconded by Councilman Luna; carried unanimously. (SEE ADDENDUM)

Environmental Consultants

Steve Mance reported that one of the water plant's control systems was taken out by a lighting strike. An electrical contractor took an electrical component out to test it. The remaining remarks were inaudible.

Public Comment

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

Allison Withers, LaGrange Library Board wished to thank all the residents of LaGrange for participating in their photo shoot because they are having a new marketing campaign for the library. Ms. Withers specifically wished to thank Supervisor Wagner, Councilman Luna and Carl Valentino for their participation. Ms. Withers reported that LaGrange residents are one of the two highest users of the new downloadable audio book service launched a few months ago. She added that May is *Senior Citizen Month* and the Library is running some special programs for seniors, such as: long term care, funeral pre-planning, two different sessions on arthritis relief, Math and Physics Exploratorium, Scrabble and, other board games. Ms. Withers also mentioned that there is a Red Wing nature trail walk that is not just for seniors.

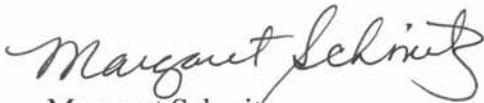
Carl Valentino, of Arthursburg Road, asked what date the Gateway Hamlet Meeting is. Councilman Jessup responded that the meetings are the 17th and the 24th of May, 7:00 p.m., at the Town Hall.

Peter Plavchan, of Apple Summit Lane, stated that there was mention of a conversation with John Davis regarding the Gateway Hamlet and asked what progress has been made on that. Councilman Jessup stated that he left a phone message for Mr. Davis asking if he would run an ad in the Poughkeepsie Journal. Mr. Plavchan wished to clarify that May 17th & May 24th are working sessions. Councilman Jessup confirmed that they are working sessions.

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

Councilman O'Hare made a motion to adjourn the meeting; seconded by Councilman Beck; carried unanimously. The meeting adjourned at 8:00 p.m.

Respectfully Submitted,



Margaret Schmitz
Deputy Town Clerk

ADDENDUM

- **Resolution: ROBO'S Deli - Waiver of the 30 day waiting period for a liquor license**
- **Resolution: Villa Marissa - Waiver of the 30 day waiting period for a liquor license**
- **Resolution: Amending the January 11, 2006, Procurement Policy**
- **Resolution: Instituting a Cash Receipts Policy, Credit Card Acceptance Policy, an Internet Banking Policy and a Travel Conference Policy**
- **Resolution: Adopting Internal Policies and Controls for Town Justice Credit Card Use**
- **Highway Superintendent's Letter: Surplus Highway Equipment**
- **Clark Patterson Lee Proposal: Demolition of Abandoned Titusville WWTP**

RESOLUTION

RESOLUTION: To Waive 30 Day Notice for Liquor License Renewal

Applicant: RSF Inc., D/B/A ROBO'S DELI
1482 Route 55
LaGrangeville, NY 12540

Date: May 12, 2010

Supervisor Wagner introduced the following resolution. Councilman O'Hare moved its' adoption seconded by Councilman Beck.

WHEREAS, RSF Inc., D/B/A ROBO'S DELI, 1482 Route 55, in the Town of LaGrange intends to file for a New York State Liquor License Renewal; and

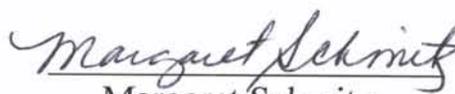
WHEREAS, pursuant to Alcohol Beverage Control Law §64(2A), an Applicant must give the municipality thirty (30) days notice of the pending liquor license application unless the municipality consents to waive the thirty (30) day requirement; now therefore be it

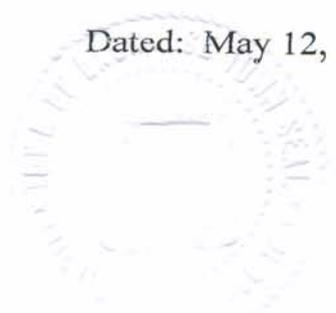
RESOLVED, that the Town Board of the Town of LaGrange hereby waives the thirty (30) day notice period in regard to RSF Inc., D/B/A ROBO'S DELI, 1482 Route 55, LaGrangeville, NY 12540 allowing an earlier submission of the liquor license application.

