

Town of Marlborough Comprehensive Emergency Management Plan

TOWN OF MARLBOROUGH REORGANIZATION MEETING January 2, 2014 7:00 PM Minutes of Meeting

Present: Supervisor Osborn
Councilman Molinelli
Councilman Corcoran
Councilman Baker
Councilman Koenig

Colleen Corcoran, Town Clerk
Danielle Cherubini, Deputy Town Clerk

ITEM # 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

ITEM # 2 – MOMENT OF SILENCE IN RECOGNITION OF OUR TROOPS

ITEM # 3 – SUPERVISORS MESSAGE

Supervisor Osborn welcomed the two new Board members and looks forward to the next two years.

ITEM # 4 – MOTION TO APPROVE AGENDA

Councilman Baker made a motion to approve the agenda. Seconded by Councilman Koenig.

Yea: 5 Nays: 0 Carried

ITEM # 5 – RESOLUTION TO ESTABLISH DATES FOR REGULAR TOWN BOARD MEETINGS

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved that the “regular” Town Board Meeting will, throughout the year 2014, be held at 7:00 P.M. on the second and fourth Monday of each month, in the Town Hall of the Town of Marlborough except if said Monday is a State or Federal Holiday, then in that event the meeting shall be held on the Tuesday following the State or Federal Holiday.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

Councilman Molinelli said that he has been taken off quite a few committees and he feels that Supervisor Osborn has been taking him off more committees each year and he is taking this personally.

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Supervisor Osborn said that he went to all the departments and this is the list he came up with to the best of his ability and if the Board would like to amend it, they can.

ITEM # 6 – TO APPOINT TOWN BOARD COMMITTEEPERSONS

SUPERVISOR OSBORN APPOINTS THE FOLLOWING:

POLICE COMMITTEE	STEPHEN OSBORN/HOWARD BAKER
TRANSFER STATION COMMITTEE	STEPHEN OSBORN/ED MOLINELLI
HIGHWAY DEPARTMENT COMMITTEE	STEPHEN OSBORN/ALLAN KOENIG
WATER & SEWER COMMITTEE	STEPHEN OSBORN/HOWARD BAKER
ASSESSORS OFFICE COMMITTEE	ED MOLINELLI/SCOTT CORCORAN
TOWN CLERK COMMITTEE	ED MOLINELLI/STEPHEN OSBORN
TOWN JUSTICE COMMITTEE	SCOTT CORCORAN/STEPHEN OSBORN
TOWN BUILDINGS & PARKS COMMITTEE	SCOTT CORCORAN/ALLAN KOENIG
PLANNING & ZONING COMMITTEE	STEVE OSBORN/HOWARD BAKER
BUILDING DEPARTMENT COMMITTEE	STEVE OSBORN/ED MOLINELLI
LABOR MANAGEMENT COMMITTEE	STEPHEN OSBORN/SCOTT CORCORAN
AGRICULTURAL COMMITTEE	STEPHEN OSBORN/HOWARD BAKER
CONSERVATION ADVISORY COUNCIL	ALLAN KOENIG/SCOTT CORCORAN
RIVITALIZATION/ECONOMIC DEVELOPMENT COMMITTEE	STEPHEN OSBORN/ALLAN KOENIG
RECREATION COMMITTEE	ALLAN KOENIG/STEVE OSBORN
ZONING OVERVIEW COMMITTEE/ECON DEV	STEVE OSBORN/ALLAN KOENIG
EMERGENCY MAN. PREPAREDNESS COMMITTEE	STEPHEN OSBORN/ ALLAN KOENIG
IT COMMITTEE	ED MOLINELLI/SCOTT CORCORAN
TRAIN STATION	SCOTT CORCORAN/HOWARD BAKER
ETHICS COMMITTEE	SCOTT CORCORAN/HOWARD BAKER

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	NO
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 7 – RESOLUTION AUTHORIZING THE SUPERVISOR & DEPUTY SUPERVISOR TO SIGN CHECKS.

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

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Be it resolved, that the Supervisor and the Deputy Supervisor be and are hereby authorized to sign checks for the fiscal year ending December 31, 2014 and to authorize use of the facsimile machine. Be it further resolved that all checks over \$10,000.00 shall be hand signed and require both signatures.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 8– RESOLUTION TO ESTABLISH OFFICIAL BONDS

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that in accordance with Chapter 25 of the Town Law, that the amounts for the official bonds be set as follows for the year 2014:

	Total Amount of Tax Warrant
Town Clerk/Tax Collector	\$100,000.00
Town Supervisor	\$5,000.00
All other Employees	

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 9 – RESOLUTION TO ESTABLISH MILEAGE ALLOWANCE

Ralph Walters said he checked the rate this afternoon because he thought it dropped and it was 56 cents per mile for 2014 so he suggested changing the wording of the resolution to state the "IRS approved rate" per mile.

Councilman Corcoran made a motion to amend ITEM #9 to read, Be it resolved, that the sum of the "current IRS approved rate" per mile be allowed. Seconded by Councilman Koenig.

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Yea: 5 Nays: 0 Carried

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the sum of the current IRS approved rate per mile be allowed to specific Town Officials with the approval of the Town Board for the use of their own vehicles for official Town Business.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 10 – RESOLUTION AUTHORIZING SENIOR CITIZENS RENT

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the Town Board of the Town of Marlborough has budgeted the amount of \$5,200.00 to cover the cost of rent for the Senior Citizens of the Town of Marlborough for 2014 to be paid to the Presbyterian Church for the Senior Citizens Meetings.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	ABSTAIN
SUPERVISOR OSBORN	YES

ITEM # 11 - RESOLUTION TO SET TRANSFER STATION HOURS OF OPERATION

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the operating hours for the transfer station be set as follows for the year 2014

Friday	8:00 A.M. – 12:30 P.M.
Saturdays	8:00 A.M. – 4:30 P.M.
Sundays	8:00 A.M. – 12:30 P.M.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
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COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM #12 – RESOLUTION TO ADOPT THE FEE SCHEDULE FOR 2014

Ralph Walters said that when Supervisor Lanzetta was in office there should have been something in the minutes stating that there would be free brush removal for a few months out of the year. He feels this should be looked into and should still be in effect because people tend to now leave brush on the side of the road. The taxpayers are paying for the landfill so there should be some benefit.

There was a brief discussion on the difference between the different types of permits offered, and it was decided that this could be looked into.

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the fees schedule for 2014 be set as follows: (see attached)

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 13 – RESOLUTION TO AUTHORIZE THE OPENING OF COMPETITIVE BIDS

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that authorization to open competitive bids on public works projects and purchase contracts required to be advertised, be given to the Supervisor, Deputy Supervisor, Town Clerk, and Budget Officer.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

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ITEM #15 TO APPOINT MEMBER TO THE PLANNING BOARD

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Whereas, the Planning Board Committee has interviewed for the position of Planning Board Member, and

Whereas it is the recommendation of the Committee to re appoint, Mike Logue

Be it resolved that Mike Logue be re-appointed to the Town of Marlborough Planning Board effective January 1, 2014 with a term ending date of December 31,2020.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM #16 TO APPOINT ZONING BOARD MEMBERS

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Whereas, the Zoning Board has two vacancies, and

Whereas, the Zoning Board Committee interviewed for the open positions, and

Whereas it is the recommendation of the Committee to re appoint Dave Zambito and Lenny Conn to the Zoning Board, and

Be it resolved that Dave Zambito and Lenny Conn be reappointed effective January 1, 2014 with a term ending date of December 31, 2018, and

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

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ITEM #17 – RESOLUTION OF DESIGNATIONS AND APPOINTMENTS

Councilman Molinelli made a motion to amend Voting Machine Custodians under ITEM #17 to Election Coordinator and also remove Salvatore Scilla. Seconded by Councilman Koenig.

Yea: 5 Nays: 0 Carried

Councilman Molinelli made a motion to add Bruce Dunn as the other Prosecutor. Seconded by Councilman Corcoran.

Yea: 5 Nays: 0 Carried

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the following designations and appointments be approved for the 2014 Calendar year.

