

TOWN OF MARLBOROUGH  
REORGANIZATION MEETING  
JANUARY 11, 2016 6:30 PM  
MINUTES OF MEETING

Present: Supervisor Lanzetta  
Councilman Molinelli (Arrived at 6:55PM)  
Councilman Corcoran  
Councilman Baker  
Councilman Koenig

Also Present: Colleen Corcoran, Town Clerk

*Meeting began at 6:45PM.*

ITEM # 1 – CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

ITEM # 3 – SUPERVISORS MESSAGE

*Supervisor Lanzetta said is excited to be able to serve the people of Marlborough, he is grateful for the support of his family and friends, and he is anxious to work with the Town Board to accomplish good things for the Town of Marlborough. He added they should look forward, not back and map a new route to prosperity for Marlborough.*

ITEM # 4 – MOTION TO APPROVE AGENDA

***Councilman Corcoran made a motion to approve the agenda. Motion seconded by Councilman Koenig.***

***Yeas: 4        Nays: 0        Carried***

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

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved that the “regular” Town Board Meeting will, throughout the year 2016, 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	Absent
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 6 – TO APPOINT TOWN BOARD COMMITTEE PERSONS

SUPERVISOR LANZETTA APPOINTS THE FOLLOWING:

POLICE DEPARTMENT LIAISONS	ED MOLINELLI/HOWARD BAKER
TRANSFER STATION LIAISONS	ALLAN KOENIG/HOWARD BAKER
HIGHWAY DEPARTMENT LIAISONS	AL LANZETTA/ALLAN KOENIG
WATER & SEWER LIAISONS	AL LANZETTA/ALLAN KOENIG
ASSESSORS OFFICE LIAISONS	ED MOLINELLI/SCOTT CORCORAN
TOWN CLERK LIAISONS	ED MOLINELLI/AL LANZETTA
TOWN JUSTICE LIAISONS	SCOTT CORCORAN/ED MOLINELLI
TOWN BUILDINGS & PARKS LIAISONS	SCOTT CORCORAN/ALLAN KOENIG
PLANNING & ZONING LIAISONS	AL LANZETTA/HOWARD BAKER
BUILDING DEPARTMENT LIAISONS	ALLAN KOENIG/ED MOLINELLI
LABOR MANAGEMENT LIAISONS	AL LANZETTA/SCOTT CORCORAN

**CITIZEN COMMITTEES:**

AGRICULTURAL COMMITTEE	AL LANZETTA/HOWARD BAKER
CONSERVATION ADVISORY COUNCIL	SCOTT CORCORAN/AL LANZETTA
RIVITALIZATION/ECONOMIC DEVELOPMENT COMMITTEE	AL LANZETTA/HOWARD BAKER
RECREATION COMMITTEE	ALLAN KOENIG/SCOTT CORCORAN
EMERGENCY MAN. PREPAREDNESS COMMITTEE	AL LANZETTA/ ALLAN KOENIG
IT COMMITTEE	HOWARD BAKER/SCOTT CORCORAN
MILTON TRAIN STATION COMMITTEE	SCOTT CORCORAN/AL LANZETTA
MEET ME IN MARLBOROUGH	AL LANZETTA/ED MOLINELLI
HAMLET OF MILTON ASSOCIATION	ALLAN KOENIG/ED MOLINELLI
WATER COMMITTEE	ALLAN KOENIG/AL LANZETTA
TRANSFER STATION REVIEW COMMITTEE	ALLAN KOENIG/HOWARD BAKER
MILTON LANDING CITIZENS COMMITTEE	ALLAN KOENIG/AL LANZETTA

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Absent
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

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

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

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, 2016 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	Absent
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 8– RESOLUTION TO ESTABLISH OFFICIAL BONDS

SUPERVISOR LANZETTA 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 2016:

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

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Absent
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 9 – RESOLUTION TO ESTABLISH MILEAGE ALLOWANCE

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

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

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Absent
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

*Councilman Molinelli arrived.*

ITEM # 10 – RESOLUTION AUTHORIZING SENIOR CITIZENS RENT

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved, that the Town Board of the Town of Marlborough has budgeted the amount of \$7000.00 to cover the cost of rent for the Senior Citizens of the Town of Marlborough for 2016 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 LANZETTA	Yes

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

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING;

