

**CDA  
Res. #1 Reappoints Members and Officers of Riverhead Community  
Development Agency**

**CDA  
Res. #2 Reappoints Members to the Governance and Audit Committees and  
Amends Omnibus Resolutions Relating to Requirements of the  
Public Authorities Accountability Act of 2005 as Amended**

**TOWN BOARD RESOLUTION LIST:**

- Res. #1 Sets Salaries of General Town Employees for the Year 2012**
- Res. #2 Sets Salaries of Various Boards for the Year 2012**
- Res. #3 Sets Salaries of Street Lighting District for the Year 2012**
- Res. #4 Sets Salaries of Sewer/Scavenger Waste District for the Year 2012**
- Res. #5 Sets Salaries of Refuse and Garbage District for the Year 2012**
- Res. #6 Sets Salaries of Water District Employees for the Year 2012**
- Res. #7 Sets Salaries of Elected Officials for the Year 2012**
- Res. #8 Sets Salaries of Highway Department for the Year 2012**
- Res. #9 Sets Salaries of Police Officers for the Year 2012**
- Res. #10 Approves Highway Superintendent Expenditures**
- Res. #11 Designates Banks as Official Depositories for Town Funds**
- Res. #12 Calverton Park Community Development Budget Adjustment**
- Res. #13 General Fund Justice Court Budget Adjustment**
- Res. #14 2011 General Fund Budget Adjustment**
- Res. #15 Appoints Bond Counsel**
- Res. #16 2012 General Fund Budget Adjustment**
- Res. #17 Appointment and Approval of the Fee Schedule for the Raynor  
Group, P.E. & L.S. PLLC as Consulting Engineers and Land  
Surveyors**

- Res. #18** Authorizes Town Supervisor to Execute Credit Change Order No. 1 for Henry Pfeifer Community Center 500 Gallon Above Ground Oil Tank Installation & 1,000 Gallon Underground Tank Removal
- Res. #19** Approves Dunn Engineering Associates Rate Schedule
- Res. #20** Authorizes Code Compliance Coordinator to Attend Training Classes
- Res. #21** Authorizes the Supervisor to Execute a NYS Parks Grant Extension for Funds to Support Weeping Willow Redevelopment
- Res. #22** Maintains Policy of Nondiscrimination
- Res. #23** Reappoints Town Historian (Georgette Case)
- Res. #24** Amends Resolution #950 of 2011
- Res. #25** Adopts Policy for Reporting Employee Death/Fatality and Hospitalization
- Res. #26** Amends Resolution #962 of 2011
- Res. #27** Authorizes the Law Offices of Furey, Furey, Leverage, Manzione, Williams & Darlington, P.C. to Act as Special Counsel to the Town of Riverhead
- Res. #28** Authorization to Publish Advertisement for Recreation Software Program
- Res. #29** Authorizes the Supervisor to Execute an Agreement with Sterling Info Systems, Inc. to Provide Pre-Employment Background Screening and Drug Testing
- Res. #30** Authorization to Extend Contract to Wedel Sign Co., Inc. for Signage for the Town of Riverhead
- Res. #31** Authorizes the Supervisor to Execute an Inter-Municipal Agreement between the Town of Riverhead and the County of Suffolk Related to Access and Use of Pictometry
- Res. #32** Authorization to Publish Advertisement for Purchase of Five (5) 2011 Ford Crown Victoria Police Interceptor Vehicles for Use by the Town of Riverhead Police Department
- Res. #33** Approves the Chapter 90 Application of Competitive Events Group, Inc. (Deep Pond Triathlon – August 18<sup>th</sup> and 19<sup>th</sup>, 2012)

- Res. #34**      **Appoints Member to the Zoning Board of Appeals of the Town of Riverhead (Leroy Barnes)**
- Res. #35**      **Reappointments to the Chairman of the Zoning Board of Appeals of the Town of Riverhead (Frederick J. McLaughlin)**
- Res. #36**      **Reappoints Member to the Planning Board of the Town of Riverhead (Richard M. O’Dea)**
- Res. #37**      **Reappoints the Chairman of the Planning Board of the Town of Riverhead (Richard M. O’Dea)**
- Res. #38**      **Appoints Official Newspaper**
- Res. #39**      **Authorizes Attendance at the 2012 Training School and Annual Meeting Held by the Association of Towns**
- Res. #40**      **Sets Standard Legal Counsel Hourly Rate**
- Res. #41**      **Pays Bills**

**Town of Riverhead  
Resolution # 1**

**SETS SALARIES OF GENERAL TOWN EMPLOYEES FOR THE YEAR 2012**

Councilman Dunleavy offered the following Resolution,  
which was seconded by Councilman Wooten

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead  
for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
<b><u>ANIMAL CONTROL</u></b>				
Cain, Victoria	3/8A	Kennel Attendant	\$ 47,196.40	
LeCann, Marcelaine		Kennel Attendant		\$ 9.0000
Schneider, Maureen		Animal Control Officer I		\$ 15.0000
Walters, Lori		Kennel Attendant		\$ 9.0000
<b><u>ASSESSORS</u></b>				
Hotchkiss, Cheryl	9/8	Sr. Assessment Clerk	\$ 46,193.42	
Trojanowksi, Loretta	9/8	Sr. Assessment Clerk	\$ 46,193.42	
Wulffraat, Lisa	9/18A	Account Clerk Typist	\$ 57,772.08	
<b><u>BAY CONSTABLE</u></b>				
Divan, James	6/15A	Bay Constable	\$ 81,415.54	
<b><u>BINGO INSPECTOR</u></b>				
Sweeney, Theresa		Bingo Inspector		\$ 10.0000
<b><u>BUILDING DEPARTMENT</u></b>				
Klos, Sharon		Building Permit Coord.	\$ 30,000.00	
Edwards, Susan	9/9A	Account Clerk Typist	\$ 47,847.52	
Friszolowski, Frances	5/10	Head Clerk	\$ 65,882.56	
Gadzinski, Richard E	6/15A	Electrical Inspector	\$ 81,415.54	
Griffin, Mark	6/9A	Building Inspector	\$ 70,249.56	
Krajewski, Joanne	11/13	Sr. Account Clerk Typist	\$ 54,761.10	
Podlas, Richard	6/13A	Building Inspector	\$ 77,693.55	
Wherry, John		P/T Building Inspector		\$ 30.7351
<b><u>BUILDINGS &amp; GROUNDS</u></b>				
Ayala, Juan	7/11A	Maint. Mechanic II	\$ 54,550.57	
Bowe, Howard	3/3A	Groundskeeper I	\$ 41,638.02	
Cavaluzi, Madeline	1/6A	Custodial Worker I	\$ 43,174.74	
Cawley, Guy	15/19	Bldg. Maint. Super	\$ 73,003.41	
Fife, Ezra	3/4A	Groundskeeper I	\$ 42,749.70	
Hubbard, Gary	15/12	Maint. Mechanic V	\$ 63,342.79	
Hubbard, Robert	7/12	Maint. Mechanic II	\$ 55,150.02	
McKay, Steven	12/11A	Grounds Maint. Supervisor	\$ 59,640.55	
Muller, Ricky	1/14	Custodial Worker I	\$ 51,176.80	
Niedzwiecki, Henryk	7/10A	Maint. Mechanic II	\$ 53,351.66	
Ortiz, Joe	4/7A	Maint. Mechanic I	\$ 47,013.30	
Polak, Gregory	7/4A	Maint. Mechanic II	\$ 46,158.19	
Rachubka, Zygmunt	7/7A	Maint. Mechanic II	\$ 49,754.92	
Sulzer, Scott	7/9A	Maint. Mechanic II	\$ 52,152.75	
Zebrowski, David	8/9	Maint. Mechanic III	\$ 52,500.93	

<u>NAME</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
<b><u>FIRE MARSHAL</u></b>				
Andruszkiewicz, David	6/12	Fire Marshal I	\$ 74,902.05	
Davonski, Scott	10/5A	Chief Fire Marshal	\$ 81,774.21	
Tague, Laura	9/7A	Account Clerk Typist	\$ 45,642.06	

### **COMMUNITY DEVELOPMENT**

Kempner, Christine		Community Dev Admin	\$ 102,201.8600	
Maiorana, Joseph	7/11A	Asst Comm Dev Pro Sup	\$ 79,609.93	
Messina, Frank	4/4A	Grants Technician	\$ 51,808.10	
Thompson, Daniel		P/T Housing Inspector		\$ 28.3498

### **EISEP PROGRAM**

Carr, Linda		P/T Homemaker		\$ 14.4420
Foster, Felicia		P/T Homemaker		\$ 12.5400
Kummer, Barbara		P/T Homemaker		\$ 12.5400
Roberts, Sandra		P/T Homemaker		\$ 12.5400
Trent, Cynthia		P/T Homemaker		\$ 14.4420

### **ENGINEERING**

Testa, Kenneth		Town Engineer	\$ 121,690.77	
Dillingham, Drew		Ass't. Town Engineer	\$ 88,000.00	
Hubbs, Robert	7/5A	GIS Supervisor	\$ 67,558.19	
McKay, Margaret	9/8A	Account Clerk Typist	\$ 46,744.79	

### **FINANCE**

Rothaar, William		Chief Accountant	\$ 125,292.59	
Harrington, Scott		Principal Accountant	\$ 86,453.50	
Griffin, Janet	7/8A	Principal Account Clerk	\$ 73,584.06	
Jaeger, Billie Jo	9/9	Account Clerk Typist	\$ 47,296.15	
Kozakiewicz, Cheryl	4/5A	Budget Technician	\$ 53,393.97	
Lynch, Martin	4/5A	Netwk & Sys Tech	\$ 53,393.97	
Miloski, Jean	7/9	Principal Account Clerk	\$ 74,588.37	
Mottern, Joan	11/8A	Senior Account Clerk Typist	\$ 49,527.05	
Peeker, Melissa	11/11A	Senior Account Clerk Typist	\$ 53,016.42	
Pipczynski, Lori	9/14	Computer Operator II	\$ 96,553.62	
Schroeher, Kathleen	11/15	Senior Account Clerk Typist	\$ 57,087.35	
Smith, Rosemary	8/4A	Account Clerk	\$ 41,037.25	
Sweeney, Theresa	4/7A	Netwk & Sys Tech	\$ 56,565.72	
Sclafani, Victoria		Clerk		\$ 11.5000

### **HISTORIAN**

Case, Georgette		Town Historian	\$ 5,000.00	
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### **HUMAN RESOURCES**

Ferris, Margaret		Town Personnel Officer	\$ 67,213.56	
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### **JUVENILE AID BUREAU**

Hobson-Womack, Evelyn		Detective Grade II	\$ 115,431.00	
Behr, Cheryl	9/4	Account Clerk Typist	\$ 41,782.50	
Maccagli, Elizabeth	4/5A	Youth Counselor	\$ 53,393.97	

### **JUSTICE COURT**

Hecker, Jill	11/5	Justice Court Clerk	\$ 45,456.12	
Manarel, Sarah	11/4A	Justice Court Clerk	\$ 44,874.56	
Morrissey, Roberta	6/5A	Justice Court Director	\$ 62,805.58	
Reyes, Tina	12/12A	Senior Justice Court Clerk	\$ 55,749.49	

<u>NAME</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Seebeck, Catherine	11/5A	Justice Court Clerk	\$ 46,037.68	
Sickler, Brenda	11/5	Justice Court Clerk	\$ 45,456.12	
Vail, Maribeth	11/4A	Justice Court Clerk	\$ 44,874.56	
Bennett, Daniel		P/T Court Officer		\$ 20.0000
Elfein, Jennifer		P/T Court Officer		\$ 20.0000
Grodski, John		P/T Court Officer		\$ 20.0000
Sypher, Steven		P/T Court Officer		\$ 20.0000

### LEGISLATIVE

Hulse, Linda		Legislative Secretary	\$ 40,542.48	
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### MUNICIPAL GARAGE EMPLOYEES

Curtis, Michael	9/6A	Auto Mechanic III	\$ 50,377.62	
McKenna, Janice	9/10A	Account Clerk Typist	\$ 48,950.25	
Vance, Thomas	8/5	Auto Mechanic II	\$ 47,624.76	
Warner, Richard	12/19	Auto Mechanic IV	\$ 69,504.72	
Zaveski, Timothy	9/16A	Auto Mechanic III	\$ 62,881.19	

### PLANNING DEPARTMENT

Hanley, Richard		Town Planning Director	\$ 112,962.43	
Fuentes, Kim	9/8A	Account Clerk Typist	\$ 46,744.79	
Gluth, Karin	9/7A	Planner	\$ 81,622.04	
Hall, Joseph	9/15A	Environmental Planner	\$ 99,999.37	
Ritter, Jaimie	9/5A	Account Clerk Typist	\$ 43,436.60	

### POLICE CIVILIAN

Andruszkiewicz, Mary	7/4A	Sr. Administrative Assistant	\$ 65,549.57	
Cartwright, Pamela	4/18A	Clerk Typist	\$ 48,948.14	
Miller, Lorraine	9/12A	Account Clerk Typist	\$ 51,155.70	
Vourakis, Victoria	5/17	Head Clerk	\$ 77,970.08	
Bobinski, Christian	1/P	Public Safety Dispatcher I	\$ 44,359.80	
Buyukdeniz, Deborah	1/9A	Public Safety Dispatcher I	\$ 52,167.26	
Chester, Erin	1/12	Public Safety Dispatcher I	\$ 55,170.13	
Elco, Melissa	1/6A	Public Safety Dispatcher I	\$ 48,563.82	
Kruszon-Walters, Nancy	1/P	Public Safety Dispatcher I	\$ 44,359.80	
Newman, Tanya	1/11A	Public Safety Dispatcher I	\$ 54,569.56	
Seus, John	1/P	Public Safety Dispatcher I	\$ 44,359.80	
Ulmet, Candee	1/15A	Public Safety Dispatcher I	\$ 59,374.15	
Zlatniski, Donald	1/17A	Public Safety Dispatcher I	\$ 61,776.44	
Carragher, Deirdre		PT Public Safety Dispatcher I		\$ 19.5100
Vonatski, Kathleen		PT Public Safety Dispatcher I		\$ 19.5100
Girgenti, Peter		PT Police Officer		\$ 19.0000
Glynn, Patrick		PT Police Officer		\$ 19.0000
Nekenz, Matthew		PT Police Officer		\$ 19.0000
Pendzick, Christopher		PT Police Officer		\$ 19.0000
Daniels, Kelly		Crossing Guard		\$ 16.3592
Moore, Ramona		Crossing Guard		\$ 16.3592
Highland, Geraldine		Crossing Guard		\$ 11.0000
Edwards, Bruce		Crossing Guard		\$ 11.0000
Hamill, Dennis		Crossing Guard		\$ 11.0000
Highland, Donald		Crossing Guard		\$ 11.0000
Hocker, Patricia		Crossing Guard		\$ 11.0000
Mooney, Brian		Crossing Guard		\$ 11.0000
Rizzuto, Frances		Crossing Guard		\$ 11.0000
Temperino, James		Crossing Guard		\$ 11.4200
Bishop, Steven		Detention Attendant		\$ 11.2000
Bouchard, Barbara		Detention Attendant		\$ 11.2000
Breitenbach, Jr., Emil		Detention Attendant		\$ 11.2000
Brooks, Dylan		Detention Attendant		\$ 11.2000
Crump, Tracey		Detention Attendant		\$ 11.2000
Dorfer, Patricia		Detention Attendant		\$ 11.2000
Hattorff, Philip		Detention Attendant		\$ 11.2000

