

**JULY 16, 2013**

**CDA RESOLUTIONS:**

**CDA**

**Res. #13 Amends Community Development Agency Resolution 18 of 2012**

**TOWN BOARD RESOLUTIONS:**

**Res. #549 Riverhead Sewer Budget Adjustment**

**Res. #550 Authorizes Publication of Help Wanted Advertisement for a Senior Building Inspector**

**Res. #551 Appoints a Seasonal Lifeguard to the Recreation Department (Christopher Bagshaw)**

**Res. #552 Ratifies the Appointment of a Park Attendant II to the Recreation Department I (Benjamin Miller)**

**Res. #553 Approves the Chapter 90 Application of Apple Honda (August 14, 2013 through September 11, 2013)**

**Res. #554 Approves Appointment and Payment of Legal Fees Nunc Pro Tunc Related to Highway Superintendent's Authority for Personnel Matters Rendered by Bee Ready Fishbein Hatter & Donovan, LLP Between January 1, 2013 and June 1, 2013**

**Res. #555 Supports Town of Riverhead Application to New York State Department of Transportation for Transportation Enhancement Reimbursement Funding to Support EPCAL Bicycle/Pedestrian Path**

**Res. #556 Authorization to Publish Advertisement for a Request for Proposals for the Installation of a Closed Circuit Television Security System (CCTV) in Designated Locations within the Town of Riverhead Parking District**

**Res. #557 Approves Chapter 90 Application of the Cystic Fibrosis Foundation Greater New York Chapter ("Aptalis CF Cycle for Life" – Saturday, October 5, 2013)**

**Res. #558 Approves Chapter 90 Application of Native Events Inc. (Country Fest – July 27<sup>th</sup> and 28<sup>th</sup>, 2013)**

- Res. #559 Approves Chapter 90 Application of Riverhead Foundation for Marine Research and Preservation (5K Run for the Ridley – October 26, 2013)**
- Res. #560 Ratifies the Appointment of an Assistant Recreation Leader II to the Recreation Department (Nicholette Gebhardt)**
- Res. #561 Authorizes Supervisor to Appoint a Petty Cash Holder for the Building Department (Jefferson Murphree)**
- Res. #562 Adopts a Local Law Amending Chapter 62 Entitled “Excavations” of the Riverhead Town Code**
- Res. #563 Adopts a Local Law Amending Chapter 108 Entitled “Zoning” of the Riverhead Town Code (Article XXVI. Site Plan Review)**
- Res. #564 Pays Bills**

07.16.13  
13013

ADOPTED

**TOWN OF RIVERHEAD  
COMMUNITY DEVELOPMENT AGENCY**

**Resolution # 13**

**AMENDS COMMUNITY DEVELOPMENT AGENCY RESOLUTION 18 OF 2012**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten,

**WHEREAS**, by Resolution number 17, adopted on November 15, 2012, the Town of Riverhead Community Development Agency (“CDA”) authorized the execution of a six month license agreement with two (2) three month extensions between the CDA and Insurance Auto Auctions (“IAA”) for storage of Storm Sandy automobiles upon the 7,000 runway and taxiways comprising approximately 52 acres of land; and

**WHEREAS**, by Resolution number 18, adopted on November 15, 2012, the Town of Riverhead Community Development Agency (“CDA”) authorized an agreement between the CDA and Corporate Realty Services, LLC for payment of a brokerage fee to Corporate Realty Services, LLC in connection with aforementioned license agreement with IAA; and

**WHEREAS**, thereafter a brokerage agreement was executed between CDA and Corporate Realty Services, LLC; and

**WHEREAS**, IAA elected not to exercise the option for either three (3) month extension for use of the 52 acres and instead informed the CDA that it desired to enter into an amended agreement for a shorter term with less acreage; and

**WHEREAS**, by Resolution number 7, adopted on May 22, 2013, the CDA ratified execution of an amended and restated temporary use agreement between the CDA and IAA for storage of Storm Sandy automobiles upon a portion of the 7,000 runway and taxiways; and

**WHEREAS**, Corporate Realty Services, LLC has made demand for a fee at the same percentage rate in connection with that amended and restated temporary use agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Riverhead Community Development Agency hereby approves the execution of an amended brokerage agreement with Corporate Realty Services, LLC and authorizes the Chairman to sign an

amended brokerage agreement with Corporate Realty Services, LLC that is satisfactory to the Town Attorney; and

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

**THE VOTE**

Giglio Yes No

Wooten Yes No

Gabrielsen Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

07.16.13  
130549

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 549**

**RIVERHEAD SEWER**

**BUDGET ADJUSTMENT**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, the Superintendent of Sewer is requesting a budget adjustment to help fund the cost of replacing a sludge pump for the SBR system, repairing a pump for the equalization tank and to replenish the Building Repairs & Maintenance account.

