

FIRST MEETING OF THE MONTH
TOWN BOARD TOWN OF MARLBOROUGH
21 MILTON TURNPIKE, MILTON NY
MAY 8, 2023 7:00 PM
MINUTES OF MEETING

Present: Supervisor Corcoran
Councilman Molinelli
Councilman Zambito
Councilwoman Sessa
Councilman Cauchi

Colleen Corcoran, Town Clerk
Gerald Cocozza, Chief of Police
Tom Corcoran, Building Inspector/Code Enforcement Officer

ITEM #1 Call to order - Pledge of Allegiance

ITEM #2 Moment of Silence

ITEM #3 Motion to approve agenda

Councilman Molinelli made a motion to approve the agenda. Motion seconded by Councilman Cauchi.

Yea: 5 Nays: 0 Carried

ITEM #4 Motion to approve the April 24, 2023 Town Board Meeting minutes

Councilwoman Sessa made a motion to approve the April 24, 2023 Town Board Meeting minutes. Motion seconded by Councilman Zambito.

Yea: 5 Nays: 0 Carried

ITEM #5 Authorize payment of bills

Councilman Molinelli made a motion to authorize payment of the abstract in the amount of \$239,600.92. Motion seconded by Councilman Cauchi.

Yea: 5 Nays: 0 Carried

ITEM #6 Comments on the agenda

No comments on the agenda.

ITEM #7 Report of Departments and Boards

A) SUPERVISOR – SCOTT CORCORAN

Supervisor Corcoran's report:

The CAC is looking into a grant for EV charging stations for the town.

He met with Pat Quick, Pat Hines, and John Alonge and Highway Department staff to discuss Old Indian Trail; the road had recently collapsed.

Met with TOMVAC renovation project contractors.

Met with Bayside representative, Dan Reiger, Superintendent Mike Rydell, Councilman Zambito and John Alonge to discuss extra parking for the school.

Met with the Milton landing Committee to go over a design for the current pedestrian crossing.

Met with Nick Hvozda from the county about grants for solar, lighting and sewer.

Attended the Ulster County Supervisor's meeting.

Met with Dan Martuscello and Mr. & Mrs. King to discuss the donation of property.

B) BUILDING INSPECTOR - THOMAS CORCORAN

THOMAS CORCORAN - BUILDING INSPECTOR MONTHLY REPORT - BUILDING DEPARTMENT MONTH OF: APRIL 2023

CERTIFICATE OF OCCUPANCY	3	STOP WORK ORDER	3
REQUEST FOR INFORMATION	9	FIRE CALLS	0
TRAILER PARK RENEWALS	4	ORDER TO REMEDY	4
BUILDING EXTENSIONS	5	COMPLAINTS	36
FIRE INSPECTIONS	7	CLOTHING BIN RENEWALS	0
TOTAL MILEAGE	1,945	TOTAL GAS USAGE	121 Gal

BUILDING PERMITS

ADDITION / RENOVATION	6	POOL / HOT TUB	2
BARN	1	ROOF	1
BURNING	0	SHED	8
COMMERCIAL	0	SIGNS	0
DECK/STAIRS	0	SINGLE FAMILY	2
DEMOLITION	3	SOLAR PANELS	1
ELECTRICAL / HVAC	13	TANK INSTALL / REMOVAL	1
FURNACE / BOILER	1	WIRELESS COMMUNICATION	0
MOBILE HOME	1	WOOD / PELLET STOVE	0
TOTAL PERMITS	40	EST. COST OF BUILDINGS	\$1,055,357.00

FEES COLLECTED

CERTIFICATE OF OCCUPANCY	\$525.00
PERMIT EXTENSIONS	\$1,616.35
BUILDING PERMITS	\$7,951.40
REQUEST FOR INFORMATION	\$1,800.00
TOTAL BUILDING FEES	\$11,892.75
FIRE INSPECTIONS	\$900.00
TRAILER PARK RENEWALS	\$1,950.00
TOTAL FIRE FEES	\$2,850.00
BURNING FEES	\$0.00
TOTAL FEES	\$14,742.75

C) POLICE CHIEF - GERALD COCOZZA

Police Department
Town of Marlborough

MEMORANDUM

To: Town Board of the Town of Marlborough
From: Chief Cocozza
Date: May 8, 2023
Subject: Activity Summary for the Month of May 2023



Following is a summary of the activity of the Police Department for the month of April 2023

<u>MOTOR VEHICLE ACCIDENT</u>	April 23	Yr. Date 23	April 22	Yr. Date 22
Personal injury	1	15	2	18
Fatal	0	0	0	0
Property Damage	13	63	14	77
Total	29	64	Total	16
				95

<u>SUMMONSES ISSUED</u>				
Vehicle and Traffic	64	480	140	406
Parking	8	9	3	4

<u>COMPLAINT ACTIVITY</u>				
Total Blotter Entries	969	3984	1336	5713
Total Arrests	24	91	17	60

<u>TOTAL TELEPHONE CALLS</u>				
	1093	4048	1875	7408

POLICE DEPARTMENT OVERTIME HOURS payroll 08 & 09

Full Time Officer Overtime	(see attached)	(see attached)
Full Time Officer Grant O/T	(see attached)	(see attached)
Part Time Officer Overtime	(see attached)	(see attached)
Part Time Officer Gant O/T	(see attached)	(see attached)
Full Time Dispatchers Overtime	0 (\$0) 0	0 (\$)
Part Time Dispatchers Overtime	48(\$1440) 97	8 48 (\$1656) 97

<u>Police Mileage</u>	9556	31054	9713	37006
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Police Department
Town of Marlborough



MEMORANDUM

Activity Summary for the month of April 2023

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Police Department Payroll 8 & 9 Regular Hours

	April 23	Yr. Date		April 22	Yr. Date
Full Time Police Officer	1096	4336		1136	4585
Part Time Police Officer	1348.5	4919		1109.5	4510.25
Full Time Dispatcher	378	1826		160	804
Part Time Dispatcher	322.25	1172		582	2887.5
Traffic Officer	60	245		60	244