Repository of Funds/Supervisors Office	M&T Bank/Key Bank of NY/ JP Morgan Chase Bank
Repository of Funds/Town Clerks Office	M&T Bank/Key Bank of NY
Official Town Newspaper	Southern Ulster Times/Poughkeepsie Journal
Agent of record for Town Insurance	Rose & Kiernan, Inc.
Deputy Town Clerk	Danielle Cherubini
Tax Collector/Registrar of Vital Statistics	Colleen Corcoran
Deputy Registrar of Vital Statistics	Danielle Cherubini
Records Retention Officer	Colleen Corcoran
Collector of Water & Sewer Rents	Colleen Corcoran
Welfare Officer	Steven Osborn
Town Historian	Tom Schroeder/Emily Amoia
Police Chief/Civil Defense Director	Gerald Cocozza
Water Superintendent	Charles Muggeo
Water Department Employees	Bruno Keller/Clifford Rood
Deputy Highway Superintendent	John Alonge
Dog Control Officer	Andrew McKee
Transfer Station Manager	George Graziosi
Recycling Coordinator	Vincent Porcelli
Election Coordinator	Bob Post
Town Lawn Maintenance	Tom Schroeder/William Hohmann
Youth Recreation Director	Pierre Ferguson
Assessor	Cindy Hilbert
Prosecutor	Dan Rusk/Bruce Dunn

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Building Inspector	Thomas Corcoran
Code Enforcement Officer	Thomas Corcoran
Zoning Inspectors	Thomas Corcoran
Fire Inspector	Thomas Corcoran

Planning Board Chairman	Joe Porco	12-31-2016
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Planning Board Members	Frank Ricciardone	12-31-2017
	Walter Falkenberg	12-31-2018
	Ben Trapani	12-31-2015
	Mike Logue	12-31-2020
	Joel Truncali	12-31-2019
	Chris Brand	12-31-2015

ZBA Chairman	Bill Giometta	12-31-2014
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ZBA Members	Dave Zambito	12-31-2018
	Lenny Conn	12-31-2018
	Thomas Coupart	12-31-2017
	Jeff MeKeel	12-31-2017

Board of Assessment Review	Steven Clark	9-30-2016
	Joan Delatore	9-30-2017
	Ralph Walters	9-30-2014
	9-30-2018	
Joel Truncali	Jeff Magliato	9-30-2015

Engineering	McGoey, Hauser & Edsall
	Brinnier & Larios
	Bell Engineering, P.L.L.C
	Barton & Loguidice, P.C.

Legal	Rusk, Wadlin, Heppner, & Martuscello
	VanDewater & VanDewater
	Donohue, Thomas, Auslander, Drohan
	Roemer, Wallens, Gold & Mineaux

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Gellert & Klein
Jacobowitz & Gubits

Auditors

Sedore

ITEM #18 – TOWN SUPERVISORS DESIGNATIONS

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved that the following are appointed by the supervisor for the 2014 calendar year:

Deputy Supervisor	Patricia Haidaoui
Secretary to the Supervisor	Tina Rosa
Budget Officer	Christina Wilklow
Fixed Asset Officer	Christina Wilklow
Town Historian	Emily Amoia
	Thomas Schroeder

ITEM # 19– RESOLUTION TO ESTABLISH SALARIES

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the salaries for the fiscal year 2014 are as follows:

NAME	SALARIES 2014
Town Supervisor	\$15,550.00
Budget Officer	\$57,527.00

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Secretary to the Supervisor/Water	\$39,775.00
Deputy Supervisor	\$3,000.00
Town Clerk	\$43,753.00
Deputy Town Clerk	\$29253.00
Town Council (each)	\$5,500.00
Town Justices	\$26,326.00
Prosecutors	\$250.00 PER SESSION
Court Clerk (Full-Time)	\$31000.00
Court Clerk (Full – Time)	\$29253.00
Assessor	\$52910.00
Assessor Assistant	\$35379.00
ZBA Chairman	\$1,890.00
ZBA Members (each)	\$1,620.00
Planning Board Chairman	\$3,150.00
Planning Board Members (each)	\$2,925.00
Planning Board Secretary	\$5300.00
Planning Board Secretary	\$1100.00 plus \$20.00 max \$500
Building Inspector	\$53180.00
Secretary Building/ZBA	\$37,928.00
Transfer Station Manager	\$16.07
Transfer Station Attendants	\$16.07
Recycling Coordinator	\$1.00
Water Superintendent	\$49000.00
Water Department Employee	Contract
Water Department Employee	Contract
Dog Control Officer	\$18437.00
Town Historians (250.00 each)	\$500.00
Police Chief	\$86275.00
Full-Time Police	Contract
Part-Time Police	Contract
Full-Time Dispatchers	Contract
Part-Time Dispatchers	\$13.49
Traffic Control Officer	\$13.95
Youth Recreation Director	\$6,536.00
Park Custodian	\$16.55
Park Custodian	\$14.95
Park Custodian	\$10.00
	\$31685.00

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Highway Secretary	
Highway Superintendent	\$56000.00
Highway Employees	Contract

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 20– RESOLUTION TO APPOINT ONGOING COMMITTEES

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Resolved that the following be appointed to the Town of Marlborough Committees.

Recreation Committee

Committeeperson:	Allan Koenig	Members:	Tina Rosa
Committeeperson:	Steve Osborn	Jennifer Vanamburg	
Chairperson:	Pierre Ferguson	Tom Corcoran	
Patricia Haidaoui		Manny Cauchi	
		Michael Messina	

Emergency Management Preparedness Committee

Committeeperson:	Stephen Osborn	Superintendent of Schools:	Ray Castellani
Committeeperson:	Allan Koenig	Mobile Life:	Steve Woebse
Chairperson:	Robert Troncillito	Highway Dept:	Matt Kneeter
Chairperson:	Steve Kneeter	Red Cross:	Kathy Guarino
Chief of Police:	Gerald Cocozza	Building Department:	Thomas Corcoran

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IT Committee

Committeeperson:	Ed Molinelli
Committeeperson:	Scott Corcoran
Chairperson:	Danny Brooks
Member	Joel Naselow
	Patricia Haidaoui
	Mike Bakatsias

CAC Committee *this is an open committee

Committeeperson: Scott Corcoran
Committeeperson: Allan Koenig

Chairman: Walter Falkenberg

Members:
Al Lanzetta
Joan Delatorre Anita Walters
Mici Simonofsky Janine Pineda
Brian Simonofsky
Noel Russ Cindy Lanzetta

Ethics Committee

Committeeperson: Scott Corcoran
Committeeperson: Howard Baker

Chairperson:	David Ballou 12/31/2014
Municipal Member	Gerald Biviano 12/31/2014
Member	
Member	Michael Hall 12/31/2015
Member	Elizabeth Manion 12/31/2016

Milton Landing Committee

Chairperson: Gael Appler Jr
Treasurer: Allan Koenig
Secretary: Tim Lawton

Members:

Chuck Benefer Peter Fergsuon
Steve Bianco Peter Hoffman

Ed Boxydaj Steve Osborn
Glenn Clark Gillian Page
Pam Clarke-Torres Anthony Porpiglia
Chris Coccio Pat Quick

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Cindy Lanzetta

Al Lanzetta

Chip Kent

REVITALIZATION/ECONOMIC DEVELOPMENT COMMITTEE

Members: EX Officio members:

John Demarco Stephen Osborn
Michelle Doran Al Lanzetta
Larry Diorio Allan Koenig
Tony Falco
David Zambito

ZONING OVERVIEW COMMITTEE/ECONOMIC DEVELOPMENT

Members:

Committeeperson:	Steve Osborn
Committeeperson:	Allan Koenig
Dave Zambito	Allan Guarino
Bob Young	Walt Falkenberg
Steve Clarke	Frank Skatardos
Anthony Pascale	Kim Wagner
Robert Pollock	Manny Cauchi
Patricia Haidoui	Bobby Troncillito
Carrie Ross	John Demarco
Larry Diorio	

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM #21 – RESOLUTION TO CONTRACT WITH WATER QUALITY MANAGEMENT

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the annual contract charge for service between the Town of Marlborough and Anthony Falco, for the operation of the Marlboro Sewer Treatment Plant and the Milton Sewer Treatment Plant for the calendar year 2014 be as follows:

Town of Marlboro Sewer Treatment Plant	\$70,000.00 annually
Town of Milton Sewer Treatment Plant	\$27,000.00 annually

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AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

Councilman Baker said that the wording in the contract should be looked at. Councilman Baker also asked why this is set up as a contract instead of having the person be an employee.