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

		<b><u>FROM</u></b>	<b><u>TO</u></b>
114.000000.499999	Fund Balance	20,000	
114.081300.524000	Equipment		10,000
114.081300.541100	Building Repairs & Maintenance		10,000

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

**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

07.16.13  
130550

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 550**

**AUTHORIZES PUBLICATION OF HELP WANTED ADVERTISEMENT FOR  
A SENIOR BUILDING INSPECTOR**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**BE IT RESOLVED**, that the Town Clerk is hereby authorized to publish the attached Help Wanted Advertisement for a Senior Building Inspector in the July 25, 2013 issue of the News Review, the July 28, 2013 issues of the New York Times and Newsday along with an internet job posting on Monster.com, govtjob.net and govtjobs.com;

**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

**ADVERTISEMENT TO BE PLACED IN NEWS REVIEW**

Senior Building Inspector

Qualifications: Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma and four (4) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy; two (2) years of which must have been in a supervisory capacity. At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their capacity to meet the transportation requirements of the job. Must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

Typical duties and responsibilities; Plans, assigns and reviews the work of a number of Building Inspectors, and makes re-inspections as indicated; Consults with supervisor concerning new materials and new codes and ordinances; Examines blueprints, plans and specifications of proposed buildings prior to the issuance of the building permit; discusses requirements of plans with engineers, contractors, builders or owners; approves, modifies and makes corrections on plans and returns them for correction and re-submission when required; Supervises and participates in the investigations of complaints of violations of building and/or zoning regulations, may testify in court concerning the violations; Computes square footage of building and estimated cost to determine cost of building permit; Discusses building and zoning problems, either in person or by telephone, with building contractors and the public; Explains and interprets the building and zoning regulations and methods of changing plans submitted in order to bring them into conformance with the building and zoning codes.

Resumes Due: September 6, 2013  
Town of Riverhead-Personnel Department  
1295 Pulaski St., Riverhead, NY 11901

**ADVERTISEMENT TO BE PLACED IN THE NEW YORK TIMES AND NEWSDAY**

TOWN OF RIVERHEAD SENIOR BUILDING INSPECTOR

Please go to [www.townofriverheadny.gov](http://www.townofriverheadny.gov) for qualifications, duties and responsibilities.

Resumes Due: September 6, 2013  
Town of Riverhead-Personnel Department  
1295 Pulaski St., Riverhead, NY 11901

**INTERNET POSTING** Senior Building Inspector

Qualifications: Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma and four (4) years of experience in building construction or inspectional or investigative work enforcing codes and ordinances relating to the safety of building structures and occupancy; two (2) years of which must have been in a supervisory capacity. At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their capacity to meet the transportation requirements of the job. Must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

Typical duties and responsibilities; Plans, assigns and reviews the work of a number of Building Inspectors, and makes re-inspections as indicated; Consults with supervisor concerning new materials and new codes and ordinances; Examines blueprints, plans and specifications of proposed buildings prior to the issuance of the building permit; discusses requirements of plans with engineers, contractors, builders or owners; approves, modifies and makes corrections on plans and returns them for correction and re-submission when required; Supervises and participates in the investigations of complaints of violations of building and/or zoning regulations, may testify in court concerning the violations; Computes square footage of building and estimated cost to determine cost of building permit; Discusses building and zoning problems, either in person or by telephone, with building contractors and the public; Explains and

interprets the building and zoning regulations and methods of changing plans submitted in order to bring them into conformance with the building and zoning codes.