Police Department Fuel Consumption

Police	1047.109	4028.869	974.379	4243.276
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Use of Force

0-use of force	YTD 0 - use of force
0-deer	YTD 0 - deer
0 - Animal	YTD 0 - animal
1- Hands	YTD 1 - hands

0- use of force	
0 – deer	YTD 5- deer
0- Animal	YTD 0-animal
0- Hands	YTD 0- hands

Civilian Complaints 0

Civilian Complaints 0



Incident Breakdown By Month Report

Print Date/Time: 05/03/2023 14:14
 Login ID: jvananburgh.marpd
 Year: 2023

Marlborough Town Police Department
 ORI Number: NY0555800

Incident Type: All

Incident Type	January #	January %	February #	February %	March #	March %	April #	April %	May #	May %	June #	June %	July #	July %	August #	August %	September #	September %	October #	October %	November #	November %	December #	December %	Yearly Totals
7 Digit Call	5	29.4	5	29.4	6	35.3	1	5.9	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	17
911 Abandoned	1	14.3	2	28.6	3	42.9	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
911 Misdirial	0	0.0	2	33.3	1	16.7	3	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
911 No Voice Call	0	0.0	1	16.7	1	16.7	3	50.0	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
Accident Personal	4	26.7	4	26.7	6	40.0	1	6.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
Accident Property	12	18.8	15	23.4	23	35.9	13	20.3	1	1.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	64
Alarm Burglary	16	18.2	17	19.3	27	30.7	26	29.5	2	2.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	88
Alarm Panic	2	40.0	0	0.0	1	20.0	2	40.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Animal	10	22.2	11	24.4	16	35.6	8	17.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	45
Assault	1	33.3	0	0.0	2	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Assist EMS	65	29.5	39	17.7	57	25.9	53	24.1	6	2.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	220
Assist Fire	19	28.8	19	28.8	11	16.7	16	24.2	1	1.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	66
Assist Other	8	33.3	5	20.8	3	12.5	7	29.2	1	4.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	24
ATV Complaint	0	0.0	2	50.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Burglary	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Civil Matter	5	55.6	1	11.1	2	22.2	1	11.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	9
Criminal Mischief	3	27.3	0	0.0	4	36.4	4	36.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
Custody Dispute	3	75.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Disabled Vehicle	2	15.4	5	38.5	3	23.1	3	23.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Disorderly	2	28.6	0	0.0	1	14.3	4	57.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Dispute	7	53.8	5	38.5	0	0.0	1	7.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Domestic Dispute	17	36.2	11	23.4	8	17.0	11	23.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	47
Erratic Vehicle	9	25.0	8	22.2	7	19.4	9	25.0	3	8.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	36
Error	0	0.0	1	33.3	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Fight	1	25.0	2	50.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Fireworks	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1



Incident Breakdown By Month Report

Print Date/Time: 05/03/2023 14:14
 Login ID: jvananburgh.marlpd
 Year: 2023



Marlborough Town Police Department
 ORI Number: NY05558900

Incident Type: All

Incident Type	January #	January %	February #	February %	March #	March %	April #	April %	May #	May %	June #	June %	July #	July %	August #	August %	September #	September %	October #	October %	November #	November %	December #	December %	Yearly #	Yearly %	Totals
Fraud	4	22.2	8	44.4	4	22.2	1	5.6	1	5.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	18
Harassment	3	12.5	4	16.7	9	37.5	7	29.2	1	4.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	24
Identity Theft	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Information	7	22.6	10	32.3	11	35.5	3	9.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	31
Juvenile	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Larceny	7	38.9	2	11.1	4	22.2	4	22.2	1	5.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	18
Local Law	0	0.0	0	0.0	0	0.0	4	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Lock Out	3	21.4	5	35.7	3	21.4	3	21.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	14
Lost or Missing	2	40.0	2	40.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Menacing	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Mental Health Law	0	0.0	1	25.0	3	75.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
New Call	2	50.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Noise Complaint	0	0.0	0	0.0	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Police Public	7	19.4	11	30.6	8	22.2	10	27.8	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	36
Police Station	1	25.0	0	0.0	0	0.0	2	50.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Property Check	626	28.0	526	23.5	485	21.7	530	23.7	67	3.0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2234	
Property Found	1	9.1	3	27.3	4	36.4	3	27.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	11
Property Lost	2	13.3	5	33.3	3	20.0	5	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	15
Property Retrieval	7	53.8	1	7.7	4	30.8	0	0.0	1	7.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Psychiatric	1	14.3	0	0.0	3	42.9	2	28.6	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7
Railroad Incident	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Road Hazard	6	18.2	7	21.2	12	36.4	8	24.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	33
Robbery	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
School Check	59	29.1	61	30.0	33	16.3	45	22.2	5	2.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	203
School Incident	5	22.7	8	36.4	2	9.1	5	22.7	2	9.1	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	22
Serve Papers	3	33.3	2	22.2	2	22.2	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	9



Incident Breakdown By Month Report

Print Date/Time: 05/03/2023 14:14
 Login ID: jvananbrough.marpd
 Year: 2023



Marlborough Town Police Department
 ORI Number: NY0555800
 Incident Type: All

Incident Type	January	February	March	April	May	June	July	August	September	October	November	December	Yearly
	#	%	#	%	#	%	#	%	#	%	#	%	Total
Sex Offense	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	1
Shots Fired	1	50.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	1
Special Detail	1	25.0	0	0.0	0	0.0	3	75.0	0	0.0	0	0.0	2
Suicide or ...	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	4
Suspicious	8	14.3	9	16.1	12	21.4	26	46.4	1	1.8	0	0.0	56
Traffic Complaint/	4	14.3	6	21.4	7	25.0	11	39.3	0	0.0	0	0.0	28
Traffic Stop	105	21.9	171	35.7	99	20.7	98	20.5	6	1.3	0	0.0	479
Transport	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Trespass	1	16.7	0	0.0	1	16.7	4	66.7	0	0.0	0	0.0	1
Unknown Police	1	12.5	0	0.0	4	50.0	3	37.5	0	0.0	0	0.0	6
Unwanted Subject	2	66.7	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	8
Vehicle	2	50.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	3
Warrant Execution	1	20.0	0	0.0	1	20.0	3	60.0	0	0.0	0	0.0	4
Welfare Check	17	30.9	13	23.6	13	23.6	11	20.0	1	1.8	0	0.0	55
Total:	1083	26.5	1013	24.8	919	22.5	969	23.7	105	2.6	0	0.0	4089