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Hubbard, Shawn		Detention Attendant	\$	11.2000
Jaeger, Billie Jo		Detention Attendant	\$	11.2000
Kraemer, William		Detention Attendant	\$	11.2000
Lowery, John		Detention Attendant	\$	11.2000
Moore, Ramona		Detention Attendant	\$	11.2000
Oliver, Beatrice		Detention Attendant	\$	11.2000
Taylor, Barbara		Detention Attendant	\$	11.2000
Taylor, Deborah		Detention Attendant	\$	11.2000
White, Brianna		Detention Attendant	\$	11.2000
Fideli, Baycan		Traffic Control Specialist	\$	12.0000
Merker, William		Traffic Control Specialist	\$	12.0000
Santoro, Stephen		Traffic Control Specialist	\$	12.0000
Tobin, Thomas		Traffic Control Specialist	\$	12.0000

### PURCHASING

Tague, Mary Ann	7/11A	Purchasing Agent	\$	79,609.93
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### RECREATION

Coyne, Raymond		Superintendent of Recreation I	\$	91,443.77
Beatty, Diane	9/12A	Account Clerk Typist	\$	51,155.70
Eastwood, Colleen	4/9A	Recreation Supervisor	\$	59,737.46
Filgate, Thomas	4/5	Recreation Program Planner	\$	52,601.03
Janecek, James	4/12	Recreation Program Coordinator	\$	63,702.14
Strange, Doris	9/12A	Account Clerk Typist	\$	51,155.70
Tocci, Kelly	7/6A	Ass't. Super. Of Recreation	\$	69,566.81

### REGISTRAR OF VITAL STATISTICS

Froehlich, Muriel		Sub-Registrar	\$	300.00
O'Neill, Juliann		Deputy Registrar		\$1,000.00

### SANITATION DEPARTMENT & YARD WASTE PROGRAM

Darling, Ronald	6/8A	AEO	\$	50,055.27
Clarkin, James	3/10A	Laborer	\$	49,419.76
Kurz, Brett	3/7A	Laborer	\$	46,084.73
Cain, Victoria		Guard-Landfill	\$	13.1617
McKenna, Janice		Guard-Landfill	\$	13.1617
Muller, Ricky		Guard-Landfill	\$	13.1617
Niedzwiecki, Henryk		Guard-Landfill	\$	13.1617
Vance, Thomas		Guard-Landfill	\$	13.1617

### SENIOR CITIZEN PROGRAMS ADMINISTRATION

Doll, Judy		Sr. Citizen Program Director	\$	92,197.57
McEvoy, Suzanne		Account Clerk Typist	\$	26.2000
Trojanowski, Donna	5/4	Ass't Sr. Cit. Center Manager	\$	36,709.99

### SENIOR CITIZEN PROGRAMS BUS OPERATIONS

Caccioppo, Beatrice	4/5A	Bus Driver	\$	36,851.67
Lassandro, Thomas	4/P	Bus Driver	\$	34,525.43
Murphy, David	4/5A	Bus Driver	\$	36,851.67
O'Kula, Carol	4/8A	Bus Driver	\$	39,643.17

### SENIOR CITIZEN PROGRAMS NUTRITION

Brown, Margaret	D/19	Food Service Worker	\$	42,351.28
Clinton, Ann	4/19	Senior Cook	\$	49,413.39
Johnson, Julianna	2/12	Cook	\$	39,825.77
Schwarz, Debra	9/10A	Senior Center Mgr	\$	48,950.25
Sulzer, Daryl	2/4	Senior Citizen Aide	\$	32,936.50
Karen Westwood	2/5	Senior Citizen Aide	\$	33,797.66

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Wilson, William	2/11A	Cook	\$ 39,395.19	
Vigiotti, Marie		P/T Clerk Typist		\$ 17.8026

**SHARED SERVICES**

Campbell, Verna	2/19	Switchboard Operator	\$ 45,853.87	
O'Kula, Linda		P/T Driver Messenger		\$ 13.7628

**SUPERVISOR'S OFFICE**

Lewis, Jill		Deputy Supervisor	\$ 75,972.49	
McLaughlin, Tara		Executive Assistant	\$ 75,972.49	
Sclafani, Carol		Legislative Secretary	\$ 39,131.07	

**TAX RECEIVER'S OFFICE**

Zaneski, Laurie	9/8A	Account Clerk Typist	\$ 46,744.79	
Zaneski, Laurie		Deputy Tax Receiver	\$ 2,500.00	

**TOWN ATTORNEY**

Kozakiewicz, Robert		Town Attorney	\$ 108,321.15	
Prudenti, Annemarie		Chief Deputy Town Attorney	\$ 99,511.81	
Duffy, William		Deputy Town Attorney	\$ 89,504.80	
McCormick, Daniel		Deputy Town Attorney	\$ 96,822.81	
Buckner, Nicole	5/5	Ordinance Inspector	\$ 57,248.61	
Downs, Richard	9/6A	Town Investigator	\$ 79,324.87	
Fagan, Joanne	9/7A	Account Clerk Typist	\$ 45,642.06	
Lenox, Laura	7/11	Paralegal Assistant	\$ 78,605.61	
Macabee, Kevin	12/6A	Senior Town Investigator	\$ 94,016.23	
McKay, Linda	4/5A	Code Compliance Coordinator	\$ 53,393.97	

**TOWN CLERK**

Delvecchio, Carol	9/16A	Account Clerk Typist	\$ 55,566.62	
O'Neill, Juliann	9/5A	Account Clerk Typist	\$ 43,436.60	
O'Neill, Juliann		Deputy Town Clerk Stipend	\$ 2,500.00	

**TRANSPORTATION ADMINISTRATION**

Gajowski, Mark		Deputy Super. Of Highway	\$ 78,356.79	
Beal, Susan	7/8	Sr. Admin. Assistant	\$ 72,579.75	
Testa, Donna	9/11A	Account Clerk Typist	\$ 50,052.97	

**SENIORS HELPING SENIORS PROGRAM**

Marsland, Frederick		P/T Maint. Mech II (Home Chore)	\$	20.2873
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**YOUTH SERVICES**

Lyczkowski, Donna	6/13A	Executive Dir. Youth Bureau	\$ 77,693.55	
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**THE VOTE**

Giglio  Yes  No    Gabrielsen  Yes  No  
Wooten  Yes  No    Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

## Town of Riverhead

### Resolution # 2

#### SETS SALARIES OF VARIOUS BOARDS FOR THE YEAR 2012

Councilman Wooten offered the following Resolution,  
which was seconded by Councilman Gabrielsen

**RESOLVED**, that the salaries of the following board members of various board of the  
Town of Riverhead for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
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#### ACCESSORY APARTMENT REVIEW BOARD

Funda, Charles		Member- Chair	\$ 2,400.00	
Curtis, Anne		Member	\$ 2,400.00	
Hubbard, John		Member	\$ 2,400.00	
Hulse, Linda		Member	\$ 2,400.00	

#### ARCHITECTURAL REVIEW BOARD

Searles, Richard		Member- Chair	\$ 2,500.00	
Sokoloski, Roy		Member - Vice Chair	\$ 2,500.00	
Haynal, Robert		Board Member	\$ 2,500.00	
Jacquemin, Gary		Board Member	\$ 2,500.00	
Jacunski, Judy		Board Member	\$ 2,500.00	

#### ASSESSMENT REVIEW BOARD

Acevedo, Marjorie		Member	\$ 1,000.00	
Mills, Brian		Member	\$ 1,000.00	
O'Connell, Judy		Member	\$ 1,000.00	
		Chairman	\$ 100.00	Stipend

#### CONSERVATION ADVISORY COUNCIL

McCabe Sr., Sean M.		Member-Chair	\$ 970.00	
Kujawski, Robert		Member-Vice Chair	\$ 770.00	
Fox, Robert		Member	\$ 770.00	
Galasso, Alex		Member	\$ 770.00	
Lewin, Duane		Member	\$ 770.00	
Woodhull, George		Member	\$ 770.00	

#### PLANNING BOARD

O'Dea, Richard		Member-Chair	\$ 12,000.00	
Baier, Joseph		Member-Vice Chair	\$ 9,750.00	
Boschetti, Louis		Member	\$ 9,000.00	
Densieski, Edward		Member	\$ 9,000.00	
Wells, Lyle		Member	\$ 9,000.00	
Fuentes, Kim		Secretary	\$ 1,500.00	

#### ZONING BOARD OF APPEALS

Mclaughlin, Fred		Member-Chair	\$ 8,000.00	
Wittmeier, Otto		Member-Vice Chair	\$ 6,000.00	
		Member	\$ 6,000.00	
Sclafani, Charles		Member	\$ 6,000.00	
Seabrook, Frank		Member	\$ 6,000.00	
Fuentes, Kim		Secretary	\$ 1,500.00	

#### THE VOTE

Giglio  Yes  No Gabrielsen  Yes  No  
Wooten  Yes  No Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 3**

**SETS SALARIES OF STREET LIGHTING DISTRICT FOR THE YEAR 2012**

Councilman Gabrielsen offered the following Resolution,  
which was seconded by Councilwoman Giglio

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead  
Street Lighting District for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Commins, Michael	15/12A	Electrical Services Supervisor	\$ 64,032.83	
Krupski, Dennis	7/7A	Maint. Mechanic II	\$ 49,754.92	
Merker, William	7/7A	Maint. Mechanic II	\$ 49,754.92	
Smith, James	8/7	Maintenance Mechanic III	\$ 50,062.84	
Sollazzo, Leisa	7/13	Senior Administrative Asst.	\$ 82,622.86	

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No

Wooten  Yes  No Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 4**

**SETS SALARIES OF SEWER/SCAVENGER WASTE DISTRICT FOR THE YEAR 2012**

Councilwoman Giglio offered the following Resolution,  
which was seconded by Councilman Dunleavy

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead Sewer/Scavenger Waste District for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>% RS/SCA/CS</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Reichel, Michael	50/50/0		Wastewater Dist. Super.	\$ 91,156.77	
Reichel, Michael			Calverton Sewer Superintendent	\$ 20,749.84	
Reichel, Michael			License Stipend	\$ 5,000.00	
Allen, Timothy	50/50/0		Assistant Wastewater Dist. Super.	\$ 83,913.11	
Alexander, Warren	0/100/0	14/12A	Wastewater Tmt Plant Oper II	\$ 62,978.78	
Arrigo, John	0/100/0	14/11	Wastewater Tmt Plant Oper II	\$ 60,945.55	
Attridge, Douglas	100/0/0	14/10	Wastewater Tmt Plant Oper II	\$ 59,590.07	
Hattorff, Matthew	100/0/0	17/19	WW Tmt Plant Oper 3A	\$ 75,213.31	
Helupka, Robert	100/0/0	14/6A	Wastewater Tmt Plant Oper II	\$ 54,845.87	
Lech, Michael	100/0/0	17/13A	WW Tmt Plant Oper 3A	\$ 67,425.98	
Maffia, Michael	0/100/0	8/10	Maintenance Mechanic III	\$ 53,719.97	
McCabe, Sean	100/0/0	7/4	Maintenance Mechanic II	\$ 45,558.74	
Reeve, Lindsay	0/100/0	16/19	Sr Wastewater Tmt Plt Oper II	\$ 74,036.78	
Schroehler, Christoph	100/0/0	8/12A	Maintenance Mechanic III	\$ 56,767.57	
Smith, Robert	100/0/0	14/4	Wastewater Tmt Plant Oper II	\$ 51,457.16	
Sollazzo, Jill	50/50	9/9A	Account Clerk Typist	\$ 47,847.52	
Watts, Kyle	100/0/0	7/P	Maintenance Mechanic II	\$ 44,359.83	
Obie, Robert	0/100/0		P/T Clerk		\$ 12.8526

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No

Wooten  Yes  No Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 5**

**SETS SALARIES OF REFUSE AND GARBAGE DISTRICT FOR THE YEAR 2012**

Councilman Dunleavy offered the following Resolution,  
which was seconded by Councilman Wooten

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead Refuse and Garbage District for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Reeve, John		Sanitation Supervisor	\$ 92,545.90	
Hubbard, Gina	9/10	Account Clerk Typist	\$ 48,398.88	

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No

Wooten  Yes  No Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 6**

**SETS SALARIES OF WATER DISTRICT EMPLOYEES FOR THE YEAR 2012**

Councilman Wooten offered the following Resolution,  
which was seconded by Councilman Gabrielsen

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead Water District for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u> <u>WATER DISTRICT</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Pendzick, Gary		Water Dist Superintendent	\$ 129,142.48	
Conklin, Mark		Asst. Water Superintendent	\$ 94,765.30	
Barauskas, Lynn	9/19	Account Clerk Typist	\$ 58,323.45	
Benedict, Michael	17/19	Sr. Water Trmt. Plant Oper IB	\$ 75,213.31	
Bokee, Paul	15/17	Water Treatment Plant Oper IIB	\$ 70,243.23	
Gablentz, Brian	15/6A	Water Treatment Plant Oper IIB	\$ 55,752.29	
Hatcher, Alan	8/5A	Maintenance Mechanic III	\$ 48,234.28	
Hubbard, Jason	15/9A	Water Treatment Plant Oper IIB	\$ 59,892.56	
Kellar, John	15/6A	Water Treatment Plant Oper IIB	\$ 55,752.29	
Kruger, Thomas	17/19	Sr. Water Trmt. Plant Oper IB	\$ 75,213.31	
Leja, Charles	14/16	Water Maint. Crew Leader	\$ 67,722.98	
Letson, John	15/11	Water Treatment Plant Oper IIB	\$ 61,962.70	
Majeski, Chester	12/19	Maintenance Mechanic IV	\$ 69,504.72	
Schunk, James	8/5A	Maintenance Mechanic III	\$ 48,234.28	
Walls, Frank	8/7	Maintenance Mechanic III	\$ 50,062.84	
Wulffraat, Arnold	15/10A	Water Treatment Plant Oper IIB	\$ 61,272.65	
Halpin, Robin		Account Clerk Typist	\$	15.0000
Lynn, Maureen		Sr. Account Clerk Typist	\$	30.0000

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No

Wooten  Yes  No Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 7**

**SETS SALARIES OF ELECTED OFFICIALS FOR THE YEAR 2012**

Counselman Gabrielsen offered the following Resolution,  
which was seconded by Councilwoman Giglio

**RESOLVED**, that the salaries of the following Elected Officials of the Town of Riverhead for the year 2012 be and are hereby set as follows:

<b><u>EMPLOYEE</u></b>	<b><u>TITLE</u></b>	<b><u>ANNUAL SALARY</u></b>	<b><u>HOURLY</u></b>
Walter, Sean	Town Supervisor	\$ 115,148.00	
Wilhelm, Diane	Town Clerk	\$ 72,386.00	
Woodson, George	Superintendent of Hwys	\$ 81,845.00	
Ehlers, Richard	Town Justice	\$ 73,012.00	
Smith, Allen M.	Town Justice	\$ 73,012.00	
Tennenberg, Laverne	Assessor, Chairperson	\$ 81,718.00	
Haas, Mason	Assessor	\$ 72,386.00	
Leszczynski, Paul	Assessor	\$ 72,386.00	
Wowak Heilbrun, Maryann	Receiver of Taxes	\$ 69,597.00	
Dunleavy, John	Councilman	\$ 47,598.00	
Gabrielsen, George	Councilman	\$ 47,598.00	
Giglio, Jodi	Councilwoman	\$ 47,598.00	
Wooten, James	Councilman	\$ 47,598.00	