Ralph Walters said that it seems typical that municipalities have contracts for water quality management.

Supervisor Osborn said that they do check on this and it is a good price.

ITEM # 22– EMERGENCY MANAGEMENT PLAN

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the towns Emergency Management Preparedness Plan has been reviewed and updated for the 2014 and shall be reviewed and updated for all Reorganization Meetings.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

Councilman Baker also feels that the Emergency Management Preparedness Plan should be looked at and updated. Supervisor Osborn said they can work on that.

ITEM #23– RESOLUTION TO ESTABLISH WATER RATES

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the schedule for water use rates for the year 2014 be as follows:

\$4.25 per thousand gallons from 0 to 100,000 gallons used

\$5.75 per thousand gallons from 100,001 to 200,000 gallons used

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\$7.25 per thousand gallons from 200,001 and higher

And a minimum of \$ 10.00 per tri-annual period

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM #24 – RESOLUTION TO ESTABLISH SEWER RATES

SUPERVISOR OSBORN PROPOSES THE FOLLOWING:

Be it resolved, that the sewer rates for 2014 be as follows:

Marlboro Sewer District	\$4.80 per thousand gallons
Milton Sewer District	\$6.50 per thousand gallons and a minimum of \$10.00 Per tri-annual period

Supervisor Osborn added that when the Board votes, it is understood that “ and a minimum of \$10.00 per tri-annual period” applies to both sewer districts.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	YES
COUNCILMAN MOLINELLI	YES
COUNCILMAN KOENIG	YES
COUNCILMAN BAKER	YES
SUPERVISOR OSBORN	YES

ITEM # 25 REMINDER THAT THE OPENING OF THE TIME CAPSULE IN THE YEAR 2088 TO ASSURE THE TOWN WILL CELEBRATE ITS 300TH BIRTHDAY WITH THE OPENING OF THE TIME CAPSULE BURIED AT THE VETERANS MEMORIAL MONUMENT LOCATED AT THE MARLBORO MIDDLE SCHOOL, ROUTE 9W, MARLBORO, NY 12542. PLEASE CONTINUE THIS NOTICE ANNUALLY AT THE REQUEST OF THE SUPERVISOR AS PART OF THE MINUTES OF THE REORGANIZATIONN MEETING.

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ITEM # 26 EXECUTIVE SESSION

Councilman Corcoran made a motion to hold an executive session to discuss a recent lawsuit. Seconded by Councilman Koenig.

Yea: 5 Nays: 0 Carried

Executive session began at 7:35PM.

Councilman Molinelli made a motion to end executive session and reconvene the regular meeting. Seconded by Councilman Koenig.

Yea: 5 Nays: 0 Carried

Executive session ended at 8:20PM.

No decisions were made and no actions were taken.

ITEM #27 – MOTION TO ADJOURN

Councilman Corcoran made a motion to adjourn the meeting. Seconded by Councilman Molinelli.

Yea: 5 Nays: 0 Carried

Meeting adjourned at 8:20PM.

*Respectfully submitted,
Danielle Cherubini
Deputy Town Clerk*

Town of Marlborough Comprehensive Emergency Management Plan
SEWER PLANT OPERATOR AGREEMENT

AGREEMENT made this 2nd day of January 2014 between the Marlboro Sewer Improvement Area, a Sewer Improvement Area organized under the Town Law of the State of New York, hereinafter called the Owner, and

WATER QUALITY MANAGEMENT, INC PO Box 733, Marlboro New York 12542 hereinafter called the Contractor,

WHEREAS, the Marlboro Sewer Improvement Area is the owner of a Wastewater Treatment Plant situated on the northerly side of Dock Road in the Town of Marlboro, Ulster County, New York and

WHEREAS, the contractor is trained in the operation of Wastewater Treatment Facility of the type of Owner, and

WHEREAS, the parties hereto wish to enter into a contract for the operation and maintenance of the Owners, Waste Treatment Facility by the contractor,

NOW THEREFORE BE IT RESOLVED, it is mutually agreed as follows:

1). That the contractor shall supply all labor and services necessary to manage, supervise and operate the Wastewater Treatment Facility, in the Town of Marlboro Sewer Improvement Area, and insure proper operation and maintenance of the existing Wastewater Treatment Facility including but not limited to the following:

- A) Adhere to the recognized New York State Department of Conservation and Ulster County mandated standards for the operation and maintenance of the Wastewater Treatment Facility and analysis of wastewater. If compliance with the DEC Permit Requirements are not met, corrected procedures shall be taken within the scope of the operating procedures hereby agreed to. If compliance cannot be met, the operator shall make recommendations to the Owner as to the actions necessary to obtain compliance.
- B). Conduct his services and maintain each work place within the Wastewater Treatment Facility in a clean hygienic manner.
- C). Provide a 24-hour, 7 day a week, on call emergency service to the owner

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- D). Comply with all applicable provisions of the New York State Labor Law, New York State Workmen's Compensation Law, New York State Unemployment Insurance Law, Federal Social Security and Federal Internal Revenue Code Provisions as to withholding and all rules of the Department of Labor applicable to the operation of a Wastewater Treatment Facility.
- E). Design and submit a compliance report to the Town Board as its regular monthly meetings, held on the fourth (4) Monday of each month. All records including written reports shall be and shall remain the property of the owner.
- F). Submit monthly reports on forms prescribed by New York State Department of Environmental Conservation and supply a copy of said report to Owner.
- G). Perform all daily testing and routine maintenance required at the Wastewater Treatment Facility testing of Influent and Effluent B.O.D will be performed by an inside as required by the State Pollution discharge Elimination System Monitoring Report.
- H). Provide necessary insurance covering the Contractor and his agents and employees operating said plant from any loss or damage that may result to the Treatment Plant from his or his employee's negligence in operating and maintaining said plant.
- I). Provide supervision for the removal of sludge from the Wastewater Treatment Facility's Plant.
- J). Provide a pickup truck for use at the wastewater treatment facility. This vehicle shall be used for general wastewater operations.

2). Owner shall, in order to facilitate the maintenance and operation by the Contractor, provide free of charge the following items:

- A). A water supply from the Marlboro Water District System.
- B). Use of laboratory space and equipment for in house purposes.
- C). Telephone, light, heat and power to all areas of the Wastewater Treatment Facility.

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- D). Complete first aid equipment and protective devices.
- E). Designate a representative to certify, and authorize corrective maintenance work not within the scope of this agreement.
- F). Expedite action on requests for emergency authorizations and approvals to comply with requirements of the Department of Environmental Conservation.
- G). Safe accessible entry and exit to the Wastewater Treatment Facility, including snow removal.
- H). All equipment essential to daily operation and maintenance, including maintaining the grounds, Maintenance of landscaping and building upkeep.
- I). All maintenance to the sewer collection system.
- J). All costs for testing of parameters other than those of specified in the State Pollution Discharge Elimination Monitoring Permit.
- K). Sludge removal when and as necessary as required by the Contractor.
- L). All plant supplies, chemicals, maintenance materials necessary for routine operation of the Water Treatment Facility's Plant.

3). The owner shall pay to the Contractor from funds of the Marlboro Sewer Improvement Area, the sum of \$70,000.00 annually, payable in semi-monthly payments, payable on the 1st and 15th of each month, Commencing January 1, 2014 and continuing on the 1st and 15th of each months during the year 2014 With Town Board approval this rate may be changed on an annual basis.