Police Officer Overtime (these figures are not exact and are intended for budget use and tracking)
 Figures are up to date of last payroll

Line Item	Yr. to Date	Budgeted	remaining	% utilized
Admin	\$248	\$3,233	\$2,985	8%
DARE	\$252	\$4,200	\$3,948	6%
F/T Court	\$0	\$3,052	\$3,052	0%
F/T Holiday *	\$593	\$42,335	\$41,742	1%
F/T Investigations	\$216	\$8,268	\$8,052	3%
F/T Shift Cover	\$249	\$18,197	\$17,948	1%
F/T Training	\$574	\$7,367	\$6,793	8%
P/T Court	\$0	\$4,557	\$4,557	0%
P/T Holiday *	\$997	\$10,020	\$9,023	10%
P/T Investigations	\$319	\$7,137	\$6,818	4%
P/T Shift Cover	\$510	\$16,604	\$16,094	3%
P/T Training	\$604	\$5,412	\$4,808	11%
F/T Firearms training &taser	\$0	\$3,578	\$3,578	0%
P/T Firearms training &Taser	\$0	\$7,684	\$7,684	0%
FT Special detail	\$0	\$7,156	\$7,156	0%
PT Special Detail	\$46	\$7,277	\$7,231	1%
Total	\$4,608	\$156,077	\$151,469	3%
*Holiday	\$1,590	\$52,355	\$50,765	3%

Police Officer Grant Overtime (these figures are not exact and are intended for budget tracking only)
Figures are up to date of last payroll

Line Item	Yr. to Date	Budgeted	remaining	% utilized
Grant Funds				
BUNY (buckle up NY)	\$0	\$750	\$750	0%
DWI (driving while intoxicated)	\$917	\$5,000	\$4,083	18%
PTS (police traffic services)	\$281	\$2,250	\$1,969	12%

Councilman Molinelli asked about a handmade no parking sign near a construction site. Chief said he would look into it.

Councilman Cauchi asked how the body cameras are working out.

Chief Cocozza explained that it's going well; they are in the test phase until May 15th. They have been working out all the kinks and finalized negotiations with the PBA about the rules and regulations. The videos are shared with the District Attorney's office. Manual editing for FOIL requests for the public will take a lot of time.

D) HIGHWAY SUPERINTENDENT – JOHN ALONGE

SUPERINTENDENT OF HIGHWAYS

*Town of Marlborough
1650 Route 9W, P.O. Box 305
Milton, New York 12547*



John Alonge
Highway Superintendent

Supervisor Corcoran
Town Clerk Colleen Corcoran
Town Board Members

Phone: 845-795-2272 x 6
Fax: 845-795-6037
Cell: 845-849-5549

Monthly Report for April 2023

This month we started sweeping all the roads, along with all gutters. We began this year's paving project by installing or replacing pipes and catch basins on North Rd., Sands Dock Rd., and Mahoney Rd. We had crews out ditching the roadsides and replacing or installing driveway pipes where needed.

Now that the winter season is over, all sanders were removed from our trucks, cleaned, and put into storage.

Down at the Milton Train Station Park, we installed the floating pier, installed the fountains and raked the ball fields at the Town Park and did repair work at Young's field for the upcoming season. A truck load of millings was delivered and applied to the road in the Landfill. We worked at the TOMVAC building framing out the concrete pad for the air conditioning units. Attended several meetings with the Town Supervisor regarding the generator at the TOMVAC building, fuel pumps, and the renovation of the existing Highway Department building.

We assisted the Water Department on a service line repair on Van Orden Rd.

On 4/27 we sent 2 men to the Cornell Local Roads Program workshop on Traffic Signs and Pavement Markings and 2 men to the Work Zone Safety Seminar hosted by the NYSDOT.

Fuel Usage: Gas: 65.650 gal. Diesel: 1,037.564 gal.

Respectfully submitted,

John Alonge, Highway Superintendent

JA/cm

Councilwoman Sessa added that Gary Lazaroff has gone above and beyond to prepare the baseball fields and maintain the equipment.

E) WATER SUPERINTENDENT - CHARLIE MUGGEO

**WATER SUPERINTENDENT
TOWN OF MARLBOROUGH
1650 ROUTE 9W, PO BOX 305
MILTON, NY 12547**

**CHARLES MUGGEO
WATER SUPERINTENDENT**

**FAX (845) 795-2031
PHONE (845) 795-5100**

DATE: 5/8/2023

**TO: SUPERVISOR SCOTT CORCORAN
TOWN BOARD MEMBERS
TOWN CLERK**

RE: MONTHLY REPORT FOR APRIL

Water consumption totaled 15,255,000 gallons, which is a daily usage of 508,500. Compared to last month 15,530,000 gallons, which is a daily usage of 507,530. Compared to a year ago water consumption was 17,040,000 gallons for the month, which is a daily usage of 549,677.

SUMMARY FOR THE MONTH

CURB BOXES: We had to repair a curb box and stem valves on Birdsall Ave.
METERS: We had to replace 5 Orion meters.
SERVICE LINES: We had to repair service lines on Sherman Dr. and Birdsall Ave.
SEWER: We had to repair a sewer line at 96 Orange St.
TOWN PARK: We started up the bathrooms and got the water on in the pavilion, bathrooms and playground bathrooms. We had to replace the pressure tank at the playground bathrooms. We also turned the water on at the Dog Park and Milton Dock.
WATER MAINS: We had to repair an 8 inch water main on Van Orden Rd. with the help of the Highway Dept.