Resumes Due: September 6, 2013  
Town of Riverhead-Personnel Department  
1295 Pulaski St., Riverhead, NY 11901

07.16.13  
130551

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 551**

**APPOINTS A SEASONAL LIFEGUARD TO THE RECREATION DEPARTMENT**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, a Fill-in Seasonal Lifeguard is needed by the Riverhead Town Recreation Department,

**NOW THEREFORE BE IT RESOLVED**, that effective July 17, 2013 through and including September 2, 2013 this Town Board hereby appoints Christopher Bagshaw to the position of Fill-in Lifeguard, Level 1, to be paid the rate of \$11.00 per hour 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

Wooten Yes No

Gabrielsen Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

07.16.13  
130552

ADOPTED

TOWN OF RIVERHEAD

Resolution # 552

**RATIFIES THE APPOINTMENT OF A PARK ATTENDANT II  
TO THE RECREATION DEPARTMENT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, a Call-Park Attendant II, Level 1 is needed by the Riverhead Town Recreation Department for recreation programs

**NOW THEREFORE BE IT RESOLVED**, that effective July 8<sup>th</sup>, 2013, this Town Board hereby ratifies the appointment of Benjamin Miller to the position of Call-In Park Attendant II, Level 1, to be paid the rate of \$9.75 per hour to the Recreation 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 certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio Yes No

Wooten Yes No

Gabrielsen Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

**TOWN OF RIVERHEAD**

**Resolution # 553**

**APPROVES THE CHAPTER 90 APPLICATION OF**  
**APPLE HONDA**  
**(August 14, 2013 through September 11, 2013)**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, on July 8, 2013, Apple Honda submitted a Chapter 90 Application for the purpose of conducting a used automobile tent sale upon their property at 1375 Old Country Road, Riverhead, New York, on August 14, 2013 through September 11, 2013, between the hours of 8:00 a.m. and 9:00 p.m.; and

**WHEREAS**, Apple Honda 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 applicable Chapter 90 Application fee has been paid; and

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

**NOW THEREFORE BE IT RESOLVED**, that the Town Board of the 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 Apple Honda for the purpose of conducting a used automobile tent sale upon their property at 1375 Old Country Road, Riverhead, New York, on August 14, 2013 through September 11, 2013, between the hours of 8:00 a.m. and 9:00 p.m., 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 and the National Electrical Code and National Fire Protection Agency 102 (Tents & Membrane Structures); and be it further

**RESOLVED**, that this approval is subject to the provisions of Riverhead Town Code 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 the Town Clerk is hereby authorized to forward a copy of this resolution to Apple Honda, 1375 Old Country Road, Riverhead, New York, 11901, 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 # 554

**APPROVES APPOINTMENT AND PAYMENT OF LEGAL FEES NUNC PRO TUNC  
RELATED TO HIGHWAY SUPERINTENDENT'S AUTHORITY FOR PERSONNEL  
MATTERS RENDERED BY BEE READY FISHBEIN HATTER & DONOVAN, LLP  
BETWEEN JANUARY 1, 2013 AND JUNE 1, 2013**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, the Highway Superintendent requested that the Bee Ready Fishbein Hatter & Donovan, LLP provide legal counsel and advice regarding the Highway Superintendent's authority regarding supervision, discipline, and assignment of personnel; and

**WHEREAS**, Bee Ready Fishbein Hatter & Donovan, LLP provided legal counsel and advice to the Highway Superintendent related to the Highway Superintendent's authority regarding supervision, discipline, and assignment of personnel from January 1, 2013 through June 1, 2013; and

**WHEREAS**, the Highway Superintendent requests that the Town Board provide nunc pro tunc approval to retain the services of and approve payment for services rendered between January 1, 2013 through June 1, 2013 by Bee Ready Fishbein Hatter & Donovan, LLP related to the Highway Superintendent's authority regarding supervision, discipline, and assignment of personnel from; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Board authorizes and approves payment for legal services rendered to the Highway Superintendent between January 1, 2013 and June 1, 2013 by Bee Ready Fishbein & Donovan, LLP ; and be it further

**RESOLVED**, that the Town Clerk be and is hereby directed to forward a copy of this resolution to Bee Ready Fishbein Hatter & Donovan, LLP, 170 Old Country Road, Mineola, NY 11501, the Town Attorney's Office, and Accounting Department ; 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 # 555