4). The Contractor reserves the right to transfer this contract to any corporation of which he shall be the principal shareholder.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal this 3rd day of January, 2014

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MARLBORO SEWER IMPROVEMENT AREA

BY: _____

STEPHEN OSBORN

TOWN SUPERVISOR

BY: _____

TONY FALCO

WATER QUALITY MANAGEMENT, INC

SEWER PLANT OPERATOR AGREEMENT

AGREEMENT made this 2nd day of January, 2014 between the Milton Sewer Improvement Area, a Sewer Improvement Area organized under the Town Law of the State of New York, hereinafter called the owner, and

WATER QUALITY MANAGEMENT, INC., PO Box 733, Marlboro New York 12542 hereinafter called the Contractor,

WHEREAS, the Marlboro Sewer Improvement Area is the owner of a Wastewater Treatment Plant situated on Dock Road in the Hamlet of Milton, Town of Marlborough, Ulster County, New York, and

WHEREAS, the contractor is trained in the operation of Wastewater Treatment Facility of the type of Owner, and

Town of Marlborough Comprehensive Emergency Management Plan

WHEREAS, the parties hereto wish to enter into a contract for the operation and maintenance of the Owners Waste Treatment Facility by the Contractor,

NOW THEREFORE BE IT RESOLVED, it is mutually agreed as follows:

- 1). that the Contractor shall supply all labor and service necessary to manage, supervise and operate the Wastewater Treatment Facility, the Milton Sewer Improvement Area, and insure proper operation and maintenance of the existing Wastewater Treatment Facility including but not limited to the following:
 - A). Adhere to the recognized New York State Department of Conservation and Ulster County mandated standards for the operation and maintenance of the Wastewater Treatment Facility and analysis of wastewater. If compliance with the DEC Permit Requirements are not met, corrected procedures shall be taken within the scope of operating procedures hereby agreed to. If compliance cannot be met, the operator shall make recommendations to the Owner as to the actions necessary to obtain compliance.
 - B). Conduct his services and maintain each work place within the Wastewater Treatment Facility in a clean and hygienic manner.
 - C). Provide 24 hour, 7 day a week, on call emergency service to the owner
 - D). Comply with all applicable provisions of the New York State labor Law, New York State Workmen's Compensation Law, New York State Unemployment Insurance Law, Federal Social Security and Federal Internal Revenue Code Provisions as to withholding and all rules of the Department of Labor applicable to the operation of a Wastewater Treatment Facility.
 - E). Design and submit a compliance report to the Town Board at its regular monthly meetings. All records including written reports shall be and shall remain the property of the owner.
 - F). Submit monthly reports on forms prescribed by New York State Department of Environmental Conservation and supply a copy of said report to the Owner.
 - G). Perform all daily testing and routine maintenance required at the Wastewater Treatment Facility testing of Influent and Effluent B.O.D will be performed by an inside as required by the State Pollution discharge Elimination System Monitoring Report.

Town of Marlborough Comprehensive Emergency Management Plan

- H). Provide necessary insurance covering the Contractor and his agents and employees operating said plant from any loss or damage that may result to the Treatment Plant from his or his employees' negligence in operating and maintaining said plant.
- I). Provide supervision for the removal of sludge from the wastewater Treatment Facility's Plant.

2) The Owner shall, in order to facilitate the maintenance and operation by the Contractor, provide free of charge, the following items:

- A). A water supply from the Marlborough Water District System.
- B). Use of Laboratory space and equipment for in house and outside purposes.
- C). Telephone, light, heat and power to all areas of the Wastewater Treatment Facility.
- D). Complete first aid equipment and protective devices.
- E). Designate a representative to certify and authorize corrected maintenance work not within the scope of this agreement.
- F). Expedite action on requests for emergency authorizations and approvals to comply with requirements of the Department of Environmental Conservation.
- G). Safe accessible entry and exit to the Wastewater Treatment Facility, including snow removal.
- H). All equipment essential to daily operation and maintenance, including maintaining the grounds, landscaping, and building upkeep.
- I). All maintenance to the sewer collection system.

Town of Marlborough Comprehensive Emergency Management Plan

- J). All costs for testing of parameters other than those specified in the State Pollution Discharge Elimination Monitoring Permit.
- K). Sludge removal when and as necessary as requested by the Contractor.
- L). All plant supplies, chemicals, maintenance materials necessary for routine operation of the Water Treatment Facility's Plant.

- 3) The Owner shall pay to the Contractor from funds of the Marlboro Sewer Improvement Area, the sum of \$27,000.00 annually, payable in semimonthly payments, payable on the 1st and 15th of each month, commencing January 1, 2014 and continuing on the 1st and 15th day of each and every month during the year 2014 With Town Boards approval, this rate may be changed on an annual basis.
- 4) That the Contractor reserves the right to transfer this contract to any corporation of which he shall be the principal shareholder.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal this 2nd

Day of January, 2014

MILTON SEWER IMPROVEMENT AREA

BY _____

STEPHEN OSBORN

TOWN SUPERVISOR

BY _____

ANTHONY FALCO

WATER QUALITY MANAGEMENT, INC.

Town of Marlborough Comprehensive Emergency Management Plan

TOWN OF MARLBOROUGH COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Town of Marlborough Comprehensive Emergency Management Plan
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Executive Summary

Introduction

This plan results from the recognition on the part of local government and county (state) officials that a comprehensive plan is needed to enhance the Town's ability to mitigate and manage emergency/disaster situations. It was prepared by Town officials, in coordination with the Ulster County Office of Emergency Management, working as a team in a planning effort recommended by the New York State Emergency Management Office. This plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2-B of State Executive Law and New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the Town and an assessment of the capabilities existing in the Town to deal with potential problems.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures before a disaster or emergency occurs, timely and effective response during an actual occurrence, and provision of both short and long term recovery assistance after the occurrence of a disaster, lives can be saved and property damage minimized.

Town of Marlborough Comprehensive Emergency Management Plan

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions, and expertise required to deal with emergencies. The National Incident Management System (NIMS) will be used. The plan contains three sections to deal separately with each part of the ongoing process.

Management Responsibilities

The emergency management responsibilities of the Town departments and agencies are outlined in this plan. Assignments are made within the structure of the present Town capability and existing organizational responsibilities. The Town Supervisor is designated to coordinate all emergency management activities of the Town.

The Town of Marlborough intends to use the Incident Command System (ICS) (unified command) to respond to emergencies. ICS is a management tools for the command, control, and coordination of resources and personnel in an emergency.

Town responsibilities are closely related to the responsibility of the county government to manage all phases of an emergency. The Town may be called to assist other local governments in the county in the event that other towns or villages have fully committed their resources and require additional assistance. Ulster County has the responsibility to assist the Town of Marlborough in the event the Town has fully committed its resources, and is still in need of additional assistance. As well, New York State is obligated to provide assistance to the county after resources have been exhausted and the county requires additional assistance.

This plan describes the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to involve itself prior to requesting assistance.

Conclusion

Town of Marlborough Comprehensive Emergency Management Plan

This plan provides general hazard management guidance, using existing organizations, to allow the Town to meet its responsibilities before, during, and after an emergency. The National Incident Management System (NIMS) will be used.

Town of Marlborough Comprehensive Emergency Management Plan

Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, and disrupts the normal functions of government, communities and families, and cause human suffering.
2. The Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town.
3. Under authority of, Article 2-B, Section 23 of the New York State Executive Law, The Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters, to meet this responsibility; the Town of

Town of Marlborough Comprehensive Emergency Management Plan

Marlborough has developed this Comprehensive Emergency Management Plan.

4. This concept of Comprehensive Emergency Management includes three phases:

- a. Risk Reduction (prevention and mitigation)
- b. Response
- c. Recovery

a. Risk Reduction (prevention and Mitigation):

- Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
- Mitigation refers to all activities which reduce the effects of disasters when they do occur.
- Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in the Town of Marlborough.

b. Response

- Response operations may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations as:

- Detecting, monitoring, and assessment of the hazard
- Alerting and warning of endangered populations
- Protective actions for the public

- Allocating/distributing of equipment/resources

- Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to

the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.

c. Recovery

- Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in the Town:
2. The objectives of the Plan are:

Town of Marlborough Comprehensive Emergency Management Plan

- a. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
- b. To outline short, medium and long range measures to improve the Town's capability to manage hazards.
- c. To provide that the Town government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
- d. To provide for the efficient utilization of all available resources during an emergency.
- e. To provide for the utilization and coordination of County, State, and federal programs to assist disaster victims, and to prioritize the response to needs of the elderly, disabled, and other groups which may be inordinately affected.
- f. Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

C. Legal Authority

In this Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation:

1. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operations

1. By NYS Law, the primary responsibility for responding to emergencies rests with town Government, and with the Town Supervisor.
2. Town government agencies and the emergency service organizations play an essential role as the first line of defense.
3. In responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel and resources first.
4. The Town Supervisor has the executive authority for the direction & coordination of disaster
5. The Town Supervisor serves as the front line manager of the Town's emergency management activities.