ROLL CALL VOTE:

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

Dated: May 12, 2010


Margaret Schmitz
Deputy Town Clerk



RESOLUTION

RESOLUTION: To Waive 30 Day Notice for Liquor License Renewal

Applicant: Iebba Inc., D/B/A Villa Marissa
1167 Route 55
LaGrangeville, NY 12540

Date: May 12, 2010

Supervisor Wagner introduced the following resolution. Councilman Jessup moved its' adoption seconded by Councilman O'Hare.

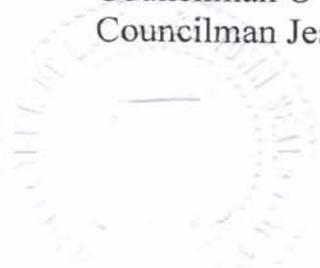
WHEREAS, Iebba Inc., D/B/A Villa Marissa, 1167 Route 55, in the Town of LaGrange intends to file for a New York State Liquor License Renewal; and

WHEREAS, pursuant to Alcohol Beverage Control Law §64(2A), an Applicant must give the municipality thirty (30) days notice of the pending liquor license application unless the municipality consents to waive the thirty (30) day requirement; now therefore be it

RESOLVED, that the Town Board of the Town of LaGrange hereby waives the thirty (30) day notice period in regard to Iebba Inc., D/B/A Villa Marissa, 1167 Route 55, LaGrangeville, NY 12540 allowing an earlier submission of the liquor license application.

ROLL CALL VOTE:

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



Margaret Schmitz

Margaret Schmitz
Deputy Town Clerk

Dated: May 12, 2010

RESOLUTION

Councilman Luna, moved to adopt the following resolution, which was seconded by Councilman Jessup:

WHEREAS, on January 11, 2006, the Town Board adopted a Procurement Policy (attached hereto as Exhibit "A"), pursuant to Section 104-b of the General Municipal Law; and

WHEREAS, the Town Board desires to amend Guideline "2" of the policy to read as follows:

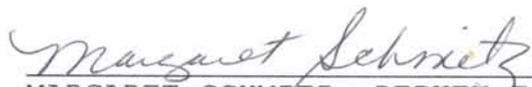
Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, §103. These thresholds shall be deemed to change as and when the state legislature amends them.

NOW, THEREFORE, BE IT RESOLVED that the Town Board approves this amendment.

The foregoing resolution was voted upon with all councilmen voting as follows:

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

DATED: LaGrangeville, New York
May 12, 2010



MARGARET SCHMITZ, DEPUTY TOWN CLERK

Town of LaGrange Procurement Policy

Whereas, Section 104-b of the General Municipal Law, (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, §103 or any other law; and

WHEREAS, comments have solicited from those officers of the town involved with procurement; NOW THEREFORE, be it

RESOLVED: That the Town of LaGrange does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, §103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$10,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, §103. These thresholds shall be deemed to change as and when the state legislature amends them.

Guideline 3. All estimated purchases of:

- Less than \$10,000 but greater than \$3,000 require preparation of a written quote sheet/request for purchase ("RFP"). Written or faxed quotes must be solicited from at least three (3) vendors, and the results entered on the quote sheet. Approval of the Supervisor shall be required.
- Less than \$3,000 but greater than \$1,000 require receipt of at least two (2) oral or faxed quotes from two (2) vendors which shall be entered on a quote sheet.
- Less than \$1,000 may be based on one (1) oral quote, which shall be entered upon a quote sheet. Approval of a Department Head is required.