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No

Wooten  Yes  No Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead  
Resolution # 8**

**SETS SALARIES OF HIGHWAY DEPARTMENT FOR THE YEAR 2012**

Councilwoman Giglio offered the following Resolution,  
which was seconded by Councilman Dunleavy

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead Highway Department for the year 2012 be and are hereby set as follows:

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Apicello, John	9/12A	C.E.O.	\$ 57,879.76	
Argenti, Michael	7/7	H.E.O.	\$ 49,155.47	
Arteaga, David	6/6A	A.E.O.	\$ 47,688.76	
Atkins, Waverly	9/13	C.E.O.	\$ 58,504.94	
Barty, Kevin	6/4	A.E.O.	\$ 44,730.63	
Bates, Richard	9/12A	C.E.O.	\$ 57,879.76	
Bouchard, Raymond	6/5	A.E.O.	\$ 45,913.88	
Bugge, Christopher	6/4A	A.E.O.	\$ 45,322.26	
Caffrey, Ronald	12/19	Highway Main Crew Leader	\$ 69,504.72	
Coach, Elrod	6/5	A.E.O.	\$ 45,913.88	
D'Amara, Neil	6/4A	A.E.O.	\$ 45,322.26	
Davis, Jeffrey	9/17A	C.E.O.	\$ 64,131.54	
Dick, Andrew	6/5	A.E.O.	\$ 45,913.88	
Fink, William	7/14	H.E.O.	\$ 57,547.84	
Fogal, Arthur	6/11A	A.E.O.	\$ 53,605.03	
Gibbs, Jeffrey	6/4A	A.E.O.	\$ 45,322.26	
Hayes, Jarrod	7/6	H.E.O.	\$ 47,956.56	
Lescenski, Christopher	6/5A	A.E.O.	\$ 46,505.51	
Moreno, Joseph	6/5	A.E.O.	\$ 45,913.88	
Mottern, George	6/10A	A.E.O.	\$ 52,421.78	
Nagy, Kenneth	7/13	H.E.O.	\$ 56,348.93	
Niewadomski, John	7/14	Maintenance Mechanic II	\$ 57,547.84	
O'Kula, Walter	12/19	Maintenance Mechanic IV	\$ 69,504.72	
Owen, Donald	12/17A	Highway Main Crew Leader	\$ 67,531.89	
Pipczynski, James	6/7	A.E.O.	\$ 48,280.39	
Quinn, Joseph	7/16A	H.E.O.	\$ 60,545.12	
Reeve, Edward	9/16A	C.E.O.	\$ 62,881.19	
Renten Jr., William	6/5A	A.E.O.	\$ 46,505.51	
Sheppard, Joseph	6/19	A.E.O.	\$ 62,479.43	
Smith, Michael	6/12	A.E.O.	\$ 54,196.66	
Tedesco, Robert	6/4	A.E.O.	\$ 44,730.63	
Williams, Zebedee	6/5	A.E.O.	\$ 45,913.88	
Witt, Jeffrey	6/4	A.E.O.	\$ 44,730.63	
Zaleski, Michael	12/12A	Maintenance Mechanic IV	\$ 60,955.77	

**THE VOTE**

Giglio  Yes  No Gabrielsen  Yes  No  
 Wooten  Yes  No Dunleavy  Yes  No  
 Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**Town of Riverhead**  
**Resolution # 9**

**SETS SALARIES OF POLICE OFFICERS FOR THE YEAR 2012**

Councilman Dunleavy offered the following Resolution,  
which was seconded by Councilman Wooten

**RESOLVED**, that the salaries of the following employees of the Town of Riverhead  
for the year 2012 be and are hereby set as follows:

**POLICE OFFICERS**

<b><u>EMPLOYEE</u></b>	<b><u>GROUP/STEP</u></b>	<b><u>TITLE</u></b>	<b><u>ANNUAL SALARY</u></b>	<b><u>HOURLY</u></b>
Hegermiller, David		Chief	\$ 167,023.95	
Hegermiller, David		Emergency Services Coordinator	\$ 6,000.00	
Smith, Richard		Captain	\$ 154,880.64	
Adlah, Taleb		Police Officer	\$ 80,548.00	
Anderson, Jr., Richard		Police Officer	\$ 106,978.00	
Atkinson, Ronald		Sergeant	\$ 125,465.00	
Bianco, William		Police Officer	\$ 93,762.00	
Boden, Richard		Lieutenant	\$ 134,880.00	
Breitenbach, Emil		Police Officer	\$ 106,978.00	
Brogan, Ray		Police Officer	\$ 106,978.00	
Carey, Edward		Police Officer	\$ 106,978.00	
Carrieri, Michael		Police Officer	\$ 93,762.00	
Cavanagh, Dennis		Police Officer	\$ 106,978.00	
Cichanowicz, Charles		Police Officer	\$ 106,978.00	
Clements, Brian		Police Officer	\$ 106,978.00	
Cohen, Eric		Police Officer	\$ 106,978.00	
Crump, Ollie		Police Officer	\$ 106,978.00	
Davis, Kerri		Police Officer	\$ 106,978.00	
Devereaux, Jonathan		Police Officer	\$ 106,978.00	
Doscinski, John		Police Officer	\$ 106,978.00	
Egan, Sean		Sergeant	\$ 125,465.00	
Erick, Glenn		Police Officer	\$ 106,978.00	
Fandrey, Michael		Police Officer	\$ 106,978.00	
Frankman, James		Police Officer	\$ 106,978.00	
Freeborn, Richard		Police Officer	\$ 106,978.00	
Frost, Edward		Sergeant	\$ 125,465.00	
Geraci, Douglas		Police Officer	\$ 106,978.00	
Gleason, Brian		Sergeant	\$ 125,465.00	
Gluck, Danielle		Police Officer	\$ 106,978.00	
Goodale, Benjamin		Police Officer	\$ 106,978.00	
Gradischer, Kevin		Police Officer	\$ 106,978.00	
Griffiths, Dana		Police Officer	\$ 106,978.00	
Groneman, Andrew		Police Officer	\$ 106,978.00	
Hamilton, Jeffrey		Police Officer	\$ 106,978.00	
Heller, Branden		Police Officer	\$ 67,333.00	
Hill, Harry		Sergeant	\$ 125,465.00	
Holt, Kim		Police Officer	\$ 106,978.00	
Isgro, Dino		Police Officer	\$ 106,978.00	
James, Christopher		Police Officer	\$ 106,978.00	
Keegan, William		Police Officer	\$ 106,978.00	
Kubetz, Jill		Police Officer	\$ 106,978.00	
Laporte, Raymond		Police Officer	\$ 80,548.00	
Lennon, Patrick		Police Officer	\$ 106,978.00	
Lessard, David		Lieutenant	\$ 134,880.00	
Lessard, Thomas		Sergeant	\$ 125,465.00	
Lipinsky, Eric		Police Officer	\$ 93,762.00	
Loggia, Joseph		Detective Sergeant	\$ 128,628.00	
Lojko, Michael		Police Officer	\$ 106,978.00	

<u>EMPLOYEE</u>	<u>GROUP/STEP</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>HOURLY</u>
Lombardo, Michael		Police Officer	\$ 106,978.00	
Lydon, James		Police Officer	\$ 106,978.00	
Mackie, Sean		Police Officer	\$ 67,333.00	
Mauceri, Charles		Police Officer	\$ 106,978.00	
McAllister, Timothy		Police Officer	\$ 106,978.00	
Mcdermott, Patrick		Police Officer	\$ 106,978.00	
Morris, John		Police Officer	\$ 106,978.00	
Mowdy, Michael		Police Officer	\$ 106,978.00	
Mudzinski, Matthew		Police Officer	\$ 106,978.00	
Murphy, Timothy		Police Officer	\$ 106,978.00	
Oliver, Richard		Police Officer	\$ 106,978.00	
Palmer, Stephan		Sergeant	\$ 125,465.00	
Parkin, Christopher		Police Officer	\$ 106,978.00	
Peeker, Robert		Lieutenant	\$ 134,880.00	
Purick, Michael		Police Officer	\$ 106,978.00	
Roberts, Mark		Police Officer	\$ 106,978.00	
Schneider, Charles		Police Officer	\$ 67,333.00	
Schule, Allan		Police Officer	\$ 106,978.00	
Scott, Karen		Police Officer	\$ 106,978.00	
Seal Jr., John		Police Officer	\$ 106,978.00	
Silleck, Charles		Police Officer	\$ 106,978.00	
Troyan, Peter		Police Officer	\$ 106,978.00	
Vail, John		Sergeant	\$ 125,465.00	
Welsh, James		Police Officer	\$ 106,978.00	
Wicklund, Scott		Police Officer	\$ 106,978.00	
Wilson, Timothy		Police Officer	\$ 106,978.00	
Wooten, Anita		Police Officer	\$ 106,978.00	

**DETECTIVES**

Boden, Robert	Detective Grade I	\$ 116,806.00
Freeborn, David	Detective Grade II	\$ 115,431.00
Haley, Robert	Detective Grade I	\$ 116,806.00
Henry, Michael	Detective Grade II	\$ 115,431.00
Hernandez III, Frank	Detective Grade I	\$ 116,806.00
Hubbard, Timothy	Detective Grade I	\$ 116,806.00
Palmer, Dixon	Detective Grade I	\$ 116,806.00
Schmidt, Michael	Detective Grade III	\$ 114,071.00
Stromski, Mark	Detective Grade III	\$ 114,071.00
Waski, Patrick	Detective Grade II	\$ 115,431.00

**THE VOTE**

Giglio  Yes  No    Gabrielsen  Yes  No

Wooten  Yes  No    Dunleavy  Yes  No

Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 10

APPROVES HIGHWAY SUPERINTENDENT EXPENDITURES

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, New York State Highway Law §142(1)(a) provides that the Town Highway Superintendent may, with approval of the Town Board, purchase equipment, tools and other implements to be used for highway maintenance, construction, reconstruction and/or snow removal; and

**WHEREAS**, New York State Highway Law §142(1)(a) also provides that the Town Board may authorize the Highway Superintendent to purchase equipment, tools and other implements without prior approval; and

**WHEREAS**, the Superintendent of Highways has requested Town Board authorization to spend up to \$75,000.00 for equipment, tools and implements without prior Town Board approval in order to provide an opportunity to purchase used equipment at state, county and municipal auctions and other such equipment, tools and implements to be used for highway maintenance, construction, reconstruction and/or snow removal, with the condition that all such purchases comply with New York State General Municipal Law §103

**NOW THEREFORE BE IT RESOLVED** that the Superintendent of Highways be and is hereby authorized to spend up to \$75,000.00 for equipment, tools and other implements at any time without prior approval of the Town Board; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared **TABLED**

01.04.12  
120011

ADOPTED

TOWN OF RIVERHEAD

Resolution # 11

**DESIGNATES BANKS AS OFFICIAL DEPOSITORIES FOR TOWN FUNDS**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, pursuant to Town Law, Section 64(9), it is provided that the Town Board shall designate, by written resolution, banks or trust companies as official depositories.

**NOW, THEREFORE, BE IT RESOLVED**, that for a period of one (1) year effective January 1, 2012, Suffolk County National Bank, Capital One, JP Morgan Chase Bank, Citibank, and Morgan Stanley Smith Barney LLC, be, and are hereby, designated as official depositories for the Town of Riverhead.

**BE IT FURTHER RESOLVED**, that all accounts be collateralized subject to the approval of the Town Board with memoranda of agreement; and

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120012

WITHDRAWN

**TOWN OF RIVERHEAD**

**Resolution # 12**

**CALVERTON PARK  
COMMUNITY DEVELOPMENT**

**BUDGET ADJUSTMENT**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS** a transfer of funds is necessary to cover costs of a sign at EPCAL associated with updating the Reuse Plan for the 2,900 acre Calverton site;

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and is hereby, authorized to establish the following budget adjustment:

		<u>FROM</u>	<u>TO</u>
914.000000.499999	Fund Balance	17,550	
914.069800.524000	Equipment		17,550

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to Community Development, the Accounting Department and the Town Attorney.

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gabrielsen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wooten <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dunleavy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Walter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The Resolution Was  Thereupon Duly Declared **WITHDRAWN**

**TOWN OF RIVERHEAD**

**Resolution # 13**

**2011 GENERAL FUND**  
**JUSTICE COURT**

**BUDGET ADJUSTMENT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, Justice Court is requesting a transfer of funds for contracted fees for a Parking Collection Agency;

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and is hereby, authorized to establish the following budget adjustment:

		<u>FROM</u>	<u>TO</u>
001.011100.512500	Overtime – Non-Uniform	6,500	
001.011100.543905	Parking Agency-Administration Consultant		6,500

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Justice Court and the Accounting Department.

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio - ABSTAIN	Gabrielsen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wooten <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dunleavy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Walter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120014

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 14**

**2011 GENERAL FUND**

**BUDGET ADJUSTMENT**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, Year End budget adjustments are necessary for 2011.

**NOW THEREFORE, BE IT RESOLVED**, that the Town Board hereby authorizes the attached 2011 Budget adjustment for the General Fund:

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Accounting, and Recreation Department.