Town of Marlborough Comprehensive Emergency Management Plan

6. The Town of Marlborough will utilize the Unified Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The Town of Marlborough recommends and encourages all emergency services organizations in the Town to utilize ICS.
7. When Town resources are inadequate, the Town Supervisor may obtain assistance from other political subdivisions and the County government.
8. A request for County assistance will be made to the Ulster County Emergency Management Office, through the Town Supervisor.
9. The Ulster County Emergency Management Director has the authority to direct and coordinate County disaster operations, and may coordinate response to requests for assistance from the local governments.
10. The Ulster County Emergency Management Office is responsible for coordinating County emergency management activities.
11. The Ulster County Director of Emergency Management may coordinate requests for assistance from other political subdivisions within Ulster County
12. When the disaster is beyond the management capability of Ulster County, the Ulster County Director of Emergency Management may request State assistance through the State Emergency Management Office.
13. State assistance is supplemental to local emergency efforts.
14. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office. The Ulster County Emergency Management Office will assist the Town, and serve as a liaison to the State.
15. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a major disaster or emergency.

E. Plan Maintenance and Updating

1. The Town Board is responsible for maintaining and updating this Plan and will adopt same at its annual organizational meeting.
2. All Town departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Town Supervisor by February first each year.
3. The Plan should be reviewed and updated every three years, with revised pages distributed, and/or after any incident requiring implementation of the plan.

Town of Marlborough Comprehensive Emergency Management Plan

Section II

RISK REDUCTION

A. Town Hazard Mitigation Planning

1. The Town of Marlborough Highway Superintendent has been designated by the Town Supervisor as the central point of contact for hazard mitigation.
2. The Town Supervisor is responsible for coordinating with the County Hazard Mitigation Director in reducing hazards potentially affecting the Town of Marlborough.
3. All Town agencies will participate in risk reduction activities at the direction of the Town Board.

B. Identification and Analysis of Potential Hazards

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1. The Town Supervisor, with the assistance of such other persons as they appropriate, hereinafter known as the Emergency Management Planning Committee, and in coordination with the Ulster County Office of Emergency Management, has and will:
 - a) Identify potential hazards in the Town, and outside of Town boundaries that could affect the Town
 - b) Determine the probable impact each of those hazards could have on people and property
 - c) Delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas. Ulster County is pursuing a county-wide hazard mitigation plan.
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
 - a) To comply with (1) and (2) above, hazards that pose a potential threat shall be identified and analyzed by the Town Emergency Management Planning Committee using the program *HAZNY*, provided by the New York State Emergency Management Office.

This hazard analysis:

- a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards
- b) establishes priorities for planning for those hazards receiving a high ranking of significance
- c) was conducted in accordance with guidance from the Ulster County Emergency Management Office, and the New York State Emergency Management Office
- d) after completion, it is to be submitted to the Ulster County Emergency Management Office.

- e) The rating and ranking results of the hazard analysis are found in Attachment # 1.

3. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Town of Marlborough Planning and Zoning Office, and the Ulster County Emergency Management Office.

C. Risk Reduction Policies, Programs and Reports

1. Town agencies will coordinate with Ulster County in promoting policies, programs and activities to reduce hazard risks in their area of responsibility and to encourage education and self-sufficiency amongst Town of Marlborough residents.

Examples of the above are:

- a) to encourage the review of zoning ordinances, and building codes to take into account significant hazards in the Town

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- b) promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e. g., building and fire codes, flood plain regulations
- c) encourage Town (and County and State) Highway Departments to address dangerous conditions on roads used by hazardous materials carriers.

2. The Town Board of Marlborough is responsible for land use management of Town owned land and the review of land use management actions throughout the Town, including:

- a) authorizing Town land use management programs
- b) developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
- c) coordinating with Ulster County in developing and adopting plans for community development.

3. In all of the above activities, the Town Board will take into account the significant hazards in the Town of Marlborough.

4. The Town of Marlborough Emergency Management Planning Committee will participate in risk reduction workshops, sponsored by Ulster County, and will meet annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.

5. A report of proposed hazard reduction activities will be presented to the Town Supervisor and the Ulster County Emergency Director of Emergency Management for consideration and funding.

D. Emergency Response Capability Assessment

- 1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
- 2. The Emergency Management Planning Committee will, every year:
 - a) Assess the Town's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
 - the likely time of onset of the hazard
 - the impacted populations' preparedness
 - the existence of effective warning systems
 - Town's means to respond to anticipated casualties and damage
- 3. To assist the Emergency Management Planning Committee in its assessment, the Supervisor in coordination with the Ulster County Office of Emergency Management, with the assistance of the New York State Emergency Management Office (NYSEMO), will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee
- 4. The Emergency Management Planning Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Town Supervisor

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E. Training of Emergency Personnel

1. The Marlborough and Milton Fire Chiefs and TOMVAC Ambulance/Rescue Captains, in coordination with the Town Supervisor, and the Ulster County Office of Emergency Management, have the responsibility to:

a) arrange and provide, with the assistance of the New York State Emergency Management Office, NYS DOH Bureau of EMS and the New York State Office of Fire Prevention and Control, the New York State Department of Health, training programs for Town emergency response personnel, including volunteers.

b) encourage and support training for town emergencies. Such training programs might:

-include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources

- include Incident Command System (ICS) training, focusing on individual roles

- provide emergency personnel with the skills necessary to help reduce or eliminate hazards and increase their response capability

- be provided in crisis situations, that requires additional specialized training and refresher training

c) conduct periodic exercises and drills to evaluate capabilities and preparedness that tests major portion of the elements and responsibilities in the Town Comprehensive Emergency Management Plan and to test readiness of warning and communication equipment.

2. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, American Red Cross, etc., should be trained by these services in accordance with established procedures and standards.

F. Monitoring of Identified Hazard Areas

1. All Town agencies will be cognizant of known hazards in the Town, so that they might detect a hazardous situation in its earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Ulster County 9-1-1 Communications Center and disseminated to Town officials per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.

Hazardous Material Locations

Town of Marlboro

Farms with ammonia cold storages facilities

Truncali Farms Bingham Rd

Troncillito Farms Bingham Rd

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Borchart Farms Lattintown Rd

Porpiglia Farms Lattintown Rd

Caradonna Farms Lattintown Rd

Greiner Farms Plattekill Rd

Apple Ridge Farms Ridge Rd

Weed Farms Mt. Zion Rd

Other Hazard materials locations

Sewer Plant Dock Rd Hypochlorite

True Green Corp Riverview Dr Pesticides, fertilizers

Porco Gas Route 9W Propane Gas

Affuso Oil Route 9W

Sunoco Route 9W

Getty Route 9W

Joes Service Center Western Ave

Town of Milton

Conns Freezers Warehouse Route 9w

UAP Distribution Milton Turnpike

Suburban Propane Route 9W

Milton True Value Route 9W

Brooklyn Bottling Dock Rd

Farms with ammonia cold storage facilities

Locust Grove Farm

Town of Marlborough Comprehensive Emergency Management Plan
Trapani Farm

Clarke Farm

Weed Farm

Overlook Farm

ATTACHMENT I HAZARD ANALYSIS RESULTS FOR TOWN OF MARLBOROUGH

Using *HAZNY* as provided by the State Emergency Management Office

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
HazMat – (in transit)	296	
Fire	293	
HazMat – (fixed site)	270	
Aircraft Accident	260	
Flood	246	
Utility Failure	244	
River Accidents	242	
Severe Storms	240	
Ice Storm	234	
Earthquake	222	
Explosion	221	
Oil Spill	219	
Tornado	210	
Terrorism	194	
Hurricane	188	
Drought	186	
Civil Unrest	181	