All estimated public works contracts of:

- Less than \$35,000 but greater than \$10,000 require a written RFP and fax/proposals from three (3) contractors.
- Less than \$10,000 but greater than \$3,000 require a written RFP and fax/proposals from two (2) contractors.
- Quotes for less than \$3,000 are left to the discretion of the town officer or employee.

All public works contracts require advance approval of the Town Board.

Any written quote sheets/request for purchase shall describe the desired goods, quantity and the particulars of delivery. The proposed Purchaser shall compile a list of all vendors from whom quotes have been requested and the quotes received.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the proposed Purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. (For example, the second low bidder is a business in the town, paying town property taxes, and their quote was within 5% of the low bidder which is an out-of-state business or supplier.) If a quote provider is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the proposed Purchaser is unable to obtain the required number of the proposals or quotations, the Purchaser shall document the efforts made. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Acquisition of professional services
- b) Emergencies
- c) Sole source situations
- d) Goods purchased from agencies for the blind or severely handicapped
- e) Goods purchased from correctional facilities
- f) Goods purchased from another governmental agency
- g) Goods purchased at auction

Guideline 7. All purchase requests must go to the Comptroller after approval. The Comptroller will subtract the approved purchase amount from the appropriate budget line, then issue a Purchase Order in a form acceptable to the Town Board. Purchase requests that are not possible due to the lack of budget funds in a particular budget line will be referred to the Supervisor and Town Board to make the appropriate budget transfer if possible prior to the purchase order being issued.

Guideline 8. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonable practicable.

RESOLUTION

Councilman Jessup, moved to adopt the following resolution, which was seconded by Councilman Beck:

WHEREAS, the Town Board desires to institute the following policies covering Town officers and employees:

- a. Cash Receipts Policy,
- b. Credit Card Acceptance Policy,
- c. Internet Banking Policy, and
- d. Travel and Conference Policy.

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby approves the institution of the above policies.

The foregoing resolution was voted upon with all councilmen voting as follows:

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

Date: LaGrangeville, New York

May 12, 2010



Margaret Schmitz

MARGARET SCHMITZ, DEPUTY TOWN CLERK

CASH RECEIPTS POLICY

Introduction

Internal controls are essential for “good” management and specific to cash receipts can be defined as activities (safeguards) that are in place to provide reasonable assurance that those cash receipts will not be misplaced, lost or stolen.

Overview

The Town of LaGrange routinely engages in the receipt of cash during the normal course of business. Those receipts are the property of the taxpayers and must be safeguarded. Cash receipts can be misplaced, lost or stolen if proper internal controls are not followed as a regular routine.

Accounting records

Each department that handles cash receipts, in any amount, MUST maintain up to date accounting records for those cash receipts in a format that has been approved by the Town Comptroller, and is consistent with the accounting practices of the Town of LaGrange.

Definitions

Cash: For the purposes of this section, cash is defined as currency, coins, checks and money orders or any form of payment received in the normal course of business in the Town of LaGrange.

Cash Transactions

- Petty Cash
 - Department Head is responsible for petty cash
 - Petty cash must be kept locked and out of view in public areas
 - Up to date accounting records and a receipt book must be kept
 - Reconciliation of the petty cash must take place monthly even if no transactions took place.
 - Two town employees must verify all monies counted during reconciliation of the petty cash account.
 - Both must sign accounting reports that memorialize that verification
 - Routine office items and all items that can otherwise be procured through the office of the Town Comptroller must be purchased through the Comptroller’s office. Routine purchases cannot be made using petty cash.

- Any purchase that must be made through the use of petty cash due to exigent circumstances must have a purchase request filled out prior to the purchase, and approved by a Department Head. (subject to the limits prescribed in the procurement policy)
- Receipts for all expenditures must be obtained and maintained.
- The Department Head must submit a report monthly to the Town Comptroller which outlines all expenditures and verifies the amount of cash on hand. This report must be submitted even if no transactions took place. The cash on hand must be verified and reported monthly.
- Petty cash can be replenished periodically only when accurate accounting records including receipts showing the need for replenishment are presented to the Town Comptroller as part of that process.