**THE VOTE**

Giglio	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Gabrielsen	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Wooten	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Dunleavy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
			Walter	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

The Resolution Was  Thereupon Duly Declared Adopted

					From	To
001	031200	513100	Police	Longevity	35,000	
001	019500	547100	Taxes on Town Property	Property Taxes	26,100	
001	099010	597130	Transfer	EDZ	24,400	
001	016250	541150	Buildings and Grounds	R&M	19,700	
001	031200	516100	Police	Night Differential	9,600	
001	031200	515501	Police	Holding Cell Attendant	9,400	
001	031200	542408	Police	Bullet Proof Vests	7,500	
001	016250	547504	Buildings and Grounds	Special Items Sanitation	5,400	
001	014200	513500	Town Attorney	Longevity	4,350	
001	016250	513500	Buildings and Grounds	Longevity	3,800	
001	031200	517100	Police	Sick Bonus	3,800	
001	070200	542600	Recreation	Printing	3,700	
001	031200	541403	Police	Recording Equipment Maintenance	3,500	
001	031200	524101	Police	Vehicles	2,760	
001	031255	543405	Youth Court	Professional Services - Education	2,500	
001	036250	541500	Code Enforcement	Motor Vehicle Maintenance	2,500	
001	031220	524190	Bay Constables	Boats	2,200	
001	071100	542512	Parks	Signage	2,050	
001	071400	543901	Playgrounds	Rec Specialist	1,900	
001	071800	511505	Beaches	Lifeguards	1,900	
001	050100	546200	Highway Administration	Electricity	1,700	
001	034100	541500	Fire Protection	Motor Vehicle Maintenance	1,500	
001	080200	542100	Planning	Office and Travel	1,500	
001	035100	541500	Dog Control	Automobile Repairs	1,300	
001	016250	542500	Buildings and Grounds	Supplies	1,250	
001	034100	543403	Fire Protection	Professional Services - Education	1,000	
001	071400	541000	Playgrounds	R&M	1,000	
001	010100	514500	Town Council	Sick Buy Back	800	
001	014200	514500	Town Attorney	Sick Pay Buy Back	550	
001	071100	542000	Parks	Supplies	550	
001	014100	524000	Town Clerk	Equipment	400	
001	013100	512500	Accounting	Overtime	150	
001	045400	541152	Ambulance	Building Maintenance - Jamesport	150	
001	031200	512500	Police	Non-Uniform Overtime		26,000
001	016250	512500	Buildings and Grounds	Overtime		20,650
001	031200	516650	Police	Police Holiday Pay		15,300
001	031200	512100	Police	Police Overtime		13,000
001	013200	543100	Audit	Contractual		11,700
001	073105	511505	Other Youth	Personal Services		10,400
001	016250	541500	Buildings and Grounds	Motor Vehicle Maintenance		9,500
001	031200	546303	Police	Gasoline		8,000
001	076110	511500	Home Aid Seniors	Personal Services		6,900
001	034100	512500	Fire Protection	Overtime		6,800
001	075200	540000	Historical Properties	Contractual Expenses		6,700
001	071400	515605	Playgrounds	Security Guards		5,100
001	014200	512500	Town Attorney	Overtime		4,900

					From	To
001	031200	518605	Police	Seasonal Employees		4,010
001	071100	515501	Parks	Skate Park Attend		3,600
001	031200	515503	Police	Crossing Guards		3,200
001	071100	518607	Parks	Seasonal Employees		3,200
001	031250	516650	J.A.B.	Holiday Pay		2,500
001	016250	541204	Buildings and Grounds	Recreation R&M		2,200
001	036250	512500	Code Enforcement	Overtime		2,100
001	031200	514600	Police	Cleaning Clothing Allowance		2,000
001	070200	541000	Recreation	R&M		2,000
001	031220	512500	Bay Constables	Overtime		1,850
001	073105	512500	Other Youth	Overtime		1,700
001	050100	546100	Highway Administration	Telephone		1,500
001	080200	512500	Planning	Overtime		1,500
001	035100	512100	Dog Control	Overtime		1,300
001	070200	543405	Recreation	Travel		1,300
001	019400	521000	Purchase of Land	Land		1,200
001	010100	542100	Town Council	Miscellaneous Office Expense		800
001	071100	541100	Parks	Epcal R&M		600
001	014100	514600	Town Clerk	Cleaning Clothing Allowance		400
001	070200	514600	Recreation	Cleaning Clothing Allowance		400
001	031220	541545	Bay Constables	R&M Boat		350
001	075100	544210	Historian	Suffolk County Historicals		300
001	036250	513500	Code Enforcement	Longevity		250
001	050100	546400	Highway Administration	Water		200
001	013100	513500	Accounting	Longevity		150
001	036250	549000	Code Enforcement	Miscellaneous		150
001	045400	541151	Ambulance	Building Maintenance - Riverhead		150
001	031200	542318	Police	K-9 Expense		50
					<b>183,910</b>	<b>183,910</b>

01.04.12  
120015

**ADOPTED**

**TOWN OF RIVERHEAD**

**Resolution # 15**

**APPOINTS BOND COUNSEL**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**RESOLVED**, that Orrick, Herrington & Sutcliffe LLP is hereby reappointed as Bond Counsel to the Town of Riverhead and that the Town Board hereby approves the attached rate schedule.

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No

Gabrielsen Yes No

Wooten Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

ORRICK, HERRINGTON & SUTCLIFFE LLP

GENERAL OBLIGATION FEE SCHEDULE

FOR

TOWN OF RIVERHEAD, NEW YORK

BOND ANTICIPATION NOTES

<u>Principal Amount</u>	<u>Fee</u>
Up to \$ 999,999	\$1,000
\$1,000,000 to \$1,999,999	\$1,000 plus 60 cents per \$1,000 on amount over \$1,000,000
\$2,000,000 to \$2,999,999	\$1,500 plus 50 cents per \$1,000 on amount over \$2,000,000
\$3,000,000 to \$3,999,999	\$2,000 plus 45 cents per \$1,000 on amount over \$3,000,000
\$4,000,000 and up	\$2,500 plus 40 cents per \$1,000 on amount over \$4,000,000

*PLUS* \$750 for review of Official Statement, if any, and \$200 for Material Events or Continuing Disclosure certification, and \$200 for Construction Election Certificate determining to pay penalty or arbitrage rebate for construction projects. (These are broken out as they may or may not be applicable.)

*Note:* There is a one time charge of \$300 for the drafting of any bond resolution. No incidental expenses. No out of pocket charges – no add-ons. No other fees period.

CASH FLOW FINANCINGS

Budget Notes: Base fee \$450 plus 45 cents per \$1,000.

RANs: Base fee \$395, plus 40 cents per \$1,000 for the first \$10,000,000, 35 cents per \$1,000 thereafter.

TANs: Base fee \$395 plus 40 cents per \$1,000 for the first \$10,000,000, 35 cents per \$1,000 thereafter.

*PLUS* \$750 for review of Official Statement.

*PLUS* \$200 for Material Events or Continuing Disclosure certification.

BOND ISSUES (PUBLIC SALE)

\$3,000 base fee PLUS (if applicable):

- 1) \$750 Review of Official Statement
- 2) \$200 Review of bond insurance documents.
- 3) \$200 Continuing Disclosure certification (SEC compliance work).
- 4) \$200 for Construction Election Certificate determining to pay penalty or arbitrage rebate for construction projects (federal tax compliance work).
- 5) \$1.00/\$1,000 principal amount of the issue.

Note: There is a one time charge of \$300 for the drafting of any bond resolution. No incidental expenses. No out of pocket charges - no add-ons. No other fees period.

Example: \$4,000,000 publicly sold insured serial bond issue - -/\$3,000 base plus \$4,000 (\$1/\$1,000) plus \$1,350 (insurance, Official Statement, continuing disclosure and tax work) = \$8,350. No other charges (except \$300 for drafting bond resolution earlier).

SERIAL BOND ISSUES LESS THAN \$1,000,000 (PRIVATE SALE)

The same fee schedule and billing procedure set forth for Bond Issues (Public Sale) shall apply for bond issues with a principal amount of less than \$1,000,000 sold at private sale, except that the base fee shall be \$1,500 for issues sold on a non-competitive basis (hence, no Notice of Bond Sale) and \$2,000 for issues sold on a competitive basis (necessitating a Notice of Bond Sale).

SERIAL BOND ISSUES \$1,000,000 AND OVER (NEGOTIATED SALE)

Same as for public sale with the exception of the elimination of the base fee charged and the addition of a negotiated-in-advance hourly \$ rate for time expended in connection with documents, conferences and other matters relating to issue. Caps to be established in advance.

STATUTORY INSTALLMENT BONDS

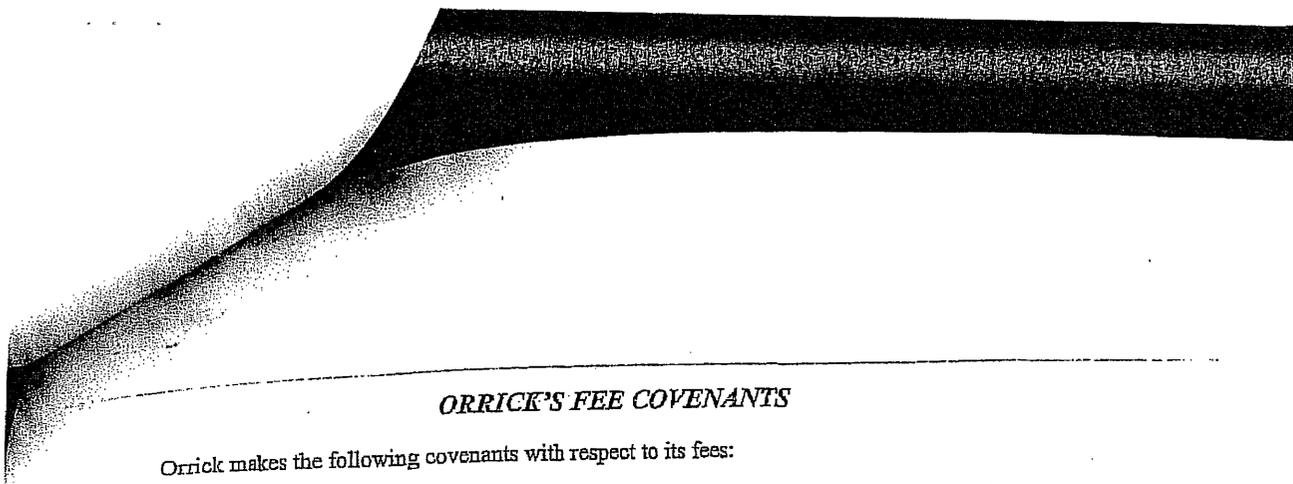
\$900 base fee, and \$1/\$1,000 principal amount of issue.

Note: There is a one time charge of \$300 for the drafting of any bond resolution. No incidental expenses. No out of pocket charges - no add-ons. No other fees period.

\* \* \* \* \*

Our fee schedule is designed simply so that you can figure out in advance what your bond counsel legal fees are likely to be for any annual cycle of borrowings, something you cannot do with hourly fees, or fee schedules which state (or fail to state) that incidental or other expenses will be added.

\* \* \* \* \*



*ORRICK'S FEE COVENANTS*

Orrick makes the following covenants with respect to its fees:

- 1) Orrick will not share any portion of its fees with any other professionals engaged by the Issuer in connection with the proposed financing and
- 2) Orrick will not share in the fees of any other professionals engaged by the issuer in connection with the proposed financing.

Douglas E. Goodfriend  
Thomas E. Myers  
Orrick, Herrington & Sutcliffe LLP  
666 Fifth Avenue  
New York, New York 10103  
Telephone: (212) 506-5000  
Fax: (212) 506-5151

01.04.12  
120016

**ADOPTED**

**TOWN OF RIVERHEAD**

**Resolution # 16**

**2012 GENERAL FUND**

**BUDGET ADJUSTMENT**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, a part time clerk has been hired in the Town of Riverhead Attorney's office;

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and is hereby, authorized to establish the following budget adjustment:

		<u>FROM</u>	<u>TO</u>
001.011100.512500	Justice Court - Overtime	18,200	
001.014200.511500	Attorney - Personal Services		18,200

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Town Attorney, Justice Court and the Accounting Department.

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gabrielsen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wooten <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dunleavy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Walter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 17**

**RE: APPOINTMENT AND APPROVAL OF THE FEE SCHEDULE FOR THE RAYNOR GROUP, P.E. & L.S. PLLC AS CONSULTING ENGINEERS AND LAND SURVEYORS**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, the Raynor Group, P.E. & L.S. PLLC has submitted a fee schedule for consulting engineering and land surveying services to the Riverhead Town Board and Riverhead Planning Board for the year 2012, and

**WHEREAS**, the fee schedule submitted by the Raynor Group, P.E. & L.S. PLLC is determined to be acceptable, now

**THEREFORE BE IT**

**RESOLVED**, that the Raynor Group, P.E. & L.S. PLLC is hereby appointed by the Town Board as consulting engineers and land surveyors to the Riverhead Planning Board, and

**BE IT FURTHER**

**RESOLVED**, that the attached fee schedule of The Raynor, Group, P.E. & L.S. PLLC is hereby approved for the year 2012, and

**BE IT FURTHER**

**RESOLVED**, that copies of this resolution be forwarded to Planning Department, Accounting Department and the Raynor Group, P.E. & L.S. PLLC, P.O. Box 720, Water Mill, New York, 11976.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**2012 FEE SCHEDULE**

---

Engineering and Surveying fees for The Raynor Group, P.E. & L.S. PLLC will be charged in accordance with the following fee schedule:

For the services of Principals:	\$175/hour
For the services of Professional Engineers:	\$175/hour
For the services of Professional Land Surveyors:	\$155/hour
For the services of Sr. Technicians:	\$130/hour
For the services of Technicians:	\$105/hour
For the services of Draftsmen:	\$ 95/hour
For the services of Field Crew Chiefs:	\$105/hour
For the services of Field Technicians:	\$ 95/hour
For the Services of Field Monitor	\$ 75/hour

Travel time to and from our office during the normal working day and travel time in excess of one hour beyond the normal working day will be charged in accordance with the foregoing rates.

All subcontractors (test pit excavations, test wells, materials analysts, biologists, etc.) engaged by us on behalf and as approved by the Town will be billed at cost, plus ten percent (10%).

All other out-of-pocket expenses incurred in connection with our services will be billed at cost (with the exception of subcontractors, as noted above). These expenses may include travel & subsistence (when applicable), telephone charges, reproductions, shipping charges, rental equipment (including repair), etc.

This fee schedule is valid for the current calendar year. Fees will be charged in accordance with the fee schedule in effect at the time the service is rendered.

Revised: January 4, 2012

01.04.12  
120018

ADOPTED

TOWN OF RIVERHEAD

Resolution #18

**AUTHORIZES TOWN SUPERVISOR TO EXECUTE CREDIT CHANGE ORDER NO. 1 FOR HENRY PFEIFER COMMUNITY CENTER 500 GALLON ABOVE GROUND OIL TANK INSTALLATION & 1,000 GALLON UNDERGROUND TANK REMOVAL**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, on June 1, 2011, the Riverhead Town Board adopted Resolution No. 423 entitled, "Awards Bid for Henry Pfeifer Community Center 500 Gallon Above Ground Oil Tank Installation and 1,000 Gallon Underground Oil Tank Removal"; and

**WHEREAS**, the bid was awarded to Island Pump and Tank Corp in the amount of Thirty One Thousand Five Hundred & 00/100 (\$31,500); and

**WHEREAS**, the Engineering Department has determined during construction that several contract items estimated quantities should be decreased - Item No. 5 Fill Material (-\$933.00), Item No. 11 Steel Bollards(-\$1,275.00), Item No. 118-SF Sediment and Erosion Control-Silt Fence Temporary (-\$1,400.00) and Item No. 118-SCE- Sediment and Erosion Control-Stabilized Construction Entrance (-\$1,400.00) for a total deduct change order of Five Thousand Eight Dollars & 00/100 (-\$5,008.00).

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor be and is hereby authorized to execute a deduct change order in the amount of -\$5,008.00; and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to Island Pump and Tank Corporation, 40 Doyle Court, East Northport, New York 11731-6405, Engineering Department, Purchasing Department, and the Office of Accounting.

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 19**

**APPROVES DUNN ENGINEERING ASSOCIATES RATE SCHEDULE**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, the Town Board seeks to adopt the Dunn Engineering rate schedule.

**NOW, THEREFORE BE IT, RESOLVED**, that the Town Board of the Town of Riverhead hereby approves the attached rate sheet; and

**BE IT FURTHER, RESOLVED**, that the Town Clerk be, and is hereby, authorized to forward a copy of this resolution to Dunn Engineering Associates, the Engineering Department, the Community Development Department, the Town Attorney and the Office of Accounting.