**SUPPORTS TOWN OF RIVERHEAD APPLICATION TO NEW YORK STATE  
DEPARTMENT OF TRANSPORTATION FOR TRANSPORTATION ENHANCEMENT  
REIMBURSEMENT FUNDING TO SUPPORT EPCAL BICYCLE/PEDESTRIAN PATH**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, The Transportation Enhancement Program (TEP) is a federal reimbursement program under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), administered by the New York Department of Transportation (NYSDOT); and

**WHEREAS**, the Transportation Enhancement Program is a federal reimbursement program, not a grant program, thus, the project applicant must pay up-front 100% of project costs and request reimbursement upon completion of work, and

**WHEREAS**, the program also requires project applicants to share in the project cost by providing a minimum 20% matching share of the total project cost; and

**WHEREAS**, projects must have a total cost of at least \$200,000 and federal participation will be limited to no more than \$2.5 million per project; and

**WHEREAS**, to be eligible for funds in this current TEP application round the proposed project must:

- A. Fit into one or more of the five (5) applicable TEP eligibility categories.
- B. Relate to surface transportation.
- C. Benefit the public interest through the provision of public access and use.

**WHEREAS**, EPCAL Pedestrian and Bicycle Path project falls under the following Federal Highway Administration (FHWA) categories eligible for funding:

Provision of Facilities for Bicycles and Pedestrians

**WHEREAS**, the purpose of TEP is to offer communities funding opportunities to help expand transportation choices, such as safe bicycle and pedestrian facilities, scenic routes, beautification and other investments that increase recreation, accessibility and safety for everyone beyond traditional highway programs; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Riverhead Board authorizes and supports submission of a Town of Riverhead grant application for the

EPCAL Pedestrian and Bicycle Path project and authorizes the submission of an application seeking TEP funding up to \$250,000 to the NYSDOT on or before August 16, 2013 with a 20% match in funds of \$50,000 to be provided from the Town of Riverhead General Fund; and

**BE IT FURTHER RESOLVED**, that the Town Clerk shall send a copy of this resolution to Community Development Department, Engineering Department, Town Accounting Department and Office of the Town Attorney; 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

07.16.13  
130556

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 556**

**AUTHORIZATION TO PUBLISH ADVERTISEMENT FOR A REQUEST FOR PROPOSALS FOR THE INSTALLATION OF A CLOSED CIRCUIT TELEVISION SECURITY SYSTEM (CCTV) IN DESIGNATED LOCATIONS WITHIN THE TOWN OF RIVERHEAD PARKING DISTRICT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, the Town of Riverhead is seeking proposals from qualified parties for the installation and maintenance of a closed circuit television security system (CCTV) in designated locations within the Town of Riverhead Parking District.

**NOW THEREFORE BE IT RESOLVED**, that the Town Board hereby authorizes the issuance and publication of the attached Request for Proposals for the installation and maintenance of a closed circuit television security system (CCTV) on behalf of the Town of Riverhead Parking District; and be it further

**RESOLVED**, that the Town Clerk is hereby authorized to publish and post the following public notice in the July 25, 2013, issue of the News-Review; 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

## NOTICE TO BIDDERS

**PLEASE TAKE NOTICE**, that sealed proposals must be received by the Office of the Town Clerk at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, on or before **August 26, 2013, at 11 o'clock a.m.**, for:

### REQUEST FOR PROPOSALS

The Town of Riverhead, in conjunction with the Town of Riverhead Parking District, is seeking proposals from qualified closed circuit television security consultants that can provide installation and maintenance of a closed circuit television security system at designated locations on behalf of the Town of Riverhead Parking District.

Specifications and guidelines for submission of proposals will be available on the Town website at <http://townofriverheadny.gov> on July 25, 2013, or at the Office of the Town Clerk and may be picked up between the hours of 8:30 a.m. and 4:15 p.m., Monday through Friday, beginning July 25, 2013.