SEWER LINE INSPECTIONS: 0
SERVICE LINE INSPECTIONS: 2
CLOSINGS: 2
MARKOUTS: 90
Gallons of Gas: 195
Gallons of Diesel: 20
Mileage for the month: 1,400

F) TOWN CLERK - COLLEEN CORCORAN

05/01/2023

Page 1
Town Clerk Monthly Report Monthly Report
April 01, 2023 - April 30, 2023

Account Description	Fee Description	Account#	Qty	Local Share	
Conservation	Conservation	A1255	12	28.29	
				Sub-Total: \$28.29	
Dog Licensing	Female, Spayed	A2544	14	70.00	
Dog Licensing	Female, Unspayed	A2544	1	10.00	
Dog Licensing	Male, Neutered	A2544	13	65.00	
Dog Licensing	Male, Unneutered	A2544	1	10.00	
				Sub-Total: \$155.00	
General Fund	Water Service	2144SW	1	500.00	
				Sub-Total: \$500.00	
LANDFILL FEES	T/s Permits	00-2130	4	176.00	
LANDFILL FEES	T/s Punch Cards	00-2130	16	1,404.00	
				Sub-Total: \$1,580.00	
Marriage Lic.	MARRIAGE LICENSE FEE	00-1255	3	52.50	
				Sub-Total: \$52.50	
Misc Fees	Building Fees\Building Dept	00-2110	1	35,385.63	
Misc Fees	Fire Fees/Building Dept	00-2110	1	2,130.00	
				Sub-Total: \$37,515.63	
MISC. FEES	Accident Reports	00-1255	7	35.00	
MISC. FEES	Certified Copies	00-1255	6	170.00	
MISC. FEES	Clerk Fees	00-1255	2	1,275.00	
MISC. FEES	Foi Requests	00-1255	4	34.25	
MISC. FEES	Junkyard Licenses	00-2590	5	1,500.00	
MISC. FEES	Park Fees	00-2001	2	700.00	
				Sub-Total: \$3,714.25	
Permit Fees	Sewer	00-212255	1	250.00	
				Sub-Total: \$250.00	
				Total Local Shares Remitted: \$43,795.67	
Amount paid to: NYS Ag. & Markets for spay/neuter program				33.00	
Amount paid to: NYS Environmental Conservation				483.71	
Amount paid to: State Health Dept. For Marriage Licenses				67.50	
Total State, County & Local Revenues:	\$44,379.88			Total Non-Local Revenues:	\$584.21

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Colleen Corcoran Town Clerk, Town of Marlborough during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

G) WASTEWATER TREATMENT FACILITY- JULIAN FALCO

Water Quality Management, Inc.
P.O. Box 655
Marlboro, NY 12542

May 5, 2023

For the month of April 2023, both the Marlboro and Milton Wastewater Treatment Plants complied with all of the SPDES requirements. The following are monthly statistics for both plants;

Marlboro WWTP

- Average Daily Flow = **124,000** gallons per day.
 - (About **71%** of design capacity.)
- Average BOD removal = **96%**
- Average Suspended Solids removal = **95%**

Milton WWTP

- Average Daily flow = **33,000** gallons per day.
 - (About 60% of design capacity)
- Average BOD removal = **91%**
- Average Suspended Solids removal = **88%**

Both the Marlboro and Milton treatment plants operated normally during the month of April without any major changes or events. A representative from Lakeside has inspected and approved the new Rotor at the Marlboro facility. This new rotor is significantly more quiet and provides a more uniform steady flow within the Ditch. Wittcon has removed and replaced the second Rotor but is just waiting on Lakeside to return for a final inspection. They are planning on replacing the Ditch Weir sometime next week. We have also begun to chlorinate and dechlorinate the effluent at Marlboro. Due to rust and old age, another leak was formed in the aeration line at the Milton Facility. We have patched the damaged area and the system is operating normally. We will continue to monitor it but are worried more leaks will occur in the future. If you need any additional information, please do not hesitate to contact me.

Thank you,
Julian Falco
Water Quality Management, Inc.

H) DOG CONTROL OFFICER - ANDREW MCKEE

21 Milton Turnpike
Marlborough, New York, 12547

Town of Marlborough Dog Control

Andrew McKee-Dog Control Officer

Bethany Wager-McKee Deputy Dog Control Officer

Monday, May 8, 2023

April 2023 Monthly Report

Monthly Report -4/1/2023 through 4/30/2023

Overview:

We received a total of 12 calls this month including 3 calls to service from the Marlborough Police, New York State Police or Ulster County Sheriff.

Responded to 3 active complaints and/or cases which are now closed or resolved

We currently have 3 open case or complaint.

We Impounded 0 dogs this month.

0 appearance tickets were issued this month

There were no dog bites reported this month

We have no Dangerous Dog cases under investigation

If you have or are planning to use an invisible fence or other electronic restraint for your dog, please have it set up so delivery personnel can safely access your front door. We are seeing a growing number of dog bites related to this issue.

End of report.

I) ASSESSOR - CINDY HILBERT

No report.

J) PLANNING - CHRIS BRAND

Town of Marlborough

Planning Board Review

April 2023

April 2023 Financial Report	
April 2023 Application Fees	\$1,000
April 2023 Escrow Fees	\$94,757.97
April 2023 Recreation Fees	\$4,000
April 2023 Invoices	\$11,577.56

Meeting: April 3, 2023

ATTENDEES

Fred Callo, James Garofalo, Steve Jennison, Cindy Lanzetta, Joe Lofaro, Bob Troncillito

AGENDA

Approval of Stenographic Minutes for 3/20/2023

Approval for the above minutes was granted unanimously.