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

# DUNN ENGINEERING ASSOCIATES, P.C.

2012 Municipal Rate Sheet Town of Riverhead, NY

EMPLOYEE	TITLE	ACTUAL HOURLY RATE	MULTIPLIER 3.00	BILLING RATE *
Ronald Hill, P.E.	Principal	\$78.40	Capped	\$185.00
William Lifford, P.E.	Sr. Associate Engineer	\$71.42	Capped	\$185.00
Patrick Lenihan, P.E. Colin Richardson, P.E. Vincent Corrado, P.E. Thomas Rogers, P.E. William Blanchard, P.E.	Assoc. Engineer Assoc. Engineer Assoc. Engineer Assoc. Engineer Assoc. Engineer	\$57.33 \$50.24 \$53.38 \$56.41 \$53.88	x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00	\$171.99 \$150.72 \$160.14 \$169.23 \$161.64
Alex Gimpelman, P.E.	Project Engineer	\$48.12	x multiplier of 3.00	\$144.36
Alana Yue, P.E.	Sr.Engineer	\$31.49	x multiplier of 3.00	\$94.47
Cary Swett Sumesh Bhattarai Yousheng Mao Cory Canzone	Structural Engineer Structural Engineer Engineer Jr.Engineer	\$42.60 \$33.64 \$35.37 \$22.84	x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00	\$127.80 \$100.92 \$106.11 \$68.52
Thomas Bunch Carol Danielson Kenneth Zabielski	Senior Drafter Senior Drafter Chief Drafter	\$37.11 \$33.36 \$32.17	x multiplier of 3.00 x multiplier of 3.00 x multiplier of 3.00	\$111.33 \$100.08 \$96.51
Angela Schmidt Laurie Mihalko	Technical Typist Technical Typist	\$35.04 \$25.75	x multiplier of 3.00 x multiplier of 3.00	\$105.12 \$77.25

TOWN OF RIVERHEAD

Resolution # 20

**AUTHORIZES CODE COMPLIANCE COORDINATOR TO ATTEND TRAINING CLASSES**

Councilwoman Giglio offered the following resolution,  
which was seconded by Councilman Dunleavy

**WHEREAS**, Code Compliance Coordinator Linda Mckay requests to attend the Code Enforcement Basic Training Program given by the Division of Code Enforcement and Administration, New York State Department of State; and

**WHEREAS**, the classes will be held on January 10, 11 and 12, 2012, in Montour Falls, New York; and

**WHEREAS**, the cost of the classes will not exceed \$275.00 (expenses include fees for registration, two nights lodging, meals and other travel costs such as tolls and gas); and

**NOW, THEREFORE BE IT RESOLVED**, that Code Compliance Coordinator Linda McKay be authorized to attend these classes, use of an official vehicle for transportation (January 10, 11 and 12, 2012) and shall remit to the Accounting Department all pertinent receipts and documentation to be reimbursed for expenditures not to exceed the authorized limit; and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is authorized to forward a copy of this resolution to the Town Attorney's Office of the Town of Riverhead and that all Town Hall Departments may obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 21**

**AUTHORIZES THE SUPERVISOR TO EXECUTE A NYS PARKS GRANT  
EXTENSION FOR FUNDS TO SUPPORT WEEPING WILLOW REDEVELOPMENT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, grant funding is available from the New York State Office of Parks, Recreation and Historic Preservation ("NYS Parks") to provide funds to the Town of Riverhead for the acquisition and redevelopment of Weeping Willow Motel (Woodhull Property) into open space, parking and boat launch; and

**WHEREAS**, the Town of Riverhead Community Development Department ("CDD") has applied for and received an award of NYS Parks grant funds under the Environmental Protection Fund for Parks in the amount of up to \$500,000 based on fifty percent reimbursement of eligible costs for the acquisition and redevelopment of the Weeping Willow Motel (Woodhull Property) into open space, parking and boat launch (see attached contract); and

**NOW, THEREFORE, BE IT RESOLVED**, that the Riverhead Town Board hereby authorizes the Town Supervisor to execute the attached grant extension with NYS Parks.

**BE IT FURTHER RESOLVED**, that the Town Clerk shall provide notification of this resolution to CDD Director Chris Kempner and the Accounting Department.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

APPENDIX X-MODIFICATION AGREEMENT FORM

Period From: **November 30, 2007 to December 31, 2011**  
To: **November 30, 2007 to November 29, 2012**

Agency Code: **49070**  
Project #: **EPF-407033-L4**  
Contract #: **C407033**

Funding Amount for Period: **\$500,000.00**

This is an AGREEMENT between THE STATE OF NEW YORK, acting by and through the Office of Parks, Recreation and Historic Preservation, having its principal office at Agency Building One, Empire State Plaza, Albany, New York 12238 (hereinafter referred to as the STATE), and the **Town of Riverhead**, having its principal office at **200 Howell Avenue, Riverhead, New York 11901** (hereinafter referred to as the CONTRACTOR), for modification of Contract Number **C407033**, as amended in this Appendix and the attached Appendix **B**.

All other provisions of said AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the dates appearing under their signatures.

CONTRACTOR:

STATE AGENCY:

**Town of Riverhead**

New York State Office of Parks, Recreation and Historic Preservation

By:

By:

Printed Name:

Date:

Printed Title:

State Agency Certification:

Date:

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

STATE OF NEW YORK        )  
  ) SS.:  
COUNTY of                    )

On the        day of                                    in the year        , before me, the undersigned, personally appeared                                    , personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
(Notary Public, State of New York)

ATTORNEY GENERAL:

Approved:

Thomas P. DiNapoli  
State Comptroller

By \_\_\_\_\_

Date \_\_\_\_\_

Town of Riverhead  
Acquisition of Woodhull Property  
EPF 407033-L4

APPENDIX B - BUDGET

The detailed estimated budget for the project as outlined in this AGREEMENT is as follows:

**EXPENSES:**

<b>Acquisition</b>	\$900,000.00
To include: purchase of .454 acres	

<b>Development</b>	<u>\$140,000.00</u>
To include: demolition of existing structure and development of parking, boat access and walkways	

<b>TOTAL COST</b>	<b>\$1,040,000.00</b>
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**FUNDING BREAKDOWN:**

STATE Share	\$500,000.00
CONTRACTOR Share	\$540,000.00

**TOWN OF RIVERHEAD**

**Resolution # 22**

**MAINTAINS POLICY OF NONDISCRIMINATION**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, pursuant to United States Code Title 42, Section 6101 et seq., Section 200d, and Title 29, Section 794, it is required that a formal policy of nondiscrimination be established for the Town of Riverhead.

**NOW, THEREFORE, BE IT RESOLVED**, that the following policy of nondiscrimination be, and hereby is, established:

**No person shall, on the grounds of race, color, national origin, sex, religion, age or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or part, by Federal funds.**

**The Town of Riverhead has designated the following person as the contact to coordinate efforts to comply with this requirement:**

**Sean M. Walter  
Town Supervisor, Town of Riverhead  
200 Howell Avenue  
Riverhead, NY 11901-2596  
Telephone: 631-727-3200 ext. 251  
Monday –Friday: 8:30 A.M. to 4:30 P.M.**

**BE IT FURTHER RESOLVED**, that the Town Clerk be, and hereby is, directed to publish a copy of the above policy of nondiscrimination in the January 12, 2012 issue of the official newspaper and to post same on the signboard in Town Hall.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 23

REAPPOINTS TOWN HISTORIAN

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**BE IT RESOLVED**, that Georgette Case be, and is hereby, re-appointed to the position of Town Historian for the year 2012 at an annual salary of \$5000.00 to be paid biweekly.

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to Georgette Case, the Financial Administrator and the Personnel Officer; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 24**

**AMENDS RESOLUTION # 950 of 2011**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, Resolution #950 of 2011 appointed call-in personnel to the Accounting Department without indicating a specific job title; and

**WHEREAS**, in compliance with Civil Service rules and regulations, all such appointments require an approved civil service title.

**NOW THEREFORE BE IT RESOLVED**, in accordance with the above, this Town Board hereby amends the terms of Resolution # 950 of 2011, and appoints Victoria Sclafani to the position of Call-In Clerk; and

**BE IT FURTHER RESOLVED**, that all other terms specified in Resolution # 950 of 2011 remain unchanged.

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 25

**ADOPT POLICY FOR REPORTING EMPLOYEE DEATH/FATALITY AND HOSPITALIZATION**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, 12 NYCRR 801.39 requires the Town to report the death, regardless of cause, of any employee and the in-patient hospitalization of two or more employees as a result of a work-related incident to the New York State Department of Labor, Division of Safety and Health; and

**WHEREAS**, the New York State Department of Labor, Division of Safety and Health recommends that the Town adopt a policy outlining the procedures that the Town of Riverhead Personnel Department, Department Heads, and all management and supervisory personnel shall follow in the event of a death or in-patient hospitalization of two or more employees; and

**WHEREAS**, the Personnel Director reviewed the attached policy with representatives from New York State Department of Labor, Division of Safety and Health and received approval as to the terms, protocol, and such other information set forth in the policy.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board approves and adopts "Policy for Reporting Employee Death/Fatality and Hospitalization" annexed hereto and directs that the Personnel Director meet with all Department Heads to review the procedures and respond to any questions or inquiries related to same; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

## Department of Labor Emergency Notification Procedures

Section 801.39 of the New York State Public Employee Safety and Health Act mandates that the New York State Department of Labor, Division of Safety and Health (DOSH), must be notified **within eight (8) hours** after:

1. The death of any employee in the work environment *regardless* of the cause
2. The in-patient hospitalization of two (2) or more employees as a result of a work-related incident

In accordance with the above, the Town of Riverhead has implemented the following procedures:

### I. Reporting Fatalities

The following procedure shall be followed when an employee death or fatality occurs:

- A. The Department Head shall do the following:
  - (1) In the event the Department Head is present at the site of the fatality, he/she shall:
    - (a) Account for all employees in the group or at the worksite.
    - (b) Call 911 to activate emergency response services and provide basic first aid, if trained.
    - (c) Secure the site of the death so that no evidence is disturbed if the death or fatality is the result of a work-related accident.
  - (2) Obtain the specific information regarding the death (who, what, when, where, and how) and record it on an employee incident form.
  - (3) Orally report the death to the Department of Labor, Division of Safety and Health (DOSH) **within eight (8) hours** of the event. The contact number for the nearest DOSH office which is located in Garden City, NY is **(516) 228-3970**.
  - (4) If the death of the employee occurs during the hours of 8:00 a.m. – 5:00 p.m., immediately after notification to DOSH, the Department Head shall advise the Safety Officer of the fatality. If the event occurs between the hours of 5:00 p.m. – 8:00 a.m., immediately after notification to DOSH, the Department Head shall advise the Personnel Officer of the death or fatality. Note, the Safety Officer or Personnel Officer will initiate any such other notifications required under New York State law.

- B. In the Department Head's absence, the Deputy or Crew Leader or individual with supervisory or management authority shall immediately do the following:
- (1) Account for all employees in the group or at the worksite.
  - (2) Call 911 to activate emergency response services and provide basic first aid, if trained.
  - (3) Secure the site of the death so that no evidence is disturbed if the death or fatality is the result of a work-related accident.
  - (4) Advise the Department Head of the death as soon as possible. In the event the Department Head is unavailable, the Deputy or Crew Leader must contact and advise the Personnel Officer of the incident and death.

## II. Reporting Multiple Hospitalization Incidents

The following procedure must be followed whenever there is a work-related incident that results in the in-patient hospitalization of two (2) or more employees:

- A. Injured employee(s) immediately notifies Department Head of incident. The Department Head (or in his/her absence, the Deputy, Crew Leader, or individual with supervisory or management authority) must immediately call 911 if emergency services/care/transport is needed, or otherwise ensures that the injured employee(s) is transported to appropriate health care facility.
- B. If the injury requires in-patient hospitalization, the department head/other responsible person in supervisory role, will immediately, upon their knowledge, report it to the Safety Officer during the hours of 8:00 a.m. – 5:00 p.m. or the Personnel Officer during the hours of 5:00 p.m. – 8:00 a.m. In the absence of the safety officer, the Personnel Officer is to be contacted. Notification must be made regardless of time or day (includes after normal hours, weekends, and holidays).
- C. The Safety Officer or Personnel Officer, upon knowledge of a second in-patient hospitalization resulting from the same accident will, **within eight (8) hours**, orally report the accident to the Department of Labor, Division of Safety and Health (DOSHS). The contact number for the nearest DOSHS office which is located in Garden City, NY is **(516) 228-3970**.
- D. The Safety Officer or Personnel Officer will initiate other required notifications.

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### Contact Information

Meg Ferris, Personnel Officer  
Office 631/727-3200 x603  
Home 631/369-1774  
Cell 631/902-8315

Jean Miloski, Safety Officer  
Office 631/727-3200 x235

**Department of Labor, Division of Safety and Health (DOSH)**  
**Garden City District Office**  
**400 Oak Street, Suite 101, Garden City, NY 11530**  
**Tel. 516-228-3970**

01.04.12

120026

**ADOPTED**

**TOWN OF RIVERHEAD**

**Resolution # 26**

**AMENDS RESOLUTION # 962 OF 2011**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, by Resolution # 962 of 2011, adopted on December 27, 2011, the Town Board authorized the Town Attorney to obtain appraisals of the properties indentified for purchase in the grant application referenced above; and

**WHEREAS**, Resolution # 962 of 2011 omitted any reference to parcel known as 1462 Osborne Avenue, Riverhead; and

**WHEREAS**, as Emergency Manager, it is proper and fitting that the Police Chief undertake and sign the proposal regarding appraisals instead of the Town Attorney.

**NOW, THEREFORE, BE IT RESOLVED**, that Town Board resolution # 962 of 2011 be and is hereby amended such that the Police Chief, as Emergency Manager for the Town is hereby authorized to order appraisals and execute the proposal from Maurice N. Perkins Co., Inc., 9 Chantilly Court, Huntington Station, New York 11746, at a cost of \$1000.00 each for the real properties commonly known as 108 Horton Avenue, 112 Horton Avenue, 118 Horton Avenue, 145-151 Horton Avenue, 157 Horton Avenue, 161 Horton Avenue, 167 Horton Avenue, 173 Horton Avenue, 177 Horton Avenue and 1462 Osborne designated on the Suffolk County Tax Map as Nos. #0600-81-3-21, 0600-81-3-20, 0600-81-3-19, 0600-81-2-30.2, 0600-81-2-27, 0600-81-2-26, 0600-81-2-25, 0600-81-2-24, 0600-81-2-21 and 0600-81-2-23.1 in connection with the acquisition of said parcel, and be it further

**RESOLVED**, that the Town Clerk is hereby directed to forward a copy of this resolution to the Office of the Supervisor, the Chief of Police, and the Office of the Town Attorney.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 27

**AUTHORIZES THE LAW OFFICES OF FUREY, FUREY, LEVERAGE, MANZIONE, WILLIAMS & DARLINGTON, P.C., TO ACT AS SPECIAL COUNSEL TO THE TOWN OF RIVERHEAD**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, from time to time the Town of Riverhead requires the assistance of outside counsel to represent and defend the Town of Riverhead regarding various claims and lawsuits filed against the Town of Riverhead, and

**WHEREAS**, the Town Board of the Town of Riverhead wishes to retain outside counsel to assist the Town Board as required regarding these claims and actions.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, that the Law Offices of Furey, Furey, Leverage, Manzione, Williams & Darlington, P.C. , is hereby retained as special counsel in connection with the above matter at the rate of \$175.00 per hour, and be it further

**RESOLVED**, that the Riverhead Town Board hereby authorizes the Supervisor to execute the attached Retainer Agreement; and be it further

**RESOLVED**, that pursuant to Town Law § 65, the Town Board of the Town of Riverhead hereby provides nunc pro tunc authorization, effective as of January 1, 2011 or the date when the Law Offices of Furey, Furey, Leverage, Manzione, Williams & Darlington, P.C. were first assigned to defend any claims or lawsuits; and be it further

**RESOLVED**, that the Town Clerk is hereby directed to forward a certified copy of this resolution to the Law Offices of Furey, Furey, Leverage, Manzione, Williams & Darlington, P.C., 600 Front Street, Hempstead, New York 11550-4459; the Office of the Town Attorney and the Office of Accounting.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

### **Town of Riverhead Engagement Letter**

This letter confirms our agreement pursuant to which the Town of Riverhead (herein after "Town") has retained Furey, Furey, Leverage, Manzione, Williams & Darlington P.C. (herein after "Furey Furey") to perform and FureyFurey has agreed to act as Special Counsel for Torts in connection with **potential/active** litigation under the terms and conditions set forth in this engagement agreement.