Cash Register Transactions

Cash received during the normal course of business in the Town of LaGrange that is tracked and secured through the use of a cash register must be handled as follows:

- Cash registers must be set up in accordance with standards approved by the Town Comptroller.
- Cash register “departments” for transactions must correspond with all subsequent accounting records or forms relating to the transactions of the respective department.
- Cash register tapes must be retained with a respective department’s accounting records for all cash register transactions.
- The cash maintained in a respective office as “start up” cash for a register must be counted by a department employee and verified by a second employee or department supervisor.
- Both employees must sign a verification document for that “beginning amount”.
- If there is a “mid-shift” change of employees, the employee signing off of the register must count the contents of the register before ending his or her shift. That count must be recorded on a verification sheet and signed by the employee.
- The employee taking charge of the cash register must count the money available in the drawer and record that count on a verification sheet.
- Cash registers must be reconciled on a daily basis at the close of business.
- The employee in charge of the register, who participated in the verified starting count at the beginning of his or her shift, must reconcile the register at the end of the day.

- A second employee or department supervisor must verify the reconciliation count and sign a verification document regarding that amount. The cash received for the day's cash register transactions must be transmitted to the Town Comptroller on a daily basis.

Transmittal of Cash received

The Town Comptroller is the sole receiver of all cash obtained in any department during the normal course of business. If a department does not maintain an authorized bank deposit account, all cash received must be transmitted to the Town Comptroller on a daily basis for deposit.

When cash is received within a given town department:

- A receipt must be issued to the person who provided the cash.
- A copy of that receipt **MUST** be maintained with the department's records and also must accompany the cash when it is turned in to the Town Comptroller.
- Each department must maintain accounting records to reflect all cash transactions.
- Received cash must be counted and verified within the department prior to being turned over to the Town Comptroller
- There must be a second person who counts the cash, verifies it and signs a transmittal document prior to the cash being transmitted to the Town Comptroller.
- Cash transmitted to the Town Comptroller must have copies of all pertinent receipts, and supporting documents attached. The cash must be accompanied by a transmittal memo or form containing the signatures of two (2) town employees verifying the amount.
- Cash being transmitted to the Town Comptroller must be handed to the Comptroller or the Comptroller's designee. It will be recounted in the presence of the Comptroller or the Comptroller's designee.
- The transmittal document will serve as a receipt and be signed by the Town Comptroller or the Comptroller's designee. A copy will be made by the Town Comptroller's office and must be maintained with the department's accounting records.
- No cash receipts may be left in any area of the Town Comptroller's office unless those cash receipts have been transmitted to an employee of that office and a receipt has been received for the transmittal.

Depositing Cash Receipts

All cash receipts **MUST** be deposited within 3 business days.

- All cash receipts must be secured in an approved locked area while awaiting deposit.

- Departments that maintain approved bank accounts must deposit cash on hand within three (3) business days of receipt.

Failure to Adhere to this Policy and Proper Procedures

Employees who fail to adhere to this policy or procedures may:

- Be responsible for any missing or unaccounted funds
- Be subject to disciplinary proceedings up to and including dismissal and/or criminal proceedings.

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 for:

TO BE DETERMINED

Only those transactions approved by the Town Board are allowed.

Acceptable Cards

The Town of LaGrange 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 employee, and a second employee shall be designated to carry out the duties required for daily and monthly reconciliation of the credit card transactions. This segregation of duties is intended to take place at all times. If manpower shortages create difficulties in accomplishing the segregation of duties, employees from outside of the department handling the credit card transaction may be substituted for this task. (e.g.; the Comptroller’s office)

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 will accept credit card payments:

- In person
- By FAX
- By US Mail

- From a third party
- Through the Town of LaGrange Web Site, but only if a separate “web payment” policy is enacted by the Town Board outlining all procedures and security.