Be it resolved, that the operating hours for the transfer station be set as follows for the year 2016

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
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM #12 – RESOLUTION TO ADOPT THE FEE SCHEDULE FOR 2016



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SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved, that the fees schedule for 2016 be set as follows: (see attached)

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

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

SUPERVISOR LANZETTA 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 LANZETTA	Yes

ITEM #14 TO APPOINTMENT PLANNING BOARD MEMBERS

*There was a disagreement and brief discussion regarding this appointment to the Planning Board.*

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Whereas Resolution #68, 2015, Local Law 2, amended Chapter 33- Planning Board, Marlborough Town Code to allow for the appointment of 2 new members to the Town Planning Board in order to reach the full complement of a 7 person board, AND

Whereas in November of 2015 the Town Board advertised for the openings for the positions to the public in the Town newspaper, and

January 11, 2016

Whereas the Planning Board Committee interviewed interested parties for the positions and made recommendations to the Town Board, and

Whereas, it is the recommendation of the Board to appoint Chris Brand to the Planning Board.

Be it resolved, that Chris Brand be appointed to the Town of Marlborough Planning Board effective January 1, 2016 with a term date ending December 31, 2020.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	No
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM #15 TO APPOINT PLANNING BOARD CHAIRMAN 2016

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Whereas, New York State Law Section 271, allows the Town Board to appoint members of a Town Planning Board and designate the Chairperson thereof.

Be it resolved that, the Town Board appoints Chris Brand as the Chairman of the Planning Board for the year 2016.

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	No
COUNCILMAN KOENIG	No
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM #16 TO APPOINT A MEMBER TO THE PLANNING BOARD

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Whereas Resolution #68, 2015, Local Law 2, amended Chapter 33- Planning Board, Marlborough Town Code to allow for the appointment of 2 new members to the Town Planning Board in order to reach the full complement of a 7 person Board, and

January 11, 2016

Whereas in November of 2015 the Town Board advertised the openings for the positions to the public in the Town newspaper, and

Whereas the Planning Board Committee interviewed interested parties for the position, and

Whereas it is the recommendation of the Committee to appoint Ben Trapani to the Town of Marlborough Planning Board.

Be it resolved that Ben Trapani be appointed to the Town of Marlborough Planning Board effective January 1, 2016 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 LANZETTA	Yes

ITEM #17 RESOLUTION OF DESIGNATIONS AND APPOINTMENTS

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING

Be it resolved, that the following designations and appointments be approved for the 2016 Calendar year.

Repository of Funds/Supervisors Office	M&T Bank/Key Bank of NY Orange County Trust
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./The Reis Group
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	Al Lanzetta
Town Historian	Tom Schroeder
Police Chief/Civil Defense Director	Gerald Cocozza
Water Superintendent	Charles Muggeo
Deputy Highway Superintendent	John Alonge
Dog Control Officer	Andrew McKee

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Transfer Station Manager  
Recycling Coordinator  
Voting Machine Custodians  
Park Maintenance  
Assessor  
Prosecutor  
Building Inspector  
Code Enforcement Officer  
Zoning Inspectors  
Fire Inspector  
Camp Director  
Asst Camp Director  
Web Administrator

George Graziosi  
Vincent Porcelli  
Salvatore Scilla/Bob Post  
Tom Schroeder  
Cindy Hilbert  
Dan Rusk  
Thomas Corcoran  
Thomas Corcoran  
Thomas Corcoran  
Thomas Corcoran  
Kim Pomeroy  
Linda Morales  
Danielle Cherubini

Ethics Board

Elizabeth Manion (NP) 12-31-2016  
David Ballou (NP) 12-31-2016  
Justin Pascale ( R) 12-31-2017  
Joan Delatore ( D ) 12-31-2017  
Micheal Hall ( D ) 12-31-2018

Planning Board Attorney  
Planning Board Chairman

Van Dewater & Van Dewater  
Chris Brand 12-31-2020

Planning Board Members

Steve Clark 12-31-2018  
Manny Cauchi 12-31-2020  
  
Cindy Lanzetta 12-31-2019  
Ben Trapani 12-31-2020  
Joel Truncali 12-31-2019  
Joseph Lofaro 12-31-2020