This Agreement applies to those matters for which the Town requests FureyFurey to act as Special Counsel for Torts and which, FureyFurey accepts said assignments. Such initial request and initial acceptance do not need to be in writing, provided the request and acceptance is confirmed in writing within seven (7) days of the acceptance.

The Town agrees to pay, reimburse, indemnify and/or hold harmless Furey Furey for all timecharges, fees, costs, attorney's fees and disbursements that may be incurred or generated, or that may arise out of or relate to any effort that Furey Furey may undertake in response to any effort or judicial process or pursuant to any direction from the Town as provided above.

Furey Furey shall bill the Town quarterly. The bills shall include a description of the specific matter, tasks performed and hours worked by each person working on the Engagement as well as a statement of the total amount of out-of-pocket expenses and disbursements incurred with subtotals by category.

Our rates for investigative, due diligence and related services performed in the United States range are \$175.00 for attorneys and \$65.00 for paralegal services. Disbursements and taxes, if applicable, are billed in addition to fees. Some disbursements, other than databases, will be subject to a processing and carrying charge. Database charges are billed at actual cost to us or on a per minute charge, depending on the database. Long distance, cellular telephone, facsimile and other communications charges will be estimated based on the fees incurred.

Either party may terminate the Engagement upon thirty (30) days written notice to the other. Termination shall become effective thirty (30) days following the date the other party receives any such notice. In the event of such a termination, The Town agrees to pay and reimburse FureyFurey, pursuant to the terms set forth in this Agreement for all fees, costs, disbursements accrued or incurred as of the effective date of the termination. This agreement will remain in effect until it is terminated as set forth above. This agreement may only be amended in writing and by mutual consent of the Town and FureyFurey.

***All work performed, materials and work product of any kind generated in furtherance of matter pursuant to the Engagement will be deemed confidential and/or privileged material prepared in connection with the above referenced active/ potential litigation.***

***Furey Furey shall not knowingly engage in the course of the Engagement in any activity, undertaking or project that is unlawful or illegal under the laws of the place in which the activity occurs.***

It is acknowledged by the signatories hereto that they have the requisite authority to bind the respective parties.

\_\_\_\_\_  
Date: \_\_\_\_\_  
For FureyFurey Leverage  
Manzione Williams & Darlington P.C.

\_\_\_\_\_  
Date: \_\_\_\_\_  
For the Town of Riverhead

TOWN OF RIVERHEAD

Resolution # 28

**AUTHORIZATION TO PUBLISH ADVERTISEMENT FOR RECREATION SOFTWARE PROGRAM**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, the Town Clerk is authorized to publish and post a notice to bidders for proposals for Recreation Software Program

**NOW THEREFORE BE IT RESOLVED**, the Town Clerk is hereby authorized to publish and post the following public notice in the January 12, 2012 issue of the News Review; and

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD  
NOTICE TO BIDDERS

Sealed bids for RECREATION SOFTWARE PROGRAM will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York until 11:05 am on January 27, 2012 at which time they will be publicly opened and read aloud.

Bid specifications, may be obtained on or about January 5, 2012, on the website at www.riverheadli.com, or at the Office of the Town Clerk at Town Hall, Monday through Friday, between the hours of 8:30 am and 4:30 pm.

Any and all exceptions to the specifications must be listed on a separate sheet of paper, bearing the designation 'EXCEPTIONS TO THE SPECIFICATIONS' and attached to the bid form.

The Town Board reserves the right and responsibility to reject any or all bids or to waive any formality if it believes such action to be in the best interest of the Town.

All bids are to be submitted to the Town Clerk's Office, at the address stated above, in a sealed envelope bearing the designation **BID FOR RECREATION SOFTWARE PROGRAM SERVICES FOR THE TOWN OF RIVERHEAD.** **The Town may decline to accept, deem untimely, and/or reject any bid response/proposal that is not delivered to the Office of the Town Clerk by the date and time so specified.**

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

Diane M. Wilhelm, Town Clerk

# **TOWN OF RIVERHEAD BID SPECIFICATIONS FOR RECREATION SOFTWARE PROGRAM**

## **I. General Description of Project**

The Town of Riverhead ("Town") seeks bids from experienced and qualified vendors to provide a recreation software program to the Town.

## **II. General Scope of Services**

The Town of Riverhead is located in eastern Long Island, New York. The Town of Riverhead Parks and Recreation Department maintains and administers 12 acres of parkland offering both passive and active recreational activities that include: softball fields, little league fields, tennis courts, playgrounds, "all children's playgrounds," picnic areas, handball courts, basketball courts, a skateboard park, soccer/football fields, boat docks, social events and event trips.

### **1. Performance Specifications:**

The Town is seeking a qualified vendor(s) to provide, service, support and maintain a recreation software program with features that consist of a base package, activity registration, on-line registration, facility reservation, memberships, league scheduling, boat dock rentals, payment processing and professional training. The Town is specifically interested in a recreation software program developed within the Microsoft.net framework along with the Microsoft SQL server. The Town reserves the right to issue a single award or multiple awards based on the bid responses and whatever is in the best interests of the Town.

The Town is interested in establishing a contract or contracts with a firm or firms who will provide at a minimum the following services and features within the recreation software program:

1. Boat dock rentals.
2. Boat dock rental integrated module.
3. Web module for on-line reservations-including a comprehensive on-line calendar for public viewing.  
The on-line registration web-site template must look identical to the form and structure of the Town's official web-site.
4. Access control.
5. Activity history.
6. Attendance sheets.
7. Auto-drafting.
8. Cancellations.
9. Check-in validations.
10. Conflicts.
11. Contracts.
12. Customer alerts.
13. Daily and/or weekly enrollment counts.
14. Daily and/or weekly fees.
15. Delinquent accounts.
16. Demographic info.
17. Discounts.
18. Emergency contacts.
19. Enrollment counts.
20. Expenses.
21. Expirations.

22. Family members.
23. Fees-resident/non-resident; member/non-member; late fees; refund fee.
24. Field trips.
25. Game schedules.
26. Gift cards.
27. Instructors.
28. Inventory levels.
29. Invoices.
30. Key tags.
31. League registrations.
32. Limits for age, grade or gender.
33. Mailing lists (e-mails and labels).
34. Manual drafting.
35. Memberships.
36. NSF checks.
37. Payment history.
38. Payments.
39. Payments and/or payment plans.
40. Payment processing.
41. Photo ID cards.
42. Players/rosters.
43. Practice schedules.
44. Prerequisites.

45. Proximity cards.
46. Purchasing history.
47. Recurring dates.
48. Refunds.
49. Renewals.
50. Rental blocks.
51. Rental discounts.
52. Rental fees.
53. Rental options.
54. Rental packages.
55. Rental status (tentative, firm, cancelled).
56. Re-ordering.
57. Revenues.
58. Sales history.
59. Schedules.
60. Seasonal passes.
61. Security deposits.
62. Set-up instructions.
63. Single date(s).
64. Skip date(s).
65. Suspensions.
66. Teams.
67. Terms & Conditions.

68. Transfers.

69. Visit passes.

70. Recreation program customer/technical support & service.

71. Professional staff training.

### **III. Bid Requirements**

#### **1. Response Format Requirements**

Each proposal must include a table of contents with section numbers for each of the required components of the proposal. Vendors must use the bid specifications numbering scheme in their response to allow for efficient evaluation.

All proposals must include a point-by-point response to bid specifications. Each response must be cross-referenced to the corresponding numbered item in these specifications and described in as much detail as possible.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as non-complaint. The Town reserves the right to request additional information and/or presentations, if clarification is needed. Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

NOTE: Unnecessarily elaborate brochures and other presentations, beyond those sufficient to present a complete and effective proposal, are neither necessary nor desired.

**2. Specific Proposal Responses**

The following response requirements are to be addressed in the Vendor's response.

- a. Provide a brief history of your firm and its experience regarding production, manufacture, administration, development, service, support and staff training regarding recreation software programs. Include description of current client base, name(s) of owner(s) and/or principal officer(s), and date of incorporation.
- b. Explain your company's policy on emergency service.

**3. References**

Provide a listing of references from current or former clients, including municipal clients, to whom the bidder has provided similar services as described in these bid specifications, particularly references from other towns or villages. Use Appendix I.

General qualifications and experience as they relate to the following:

- a. A demonstrated compliance with State of New York contracting statutes and regulations. If a proposer has no experience in the State of New York, they shall provide the same information from experience in other states.
- b. History of contracts entered into within the State of New York over the three (3) year period immediately prior to the published date of the Bid Specifications, including contracts awarded, contracts terminated, and contracts determined to be null and void.
- c. History of violations of State of New York statutes and regulations relating to Ethics during the three (3) year period immediately prior to the published date of the Bid Specifications.

**4. Pricing Structure**

Prices shall include installation.

Pricing shall remain firm for three (3) years from date of award and must include a pricing schedule denoting all costs and fees on a per year basis.

Please provide a pricing schedule that separately addresses the following components:

- A. End User Licensing-specifying components included and not included in pricing.
- B. Purchase Agreement-specifying components included and not included in pricing.
- C. Annual Program Support-specifying components included and not included in pricing, including time/day frames for support, emergency support.
- D. Staff/Personnel Program Training-specifying components included and not included in pricing.

Please include separate pricing schedules for on-line and in-person training.

#### **IV. Bid Evaluation Criteria**

##### **1. Evaluation**

The award of the Bid Specifications will be based upon a comprehensive review and analysis of all proposals by the Department of Parks and Recreation, and negotiation of the proposal which best meets the needs of the Town. The contract award will be based on a review of the responses to the bid specifications, experience, samples (illustrations/pictures/and/or sample programs), and financial evaluation.

The award shall be made to the most responsive bidder offering the best value as determined by the Town. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The Town may include in its evaluation: proposals, presentations (if requested), references and interviews.

Proposals will be evaluated as to the vendor's response to the following criteria:

a. Qualifications and Experience

- Prior experience including references and current client list.
- Ability to manufacture, provide, install, support and maintain a suitable and acceptable recreation software program package.
- General qualifications and experience as they relate to compliance with New York contracting statutes and regulations, including Ethics.

b. Proposed Services

- Demonstrated ability to provide comprehensive and sufficient responses to bid specifications including installation/maintenance/support services.
- Demonstrated ability to provide "rush" and emergency services.

c. Fee Structure

Information Required: Proposals should be presented by following the paragraph and numbering scheme of the Bid Specifications and provide the Bid statement as well as the response.

Vendors should avoid simple statements such as "Will Comply" or "Yes" and explain answers in full. Specific areas to be addressed are:

- General Response Requirements.
- Supplemental Information: the Town may request that the vendor supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.

- **Presentations:** The Town reserves the right, but is not obligated, to request that each proponent provide a formal presentation of its proposal at a date and time to be determined. If required by the Town, it is anticipated that such presentation will not exceed one (1) hour. No proposer will be entitled to be present during, or otherwise receive any information regarding, any other presentation of any other proposer.
- **Review of References:** Each proposer is required to provide a list of references as required above with which it has provided services similar to the one in the Bid Specifications. Please include name, title and telephone number of a contact person at each institution. The Town reserves the right, but is not obligated to, contact any organization or institution and review the system installed and implemented by a proposer as a reference.
- **Supplier Representatives:** Proposer must identify the people it anticipates representing the vendor in developing and implementing the Agreement. The Town may conduct interviews with identified supplier representatives as a part of its evaluation process.
- **The Town will include in its evaluation:** proposals, presentations (if requested), references and interviews. In addition, the award will be predicated upon the successful negotiation of specific terms and conditions on any resulting award or purchase order. The Town will be the sole judge of the suitability of the proposed Agreement.
- **Requests for Clarification by the Town:** The Town may request that any proponent clarify or supplement any information contained in any proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the Town.

- **Samples:** Provide samples with your proposal. Any and all required samples shall be furnished by the proposer at no cost to the Town. All samples, unless otherwise indicated, will become the property of the Town and will not be returned to the proposer unless the proposer states in the proposal that the sample's return is requested. The proposer must pay the costs associated with the return of any sample. Samples may be held by the Town for comparison with actual product deliveries.

EXHIBIT "A"

**APPENDIX I. REFERENCES**

Proposals should include three organizations or institutions, of similar or the same size, where your organization has provided services similar to the services you are proposing for the Town. Please include name, title, telephone number and e-mail address of a contact person at each institution.

**References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

<b>References:</b>	<b>Institution</b>	<b>Contact</b>	<b>Telephone No.</b>
Reference #1:	_____	_____	_____
E-mail:	_____		
Reference #2:	_____	_____	_____
E-mail:	_____		
Reference #3:	_____	_____	_____
E-mail:	_____		



# TOWN OF RIVERHEAD

*Sean M. Walter, Supervisor*

200 Howell Avenue

Riverhead, New York 11901 -2596

631-727-3200

## **BID FOR: RECREATION SOFTWARE PROGRAM SERVICES FOR THE TOWN OF RIVERHEAD**

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

\_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

DATE            PHONE NUMBER

E-MAIL ADDRESS

In compliance with your advertisement in the **JANUARY 12, 2012** issue of the News Review or bids to be opened on **JANUARY 27, 2012** conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

SIGNED BY

TITLE

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for RECREATION SOFTWARE PROGRAM SERVICES FOR THE TOWN OF RIVERHEAD will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York, 11901, until 11:05 a.m. on JANUARY 27, 2012, at which time they will be publicly opened and read aloud.

Bid packets, including Specifications, may be obtained on line at www.riverheadli.com beginning on January 5, 2012, or obtained at the Town Clerk's office at Town Hall, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Any and all exceptions to the Specifications must be listed on a separate sheet of paper, bearing the designation "EXCEPTIONS TO THE SPECIFICATIONS" and be attached to the bid form.

The Town Board reserves the right and responsibility to reject any or all bids or to waive any formality if it believes such action to be in the best interest of the Town.

All bids are to be submitted to the Town Clerk's Office, at the address stated above, in a sealed envelope bearing the designation BIDS FOR RECREATION SOFTWARE PROGRAM SERVICES FOR THE TOWN OF RIVERHEAD. The Town may decline to accept, deem untimely, and/or reject any bid response/proposal that is not delivered to the Office of the Town Clerk by the date and time so specified.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD**

Diane M. Wilhelm, Town Clerk

**NON-COLLUSIVE CERTIFICATE**

(MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID)

UNDER PENALTIES OF PERJURY:

\_\_\_\_\_ (BIDDER), BEING DULY SWORN, DEPOSES

AND SAYS:

- A) This bid or proposal has been independently arrived at without collusion with any other
- B) This bid or proposal has not knowingly been disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- C) No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal;
- D) The person signing this bid or proposal certifies that he has been fully informed regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as the person signing on its behalf; and
- E) That the attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of this certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Corporation: \_\_\_\_\_

(PRINT CORPORATION NAME)

By: \_\_\_\_\_

(SIGNATURE)

(TITLE)

Address:

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20

NOTARY PUBLIC

I/WE FULLY UNDERSTAND THAT THE ACCEPTANCE OF THIS BID IS SUBJECT TO THE PROVISIONS OF SECTION 103A AND 103B OF THE GENERAL MUNICIPAL LAW.