Sarinsky Eastside Ridge Road, 191 Ridge Road, Marlboro: Public Hearing, Subdivision

- The Public Hearing was reopened after ascertaining the correct mailings were sent out. There was no input from any neighboring property owners and the Public Hearing was closed. The Board unanimously approved A negative Declaration and Resolution of Approval for the proposed

subdivision. The Board also unanimously approved \$4,000 in Recreation Fees for the Subdivision.

Wash and Shine, 564 & 560-562 44/55, Marlboro: Sketch, Site Plan

- The applicant's representative went over the proposed consolidation of two lots, one which currently has an operating gas station and the empty neighboring lot to the south. The applicant is proposing to construct a four bay unit with an automatic and mechanical car wash on the lot. Town Engineer Pat Hines reviewed several areas of concern including: deficiencies in the physical application, required DOT review, proposed access, the applicant's request to waive the topography requirement, parking, floor plan detail, and existing structure on the site. The Board also discussed the proposed vacuums, previous site approvals, setbacks, and easements. The applicant will clarify and return at a later date.

*****Conceptual Site Plan with Engineer*****

Summit Drive Properties, Summit Drive, Marlboro: Site Plan

- The Board reviewed the Engineers extensive comments regarding the two building, 24 unit proposal.

Willow Tree Resort Hotel, 300-304 Willow Tree Ave, Milton: Site Plan

- The applicant proposed a resort hotel in the R-AG-1 Zone at the above address. The Board reviewed review comments from Pat Hines. Discussion from the Board included the possible hurdles the applicant may face with neighboring properties and suggested the applicant reach out to them.

NEXT Deadline

Friday, April 7, 2023

NEXT Scheduled Meeting

Tuesday, April 17, 2023

Meeting: April 17, 2023

ATTENDEES

Chris Brand, Fred Callo, James Garofalo, Steve Jennison, Cindy Lanzetta, Joe Lofaro, Bob Troncillito

AGENDA

Approval of Stenographic Minutes for 4/3/2023

Approval for the above minutes was granted unanimously.

Mad Batters/Baker's Tale, 578 Route 44/55, Highland: Public Hearing, Site Plan

- The Public Hearing was opened. One neighboring property owner expressed concerns regarding the proposed locations of dumpsters on the site, which the applicant agreed to relocate. The Board discussed the proposed Loading Zones, signage, and lighting details. The Public Hearing was closed. The Board authorized the Attorney to prepare both a Negative Declaration and Resolution of Approval for the next Meeting.

Mazzolla Oil Service, 1871 Route 9W, Milton: Sketch, Site Plan

- The applicant's representative detailed plans to modify the Young's Motors Site for mixed use purposes. Uses include Mazola Oil Company, car detailing, outdoor storage, and RV Storage and repair. The Board reviewed comments provided by the Town Engineer and discussed storage uses, truck access and parking, multiple uses on site, hazardous materials, buildings on site, set backs, easements, and previously required modifications to the site. The Board agreed to meet on site to better understand the proposed uses and site logistics.

NEXT Deadline

Friday, April 21, 2023

NEXT Scheduled Meeting

Monday, May 1, 2023

Respectfully Submitted,

Chris Brand, Chairman, Town of Marlborough Planning Board

Supervisor Corcoran asked Tom Corcoran his thoughts about the proposed hotel on Willow Tree Road in the Rag1 zone.

Tom Corcoran explained how it is an allowed use, however, there is concern about water and sewer at that location.

ITEM #8 Report of Committees

A) RECREATION COMMITTEE

Councilwoman Sessa reported that the Recreation Committee had a successful Easter Egg Dash. The committee supported the Autism Run at the park which was well attended and a lot of fun for the elementary school children. About \$3,000.00 was raised at the Hamlet of Milton Association Spring Fling fundraiser event. All of the bands and food trucks have been secured for the summer concert series which will be every Friday in the month of July; they will begin to publicize the event soon.

There is a baseball fundraiser at Brix on Tuesday, May 9, 2023 so the recreation committee meeting location was changed to Zambito Landscaping.

B) EMERGENCY MANAGEMENT PREPAREDNESS COMMITTEE

No report.

C) CONSERVATION ADVISORY COMMITTEE

**TOWN OF MARLBOROUGH CAC
MAY 3, 2023 - MEETING REPORT
Marlboro Free Library, 6:30 PM**

The CAC met on Wednesday, May 3 at the Marlboro Free Library with 7 members present and 2 via video.

We discussed our plans to participate in the Milton Main Street Blossom Festival on May 7 and will have a display of a bee hive courtesy of Don Smerdon. We will also have associated literature describing the CAC as well as the Climate Smart Community project and how it benefits the Town and its residents. We want to thank Jeff Paladino of Milton Hardware for his financial assistance in providing a banner that will have its debut at the Festival.

We are also pursuing grant opportunities for installation of EV chargers at 2 Town locations per the request of Supervisor Corcoran. I thank Rosemary Wein for her guidance on this issue. Grant writing requires a learning curve and we are anxious students. We will be working with Town employees to lay the groundwork needed for this grant as well as future grant opportunities. We are also pursuing an Arbor Day Grant, hopefully to be completed by this fall.

Our Facebook page is up and running. We will be inviting people to like us at the Blossom Festival as well as via the Town Hall website. Our own website is under construction and will be available very soon.

Our next meeting is June 7 at 6:30 pending the availability of the Marlboro Library. We need the talents of many, so anyone who has an interest in the environment, grant writing, tree planting or gardening - these are our first projects. We invite you to join us.

Respectfully submitted,
Mici Simonofsky, Chair pro tem

Addendum added 5/8/23: The CAC was well received at the Milton Main Street Blossom Festival. We provided a lot of education about honeybees and introduced many people to the work of the CAC and Climate Smart Community.

We remind people to call the police if they see bees swarming. These next few months are the ones when honeybees divide their colonies. The Police will be able to give advice and contact information to find help to remove the bees.