Each proposal must be submitted in a sealed envelope clearly marked **“RFP Response For The Installation and Maintenance Of A Closed Circuit Television Security System”** and must be received by the Office of the Town Clerk by no later than **11:00 a.m. on August 26, 2013.**

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals even after submission of same, if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

**BY ORDER OF THE TOWN BOARD  
TOWN OF RIVERHEAD  
Diane M. Wilhelm, TOWN CLERK**

# Town of Riverhead

Suffolk County, New York



## Request for Proposals

For

**The Installation and Maintenance of a Closed Circuit Television  
Security System (CCTV) In Designated Locations within  
The Town of Riverhead Parking District**

Sealed Proposals Must be Received  
In the Office of the Town Clerk  
200 Howell Avenue  
Riverhead, New York 11901  
On or Before 11:00 A.M. on August 26, 2013

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## I. NOTICE TO BIDDERS

TAKE NOTICE, that sealed proposals will be received by the Office of the Town Clerk at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York until **August 26, 2013, at 11 o'clock a.m.** for:

### REQUEST FOR PROPOSALS

The Town of Riverhead, in conjunction with the Town of Riverhead Parking District, is seeking proposals from qualified closed circuit television security consultants interested in installing and maintaining a closed circuit television security system at designated locations.

Specifications and guidelines for submission of proposals will be available on the Town website at [townofriverheadny.gov](http://townofriverheadny.gov) (click on "Bid Requests") on July 25, 2013, or at the Office of the Town Clerk and may be picked up between the hours of 8:30 am and 4:30 pm, Monday through Friday, beginning July 25, 2013.

Each proposal must be submitted in a sealed envelope clearly marked "**RFP Response For The Installation And Maintenance Of A Closed Circuit Television Security System**" and must be received by the Office of the Town Clerk by no later than **11:00 am on August 26, 2013.**

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals, if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

**BY ORDER OF THE TOWN BOARD  
TOWN OF RIVERHEAD  
DIANE M. WILHELM, TOWN CLERK**

## II. INSTRUCTIONS TO BIDDERS

### 1. Receipt of Proposals

The Town of Riverhead, in conjunction with Town of Riverhead Parking District, invites proposals for the installation and maintenance of a closed circuit television security system to be installed at the following delineated locations contained within Section III SPECIFICATIONS/SCOPE OF WORK on page 5 of this RFP. Proposals must be submitted per the instructions in the Notice to Bidders.

### 2. Form, Preparation, and Presentation of Proposal

Bidders should return the entire bid package and provide the requested information.

Each proposal must be submitted in writing with completion of the forms as provided. Bids must be contained in a sealed envelope marked "**RFP Response For The Installation And Maintenance Of A Closed Circuit Television Security System**".

Bidders must provide ALL INFORMATION AS REQUESTED.

#### INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

- If a question is not applicable, indicate by writing "N/A" in answer space.
- All blank spaces for bid prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the bid is made. In case of discrepancy between the unit price and total amount bid for any item, the unit price, as expressed in words, shall govern.
- All Bidders Qualifications questions must be answered.
- General Municipal Law forms must be signed.
- Proposals that contain any omission, erasure, alteration, addition or items not called for in the itemized bid form, or that contain irregularities of any kind may be rejected.
- Each separately delineated location must be separately bid with a total or gross sum for each separate location. Such separately bid locations shall afford the Town the ability to pick and choose which locations it may wish to install such television security system in whole or in part on a priority basis.
- The Town reserves the right to pick and choose which locations it may wish to install such television security system or none at all, which is a material condition of the RFP. Any RFP response that fails to separately bid the delineated locations may be summarily rejected. The Town acknowledges and understands that a central processing unit capable of coordinating a unified monitoring system regarding all of the delineated locations may be needed and same may be separately bid if practical and feasible.

**3. Rejection of Proposals**

- A. The Town Board reserves the right to reject any proposal if the information submitted in the Bidder's Qualifications statement or an investigation of such bidder fails to satisfy the Town Board that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.
- B. The Town Board reserves the right to reject any and all proposals in whole or in part, to waive any information in any or all proposals, and to accept the proposal or part thereof which it deems most favorable to the Town after all proposals have been examined and/or checked. No proposal shall be withdrawn for a period of forty-five (45) days after being received.

**4. Method of Award**

All proposals will be compared based on the totality of the bidder's presentation regarding the **RFP Response For The Installation Of A Closed Circuit Television Security System**" (the "Project"). The Town reserves the right to award the Contract to the bidder who, in the Town's sole determination, offers a proposal that presents the most practical, efficient and effective system for undertaking and completing the Project such that the best interests of the Town are achieved.