ZBA Attorney  
ZBA Chairman

Van Dewater & Van Dewater  
William Giametta 12-31-2019

ZBA Members

Dave Zambito 12-31-2018  
Lenny Conn 12-31-2018  
George Salinovich 12-31-2017  
Jeff McKeel 12-31-2017

Board of Assessment Review

Steven Clark 9-30-2016  
Joan Delatorre 9-30-2017

Ralph Walters	9-30-2019
Joel Truncali	9-30-2018
Jeff Magliato	9-30-2020

Town Engineering

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

Planning Engineering

Planning Board Consultant & Engineers  
Consultant of Technical Review

McGoey, Hauser & Edsall  
McGoey, Hauser & Edsall

Legal

Rusk, Wadlin, Heppner, & Martuscello/  
VanDewater & VanDewater/ Iseman  
Cunningham Reister & Hyde LLP/ Donohue,  
Thomas, Auslander, Drohan, Roemer, Wallens/  
Gold & Mineaux, Gellert & Klein/ Jacobowitz &  
Gubits

Auditors

Sedore

#### AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

#### ITEM #18– TOWN SUPERVISORS DESIGNATIONS

##### SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved that the following are appointed by the supervisor for the 2016 calendar year:

Deputy Supervisor	John Demarco
Secretary to the Supervisor	Tina Rosa
Budget Officer	Christina Wilklow
Fixed Asset Officer	Christina Wilklow

#### ITEM # 19– RESOLUTION TO ESTABLISH SALARIES

##### SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

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Be it resolved, that the salaries for the fiscal year 2016 are as follows:

NAME	SALARIES 2016
Town Supervisor	\$15,550.00
Budget Officer	\$59,852.00
Secretary to the Supervisor/Water	\$41,382.00
Deputy Supervisor	\$3,000.00
Town Clerk	\$45,521.00
Deputy Town Clerk	\$32,640.00
Town Council (each)	\$5,500.00
Website Administrator	\$1,000.00
Town Justices	\$27,000.00
Prosecutors	\$250.00 PER SESSION
Court Clerk (Full-Time)	\$33,150.00
Court Clerk (Full – Time)	\$30,000.00
Assessor	\$55,047.00
Assessor Assistant	\$36,808.00
ZBA Chairman	\$1,890.00
ZBA Members (each)	\$1,620.00
Planning Board Chairman	\$3,000.00
Planning Board Members (each)	\$2,400.00
Planning Board Secretary	\$13,000.00
Planning Board Secretary substitute	\$1,133.00
Building Inspector	\$55,329.00
Secretary Building/ZBA	\$39,461.00
Transfer Station Manager	\$11,000.00 max
Transfer Station Attendants	\$11,000.00 max
Recycling Coordinator	\$1.00
Water Superintendent	\$52,020.00
Water Department Employee	Contract
Water Department Employee	Contract
Dog Control Officer	\$18,805.00

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Town Historian	\$500.00
Police Chief	\$91,332.00
Full-Time Police	Contract
Part-Time Police	Contract
Full-Time Dispatchers	Contract
Part-Time Dispatchers	\$13.96
	\$4,500.00
Traffic Control Officer	max
Park /Cemetery Superintendent	\$10,000.00
Park Custodian	\$5,000.00
	\$12.00 HR/
Custodian	max\$9,500.00
Highway Secretary	\$34,210.00
Highway Superintendent	\$58,262.00
Highway Employees	Contract
Data Collector	\$ 17.00/hr

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 20– RESOLUTION TO APPOINT ONGOING COMMITTEES

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

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

**Agricultural Committee**

Committee person: Al Lanzetta

Committee person : Howard Baker

**This is an open committee**

**REVITALIZATION/ECONOMIC DEVELOPMENT COMMITTEE**

Committee person Al Lanzetta

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Committee person	Howard Baker
Chairperson	Michelle Doran

Members:	
John Demarco	Stephen Osborn
Frank Cricchio	Steve Markel
Matt Kierstead	Jeff Walker
Tony Falco	
David Zambito	

### **Recreation Committee**

Committee person: Scott Corcoran  
Committee person: Allan Koenig  
Chairperson: Joe Wiles  
Chairperson: Patricia Haidaoui