D) IT COMMITTEE

Supervisor Corcoran reported that the internet connection has been updated in Town Hall. There are resolutions on the agenda to vote on security cameras and audio visual.

E) MILTON TRAIN STATION FOUNDATION

Supervisor Corcoran stated the foundation is winding down and trying to figure out where to put their funds. He thanked them for all they have done.

F) MILTON LANDING CITIZENS COMMITTEE

No report.

G) MARLBORO HAMLET ECONOMIC DEVELOPMENT COMMITTEE

Councilman Zambito made a motion to appoint Larry Bartolotti as Chairman of the Marlboro Hamlet Economic Development Committee. Motion seconded by Supervisor Corcoran.

Yea: 5 Nays: 0 Carried

Supervisor Corcoran stated that he will let Tina, his secretary, know to add him to the committee. Councilman Zambito suggested to also ask Tina to call Mr. Bartolotti and give him contacts for the other committee members so they can meet.

H) MEET ME IN MARLBOROUGH

Supervisor Corcoran reported that MMiM will be holding a community flea market on May 21st.

I) HAMLET OF MILTON ASSOCIATION COMMITTEE

No report.

J) TRANSFER STATION REVIEW COMMITTEE

Supervisor Corcoran reported that all of the tires have been removed from the Transfer Station. He thanked Larry Fuhrmann for organizing the tire removal.

ITEM#9 Presentation

No presentations.

ITEM #10 Old Business

A). Tomvac Rehabilitation Update

The Tomvac project is moving along.

ITEM #11 New Business

A). 284 Agreement-accept and sign

Supervisor Corcoran stated that the Board will need to sign the annual agreement. It is for the Highway Department to pave roads in town with levied tax money and state aid. He read the agreement.

Councilwoman Sessa asked if Old Indian Trail is included in the agreement. Supervisor Corcoran replied that Old Indian Trail will be an emergency expenditure.

Supervisor Corcoran made a motion to accept and sign the Highway 284 Agreement. Motion seconded by Councilwoman Sessa.

Yea: 5 Nays: 0 Carried

ITEM #12 Correspondence

Supervisor Corcoran read the following correspondence:

A letter from Joann Congelli requesting a new deaf sign for her mother and a replacement - children at play sign at the corner of Highland Avenue and Center Street.

Councilman Zambito made a motion to add a deaf sign and replace the children at play sign at the corner of Highland Avenue and Center Street. Motion seconded by Councilman Molinelli.

Yea: 5 Nays: 0 Carried

A letter from Joann Congelli requesting use of the baseball fields at Cluett Schantz Park to hold the annual Carmen Strong Softball Tournament on June 17, 2023.

Councilman Molinelli made a motion to allow the use of the Cluett Schantz Park baseball fields for the annual Carmen Strong Softball Tournament on June 17, 2023. Motion seconded by Councilman Cauchi.

Yea: 5 Nays: 0 Carried

A letter from Jeanne Roper requesting the use of the pavilion at no charge for the Delta Kappa Gamma Society International group on August 15, 2023.

Councilwoman Sessa made a motion to waive the fee for the use of the pavilion at Cluett Schantz Park on August 15, 2023 for Delta Kappa Gamma Society International. Motion seconded by Councilman Molinelli.

Yea: 5 Nays: 0 Carried

A letter from the Marlboro/Milton United Methodist Church requesting to use the pavilion and kitchen at no charge on June 14, 2023.

Councilman Cauchi made a motion to waive the fee and allow the Marlboro/Milton United Methodist Church use of the pavilion and kitchen on June 14, 2023. Motion seconded by Councilman Molinelli.

Yea: 5 Nays: 0 Carried

A resignation letter from Part Time Police Officer, Arkeem Gorhan effective May 1, 2023.

ITEM #13 Public Comments

Mark Reynolds asked the Supervisor to clarify how Old Indian Trail collapsed.

Supervisor Corcoran updated Mr. Reynolds and also let him know that the attorneys and engineers are still working on the plans.

ITEM #14 Resolutions

- A). Resolution # 62 To accept the road dedication in the Meadow View Estates Subdivision, and authorize the Supervisor to sign the consent to dedication
- B). Resolution # 63 To set a new performance bond amount for Bayside Marlboro LLC, for the Bayside Mixed-use development Project
- C). Resolution # 64 To accept bid
Supervisor Corcoran stated that the gasoline part of the bid is for emergencies only; the town could also use the county bid.
- D). Resolution # 65 To amend the Town of Marlborough Procurement Policy
- E). Resolution # 66 To accept an estimate for the security camera system at the Community Center
Councilwoman Sessa stated that she would like to see if the cameras were secure to federal standards. There was a brief discussion about the type of cameras they are; Chief Cocozza stated that he will contact the company to find out the requested information.
- F). Resolution # 67 To accept an estimate for the Audio Visual at the Community Center
Councilman Molinelli suggested waiting two weeks to vote on this resolution.

ITEM #15 Adjournment

Councilman Molinelli made a motion to adjourn the meeting at 8:10 p.m. Motion seconded by Councilman Cauchi.

Yea: 5 Nays: 0 Carried

*Respectfully submitted,
Danielle Cherubini
Deputy Town Clerk*

May 8, 2023

A). Resolution # 62 To accept the road dedication in the Meadow View Estates Subdivision, and authorize the Supervisor to sign the consent to dedication

Supervisor Corcoran proposes the following:

WHEREAS, the Town Board has received a Dedication and Release, as well as a Highway Superintendent's Order, pertaining to the dedication of Meadow View Dr. and Clover Ct.