**NAME OF AGENT/DEALER**

**ADDRESS**

**CITY, STATE, ZIP CODE**

**CONTACT PERSON**

**DATE**

**SIGNATURE OF DEALER/AGENT**

TOWN OF RIVERHEAD

Resolution # 29

**AUTHORIZES THE SUPERVISOR TO EXECUTE AN AGREEMENT WITH STERLING INFOSYSTEMS, INC. TO PROVIDE PRE-EMPLOYMENT BACKGROUND SCREENING AND DRUG TESTING**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, The Town of Riverhead wishes to ensure that prospective Town of Riverhead employees are qualified and well-suited for respective vacant positions and/or titles within the Town of Riverhead regarding their pre-employment background and history; and

**WHEREAS**, Sterling Infosystems, Inc., has the qualifications, experience and resources to provide pre-employment background screening and drug testing regarding prospective Town of Riverhead employees; and

**WHEREAS**, the Town of Riverhead wishes to utilize the qualifications, experience and resources of Sterling Infosystems, Inc. regarding pre-employment background screening and drug testing regarding prospective Town of Riverhead employees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor is hereby authorized to execute an agreement with Sterling Infosystems, Inc. in substantially the same form as annexed hereto and subject to review and recommendation by the Office of the Town Attorney; and be it further

**RESOLVED**, that the Town Clerk is hereby directed to forward a copy of this resolution to Sterling Infosystems, Inc., 249 West 17<sup>th</sup> Street, New York, NY 10011; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio  Yes  No      Gabrielsen  Yes  No  
Wooten  Yes  No      Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

## CONSULTANT/PROFESSIONAL SERVICES AGREEMENT

This Agreement made the \_\_\_\_\_ of \_\_\_\_\_, 2012, between the TOWN OF RIVERHEAD, a municipal corporation organized and existing under the laws of New York, with its office located at 200 Howell Avenue, Riverhead, New York 11901 (hereinafter referred to as the "Town") and STERLING INFOSYSTEMS, INC., a corporation with a principal place of business at 249 West 17<sup>th</sup> Street, New York, New York 10011 (hereinafter referred to as "Consultant").

In consideration of the mutual promises herein contained, Town of Riverhead and Consultant agree as follows:

### 1. SCOPE OF SERVICES

During the term of this Agreement, Consultant shall furnish the services set forth in Schedule *A* attached hereto and made a part hereof. In the event of a conflict between the terms of the attached Schedule *A* and this professional services agreement the terms of the professional services agreement shall control. These services are to be rendered by Consultant as an independent contractor and not as an employee of Town.

### 2. TERM OF AGREEMENT

The Agreement shall have commenced on August 1, 2011, and terminate on August 1, 2013.

### 3. PAYMENT

For these services, Town will pay Consultant at the rates set forth in the attached Schedule *A*. The Town shall not have any liability for any other expenses or costs incurred by Consultant except for expenses expressly provided for in the attached schedule. Consultant shall not incur any expenses in Town's behalf except for those items expressly provided for in the attached schedule. Invoices for services and reimbursable expenses shall contain the following statement signed by Consultant, or if this Agreement is with a firm, an officer or authorized representative of the firm: "I hereby certify, to the best of my knowledge and belief, that this invoice is correct, and that all items invoiced are based upon actual costs incurred or services rendered consistent with the terms of the professional services agreement." Each invoice for reimbursable expenses shall be supported by: (a) an itemized description of expenses claimed; (b) pertinent information relative to the expenses; and (c) attached receipts. Invoices shall reference this Agreement or otherwise be identified in such a manner as Town may reasonably require.

### 4. RIGHTS TO DOCUMENTS OR DATA

All information and data, regardless of form, generated in the performance of, or delivered under this Agreement, as well as any information provided to Consultant by Town, shall be and remain the sole property of Town. Consultant shall keep all such information and data in confidence and not disclose or use it for any purpose other than in performing this Agreement, except with Town's prior written approval. In the event that the legal right in any data and information generated in the performance of this Agreement does not vest in Town by law, Consultant hereby agrees and assigns to Town such legal rights in all such data and information. Final payment

shall not be due hereunder until after receipt by Town of such complete document and data file, or a certification that there is no such information created by the services performed under this Agreement, and receipt of all information and data which is the property of Town. These obligations shall survive the termination of this Agreement.

#### 5. PUBLICITY

Consultant shall not, without the prior written consent of Town, in any manner advertise or publish the fact that Town has entered into this Agreement with Consultant. Consultant shall not, without the prior written consent of the Town, provide, release or make available for inspection any documents, data, written material of any kind without the prior written consent of at least three members of the Town board or by resolution of the Town Board.

#### 6. ASSIGNMENT AND SUBCONTRACTING

Performance of any part of this Agreement may not be subcontracted nor assigned without, in each case, the prior written consent of at least three members of the Town Board or by resolution of the Town Board.

#### 7. TERMINATION

This Agreement may be terminated at any time for any reason by either party upon 30 days written notice to the other party. In the event of such termination, Town shall have no further obligation to Consultant except to make any payments which may have become due under this Agreement for actual services rendered.

#### 8. RECORDS

Consultant shall keep accurate records of the time spent in the performance of services hereunder. The Town shall, until the expiration of seven years after final payment under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers and records of Consultant involving transactions related to this Agreement.

#### 9. CHANGES

The Town, by resolution of the Town Board or written request by at least three members of the Town Board, within the general scope of this Agreement, may, at any time by written notice to Consultant, issue additional instructions, require additional services or direct the omission of services covered by this Agreement. In such event, there will be made an equitable adjustment in price and time of performance, but any claim for such an adjustment must be made within 15 days of the receipt of such written notice. In the event that the Consultant determines that a change order is required, Consultant shall obtain written approval of the Town, by resolution or written consent of at least three members of the Town Board, and if the change shall require the payment of additional compensation, Consultant must obtain the written approval of three members of the Town Board or resolution of the Town Board for the additional compensation prior to commencement of work regarding the change order. It is agreed and understood that no oral agreement, conversation, or understanding between the Consultant and the Town, its departments, officers, agents and employees shall effect or modify any of the terms or obligations of this Agreement or schedules annexed hereto and made a part hereof.

## 10. NOTICES

Any notice shall be considered as having been given: (i) to Town of Riverhead if mailed by certified mail, postage prepaid to Town of Riverhead, Attention: Daniel P. McCormick, 200 Howell Avenue, Riverhead, New York 11901; or (ii) to Consultant if mailed by certified mail, postage prepaid to Neil McKenzie, Sterling InfoSystems, Inc., 249 West 17<sup>th</sup> Street, New York, New York, 10011.

## 11. COMPLIANCE WITH LAWS

Consultant shall comply with all applicable federal, state and local laws and ordinances and regulations in the performance of its services under this Agreement. Consultant will notify Town immediately if Consultant's work for Town becomes the subject of a government audit or investigation. Consultant will promptly notify Town if Consultant is indicted, suspended or debarred. Consultant represents that Consultant has not been convicted of fraud or any other felony arising out of a contract with any local, state or federal agency. In carrying out the work required hereunder, Consultant agrees not to make any communication to or appearance before any person in the executive or legislative branches of the local, state or federal government for the purpose of influencing or attempting to influence any such persons in connection with the award, extension, continuation, renewal, amendment or modification of any contract or agreement. Consultant may perform professional or technical services that are rendered directly in the preparation, submission or negotiation activities preceding award of a Town agreement/contract or to meet requirements imposed by law as a condition for receiving the award but only to the extent specifically detailed in the statement of work. Professional and technical services are limited to advice and analysis directly applying Consultant's professional and technical discipline.

## 12. INSURANCE, INDEMNITY AND LIABILITY

Consultant shall carry Comprehensive General Liability Insurance and, if applicable, worker's compensation insurance. Consultant hereby indemnifies and holds the Town, its departments, officers, agents and employees, harmless against any and all claims, actions or demands against Town, its departments, officers, agents and employees and against any and all damages, liabilities or expenses, including counsel fees, arising out of the acts or omissions of Consultant under this Agreement.

## 13. CONFLICT OF INTEREST

Consultant hereby represents and covenants that neither it nor any of its employees or representatives has or shall have, directly or indirectly, any agreement or arrangement with any official, employee or representative of the Town of Riverhead which any such official, employee, representative shall receive either directly or indirectly anything of value whether monetary or otherwise as the result of or in connection with any actual or contemplated application before any department of the Town, contract with the Town for sale of any product or service. Consultant further represents and covenants that neither it nor any of its employees or representatives has offered or shall offer any gratuity to the Town, its officers, employees, agents or representatives with a view toward obtaining this Agreement or securing favorable treatment with respect thereto. Consultant further represents that it will not engage in any activity which presents a conflict of interest in light of its relationship with Town.

14. DISCLOSURE

The Town shall have the right, in its discretion, to disclose the terms and conditions of this Agreement (as it may be amended from time to time), including but not limited to amounts paid pursuant hereto, to agencies of the local, state and federal government.

15. DISPUTES

If Consultant fails to perform any of its obligations hereunder in accordance with the terms hereof, then after reasonable notice to Consultant not to exceed thirty (30) days, and an opportunity for Consultant to cure such failure (except in case of emergency), the Town may (but shall not be obligated to) cure such failure at the expense of the Consultant, and the amount incurred by the Town on demand. Notwithstanding the above, any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, Consultant shall proceed diligently with the performance of this Agreement in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the last date indicated below.

\_\_\_\_\_  
By: Sean M. Walter, Town Supervisor  
TOWN OF RIVERHEAD

\_\_\_\_\_

DATE:

DATE:

COMPANY NAME: Town of Riverhead..

STREET ADDRESS: 200 Howell Avenue

CITY: RIVERHEAD State: NY ZIP: 11901

### AGREEMENT

STERLING INFOSYSTEMS, INC., having offices at 249 West 17th Street, New York, NY 10011 (hereafter referred to as "STERLING") Town of Riverhead named above (hereinafter referred to as CLIENT) agree as follows:

CLIENT AGREES:

1. To utilize STERLING as its exclusive employment screening/background checking vendor for the term of Twelve (24) months commencing this 1<sup>st</sup> day of August, 2011.
2. Client agrees to notify STERLING of any changes to its notice address or contact information.

STERLING AGREES:

1. To provide CLIENT with access to services and take responsibility for performing services in a timely and accurate manner consistent with that of a professional employment screening agency.
2. STERLING will provide CLIENT with a bi-weekly invoice summarizing all work orders and associated charges. Accordingly, payment is due within 30 days upon receipt of said invoices. STERLING may suspend services under this Agreement at its own discretion without notice (i) upon Client's failure to pay amounts when due, (ii) if Client files bankruptcy or reorganization or fails to discharge an involuntary petition within 60 days after filing date. Any termination hereunder shall subject the client to all unpaid accrued charges.

IT IS MUTUALLY AGREED:

1. If either party fails to comply with the provisions of this Agreement, the other party may give notice of such failure, specifying the failure in such detail as is then known to the non-complying party. This Agreement can be terminated within the Initial or subsequent like term if the non-complying party fails to cure the default within 30 days following such notice. All notices required to be given under this Agreement shall be in writing and delivered certified mail, return receipt requested, to the parties at the respective addresses set forth in this Agreement.
2. This Agreement shall be governed by the laws of the State of New York. The terms and conditions of this Agreement shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns. Any controversy or claim of any nature, arising out of or relating or referring in any way to this Agreement or its breach, which controversy or claim cannot be amicably resolved, shall be settled in a court of competent jurisdiction in the State of New York. Each party consents and agrees to submit to the exclusive jurisdiction of said court and that the County of New York shall be designated as the venue for the resolution of any claim arising hereunder. In the event that an action must be undertaken to collect monies due, the CLIENT agrees to pay all court costs, including but not limited to reasonable attorney fees and court appointed interest.

3. This Agreement contains the entire and exclusive statement of the Agreement between STERLING and CLIENT and supersedes all prior Agreements, oral and written, and all other communications between the parties relating to the subject matter of this Agreement. Sterling is hereby authorized to obtain any information it may require relating to the credit worthiness of the undersigned from any source including the Client's bank, references, or a credit reporting agency. This affirmation will continue as long as there is a balance outstanding. Any modifications shall be made in writing, signed by the parties here to.
4. During the initial term on this Agreement, the services and prices listed below will be in effect. Governmental fee increases outside the control of STERLING during the initial or renewal term of this Agreement will be passed through to CLIENT. Any changes to services and/or pricing will be preceded by 45 days notice by STERLING to CLIENT.

SERVICES	PRICE
Social Security Trace / Address Verification (per check)	\$6.80
Criminal County Record Search**(per check)	\$13.40
Department of Motor Vehicle Search **(per check)	\$7.10 + State fee
Consumer Credit Report (per check)	\$10.00
Employment Verification* (per check)	\$13.40
Education Verification* (per check)	\$11.00
Enhanced Nationwide Criminal Database Search (per check)	\$8.90

\* \$15.00 fee applies to 900 calls for Employment or Education institutions.

\*\* Exception prices may apply to specific counties and/or states.

STERLING INFOSYSTEMS, INC.

The Town of Riverhead.