To accept a credit card in person the employee 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 the transaction

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

- Confirm that a Town of LaGrange 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 account name appears on terminal
- Verify last four digits of the Town of LaGrange 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 account 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 employee 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 an all transactions report for month;
- Reconcile total 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 revenue due to be remitted to the Supervisor and outstanding to reconciled cash in bank,;
- Research and correct any differences;

Reports Submitted to Town Comptroller

- Monthly Revenue Report;
- Outstanding Balance as of End of Month;
- Bank statement and reconciliation;
- Check for revenue 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 customer 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.

INTERNET BANKING

Introduction

Internal controls are essential for “good” management and specific to Internet Banking can be defined as activities (safeguards) that are in place to provide reasonable assurance that Internet Banking transactions will not be intercepted (“hacked”) and taxpayer dollars stolen in the process.

Overview

The Town of LaGrange routinely engages in Internet Banking during the normal course of business. The funds contained in ALL bank accounts maintained by the Town of LaGrange are the property of the taxpayers and must be safeguarded. Recent thefts and attempted thefts from bank accounts maintained by governmental agencies, point toward the need for enhanced security.

Enhanced Security

Internet Banking is defined as access to any accounts maintained by any department through the use of the internet. Access through the internet for any banking purpose including simply checking balances is defined as “Internet Banking”.

The ONLY computers that are permitted to access “Internet Banking” are those that have been approved in writing by the Town Supervisor for that purpose.

Currently, Mahopac National Bank is designated as the ONLY bank through which “Internet Banking” can occur. Enhanced security equipment provided by Mahopac National Bank must be installed prior to using any computer for internet banking.

The device that has been provided by Mahopac National Bank must be in place each and every time that “Internet Banking” is done. Absolutely no “Internet Banking” is to take place unless the enhanced security equipment is operational and being utilized.

Failure to Adhere to this Policy and Proper Procedures

Employees who fail to adhere to this policy or procedures may:

- Be responsible for any missing or unaccounted funds
- Be subject to disciplinary proceedings up to and including dismissal and/or criminal proceedings.

TRAVEL and CONFERENCE POLICY

Introduction

Internal controls are essential for “good” management and specific to travel and conferences can be defined as activities (safeguards) that are in place to provide reasonable assurance that payment of reasonable and necessary travel and conference expenses occur and the payment of non-allowable expenses is eliminated.

Overview

The Town of LaGrange fully understands the importance of staying current with the ever changing landscape facing public employees in the performance of their duties. Training is an essential tool to be utilized in the quest to stay current.

The need for training, attendance at conferences and peer group gatherings must however be balanced with an eye toward safeguarding the public money that is spent on those activities.

Approval

Any and all travel, outside meetings, conferences, training sessions or other forms of legitimate business related attendance (events) must be pre-approved by the Town Board. This includes any and all attendance at such events by any Town employee, even if there is no cost.

Approval requests MUST be submitted to the Town Supervisor no later than the Thursday prior to the Town Board meeting during which you are seeking approval. Agendas are prepared in advance. Requests for approvals MUST be added to the Town Board Agenda at least one month prior to the date of the requested event.

Failure to gain pre-approval from the Town Board will disqualify employees from attendance at the requested event, and absolutely no reimbursement will take place.

- All requests for attendance at outside events must include the following:
 - Name of employee (One employee per request form)
 - Department
 - Event sponsor and description of the event
 - Event location
 - Event date or dates
 - Distance to event (from town hall)
 - Any comments that will clarify the requested event
 - ALL associated costs
 - Tuition and/or fees
 - Meals
 - Lodging
 - Transportation
 - Mileage
 - Incidental fees

- Certifications
 - The Department Head must sign to certify the training is pertinent to the requesting employee's job description.
 - The applicant employee must sign the request in recognition of the fact that information is accurate.