**This is an open committee**

### **Emergency Management Preparedness Committee**

Committeeperson:	Al Lanzetta	Superintendent of Schools:	Michael Brooks
Committeeperson:	Allan Koenig	Mobile Life:	Steve Woebse
		Highway Dept:	Matt Kneeter
Chairperson:	Steve Kneeter	Red Cross:	Kathy Guarino
Chief of Police:	Gerald Cocozza	Building Department:	Thomas Corcoran
Fire Chief:	Andrew Polizzi		

### **IT Committee**

Committeeperson:	Howard Baker	Mike Bakatsias
Committeeperson:	Scott Corcoran	
Chairperson:	Danny Brooks	
Member	Joel Naselow	

### **CAC Committee**

Committeeperson: Al Lanzetta  
Committeeperson: Scott Corcoran

Chairman:  
Members:  
Anita Walters  
Mici Simonofsky  
Brian Simonofsky  
Cindy Lanzetta  
Joan Delatorre  
Mike Dovich



**Milton Landing Citizen Committee**

Committee person	Allan Koenig
Committee Person	Al Lanzetta
Chairperson:	Gael Appler Jr
Vice Chairperson	Rosemary Wein
Treasurer:	James Appler
Secretary:	Tim Lawton

Members:

Art Tabasco	Chip Kent
Steve Bianco	Peter Hoffman
Ed Boxydaj	Steve Osborn
Gillian Page	John Appler
Pam Clarke-Torres	Jim Santora
Cindy Lanzetta	Kevin Darcy

**Train Station Committee**

Committee person	Scott Corcoran
Committee person	Al Lanzetta
Chairperson:	

Members:

Glenn Clark	Cindy Lanzetta
Glenn Batto	Rosemary Wein
Pete Hoffman	Ed Mackey
Jerry Starpoli	Sherman Sitrin
Dennis McCourt	Joanne Pignotta
Daniel Pinnavaia	John Scott
Tom Borgensen	Cathy Cosman

**Hamlet of Milton Association**

Committee person: Allan Koenig  
Committee person: Ed Molinelli  
Chairperson: CJ Hartwell

Members:

Vivian Lanzarone  
Stephanie Calabrese

**Water Committee**

Committee person: Al Lanzetta  
Committee person: Allan Koenig

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Members:

Charles Muggeo	Cliff Rood
Ralph Walters	Gael Appler Jr
Jerry Moerschell	
Ralph Walters	

**Transfer Station Review Committee**

Committee Person: Allan Koenig  
Committee Person: Howard Baker

Members:

Ralph Walters	Joan Delatorre
Walker Falkenberg	James Garofalo
Dare Thompson	

**Meet me in Marlboro Committee**

Committee person: Al Lanzetta  
Committee person: Ed Molinelli

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM #21 – RESOLUTION TO CONTRACT WITH WATER QUALITY MANAGEMENT

SUPERVISOR LANZETTA 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 2016 be as follows:

Marlboro Sewer Treatment Plant	\$72,000.00 annually
Milton Sewer Treatment Plant	\$28,000.00 annually

***Councilman Baker made a motion to strike the words “Town of” - ~~Town of~~ Marlboro Sewer Treatment Plant and ~~Town of~~ Milton Sewer Treatment Plant. Motion seconded by Councilman Molinelli.***

***Yeas: 5      Nays: 0      Carried***

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AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 22– EMERGENCY MANAGEMENT PLAN

SUPEVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved, that the Towns Emergency Management Preparedness Plan has been reviewed and updated for the 2016 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 LANZETTA	Yes

ITEM #23 RESOLUTION TO ESTABLISH WATER RATES  
SUPERVISOR LANZETTA PROPOSES THE FOLLOWING

Be it resolved, that the schedule for water us rates for the year 2016 be a 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  
\$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 LANZETTA	Yes

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ITEM #24– RESOLUTION TO ESTABLISH SEWER RATES

SUPERVISOR LANZETTA PROPOSES THE FOLLOWING:

Be it resolved, that the sewer rates for 2016 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

AND MOVES FOR ITS ADOPTION:

COUNCILMAN CORCORAN	Yes
COUNCILMAN MOLINELLI	Yes
COUNCILMAN KOENIG	Yes
COUNCILMAN BAKER	Yes
SUPERVISOR LANZETTA	Yes

ITEM # 25 REMINDER THAT THE OPENING OF THE TIME CAPSULE IN THE YEAR 2088 TO ASSURE THE TOWN WILL CELEBRATE ITS 300<sup>TH</sup> 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 REORGANIZATION MEETING.