**5. Insurance Required By The Town of Riverhead**

- A. The Bidder/Offeror shall carry and maintain Comprehensive General Liability Insurance, including products completed, contractual, property and personal injury in the amount of \$2,000,000.00 per occurrence and \$4,000,000.00 in the aggregate and \$2,000,000.00 as and for professional liability per claim and in the aggregate, and, if applicable, worker's compensation insurance and employer's liability insurance in compliance with statutory limits.
- B. In addition, to the extent a contract is awarded, Bidder/Offeror shall be required to carry automobile liability insurance including owned and non-owned and hired automobiles with a combined single limit of \$2,000,000.00 per occurrence. Bidder/Offeror hereby indemnifies and holds the TOWN, and the Town of Riverhead Parking District, its departments, officers, agents and employees, and committee members harmless against any and all claims, actions or demands against TOWN, and said Parking District, its departments, officers, agents and employees and against any and all damages, liabilities or expenses, including counsel fees, arising out of the negligent acts or omissions of Bidder, Bidder's employees, subcontractors or agents under a contract to provide services outlined in this RFP.

Note, the TOWN may request proof of the above insurance coverages as set forth in provision #6 "Town's Reservation of Rights" set forth below.

**6. TOWN's Reservation of Rights**

The TOWN reserves all rights with respect to this RFP, including but **not** limited to the following:

This RFP is not an offer or a binding commitment to contract on the part of the TOWN. The TOWN retains the right to postpone or cancel this RFP or to reject all proposals if the TOWN determines, in its sole discretion, the best interests of the TOWN will be served thereby. The TOWN further reserves the right to reject any proposal that is, in the TOWN's sole discretion, determined to be incomplete, non-responsive, purports to alter any required terms or conditions of this RFP, or that contains any other irregularities.

The TOWN may make such investigation as the TOWN deems necessary to determine the responsibility of any bidder or to verify the ability of any bidder to perform the services detailed in the specifications within the goals and time parameters set forth herein. The TOWN reserves the right to reject any proposal if the information requested by the TOWN is not submitted as required or if the information submitted by or the investigation of any bidder fails to satisfy the TOWN that the bidder is responsible or is qualified and capable of carrying out the obligations of the Contract.

Upon acceptance of a proposal, the TOWN, shall, by letter, officially notify the successful bidder of said acceptance and, prior to the award of the Contract, enter into negotiations with the successful bidder. The TOWN retains the right to withdraw from such negotiations with the successful bidder and to rescind its acceptance of the successful bidder's proposal should the TOWN be unable to conclude the negotiations within thirty (30) business days following the official notification of acceptance.

Once negotiations have been completed, the TOWN intends to pass a resolution awarding the Contract, and the successful bidder will be required to sign the Contract and provide evidence of insurance and any additional documentation required by the TOWN. If the successful bidder refuses, fails, or neglects to sign the Contract or to provide evidence of required insurance or any other documentation required by the Town within ten (10) business days of receipt of a Notice of Award from the Town, the bidder shall be considered to have abandoned the Contract, and the Town shall have the right to rescind the award of the Contract.

The Town shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a proposal in response to this RFP, or otherwise in connection with this RFP or its modification, postponement, or cancellation. All proposals become the property of the Town upon submission.

**III. SPECIFICATIONS/SCOPE OF WORK**

**1. Proposal Content and Designated Locations**

The Town of Riverhead, in conjunction with the Town of Riverhead Parking District, hereinafter referred to as the Town, is requesting proposals from all qualified closed circuit television security consultants interested in installing and maintaining a closed circuit television security system at the following designated locations:

1. Riverfront (Schedule B)
2. Griffing Hardware (Schedule C)
3. Roanoke and Griffing Ave (Schedule D)
4. First Street (Schedule E)
5. Maple and East Avenue (Schedule F)
6. Tuthills Funeral Home (Schedule G)
7. West/East Main Street (from Osborne Avenue to Ostrander Avenue)

- A. Such seven separately designated locations must be separately bid with individual total sums.
- B. Designated locations numbered 1 to 6 above are highlighted in red-font on Schedule A entitled “Map of Municipal Parking Areas” and more clearly delineated on the respective Schedules B, C, D, E, F and G.
- C. Such closed circuit television security system shall afford maximum video coverage, to the maximum extent practicable, of all habitable buildings, including but not limited to storefronts, both front and rear, as well as the dockage area lining the riverfront as delineated in Site no.1, Schedule B.
- D. Such RFP response shall also include video coverage of the alleyway located between the Suffolk Theatre’s eastern wall and the western wall of the former Woolworth Building as delineated in Site no. 4, Schedule E.