Be certain to include all details, any associated applications, descriptive brochures or any other documentation outlining the event or reason for attendance.

The requesting employee will receive a copy of the request form returned to them indicating whether the requested event attendance was approved or denied after the request has been entertained by the Town Board.

Travel Status

The Town of LaGrange will generally provide financial reimbursement for pre-approved necessary and reasonable travel expenses if an employee is deemed to be "in travel status".

To be considered "in travel status" the approved event must be greater than 35 miles away from LaGrange Town Hall. NO MEAL OR TRAVEL EXPENSES WILL BE PAID FOR LOCAL EVENTS UNDER THE 35 MILE DISTANCE.

Sales Tax

The Town of LaGrange does not pay or reimburse employees for sales tax. Employees are responsible to ensure tax exempt forms are provided to vendors while attending events to avoid sales tax being added to bills.

U.S. General Services Administration (GSA) Rates

The Town of LaGrange uses GSA rate charts to determine both per-diem and receipted reimbursement rates for employees.

Meals

The Town of LaGrange allows the "per diem" method of reimbursement for meals if pre-approval has been secured. The daily GSA rate in effect for the destination in question will determine the daily meal allowance available to the employee. Partial dates will be pro-rated.

Lodging

Lodging can be approved for events on a case by case basis. There must be a reasonable and legitimate reason to request lodging (distance, duration etc...) it is the responsibility of the employee to determine the Costs for lodging. All lodging requests must be quoted at State rates or GSA rates. The GSA provides an on-line service entitled "FEDROOMS" in addition to the GSA rate schedule as a guideline.

Transportation Expenses

Generally, transportation expenses relative to the Town of LaGrange will mean mileage reimbursement for business use of an employee's personal vehicle. Other forms of transportation may be approved if they are less expensive or the most reasonable form of transportation available. (For example: train travel to NYC in avoidance of expensive parking charges)

Parking, tolls, taxi fares and similar expenses will only be reimbursed if they were included and approved as an estimate at the time of pre-approval. Receipts must accompany any approved request for reimbursement.

Employees must note that in the event a Town of LaGrange vehicle is used for transportation, non-employees are not covered by our insurance and may not operate or ride in Town owned vehicles.

The Town of LaGrange will NOT approve or pay for the following expenses:

- Alcohol
- Entertainment (in room movies, shows, night clubs etc...)
- Mileage from your home to your primary workplace
- Any expense that has not been pre-approved by the Town Board
- Any expense that is incurred that is not actual or necessary
- Personal expenses (toiletries, clothing, gifts etc...)
- Spouse expenses

Reimbursement

Employees who are making application for reimbursement of approved expenses must fully report those expenses in writing to the Town Comptroller using a Town of LaGrange Travel Expense form. (LT102) Mileage claimed must be fully reported on the separate form indicated below. The request must include:

- Proof of pre-approval including the reimbursement estimates that were approved by the Town Board.(attach approved Event Attendance Request)
- Proof of attendance at the "core" event.(attach certificates or other proof of attendance)
- Receipts as needed- for approved parking, taxi use, tolls etc... (Not necessary for "per diem" method of reimbursement for meals).
- Mileage (attach mileage form)

- Per diem meal reimbursement (include date and amount claimed per day)

Mileage Reimbursement

Mileage reimbursement for any purpose will only occur if the expense was pre-approved. The employee must use form "LGT101" to report the mileage. All portions of the form must be filled out to be considered for reimbursement. *All portions of the form must be filled out to be considered for reimbursement.*

Failure to Adhere to Policy and Proper Procedures

Employees who fail to adhere to this policy or procedures will:

- NOT be permitted to attend the intended event as a compensated employee of the Town of LaGrange
- NOT be reimbursed for any expenses
- NOT be credited for time while attending the intended event

Employees may be personally liable

Any employee who incurs an expense on behalf of the Town of LaGrange that has not been approved by the Town Board may be liable to personally pay for that expense.