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Structural Collapse	172
Extreme Temperatures	160
Epidemic	158
Air Contamination	138
Water Supply Contamination	136
Hostage Situation	122
Blight	113

These results of the Hazard Analysis were reported by the Town of Marlborough Emergency Planning Committee on April 2008

Section III

RESPONSE

I. Response Organization and Assignment of Responsibilities

A. Town Supervisor Responsibilities, Powers, and Succession

1. The Town Supervisor is ultimately responsible for Town emergency response activities and:

- a) Controls the use of all Town owned resources and facilities for disaster response**
- b) May declare a local state of emergency in the Town, and may promulgate emergency orders and waive local laws, ordinances, and regulations**
- c) Request assistance from other towns, and Ulster County, when it appears that the incident will escalate beyond the capability of Town resources**
- d) May provide assistance at the request of other local governments both within and outside Ulster County.**

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- 2. In the event of the immediate unavailability of the Town Supervisor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:**

- a) The Deputy Town Supervisor will assume the duties and responsibilities until the Supervisor is available.
- b) The Emergency Management Director or Senior Town Board Member will assume the duties and responsibilities until the Town Supervisor or the Deputy Town Supervisor is available.

B. The Role of the Emergency Management Director (*Town Supervisor*)

- 1. The Emergency Management Director:**

- a) Maintains and manages the Town Emergency Operations Center
- b) facilitates coordination between the Town and:
 - The Unified Incident Commander
 - Town response agencies
 - Local governments outside the Town
 - Ulster County
 - Private emergency support organizations.

C. The Town Emergency Response Organization

- 1. The Unified Incident Command System (UICS)**

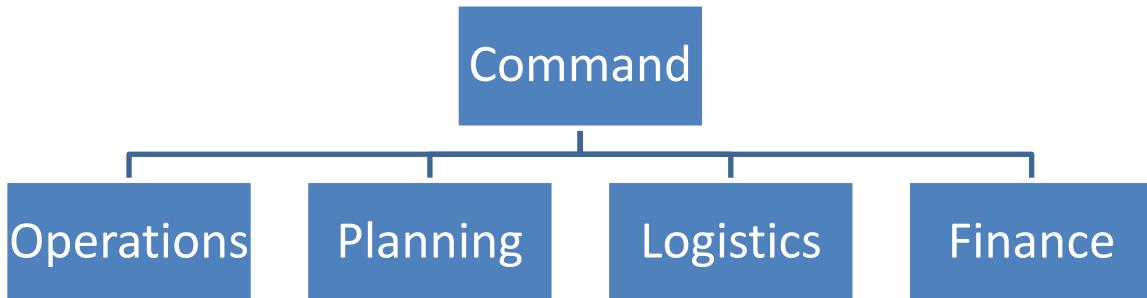
- a) The Town of Marlborough endorses the use of the Incident Command System (UICS), as developed by the National Interagency Management System (NIMS), and formally adopted by Ulster County, and the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident.
- b) ICS is organized by functions. There are five:
 - Command
 - Operations
 - Planning
 - Logistics
 - Finance
- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger

Town of Marlborough Comprehensive Emergency Management Plan

incidents usually require that one or more of the functions be set up as separate sections under the IC.

e) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.

f) An on scene ICS with all five functions organized as sections are depicted as:

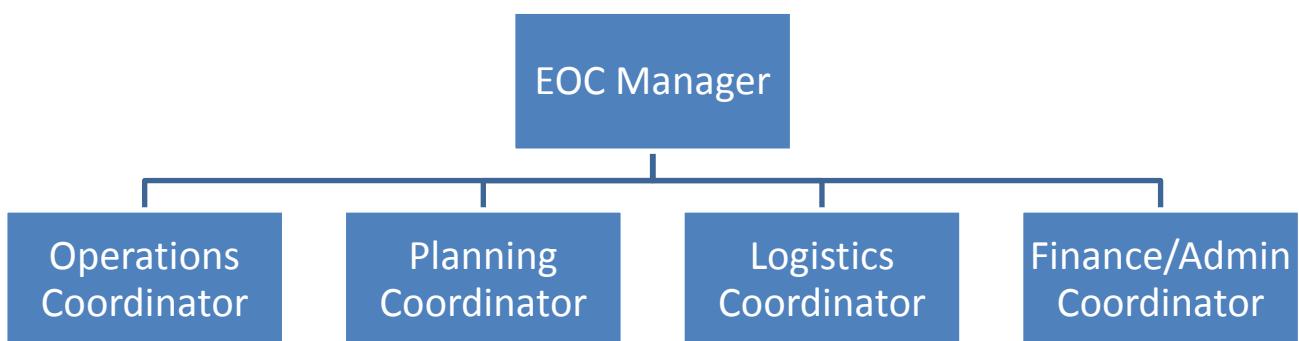


g) During an emergency, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Town Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene.

h) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex a more highly qualified Incident Commander may be assigned by the responsible jurisdiction.

i) A major emergency encompassing large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established, and may be instituted or supported by County government.

j) Town response personnel operating at the Town EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



k) Whenever the ICS is established, Town response forces should be assigned to specific ICS functions wherever they are needed including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table I on page 22 for probable ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

Town of Marlborough Comprehensive Emergency Management Plan

2. Agency Responsibilities

- a. The Town Supervisor shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1 page 22, or as special circumstance warrants. The Town Supervisor has designated the Emergency Management Director as the EOC Manager.

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
2. The Town EOC will be used to support Incident Command Post activities and to coordinate Town resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted. The Town EOC is located at Town Hall, Route 9W, Milton, New York.
 - a) If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the Marlboro or Milton firehouses.
 - b) The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location.
 - c) Depending on the incident size and complexity, the EOC manager may designate a County Liaison. This position will facilitate the coordination between County response agencies and the Town response organization.
 - d) Town agencies and other organizations represented at the EOC will be organized according to ICS function and the Town's Emergency Plan Chain of Command (see appendix # 2) under the direction of the EOC Manager.
3. The Town Supervisor is responsible for managing the EOC or auxiliary EOC during emergencies.

B. Notification and Activation

1. An initial notification of an emergency situation may originate from the public, police, fire or Town agencies, or from Ulster County, and will usually be received at the Ulster County Emergency Communications Center.
2. Upon receiving initial notification of an emergency impacting the Town, the agency which received the notification will contact the Town Supervisor or Deputy Supervisor. If required an emergency will be declared and an appropriate response level determined.

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3. This initial notification sets into motion the activation of the Town's emergency response personnel. The Ulster County Emergency Communications Center (911 Center) will be contacted to make the appropriate dispatches for fire, EMS, or police agencies.
4. First responders' may or may not require additional response personnel, or may request minimal assistance from other response personnel, such as mutual aid between fire districts.
5. When the incident is beyond the capabilities of the initial responding agency(s), the Incident Commander will notify the Ulster County 911 Center, and update the response level.
6. Each emergency is to be classified into one of three Town Response Levels according to the scope and magnitude of the incident.
 - a) **Response Level 1:** Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 - b) **Response Level 2:** Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within the Town, or involving small population.
 - c) **Response Level 3:** Full emergency situation with major threat to life, health, or property involving large population, County and possibly State involvement.

7. Upon notification of an emergency response level, the incident commander, via the Ulster County 911 Center, will request that the Town Supervisor or Deputy Supervisor be notified.

8. Town Emergency response personnel will be activated according to the Response Level classification:

- a) For Response Level 1, only the Town Supervisor or Deputy Supervisor.
- b) For Response Level 2, the Town Supervisor is activated, and augmented by select members of the Town response organization as determined by the Town Supervisor or Deputy Supervisor
- c) For Response Level 3 classification full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of Town response personnel to other locations including the emergency scene will be made through the EOC.

C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Section will, as appropriate, in coordination with the on scene Incident Commander:
 - a) analyze the best available data and information on the emergency
 - b) explore alternative actions and consequences
 - c) select and direct specific response actions.