NOW, THEREFORE BE IT RESOLVED,

1. The Town Board accepts the road dedication of Meadow View Dr. and Clover Ct., and authorizes the Supervisor to sign the Consent to Dedication, subject to the following conditions, absent which the dedication shall be a nullity:
 - a. Issuance of a title policy acceptable to the attorney for the Town, and recording of the deed to the road;
 - b. Properly executed and recordable instruments as follows:
 - i. Deed of Meadow View Dr. and Clover Ct. to the Town of Marlborough;
 - c. Payment of any outstanding expenses of the Town and deposit of sums sufficient to cover costs of recording instruments with the Clerk of Ulster County.
2. Upon fulfillment of all of these conditions, the Supervisor shall be authorized to sign the Consent to Dedication.
3. This dedication shall be effective May 8, 2023, in the event of the fulfillment of the conditions set forth in paragraphs "2" and "3" hereinabove.

The foregoing resolution was voted upon with all members of the Council voting as follows:

Supervisor Corcoran	Yes
Councilman Cauchi	Yes
Councilwoman Sessa	Yes
Councilman Molinelli	Yes
Councilman Zambito	Yes

DATED: Milton, New York
May 8, 2023

COLLEEN CORCORAN, TOWN CLERK

May 8, 2023

B). Resolution # 63 To set a new performance bond amount for Bayside Marlboro LLC, for the Bayside Mixed-use development Project

Supervisor Corcoran proposes the following:

WHEREAS, the Town of Marlborough Planning Board (the “Planning Board”) granted site plan approval to Bayside Construction, LLC, as property owner (the “Applicant”), for the Bayside Mixed-Use Development Project on May 7, 2018; and

WHEREAS, as a condition of such approval, the Applicant was required to post four performance bonds and security acceptable to the Town for the completion of the development and execute a performance bond agreement; and

WHEREAS, by a resolution dated February 8, 2021, the Town of Marlborough Town Board approved the following amounts for the four performance bonds:

Stormwater Performance Bond - \$ 671,832.00
Construction Performance Bond - \$ 1,896,748.00
Landscape Performance Bond - \$ 168,882.00
Town Road Performance Bond - \$ 747,852.85; and

WHEREAS, the Applicant provided the required security for each bond to the Town; and

WHEREAS, the Applicant’s successor, Bayside Marlboro LLC, (“Bayside”) has provided Performance Bonds to the town and has executed a performance bond agreement to establish the obligations secured by the Performance Bonds; and

WHEREAS, because the two lots on the project are now owned by separate entities and the commercial component of the project is not currently under construction with the exception of portions containing combined utilities, Bayside now requests that the performance security be split between the two entities; and

WHEREAS, the Town Engineer has determined that the original total security amount as set forth by the Town Engineer and as stated herein will remain in place, though new bond amounts shall be set and allocated as follows:

	Original Amount	Bayside	Commercial
Stormwater Performance Bond -	\$ 671,832.00	\$ 642,252.00	\$ 29,580.00
Construction Performance Bond -	\$ 1,896,748.00	\$ 1,625,268.00	\$ 271,480.00
Landscape Performance Bond -	\$ 168,882.00	\$ 149,096.00	\$ 19,786.00
Town Road Performance Bond -	\$ 747,852.85	\$ 747,852.85	\$ 0.00

WHEREAS, the Town Engineer has determined that Bayside will be responsible for the entire roadway security, and although inspection fees were posted by the Applicant, it is recommended that inspection fees be worked out as a private matter between the two entities; it is hereby

RESOLVED, that the original amounts of the performance bonds and performance security is hereby apportioned between the two entities as follows:

	Original Amount	Bayside	Commercial
Stormwater Performance Bond -	\$ 671,832.00	\$ 642,252.00	\$ 29,580.00
Construction Performance Bond -	\$ 1,896,748.00	\$ 1,625,268.00	\$ 271,480.00
Landscape Performance Bond -	\$ 168,882.00	\$ 149,096.00	\$ 19,786.00
Town Road Performance Bond -	\$ 747,852.85	\$ 747,852.85	\$ 0.00

This is conditioned upon (a) the establishment of an escrow fund with the Town to defray the Town's cost of engineering and attorneys' services in connection herewith and (b) the execution and delivery of performance bonds and security in form and substance to the Town Supervisor and the attorney to the Town and in compliance with the Town Code of the Town of Marlborough.

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

Supervisor Corcoran	Yes
Councilman Cauchi	Yes
Councilman Molinelli	Yes
Councilman Zambito	Yes
Councilwoman Sessa	Yes

DATED: Milton, New York
May 8, 2023

COLLEEN CORCORAN, TOWN CLERK

May 8, 2023

C). Resolution # 64 To accept bid

Supervisor Corcoran proposes the following:

Whereas, a legal notice appeared in the official newspaper for the Town of Marlborough requesting bids for the Towns fuel needs, and

Whereas, May 4, 2023 all bids were opened and read aloud

Now therefore be it resolved that, the following bids are awarded

Item # 1 Heating Oil- RUSSO FUEL-ONLY BID

Supplied at \$.50/gal over Journal of Commerce Albany reseller tank car

Item # 2 Propane for generator – RUSSO FUEL-ONLY BID

Supplied at \$.40/gal over Selkirk Propane-PROPANE FOR CLUETT SCHANTZ PARK WILL BE DONATED

Item # 3 Unleaded gasoline (regular -87 octane)-**RUSSO FUEL-ONLY BID** will be supplied at \$.50/gal over the average of the “posted rack” price for unbranded Ethanol Gasoline for Albany, NY

Item # 4 Unleaded gasoline (mid-grade -89 octane)-**RUSSO FUEL-ONLY BID** will be supplied at \$.50/gal over the average of the posted rack price for Unbranded Ethanol Gasoline for Albany NY

Item #5 Unleaded gasoline (premium-93 Octane)-**RUSSO FUEL-ONLY BID** will be supplied at \$.50/gal over average of the posted rack price for Unbranded Ethanol Gasoline for Albany NY

Item#6 Diesel (ultra-low sulfur)-**RUSSO FUEL-ONLY BID** will be supplied at \$.50/gal over the posted price of day

And moves for its adoption

Councilman Molinelli	Yes
Councilwoman Sessa	Yes
Councilman Cauchi	Yes
Councilman Zambito	Yes
Supervisor Corcoran	Yes

May 8, 2023

D). Resolution # 65 To amend the Town of Marlborough Procurement Policy

Supervisor Corcoran proposes the following:

Whereas, the Town Board of the Town of Marlborough wishes to update the Towns procurement policy, and

Whereas, the Town Board wishes to amend the policy as follows:

414 Procurement Policy

Added the word online for quote options

(2) increase public works from \$20,000 to \$35,000

Increase purchases from \$10,000 to \$20,000

(3) increase purchases less than \$10,000 to less than \$20,000

(4) increase purchases less than \$3,000 to less than \$10,000

(5) Omit 5b:

b. Less than \$10,000 but greater than or equal to \$5,000 requires a written request for proposal and oral/fax proposals from 2 contractors.