Town of LaGrange Event Attendance Request

Request MUST be submitted no later than one month prior to requested event

Last Name First Name Middle Initial

____/____/____
Month / Day / Year

Department

Event Sponsor and Description (attach announcement)

Event Location

____/____/____ TO ____/____/____
Month / Day / Year Event Dates Month / Day / Year

Event Distance

Comments:

EVENT EXPENSE ESTIMATE

All Expenses MUST be approved in advance

EXPENSE	AMOUNT
Tuition	
Fees	
Meals (GSA rate)	
Lodging (GSA rate)	
Transportation	
Mileage (IRS rate)	
Taxi	
Parking	
Tolls	
Other	
Other	
Total	

Lodging Description (including nightly rate)

Additional Expenses

Employee's signature - *I certify that the above is accurate and no unnecessary expenses have been added to the estimates*

Department Head's signature - *I have reviewed request above and certify that the event is pertinent to the requesting employee's job description*

Town Supervisor's signature

Town Board: Approved Denied

____/____/____
Month / Day / Year



Town of LaGrange

Travel Expenses

Name			Department
Date			Dept. Head
Purpose			Approved:
Trip hours	Dates	Hours	Purpose
Expenses	Dates	Details	Amount
Transportation		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental <input type="checkbox"/>	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental <input type="checkbox"/>	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental <input type="checkbox"/>	\$
		<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental <input type="checkbox"/>	\$
Own car - attach		Mileage @ prevailing IRS	\$
Lodging		Location	\$
		Location	\$
		Location	\$
		Location	\$
Meals		(Not to exceed GSA Rate/day)	\$
		(Not to exceed GSA Rate /day)	\$
		(Not to exceed GSA Rate /day)	\$
		(Not to exceed GSA Rate /day)	\$
Conference fees		Attach receipt and/or attendance	\$
		Purpose	\$
Other		Purpose	\$
		Purpose	\$
		Purpose	\$
		Purpose	\$
Subtotal			\$
Less amount paid by Town of LaGrange			\$
Total amount owing to employee			\$
Signature			Date
<i>I certify that the amounts above are correct and do not include any non-business expenses.</i>			

RESOLUTION

Councilman Luna, moved to adopt the following resolution, which was seconded by Councilman Jessup:

WHEREAS, it is the Town Board's understanding that 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 each possess areas of responsibility with respect to the fiscal operations and fiscal 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, by earlier resolution dated April 14, 2010, the Town Board submitted to the Justices a proposed set of internal practices, procedures and controls applicable to credit card system use, and an explanatory letter of the Town Attorney, with a request for comments on the policy from the Justices within 10 days; and

WHEREAS, those documents were delivered to the local court offices of the Justices Court on April 15, 2010; and

WHEREAS, the Justices have not responded to the documents;

WHEREAS, it is the purpose of this current resolution to adopt the aforesaid internal controls and practices for credit card system use, to be applicable and to be followed in the event that the LaGrange Justice Court follows the recommendation of the State Comptroller's office to implement the Office of Court Administration's Credit Card Machine Distribution Program.

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. In the exercise of the Town Board's fiscal responsibilities imposed by statute, manuals of the state Comptroller, and precedents of the state Comptroller set forth in prior published audit reports of municipalities, it is the Town's policy that the Town Justice Court should adhere to these

policies, practices and controls in the event of use by the Court of the Court Administration's Credit Card Machine Distribution Program, and

3. It is the further policy of the Town that future statutory audits and oversight of the fiscal operations of the Justice Court by the Town Board shall include an assessment of the adherence of the Court to these internal policies, practices and controls for use of a credit card system.

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

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

DATED: LaGrange, New York
May 12, 2010


Margaret Schmitz
MARGARET SCHMITZ, DEPUTY TOWN CLERK

CREDIT CARD ACCEPTANCE (Town Justice Court)

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”.