- E. Such RFP response shall include such information as to assure the Town that such accepted closed circuit television security system shall be technically and systematically capable of future expansion to include all of the areas designated within the Business Improvement District as delineated in Schedule A, which is a material condition of the RFP.
  
- F. The Town is interested in a closed circuit television security system that emphasizes the following features which should be incorporated in each RFP response:
  - i. Cost-efficiency
  - ii. User-friendliness
  - iii. Durability
  - iv. Ease of expansion without compromise of system or signal strength
  - v. Monitoring/Review-efficiency
  - vi. Night-time video quality
  - vii. Video preservation
  - viii. Technical Support/Repair/Maintenance
  - ix. Warranty Strength
  - x. Lease versus Purchase Options
  - xi. Compatibility with Local Tele-Communications Infrastructure Support (i.e., Verizon etc.)

The term "Offeror" as used herein shall refer to individuals, firms or organizations submitting proposals in response to this Request for Proposals (RFP). The term "Contractor" or "Provider" is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFP.

All responses received in response to this RFP will be evaluated on the criteria described herein.

**PLEASE NOTE:** All inquiries regarding the substantive terms or requirements of this RFP must be submitted in writing. Inquiries should be faxed to the Office of the Town Clerk, 631-727-3200 ext. 262 or fax at 631-208-4034, and **must be received by no later than 11:00 am on August 26, 2013.** Responses to inquiries deemed appropriate by the Town will be issued in the form of addenda to the RFP and provided to all those who request or had previously received a copy of the RFP.

Officially issued written addenda from the Town shall be the only authorized method for communicating the clarification or modification of the requirements of this RFP. Interested parties may contact the Town of Riverhead to verify receipt of the RFP and any addenda.

**2. General Conditions**

A. Prime Responsibility: The selected Contractor will be required to assume full responsibility for all services and activities offered in its/their proposal, whether or not provided directly. Further, the Town will consider the selected Contractor to be the sole point of contact with regard to contractual matters.

B. Assurance: Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 604 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable local, county, state and federal laws and regulations pertinent to this project. The Town will grant Contractor the right of access to the subject property to view and inspect the site to assist in the preparation, completion, and presentation of their proposal.

C. Independent Contractor: In performance of the work, duties and obligations assumed by the Offeror, it is mutually understood and agreed that the Contractor, including any and all of the Contractor's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the Town.

D. The Town reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the Town. In determining and evaluating the proposals, the experience of those who will be providing services under the contract, price, and demonstration of ability to meet the schedule for completion of tasks by Offerors will be considered, along with other relevant factors.

E. The Town reserves the right to:

- Request clarification of any submitted information;
- Not enter into any agreement;
- Not to select any Offerors;
- Amend or cancel this process at any time;
- interview Offerors prior to award and request additional information during the interview;
- Negotiate a multi-year contract or a contract with an option to extend the duration;
- Award more than one contract if it is in the best interest of the Town; and/or
- Issue similar RFPs in the future.

F. Qualified Offerors must be prepared to enter into a contract with the Town. The contract will incorporate many standards, terms and conditions referenced in this RFP. Portions of this RFP and the Offeror's proposal may be made part of any resultant contract and incorporated in the contract.

**3. Proposal Content and Format Requirements**

A. Cover Sheet

1. Provide the full legal name of the entity who will execute the contract. Provide specific information concerning the Offeror, including: the proposing entity's legal name, type of entity, and Federal Tax ID Number.
2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Offeror.

B. Description of Services, Background and Staff

1. Services

- a. Itemize the complete list of services to be provided.
- b. Note instances where services exceed the scope or detail requested in this RFP.
- c. Note instances where services offered do not meet the scope requested in this RFP.
- d. Address instances where possible cost efficiencies may be gained, quality may be improved or the Town may otherwise benefit from adopting your proposal over the generally listed terms of this RFP.