ITEM #26 – MOTION TO ADJOURN

***Councilman Baker made a motion to adjourn the reorganization meeting at 7:10PM. Motion seconded by Councilman Corcoran.***

***Yeas: 5          Nays: 0          Carried***

*Respectfully submitted,  
Danielle Cherubini  
Deputy Town Clerk*

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SEWER PLANT OPERATOR AGREEMENT

AGREEMENT made this 11<sup>TH</sup> day of January 2016 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 Treat 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
  
- 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.
- 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 \$72,000.00 annually, payable in semi-monthly payments, payable on the 1<sup>st</sup> and 15<sup>th</sup> of each month,

January 11, 2016

Commencing January 1, 2016 and continuing on the 1<sup>st</sup> and 15<sup>th</sup> of each months during the year 2016  
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 11<sup>TH</sup> day of January 2016

MARLBORO SEWER IMPROVEMENT AREA

BY: \_\_\_\_\_

AL LANZETTA

TOWN SUPERVISOR

BY: \_\_\_\_\_

TONY FALCO

WATER QUALITY MANAGEMENT, INC



SEWER PLANT OPERATOR AGREEMENT

AGREEMENT made this 11<sup>TH</sup> day of January , 2016 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

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). Conducted 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.

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.
  - 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 Milton Sewer Improvement Area, the sum of \$28,000.00 annually, payable in semimonthly payments, payable on the 1st and 15th of each month, commencing January 1, 2016 and continuing on the 1st and 15th day of each and every month during the year 2016 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 11<sup>TH</sup>

January 11, 2016

Day of January, 2016

MILTON SEWER IMPROVEMENT AREA

BY \_\_\_\_\_

AL LANZETTA

TOWN SUPERVISOR

BY \_\_\_\_\_

ANTHONY FALCO

WATER QUALITY MANAGEMENT, INC.

Town of Marlborough Fee Schedule		1/1/2016
		2016
<b>Town Clerks Fees</b>		
Towing License		\$250.00
Peddlers License		\$250.00
Junkyard License		\$250.00
Certified Copies		\$10.00
Accident Report		\$5.00
Games of Chance		\$25.00
Marriage License		\$40.00
Zoning Book		\$25.00
Zoning Map		\$5.00
Code Book		\$150.00
Code Supplements		\$50.00
Alarm Application		\$20.00
Master Plan		\$25.00
FOIL Fees		\$.25 per copy
FOIL fee for CDs		\$25.00
Town Towing Fee (snow policy)		\$175.00
GIS Map Fee		\$10.00 per large format copy
<b>Park Fees</b>		
Deposit for Pavilion Use		\$150.00
Resident		\$300.00
Non Resident		\$500.00
refundable Cleaning Fee		\$100.00
<b>Dog Licenses</b>		
Spayed/Neutered		\$6.00
Unspayed/unneutered		\$13.00
Replacement Tag		\$2.50
Purebred License no more than 10 dogs	plus State surcharge per dog	\$25.00
Purebred license 11-25 dogs	plus State surcharge per dog	\$50.00
Purebred license more than 25 dogs	Plus State surcharge per dog	\$100.00
Kennel Fees		\$30.00 daily
<b>Sewer Fees</b>		
Inspection Fee		\$200.00
Road Cut Fee		\$350.00
<b>Highway</b>		
Private Road Sign		\$80.00
Road cut fee for drainage		\$350.00
Inspection fee		\$200.00