D. Declaration of Local State of Emergency and Promulgation of Local Emergency Orders

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1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the Town Supervisor or Deputy Supervisor may proclaim a state of emergency pursue article 2B, section 24 of the State Executive Law.

2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town government.

3. This power is realized only through the promulgation of local emergency orders. For example, emergency orders can be issued for actions such as:

- establishing curfews
- restrictions on travel
- evacuation of facilities and areas
- closing of places of amusement or assembly

4. Appendix 1 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

5. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. Public Warning and Emergency Information

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.

2. Activation and implementation of public warning is an Operations section responsibility.

3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the Ulster County Office of Emergency Management.

a) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television and radio to issue emergency warnings.

b) NOAA Weather Radio (NWR) - is the "Voice of the National Weather Service" providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received by County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.

c) Emergency service vehicles with siren and public address capabilities - Many police and

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fire vehicles in the Town are equipped with siren and public address capabilities. These vehicles may be available during an emergency for "route alerting" of the public.

- d) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as, police, fire police, and regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
- 4. Town and County officials will advocate, as part of their normal dealing with special institutions such as schools, industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.
- 5. The Command Staff position of Public Information Officer may be established. This should be done in coordination with on-scene Unified Incident Command, the EOC Manager, and, if involved, officials from Ulster County.

F. Restoring Public Services

- 1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services, and ensuring that restoration of services is accomplished without undue delay.
- 2. There may be established within the Operations section a Public Infrastructure function, assigned appropriately, to perform the tasks associated with (1) above.
- 3. During response operations relating to debris clearance and disposal, the Town of Marlborough should act in cognizance of and in cooperation with the Ulster County EOC.

G. Resource Management

- 1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
- 2. Resources owned by the Town should be used first in responding to the emergency.
- 3. All Town-owned resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.
- 4. Resources owned by other municipalities can be utilized upon agreement between the requesting and offering government, and should be coordinated through the Ulster County Emergency Management Office.
- 5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources

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in an emergency.

H. Animal

1. In the event of emergencies involving the safety and security of animals or public safety related to the presence of animals, advice will be sought from the animal warden to control the situation. Regulations and Guidelines set forth by the Department of health and the Department of Ag and Markets will form the basis of the criteria for animal management and will be used with the guidance of the animal warden.

I. The following documents support this portion of the plan and are appended to it:

Appendix 1 - Instructions for Declaring a State of Emergency and, Issuing Emergency Orders

Appendix 2 - State of Emergency Chain of Command

TABLE 1- ICS Function and Response Activities by Agency

<u>Agency</u>	<u>ICS Function</u>	<u>Response Activities</u>
Office of Town Supervisor	Chief Executive	Ultimate situation responsibility; Declaration of

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		State of Emergency; Promulgation of Emergency Orders; Approves ALL Public Communications, Activation and Coordination of the EOC; Public Warning
Town Board	Liaison	Liaison and Coordination with governments and organizations
Marlboro PD, UC Sheriff	Operations	Communications, Warning, Law Enforcement
Mobil Life	Operations	Medical Care and Treatment Crisis Counseling
Milton & Marlboro FD	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
Milton & Marlboro FD	Safety	Emergency Worker Protection
Town Highway Dept.	Operations/ Planning	Debris Removal and Disposal; Damage Assessment; Public Services Restoration
Town Building Inspector/ Zoning Enforcement Officer	Operations	Structural Damage Assessment
Assessor's Office	Planning	Property Damage Assessment and documentation of loss value
American Red Cross Salvation Army	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
Town Clerk / Bookkeeper	Logistics	Information Systems, Human Resources Recruitment Supply & Procurement Systems
Town Clerk	Finance/Administration	Purchasing; Accounting; Record-keeping

Appendix 1

INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

A. Instructions for declaring a local State of Emergency

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1. The Town Supervisor, or a person acting for the Town Supervisor pursuant to this plan, can declare a local State of Emergency for all of, or anywhere in, the Town. The County Executive can declare a State of Emergency for anywhere in Ulster County, including the Town of Marlborough. All City and Village Mayors in the County can declare States of Emergency within their jurisdiction.
2. A local State of Emergency is declared pursuant to article 2B, section 24 of the State Executive Law.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it must be followed with a written format within a reasonable amount of time.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the Town Clerk's Office, with copies to the Ulster County Clerk and the New York Secretary of State (via the UC EMO).
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Town Supervisor, or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded. The State of Emergency will be in effect for five (5) days unless rescinded or extended by the Town Supervisor.
13. The written rescission should be kept on file in the Town Clerk's Office with copies to the Ulster County Clerk and the New York Secretary of State (via the UC EMO).

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B. Sample Declaration of a local State of Emergency

A State of Emergency is hereby declared in _____ effective at

(area within the Town or entire Town)

_____ on _____

(time)

(date)

This State of Emergency has been declared due to _____

(Description of situation)

This situation threatens the public safety.

This State of Emergency will remain in effect until rescinded by a subsequent order.

As the Chief Executive of the Town of Marlborough, I, _____

(name of Chief Executive)

exercise the authority given me under section 24 of the New York State Executive Law, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this Town.

I hereby direct all departments and agencies of the Town of Marlborough to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

(Signature)

(Name)

(title)

(date)

C. Instructions for issuing local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to article 2B, section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor and or a person acting for the Supervisor pursuant to this plan. The County Executive can issue emergency orders for anywhere in Ulster County, including the Town of Marlborough, following the declaration of a local State of Emergency by the County Executive. All Town and Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.
9. Local Emergency Orders must be refiled if they are extended.

D. Sample Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Town Supervisor of the Town of Marlborough, In accordance with a declaration of a State of Emergency issued on _____, 200_, and pursuant to article 2B, Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. _____

Zone 2. _____

This evacuation is necessary to protect the public from _____

This order is effective immediately and shall apply until removed by order of the Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 200_

(date) (month)

at _____ o'clock, in _____, New York

(time) (municipality)

Signed: _____ Title: _____

Witness: _____ Title: _____

E. Questions and Answers on issuing Local Emergency Orders

Can anyone issue a Local Emergency Order?

No. Only the Chief Executive of a county, city, town or village may issue a Local Emergency Order.

What can a local Emergency Order include?

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of county government.

Can a Local Emergency Order be issued at any time in an emergency?

No. A Local Emergency Order can be issued only after the Chief Executive declares a local State of Emergency.

Is it in effect indefinitely?

No. A Local Emergency Order is effective from the time and in the manner prescribed in the order. It terminates 5 days after issuance, or by revision by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

Can an order be modified once it's issued?

Yes. A Local Emergency Order may be amended, modified, or rescinded at any time by the Executive during the State of Emergency.

Can a Local Emergency Order be extended beyond five days?

Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be refiled.

Must the media be informed?

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

Can a citizen who disobeys an emergency order be arrested?

Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to article 2B, Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

Section IV

RECOVERY

A. Damage Assessment

1. The Town will participate in and cooperate with Ulster County in damage assessment activities.
2. The Town Emergency Management Coordinator shall coordinate with the Ulster County Emergency Management Office in:
 - a) Developing a Town damage assessment program;
 - b) Coordinating damage assessment activities in the Town during and following an emergency.
 - c) Designating a Town official to coordinate with the Damage Assessment Officer from the County.
 - d) Maintain detailed records of emergency expenditures on standard documentation forms. These forms are available from the County Emergency Manager, through the Town Supervisor.
3. All Town departments and agencies in the Town will cooperate fully with the County Emergency Manager, and participate in damage assessment activities including:
 - a) Pre-emergency:
 - identifying Town agencies, personnel, and resources to assist and support damage assessment activities
 - identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
 - fostering agreements between Town government and the private sector for technical support
 - b) Emergency:
 - obtaining and maintaining documents, maps, photos and video tapes of damage
 - reviewing procedures and forms for reporting damage to higher levels of government
 - c) Post-emergency:
 - selecting personnel to participate in damage assessment survey teams
 - identifying and prioritizing areas to survey damage
 - completing project worksheets and maintaining records of the worksheets.
4. It is essential that, from the outset of emergency response actions, Town response personnel keep detailed records of expenditures for:
 - labor used
 - use of owned equipment
 - use of borrowed or rented equipment
 - use of materials from existing stock

- contracted services for emergency response

5. Damage assessment will be conducted by county and Town government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance; property evaluation and related fields, may supplement the effort.