Changed c to b and increase from \$5,000 to \$10,000

Eliminated purchases under \$1,000

Be it resolved, that the Town of Marlborough Procurement Policy be amended

And moves for its adoption

Councilman Molinelli	Yes
Councilwoman Sessa	Yes
Councilman Cauchi	Yes
Councilman Zambito	Yes
Supervisor Corcoran	Yes

414 Procurement Policy

1. Every Town officer, board, department head or other personnel with the requisite purchasing authority shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. This estimate shall become the basis for that board or department budget for that fiscal year. That adopted budget shall be communicated to the responsible Town officer, board, or department head and it shall become the responsibility of that person to manage his/her respective spending within the constraints of the adopted budget.
2. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law, Section 103. Section 103 of the GML requires towns to advertise for bids on all contracts for the purchase of materials, supplies, and equipment involving an expenditure of more than \$20,000 and on all contracts for the accomplishment of public works involving an expenditure of more than \$35,000.
3. All purchases of less than \$20,000 but equal to or greater than \$10,000 require a written purchase requisition approved by the responsible department head or board chairman. The purchase requisition should include the following information:
 - a. date of requisition
 - b. name of department, contact, phone number
 - c. date required and delivery address
 - d. vendor name and address
 - e. description of item or service and quantity required.
 - f. estimated cost
 - g. written/fax/email/online quotes from at least 3 vendors.

The completed purchase requisition shall be submitted to the Purchasing Coordinator. The Purchasing Coordinator shall check to verify that budget authority exists and shall provide the proper coding to the applicable expense appropriation. The coded purchase requisition shall be returned to the responsible department head or board for the order to be placed.

4. All purchases of less than \$10,000 require an oral/fax/email/online quote from 2 vendors unless they are of a recurring nature necessitated by the normal business operation of a particular department. (For example, the purchase of expense parts and supplies by the Highway Department for use in the normal repair and maintenance of Highway Department equipment do not require the submission of a purchase requisition if that purchase is less than \$10,000). The waiving of the purchase requisition policy is at the sole discretion of the applicable board or department head. The requirement for written or oral quotes is also left to the discretion of the applicable board or department head for purchases under \$10,000.

5. All estimated public works contracts of:

- a. Less than \$35,000 but greater than or equal to \$10,000 requires a written request for proposal and written/fax proposals from 3 contractors.
- b. Less than \$10,000 is left to the discretion of the applicable board or department head.

Any written Request for Proposal shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral/online quotes have been requested and the written/fax/oral/online quotes offered. All information gathered in complying with this procedure shall be preserved and filed with the documentation supporting the subsequent purchase of public works contract.

6. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
7. A good faith effort shall be made to obtain the required number of proposals and/or written/fax/oral/online quotes. If the purchaser is unable to obtain the required number of proposals and/or written/fax/oral/online quotes, the purchaser shall document the attempt made. In no event shall the inability to obtain the required proposal and/or written/fax/oral quotes be a bar to the procurement.
8. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
Acquisition of professional services
Emergencies
Sole source situations
Goods purchased from agencies for the blind or handicapped.
Goods purchased from correctional facilities
State/County Contract
True Leases
Insurance
Second-hand equipment from another Government
9. The unintentional failure to fully comply with the provision of GML, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Marlborough or any officer or employee thereof.

10. The Town Board shall annually review these policies and procedures.

May 8, 2023

E). Resolution # 66 To accept an estimate for the security camera system at the Community Center

Supervisor Corcoran proposes the following:

Whereas, the IT committee as well as the Town Engineer and Town Supervisor were part of a walkthrough with security camera contractors, and

Whereas, design specs were told to the potential contractors, and

Whereas, the following estimates were received:

D-Ben security = \$11,137.32

Precision security = \$14,010.78

A&R security = \$24,495.00

Whereas, it is the recommendation of the IT Committee, and Town Engineer to accept the security system estimate of D-Ben Security.

Be it resolved that the Town Board of the Town of Marlborough accepts the estimate from D-Ben Security

And moves for its adoption

Councilman Molinelli	Yes
Councilwoman Sessa	No
Councilman Cauchi	Yes
Councilman Zambito	Yes
Supervisor Corcoran	Yes

May 8, 2023

F). Resolution # 67 To accept an estimate for the Audio Visual at the Community Center

Supervisor Corcoran proposes the following:

Whereas, the IT committee as well as the Town Engineer and Town Supervisor were part of a walkthrough with Audio Visual contractors, and

Whereas, design specs were told to the potential contractors, and

Whereas, the following estimates were received:

Hudson Valley Audio Visual, Inc = \$49,598.00

Empire AV LLC = \$49,899.00

Hugh's AV solutions = \$62,343.00

Whereas, it is the recommendation of the IT Committee, and Town Engineer to accept the audio-visual estimate of Hudson Valley Audio Visual, Inc

Be it resolved that the Town Board of the Town of Marlborough accepts the estimate from Hudson Valley Audio Visual Inc.

And moves for its adoption

Councilman Molinelli	No
Councilwoman Sessa	No
Councilman Cauchi	Yes
Councilman Zambito	Yes
Supervisor Corcoran	Yes