January 11, 2016

<b>Water Department Fees</b>	
Reactivation of Existing Service	\$25.00
Damage to water meter due to negligence or freeze (replace base or top of meter)	\$150.00
Replace the entire meter	\$300.00
Reactivation of Service - Reconnection to Main/Street Opening	\$200.00
New Application Fee for Work Performed by Water Department -	
Tapping the water main and accessory parts for Residential use which includes and is limited to curb box, curb valve, corporation cock, water meter and use of tapping machine	\$1,500.00
Taps requiring road cuts of less than 60 SF	\$1,000.00 added to New Application Fee
Taps requiring road cuts, which are the entire roadway width	\$2,000.00 added to New Application Fee
OTHER CHARGES (in addition to tapping charges)	
Per hour per backhoe	\$80.00
Per hour per dump truck	\$55.00
Labor per hour per man	\$45.00
3/4 k-copper per Linear Foot	list price
K-copper larger than 3/4	list price
Roadway boring of roads less than 6 years old	\$55.00 per linear foot
One inch taps additional fee	\$350.00
Additional meter reading fee non cycle billing	\$35.00
Inspection fee for privately installed main and tap	\$500.00
For each service line & tap from privately installed main	\$200.00
Extra compress use per hour	\$50.00
<b>Transfer Station Fees - Senior Citizens Free</b>	
Annual Fee for permits A	\$50.00/ after July 1 \$25.00
Annual Fee for permits B-free brush disposal for the year	\$75.00
Price per bag	\$4.00
<b>APPLIANCES</b>	
Stoves, washers, dryers, dishwashers,	\$16.00
compactors, Microwaves	\$16.00
Refrigerators, Freezers with Freon gas removed	\$16.00
<b>FIXTURES</b>	
Tubs, showers, stalls, sinks, toilets	\$16.00
Fuel tanks, NOT ACCEPTED	
Water storage tanks	\$16.00
Lawn mowers, air conditioners	\$16.00
Mattresses, Sofa, Sofa chairs	\$16.00
Metal drums with covers and bottom NOT ACCEPTED	
Construction and Demolition Debris	\$80.00 PER ESTIMATED TON
Brush	\$52.00 PER TRUCK LOAD

<b>Building Department Fees</b>	
BUILDING PERMIT	

Residential Application	\$600.00 plus \$.15 per SF
Commercial Application	\$800.00 plus \$.20 per SF
Multiple Unit Apartment	\$350.00 flat fee/ plus \$.30 per SF per Unit
Condo or Town House	\$350.00 plus .30 per SF per Unit
ACCESSORY BUILDING	
Shed, Deck, Garage, Barn less than 300 SF	\$50.00 plus \$.10 per SF
Shed, Deck, Garage, Barn more than 300 SF	\$250.00 plus \$.10 per SF
Alteration, Renovation or Addition	\$200.00 plus \$.10 per SF
Residential Oil Tank Removal Application	\$50.00
Solar Panels	\$200.00 and .10 per SF
Wind Turbine	\$200.00
CERTIFICATE OF OCCUPANCY	
Residential	\$150.00
Commercial	\$250.00
OTHER PERMITS	
Roofing permit	\$50.00
Electrical plumbing HVAC permit	\$50.00
Commercial Storage Tank Installation	\$250.00 per Tank
Commercial Oil tank removal	\$100.00
Blasting Permit	\$200.00
Duplicate copy of CO or CC	\$10.00
Demolition Permit - Residential	\$100.00 per Story
Demolition Permit - Commercial	\$150.00 per Story
Demolition Permit - Accessory Building	\$50.00
Swimming Pools	\$50.00
Building Permit Extensions	\$100.00 for 6 months
Heating Apparatus (Exterior Wood Furnaces, Woodstoves, Boilers, Fireplaces)	\$50.00
Signs	\$100.00
Mobil Home Permit	\$250.00 plus \$.10 SF
Mobil Park License	\$100.00 plus \$25.00 per Unit
Mobil Retail Stand	\$200.00
Move Existing Structure	\$250.00
Request for Information - Building Department Archival Search (each request)	\$100.00
Yearly Fire Inspections	\$40.00
Special Use	\$40.00
GAME ROOM LICENSE	
Annual game room License	\$100.00
Plus \$30.00 for each machine over 5	max at \$300.00
MISCELLANEOUS	
Work Not Ready for Scheduled Inspection	\$50.00
Construction Without Permit - Triple Original Permit Fee	TBD in Accordance with Fee Schedule
Legal Notice Fee	\$30.00