6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure) and Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).

7. Town damage assessment information will be reported to the Damage Assessment Officer at the County EOC.

8. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the Town EOC.

9. The Town Official designated to coordinate with the County Damage Assessment Officer, will provide the following information to complete the Damage Assessment Report:

- destroyed property
- property sustaining major damage
- property sustaining minor damage, for the following categories:

a) damage to private property in dollar loss to the extent not covered by insurance:

- homes
- businesses
- industries
- utilities
- hospitals, institutions and private schools

b) damage to public property in dollar loss to the extent not covered by insurance

- road systems
- bridges
- water control facilities such as dikes, levees, channels
- public buildings, equipment, and vehicles
- publicly-owned utilities
- parks and recreational facilities

c) damage to agriculture in dollar loss to the extent not covered by insurance:

- farm buildings
- machinery and equipment
- crop losses
- livestock

- d) cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants.
- e) community services provided beyond normal needs
- f) debris clearance and protective measures taken such as pumping, sand-bagging, construction of warning signs & barricades, emergency levees, etc.
- g) financing overtime and labor required for emergency operations.

10. This report will be submitted to the Ulster County Emergency Management Office, and is required for establishing the eligibility for any State and/or federal assistance.

Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

1. Unless otherwise designated by the County Executive, the County Emergency Director will serve as the County's authorized agent in disaster assistance applications to State and Federal government.
2. The Town Supervisor will serve as the Town's authorized agent, and work in concert with the County Emergency Director's Office to:
 - a) Attend public assistance applicant briefing conducted by Federal and State Emergency officials.
 - b) Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants.
 - c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.
 - d) Prepare and submit Request for Public Assistance in applying for Federal Disaster assistance
 - e) Assign local representative(s) who will accompany the Federal/State Survey Team(s).
 - f) Follow up with County's authorized representative and SEMO
 - g) Submit Proof of Insurance, if required.
 - h) Prepare and submit project listing if small project grant.
 - i) Follow eligibility regarding categorical or flexibly funded grant.
 - j) Maintain accurate and adequate documentation for costs on each project.
 - k) Observe FEMA time limits for project completion.
 - l) Request final inspection of completed work or provide appropriate certificates.
 - m) Prepare and submit final claim for reimbursement.
 - n) Assist in the required state audit.
 - o) Consult with governor's authorized representative (GAR) for assistance.
 - p) Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. A recovery task force will be developed by Town of Marlborough, and will
 - a) Direct the recovery with the assistance of Town departments and agencies coordinated by the Emergency Management Coordinator.
 - b) Prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to article 2B, section 28-A of the State Executive Law. The recovery and redevelopment plan shall include:
 - Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructure/buildings
 - Establishment of priorities for emergency repairs to facilities, buildings and infrastructures.
 - Economic recovery and community development.
 - New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
 - c) The Recovery and Redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
 - d) Prevention and mitigation measures should be incorporated into all recovery planning where possible.
5. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
 - a) If the governor declares a state disaster emergency, then under Section 28-A the local governments have the following responsibilities:
 - Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
 - Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

- Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
- The adopted plan shall be the official policy for recovery and redevelopment within the municipality and may be amended at anytime in the same manner as originally prepared, revised and adopted.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a) Phase I-short term reconstruction to return vital life support systems to minimum operating standards;
 - b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions which contributed to the disaster and after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
2. Long term reconstruction and recovery includes activities such as:
 - a) Scheduling planning for redevelopment
 - b) Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction
 - c) Conducting of public meetings and hearings
 - d) Providing temporary housing and facilities
 - e) Public assistance
 - f) Coordinating State/Federal recovery assistance
 - g) Monitoring of reconstruction progress
 - h) Preparation of periodic progress reports to be submitted to the Ulster County Emergency Management Office
3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:

- a) What kind of emergency assistance is available to the public.
- b) Who provides the assistance.
- c) Who is eligible for assistance.
- d) What kinds of records are needed to document items which are damaged or destroyed by the disaster.
- e) What actions to take to apply for assistance.
- f) Where to apply for assistance.

2. The following types of assistance may be available:

- a) Food stamps (regular and/or emergency)
- b) Temporary housing (rental, mobile home, motel)
- c) Unemployment assistance and job placement (regular and disaster unemployment)
- d) Veteran's benefits
- e) Social Security benefits
- f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
- g) Tax refund
- h) Individual and family grants
- i) Legal assistance

3. All the above information will be prepared jointly by the federal, State, County, and Town PIOs as appropriate and furnished to the media for reporting to public.

The 10 Step Emergency Planning Process

1. Form a Planning Team
2. Hazard Analysis
3. Risk Reduction Plan
4. Capability Assessment
5. Response Plan
6. Planning for Recovery
7. Community Involvement
8. Exercise the Plan
9. Plan Approval
10. Review and Update the Plan

Hazard Analysis

Scope - A hazard that potentially affects a large region may stretch resources beyond their limits.

Frequency - Obviously the hazards that we face the most often should receive serious consideration, but they may also be hazards that we are best prepared to handle.

Impact - In terms of measuring severity, most people gauge an emergency by how many people are injured or killed, and the extent of damage to public and private property.

Onset - Knowing when an event is to occur is priceless. Even with minimal pre-planning, there is almost always time to catch up with last minute planning if sufficient warning is available.

Duration - This is another category that can stretch a community's resources beyond their limits.

ROLE	NAME	OFFICE PHONE	CELL PHONE	HOME PHONE	FAX
Town Supervisor	Stephen Osborn	845-795-2220	845-216.0583		845-795-2031
Deputy Supervisor	Patricia Haidaoui	845-795-2220	845-764-7694	845-236-2500	845-795-2031
Town Clerk	Colleen Corcoran	845-795-5100		845-795-2493	845-795-2031
Highway Super	Gael Appler	845-795-2272	845-389-4991	845-795-2469	845-795-2031
Water Super	Charlie Muggeo	845-236-3415	845-674-5887		845-795-2031
Building Inspector	Thomas Corcoan	845-795-2406	845-527-5139		845-795-2031
Town Assessor	Cindy Hilbert	845-795-5049			845-795-2031
Dog Warden	John Desantis	845-795-2181			
Town Board	Allan Koenig	845-795-2220			845-795-2031
Town Board	Howard Baker	845-795-2220			845-795-2031
Town Board	Scott Corcoran	845-795-2220	845-309-3719	845-795-2857	
Town Board	Ed Molinelli	845-795-2220	914-489-3640	845-236-7033	845-795-2031
Police Chief	Gerald Coccozza	845-795-	845-629-7395		

		2181			
Assistant Chief	N/A				
Ulster County Sheriff	Paul VanBlarcum	845-340-3590			
under sheriff	Frank Faluotico	845-340-3590			
New York State Police		845-691-2922			
Milton Fire Chief	Steve Kneeter	845-795-2355	845-590-9307		
Milton Ass Fire Chief	Gael Appler				
Marlboro Fire Chief	Bob Troncillito	845-236-7453	845-236-7874	845-795-2408	
Marlboro Ass Fire Chief	Andy Polizzi		845-236-4186	845-236-3699	
Mobil Life		911	911	911	
Alamo Ambulance Super		845-471-3700			
Red Cross	Linda Coupart		845-742-3017	845-236-4826	
Superintendent of School	Ray Castellani	845-236-5804			
School Representative					
Bus Company	George M. Carol	845-565-8300			
Water Companies	Troncillito Water1	845-236-4651			
United Methodist Church	Pastor Vicky Annin	845-795-2302	845-795-1241		

St. Marys Church	Pastor	845-236-4340			
Lattingtown Church	Paster David Ballou	845-795-5032	845-795-2908		
Christ Church Episcopal	Pastor Jerry Brooks	845-236-7608			
	Pastor Geoff Bruschi	845-236-7144			
St. James Church	Pastor Fred Kempfirl	845-795-2255			
1st Presbyterian Church	Pastor Charles Low/	845-236-4189			
	Pastor Tami Seidel	845-236-4189			