Credit Card Program

The Town of LaGrange Justice Court is authorized to participate in the Office of Court Administration (OCA) Credit Card Acceptance Program. There is no cost to the Town of LaGrange for this service.

Approved Transactions

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

- Fines
- Bail

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. From time to time, staff scheduling may make this practice impractical. During those instances, a staff member assigned by the Town Comptroller may assist the Court Clerk.

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.



TOWN OF LAGRANGE HIGHWAY DEPARTMENT

130 STRINGHAM ROAD
LAGRANGEVILLE, NY 12540
845-452-2720 845-452-2709 FAX

DATE: May 7, 2010
TO: Town Board
FROM: Mike Kelly, Highway Superintendent
RE: Sale or Disposal of Highway Equipment

Town Board:

The equipment listed below is being returned to the Town Hall to be sold or disposed of at your discretion.

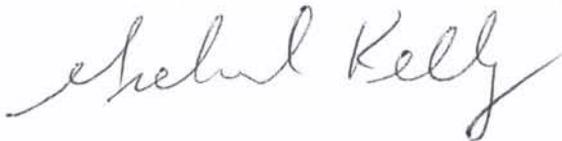
	<u>INVENTORY #</u>	<u>SERIAL #</u>
IBM X-Series Server (not working)	1064	KP-CHX55
IBM Computer Tower	1065	KLN2X6A
IBM Computer Tower	1068	KLN2X6C
IBM Mouse		23-000494
IBM Keyboard		0914963
IBM Keyboard		0861067
IBM Keyboard		1295082
IBM Monitor		24-ZFR16

received
5/10/10

	<u>INVENTORY #</u>	<u>SERIAL #</u>
IBM Monitor		24-ZFV26
IBM Monitor		66-HGYHN8
APC Smart-Ups 1500		AS0247131580
IBM Typewriter	191	121887021035P
Brother Fax Machine (not working/ was town clerks)		U60298A4J222041
Tripp-Lite Power Protection		9135AY0BC423101032

Should you have any questions in regards to the items listed above, please call the office.

Thank you,



Michael Kelly

Highway Superintendent

Cc: File



Clark Patterson Lee
DESIGN PROFESSIONALS

May 6, 2010

Ms. Wanda Livigni
Administrator of Public Works
Town of LaGrange
120 Stringham Road
LaGrangeville, NY 12540

Re: LaGrange – Titusville WWTP
Demolition of Abandoned WWTP

Dear Ms. Livigni:

Clark Patterson Lee (CPL) is proposing to provide engineering service to prepare supporting documents for the financing and execution of demolition of the abandoned Titusville Wastewater Treatment Plant located on Scenic Hills Drive. CPL is proposing the following:

- Preparation of 202b Map, Plan and Report and attend public hearing.
- Identification of required studies.
- SEQR short form EAF as an unlisted action.
- Preparation of bidding document using existing drawings and orthophotos as plans.
- Solicitation of bids and limited construction observation.

Based on the scope of this work in comparison with the work performed by the Town to prepare and SEQR the environmental impacts of constructing the new Titusville Wastewater Treatment Plant, CPL is not anticipating that additional SEQR efforts will be required beyond a short form EAF. CPL is proposing to contact the DOH, DEC and other regulatory authorities to identify required studies, including asbestos survey or soil analysis, and provide recommendations for completing such studies. CPL is proposing to use previously generated topographic surveys and ortho-images to depict the existing conditions.

CPL proposes to complete the described services for a lump sum fee of \$7,500.

Sincerely,

Clark Patterson Lee

Greg W. Bolner, P.E.
Principal Associate

Please acknowledge acceptance of this proposal by signing below.

Signature: _____

Date: _____

900 Corporate Boulevard
Newburgh, NY 12550
clarkpatterson.com
845.567.6700 TEL
845.567.9614 FAX