<b>Planning Board Fees - All Applications Subject to Escrow Deposit</b>	
<b>Storm water Management Fee included in Planning Board Application Fee</b>	
Residential Subdivision - Single Family or Town House	\$500.00 plus \$150.00 per Lot or Unit
Residential Site Plan - Multi Family Apartments or Condos	\$500.00 plus \$100.00 per Unit
Commercial Subdivision	\$500.00 plus \$150.00 per Lot or Unit
Commercial Site Plan	\$550.00 plus \$10.00 per 1,000 SF of Building
All Other Site Plan Reviews	\$550.00
Lot Line Revision	\$300.00
Recreation Fees (excludes parent parcel)	\$1500.00 per lot or unit
Recreation Fees Associated with Senior citizens	\$500.00 per unit
<b>Planning Board Escrow Deposit</b>	
<b>To be replenished to 75% of original escrow deposit when level drops to 25% remaining in account</b>	
Residential Subdivision - Single Family or Town House	\$500.00 plus \$150.00 per Lot or Unit
Residential Site Plan - Multi Family Apartments or Condos	\$500.00 plus \$100.00 per Unit
Commercial Subdivision	Lot (up to 4 Lots) then \$200.00 per Lot Thereafter
Commercial Site Plan	\$750.00 Minimum
All Other Site Plan Reviews	\$750.00 Minimum
Lot Line Revision	\$300.00 Minimum
<b>Zoning Board of Appeals Fees - All Applications Subject to Escrow Deposit</b>	
ZBA Application	\$300.00
<b>ZBA Escrow Deposit</b>	
<b>To be replenished to 75% of original escrow deposit when level drops to 25% remaining in account</b>	
All Applications - Referrals from Building Department	\$700.00
<b>Engineer Inspection Escrow Deposit - All Public Improvement Site Inspections and Review</b>	
<b>To be replenished to 75% of original escrow deposit when level drops to 25% remaining in account</b>	
Improvements as approved by Town Engineer	st to construct - Based on Town Engineer Estimate



# **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.

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.

January 11, 2016

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

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.

## 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 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:

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.
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.



## 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

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
- 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

#### E. Training of Emergency Personnel

1. The Marlborough and Milton Fire Chiefs 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
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	

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Sunoco	Route 9W
Getty	Route 9W
Joes Service Center	Western Ave

Town of Milton

Conns Freezers Warehouse	Route 9w
UAP Distribution	Milton Turnpike
Milton True Value	Route 9W
Brooklyn Bottling	Dock Rd
Russo	Route 9W

**Farms with ammonia cold storages facilities**

Brooklyn Bottling

Scott & Tim Trapani

Hudson River Fruit

Tiels cooler

**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	

January 11, 2016

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
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.**

**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 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.

## 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, 21 Milton Turnpike, 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.

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

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 pursuant to 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 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 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

- In an event of a rail road accident

TABLE 1- ICS Function and Response Activities by Agency

<b><u>Agency</u></b>	<b><u>ICS Function</u></b>	<b><u>Response Activities</u></b>
Office of Town Supervisor	Chief Executive	Ultimate situation responsibility; Declaration of 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; HAZMA T Exposure Control
• CSX	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

## INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS

### A. Instructions for declaring a local State of Emergency

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 UCEDO).
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 UCEDO).

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)



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### **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.

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### 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: \_\_\_\_\_

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### 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 rescission 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.

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## 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

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- 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

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- 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.

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- 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 I infrastructures/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

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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



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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.

## **Town of Marlborough Comprehensive Emergency Management Plan**

### **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 preplanning, 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.

## Town of Marlborough Comprehensive Emergency Management Plan

ROLE	NAME	OFFICE PHONE	CELL PHONE	HOME PHONE	FAX
Town Supervisor	Alphonso Lanzetta	845-795-2220	845-616-4799	845-2367288	845-795-2031
Deputy Supervisor	John Demarco	845-795-2220	845206-3667		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	Andrew McKee	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	845-795-2181	845-629-7395		
Assistant Chief	N/A				
Ulster County Sheriff	Paul VanBlarcum	845-340-3590			

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New York State Police		845-691-2922			
Milton Fire Chief	Steve Kneeter	845-795-2355	845-590-9307		
<b>Milton Ass Fire Chief</b>	Gael Appler				
Marlboro Fire Chief	Andy Polizzi	845-236-7453	845-236-4186	845-236-3699	
Marlboro Ass Fire Chief	Mike Troncillito				
Mobil Life		911	911	911	
Alamo Ambulance Super		845-471-3700			
Red Cross	Linda Coupart		845-742-3017	845-236-4826	
Superintendent of School	Mike Brooks	845-236-5804			
School Representative					
Bus Company	Quality Bus Company	845-858-2150			
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			

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1st Presbyterian Church	Chip Kent	845-416-0789			
	Laurie McNeir	845-282-3797			