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF RIVERHEAD**

**Resolution # 30**

**AUTHORIZATION TO EXTEND CONTRACT TO WEDEL SIGN CO., INC FOR  
SIGNAGE FOR THE TOWN OF RIVERHEAD**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, pursuant to Resolution # 594 adopted by the Town Board on July 20, 2010, the Town of Riverhead awarded the bid for Signage to Wedel Sign Co., Inc. for the fabrication and installation of interior (door, office directional, informational, etc.) and exterior (directional, location/destination, informational, etc.) signage on an as needed basis for the Town of Riverhead; and

**WHEREAS**, by Resolution # 682 adopted by the Town Board on September 7, 2011, the Town of Riverhead extended the contract to Wedel Sign Co., Inc. for a limited time to enable the Town to prepare bid specifications, competitively bid, evaluate all responses to the bid, and if appropriate award the bid to the lowest responsible bidder; and

**WHEREAS**, to date the Town has not finalized the bid specifications and the Purchasing Director has requested additional time to review the bid specifications with the Engineering Department to make certain the specifications (description as to types, size, material) meet the needs and requirements of the Town; and

**WHEREAS**, during the period of time the specifications are amended and posted such that the Town may evaluate and, if appropriate, award a contract for signage for 2012, the Town seeks to extend the contract with Wedel Sign Co., Inc. under the original terms and conditions for an additional 90 days from this date to allow the Town the requisite time to complete the bid process, to wit: public notice, review of bids, and finally, award the bid to successful bidder for Signage; and

**WHEREAS**, Wedel Sign Co., Inc has agreed to extend the contract for a second 90 day period from this date under the same terms and conditions as the original contract; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board approves the extension of the contract with Wedel Sign Co., Inc. for an additional 90 days from this date and authorizes the Supervisor to approve Department Heads requisitions and authorize and approve purchase orders for fabrication and installation of interior (directional,

informational, etc.) and exterior (directional, location/destination, informational, etc.) signage from Wedel Sign Co., Inc. during the contract extension period; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 31

**AUTHORIZES THE SUPERVISOR TO EXECUTE AN INTER-MUNICIPAL AGREEMENT BETWEEN THE TOWN OF RIVERHEAD AND THE COUNTY OF SUFFOLK RELATED TO ACCESS AND USE OF PICTOMETRY**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, the County of Suffolk entered into a contract with Pictometry Intelligent Images for use of Pictometry's imagery, visual information system and related capabilities which produce geo-referenced, high resolution oblique (3-D image) and ortho (straight down) intelligent images; and

**WHEREAS**, the Town of Riverhead, particularly the Office of the Town Assessor, Department of Planning and Engineering Department, seek to utilize Pictometry to assist each department in fulfilling their respective job responsibilities, including but not limited to, locate images, measure heights, facades, roof pitch all with multiple views and angles for purposes related to assessment, verification of existing improvements, and various tasks related to mapping; and

**WHEREAS**, pursuant to the Agreement between Pictometry and County of Suffolk, authorized subdivisions, such as the Town, may enter into "User Agreement" with Pictometry which provides in pertinent part that the Licensee (County of Suffolk) may enter into agreements with authorized subdivisions for use of the County's Pictometry software provided that Licensee (a) will not allow persons other than authorized users to use, operate or have access to any of the licensed products (b) that it will not allow access to any of the licensed software or any images except through authorized workstations, and (c) that it will cause all authorized users to comply with all of the terms, conditions, and limitations applicable to the Licensee under the original agreement between Pictometry and the County of Suffolk; and

**WHEREAS**, the Town seeks to identify and equip five workstations of the following departments: Assessor, Planning and Engineering, for a total cost not to exceed \$3000.00; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Riverhead authorizes the Supervisor to execute an inter-municipal agreement for authorized use of Pictometry software with the County of Suffolk subject to review and approval by the Office of the Town Attorney and limited to an amount not to exceed \$3000.00; and

**BE IT RESOLVED FURTHER RESOLVED**, the Town Board of the Town of Riverhead authorizes the Supervisor to execute a "User Agreement" with Pictometry, in substantially the same form as annexed hereto; and

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No

Gabrielsen Yes No

Wooten Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 32**

**AUTHORIZATION TO PUBLISH ADVERTISEMENT FOR PURCHASE OF Five (5) 2011 FORD CROWN VICTORIA POLICE INTERCEPTOR VEHICLES FOR USE BY THE TOWN OF RIVERHEAD POLICE DEPARTMENT**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, the Town of Riverhead Police Department requires new vehicles to replace police vehicles taken out of service due to damage, extensive repairs, excessive mileage and general depreciation whereby the costs to repair the vehicle exceeds the value of the vehicle; and

**WHEREAS**, the Town of Riverhead Police Department seeks to acquire five newly manufactured or unused 2011 Ford Crown Victoria Police Interceptors (Crown Victorias are no longer manufactured by Ford) to replace vehicles taken out of service; and

**WHEREAS**, the Town of Riverhead Police Department advocates for the purchase of 2011 Crown Victoria Police Interceptors due to the reliability, specifications unique to the automobile, and, ability to utilize parts from the retired fleet of Town-owned Ford Crown Victorias; and

**NOW THEREFORE BE IT RESOLVED**, Town Clerk is authorized to publish and post the following notice to bidders in the January 12, 2012 issue of the News Review for proposals for Five (5) 2011 Ford Crown Victoria Police Interceptor Vehicles for use by the Town of Riverhead Police Department; and

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for Five (5) 2011 FORD CROWN VICTORIA POLICE INTERCEPTOR VEHICLES for use by the Town of Riverhead Police Department will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York until 11:05 am on January 19, 2012 at which time they will be publicly opened and read aloud.

Bid specifications, may be examined and/or obtained on or about January 12, 2012 at the Office of the Town Clerk between the hours of 8:30 am and 4:30 pm weekdays, except holidays, or by visiting the Town of Riverhead website at [www.riverheadli.com](http://www.riverheadli.com) and click on Bid Requests.

Each proposal must be submitted on the form provided and must be in a sealed envelope clearly marked "2011 FORD CROWN VICTORIA POLICE INTERCEPTOR VEHICLES".

Please take further notice that the Town Board reserves the right to reject in whole or in part any or all bids, waive any informality in the bids, and accept the bid which is deemed most favorable in the interest of the Town of Riverhead. The Town Board will use its discretion to make judgmental determination as to its best estimate of the lowest bidder. Note: Bid responses must be delivered to the Office of the Town Clerk at the address above. The Town may decline to accept, deem untimely, and/or reject any bid response/proposal that is not delivered to the Office of the Town Clerk.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD**

Diane M. Wilhelm, Town Clerk

**TOWN OF RIVERHEAD**

**Resolution # 33**

**APPROVES THE CHAPTER 90 APPLICATION OF  
COMPETITIVE EVENTS GROUP, INC.  
(Deep Pond Triathlon – August 18<sup>th</sup> and 19<sup>th</sup>, 2012)**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, on October 18, 2011, Competitive Events Group, LLC submitted a Chapter 90 Application for the purpose of conducting a fund raising event entitled “Deep Pond Triathlon” for the benefit of the Boy Scouts of America to be held on the Schiff Camp property located at 1601 Wading River Manor Road, Wading River, New York, on Saturday, August 18, 2012 between the hours of 6:30 a.m. and 8:30 a.m. and on Sunday, August 19, 2012 between the hours of 11:00 a.m. and 2:00 p.m.; and

**WHEREAS**, Competitive Events Group, LLC has completed and filed a Short Environmental Assessment Form in accordance with 6 NYCRR 617; and

**WHEREAS**, the Town Board of the Town of Riverhead has declared itself “Lead Agency” in accordance with 6 NYCRR 617.6(b); and

**WHEREAS**, a certificate of insurance has been received naming the Town of Riverhead as an additional insured; and

**WHEREAS**, the Town Attorney of the Town of Riverhead has reviewed all documents regarding said application.

**WHEREAS**, the applicable Chapter 90 Application fee has been paid.

**NOW THEREFORE BE IT RESOLVED**, that Town of Riverhead hereby determines the action to be an “Unlisted” action in accordance with 6 NYCRR 617.7(a) and hereby issues a Negative Declaration pursuant to 6 NYCRR 617.7(a)(2); and be it further

**RESOLVED**, that the Chapter 90 Application of Competitive Events Group, LLC for the purpose of conducting a fund raising event entitled “Deep Pond Triathlon” for the benefit of the Boy Scouts of America to be held on the Schiff Camp property located at 1601 Wading River Manor Road, Wading River, New York, on the above referenced date and times is hereby approved; and be it further

**RESOLVED**, that any necessary tent permits must be obtained and the tent installation and all electric shall comply with the applicable provisions of the Building and Fire Code of New York State, the National Electrical Code and the National Fire Protection Agency 102 (Tents & Membrane Structures); and be it further

**RESOLVED**, that this approval is subject to receipt of written confirmation from the Wading River Fire Department and the Riverhead Volunteer Ambulance Corp. that they have been contacted and will be available to provide their services at the event on the specified dates and times; and be it further

**RESOLVED**, that this approval is subject to the obtaining of any permits as may be required by the New York State Department of Labor and the Suffolk County Department of Health; and be it further

**RESOLVED**, that this approval is subject to the provisions of Riverhead Town Code Chapter 81 - "Noise Control", Chapter 108-56 - "Signs" and any other section of the Riverhead Town Code that may pertain to this event; and be it further

**RESOLVED**, that a fire safety inspection by the Town Fire Marshal is required prior to the opening of this event to the public. The Riverhead Fire Marshal shall be contacted at least three days in advance at (631) 727-3200 extension 601, for the purpose of arranging a "pre-opening" inspection appointment; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No

Gabrielsen Yes No

Wooten Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120034

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 34**

**APPOINTS MEMBER TO THE  
ZONING BOARD OF APPEALS OF THE TOWN OF RIVERHEAD**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**BE IT RESOLVED**, effective January 1, 2012, Leroy Barnes is hereby appointed as a member of the Town of Riverhead Zoning Board of Appeals for a term of five (5) years through December 31, 2016, and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is hereby directed to forward a copy of this resolution to Leroy Barnes, the Zoning Board of Appeals, the Planning Department and the Office of Accounting.

**THE VOTE**

Giglio Yes No  
Wooten – ABSTAIN

Gabrielsen Yes No  
Dunleavy Yes No

Walter Yes No

The Resolution Was  Was Not   
Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 35

**REAPPOINTMENTS TO THE CHAIRMAN OF THE  
ZONING BOARD OF APPEALS OF THE TOWN OF RIVERHEAD**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**BE IT RESOLVED**, effective January 1, 2012, Frederick J. McLaughlin be and is hereby appointed as Chairman to the Town of Riverhead Zoning Board of Appeals at a salary as determined by the Town Board, and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is hereby directed to forward a copy of this resolution to Frederick J. McLaughlin, the Zoning Board of Appeals, the Planning Department and the Office of Accounting.

**THE VOTE**

Giglio  Yes  No      Gabrielsen  Yes  No  
Wooten  Yes  No      Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 36

**RE-APPOINTS MEMBER TO THE  
PLANNING BOARD OF THE TOWN OF RIVERHEAD**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**BE IT RESOLVED**, effective January 1, 2012, Richard M. O’Dea is hereby appointed as a member of the Town of Riverhead Planning Board for a term of five (5) years through December 31, 2016, and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is hereby directed to forward a copy of this resolution to Richard M. O’Dea the Planning Department, the Planning Board and the Office of Accounting.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120037

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 37**

**REAPPOINTS THE CHAIRMAN OF THE PLANNING BOARD OF THE TOWN OF RIVERHEAD**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**BE IT RESOLVED**, effective January 1, 2012, Richard M. O'Dea be and is hereby appointed as Chairman to the Town of Riverhead Planning Board at a salary as determined by the Town Board, and

**BE IT FURTHER RESOLVED**, that the Town Clerk be and is hereby directed to forward a copy of this resolution to Richard M. O'Dea, the Planning Board, the Planning Department and the Office of Accounting.

**THE VOTE**

Giglio  Yes  No      Gabrielsen  Yes  No  
Wooten  Yes  No      Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 38**

**APPOINTS OFFICIAL NEWSPAPER**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, that pursuant to Section 64(1) of New York State Town Law, the Town Board of the Town of Riverhead hereby designates the Official Newspaper of the Town of Riverhead to be the News Review; and

**RESOLVED**, that pursuant to Section 64(1) of the New York State Town Law, the New York Times, Newsday, the News Review and the Community Journal are hereby designated as official publications for the Town of Riverhead; and

**BE IT FURTHER RESOLVED**, that the Town Clerk be, and hereby is authorized to forward a copy of this resolution to the News Review, P.O. Box 1500, Mattituck, NY 11952; the New York Times, 229 W 34<sup>th</sup> Street, New York, NY 10036, Newsday, 235 Pinelawn Road, Melville, NY 11747 and the Community Journal, P.O. Box 619, Wading River, NY 11792.

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 39

**AUTHORIZES ATTENDANCE AT THE 2012 TRAINING SCHOOL AND ANNUAL MEETING HELD BY THE ASSOCIATION OF TOWNS**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, the Association of Towns is hosting their 2012 Training School and Annual Meeting at the Hilton Hotel and the Sheraton NY Hotel, New York City, on Sunday, February 19<sup>th</sup> through Wednesday, February 22<sup>nd</sup>, 2012; and

**WHEREAS**, it is the desire of the following individuals to attend such course:

Sean Walter, Supervisor;  
Jim Wooten, Councilperson;  
Allen M. Smith, Justice;  
Richard A. Ehlers, Justice;  
Diane M. Wilhelm, Town Clerk;  
George Woodson, Highway Superintendent; and  
Richard Hanley, Director of Planning

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the Town Board of the Town of Riverhead hereby authorizes the aforementioned individuals to attend the Association of Towns 2010 Training School and Annual Meeting to be held at the Hilton Hotel and the Sheraton NY Hotel, New York City on Sunday, February 19<sup>th</sup> through Wednesday, February 22<sup>nd</sup>, 2012; and be it further

**RESOLVED**, that the Town Board hereby authorizes overnight accommodations to be limited to one evening, Monday, February 20, 2012 at either of the aforementioned hotels; and be it further

**RESOLVED**, that approved related expenses incurred by the individuals will be reimbursed upon proper submission of receipts; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120040

ADOPTED

TOWN OF RIVERHEAD

Resolution # 40

SETS STANDARD LEGAL COUNSEL HOURLY RATE

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, the Town Board wishes to establish an overall not to exceed hourly rate for all outside legal counsel.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Town Board sets an overall not to exceed hourly rate for all outside legal counsel of \$175.00/hour unless another resolution of this Town Board approves a higher rate for specific counsel.

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Town Attorney and the Financial Administrator; and be it further

**RESOLVED**, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12  
120041

ADOPTED

TOWN OF RIVERHEAD

Resolution # 41

PAYS BILLS

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

ABSTRACT #11-51 December 28, 2011 (TBM 1/04/12)				
FUND NAME			12/28/2011	GRAND TOTALS
GENERAL FUND	1		589,799.44	589,799.44
HIGHWAY FUND	111		1,886.31	1,886.31
WATER DISTRICT	112		11,550.00	11,550.00
CALVERTON SEWER DISTRICT	124		792.99	792.99
RIVERHEAD SCAVANGER WASTE DIST	128		15,154.02	15,154.02
CDBG CONSORTIUM ACCOUNT	181		725.16	725.16
GENERAL FUND DEBT SERVICE	384		7,523,025.95	7,523,025.95
SUFFOLK THEATER GML 6-L DEBT S	386		785,285.53	785,285.53
TOTAL ALL FUNDS			8,928,219.40	8,928,219.40

THE VOTE

Giglio  Yes  No      Gabrielsen  Yes  No  
Wooten  Yes  No      Dunleavy  Yes  No  
Walter  Yes  No

The Resolution Was  Thereupon Duly Declared Adopted

TOWN OF RIVERHEAD

Resolution # 42

**RATIFIES THE APPOINTMENT OF PART-TIME POLICE OFFICERS AND PLACES THEM ON A LEAVE OF ABSENCE**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, on March 1, 2011, the Town of Riverhead posted an advertisement seeking candidates to attend the Suffolk County Police Academy for the purpose of serving as part-time police officers with the Riverhead Police Department; and

**WHEREAS**, extensive background investigations and personal interviews were conducted by the Suffolk County and Riverhead Town Police Departments to establish 9 individuals eligible to attend the Police Academy; and

**WHEREAS**, the Town of Riverhead agrees to sponsor their attendance at the Police Academy and provide them with the proper uniforms and equipment as required by the Suffolk County Police Academy staff.

**NOW, THEREFORE, BE IT RESOLVED**, effective January 2, 2012, the Town Board hereby ratifies the appointment of David Curtin, Ryan Helf, Christian Hickey, John Hinton, Shawn Hubbard, Brian Mulligan, Theodore Richert, Patrick Sheridan and Travis Young to the position of Part-time Police Officer;

**BE IT FURTHER RESOLVED**, that the above-named individuals are hereby placed on a leave of absence.

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No      Gabrielsen Yes No  
Wooten Yes No      Dunleavy Yes No  
Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

01.04.12

On a motion by Councilman Dunleavy, seconded by Councilman Wooten resolution #42 was **TAKEN OFF THE FLOOR**

THE VOTE:

YES – 5 Giglio, yes; Gabrielsen, yes; Wooten; Dunleavy, yes; Walter, yes

NO – 0

Immediately thereafter there was a motion to **ADOPT** the resolution (see vote above)