**2. Background and Experience**

- a. Provide an overview of the types of work and history of your organization. Include an account of your qualifications as they relate to this proposal and how they qualify your organization to be the best fit for these services. The following list contains items required as an integral part of this proposal:
  - Firm profile.
  - Background and experience in the field of closed circuit television security systems.
  - Resume's of key personnel directly involved in this engagement.
  - Summary of your understanding of the scope of services being requested and your approach to carrying out the work.
  - Pricing - hourly rate with not to exceed amount, including any assumptions that went into establishing your budget
- b. Provide examples and references that substantiate experience in providing the types of service requested in this proposal. Client references - list a minimum of three clients (include municipal clients) whose scope of work most closely reflects that mentioned in the statement of solicitation. Information shall include at a minimum: project name and location, scope of services provided, and reference contact information (name and phone number).
- c. Please describe any current, pending or past litigation (within the last 10 years) that the Offeror has been, is, or is expected to be a party to.
- d. Financial Stability: provide documentation of the Offeror's financial stability. Three (3) years of audited financial statements would be ideal if available; however, the Town will consider other forms of documentation provided to meet this content requirement.

**4. Selection Procedures**

Proposals will be evaluated on the criteria outlined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section.

After an initial review of each of the proposals for completeness, the Offerors submitting the most highly rated proposals may be invited for interviews/demonstrations prior to final selection, to further elaborate on their proposals. The Town reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

Should interviews be conducted, the same criteria will be used to select the final provider.

The Contractor selected for this project will be required to accept the Town's contract and to comply with insurance standards as deemed acceptable to the Town Attorney. No agreement with the Town is in effect until both parties have signed a contract.

**5. Inquiries**

Direct all inquiries regarding the proposal process or proposal submissions to:

Town Clerk

Town of Riverhead

200 Howell Avenue

Riverhead, New York 11901

**631-727-3200**

**IV. GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b**

**GROUND FOR CANCELLATION OF CONTRACT BY MUNICIPAL CORPORATIONS**

Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, and political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- a) such person, and any firm, partnership or corporation, of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work, or services, for a period of five years after such refusal, and to provide also that,
- b) any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

This condition shall be further subjected to any other provisions or subsequent amendments to Section 103-a and 103-b of the General Municipal Law.

In acknowledgment and agreement of the above:

Offeror's Business Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

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

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

**V. GENERAL MUNICIPAL LAW - SECTION 103-d**

**Non-Collusive Bidding Certificate**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and not for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Signed by: \_\_\_\_\_

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

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

Affix corporate seal if contractor is a corporation.

**VI. BIDDER QUALIFICATIONS**

All questions must be answered and the information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

**Section A.**

- 1. Name of Offeror/Organization: \_\_\_\_\_
- 2. Main Office Address: \_\_\_\_\_
- 3. When Organized: \_\_\_\_\_
- 4. If a Corporation, Indicate State Incorporated In: \_\_\_\_\_
- 5. NAME OF PARTNERS    HOME ADDRESS OF PARTNERS

(If Bidder is a FIRM, state here the name and home address of each member thereof)

If Bidder is a CORPORATION, complete the information below:

Name and Address of President: \_\_\_\_\_

Name and Address of Vice President: \_\_\_\_\_

Name and Address of Secretary: \_\_\_\_\_

6. Does any other contractor, vendor or person have, hold, or may derive any actual or beneficial percentage of interest in any other form of ownership of the Offeror in an amount of 5% or more? Yes/No \_\_\_\_\_

If yes, please provide:

Name:

Address: \_\_\_\_\_

**Section B.**

Provide information below regarding similar contracts held:

Organization Name:

Contact Person (Name and Phone Number):

Amount of Contract:

Date Completed:

**Section C.**

1. Have you ever failed to complete any contract awarded to you? Yes/No \_\_\_\_\_
2. Have you ever defaulted on a contract? Yes/No \_\_\_\_\_ If yes, state where and why:
  
3. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? Yes/No \_\_\_\_\_

If yes, state name of individual, other organization and reason:

4. Has any officer or partner of your organization ever failed to complete a contract in his/her own name? Yes/No \_\_\_\_\_ If yes, state name and reason:

5. In what other lines of business are you financially interested?

6. Who will personally supervise this contract?

Name and Phone Number

Title

7. Do you have, or can you obtain, sufficient personnel and equipment to perform this contract as required by the "Bid Proposal"? Yes/No \_\_\_\_\_

8. Provide names and phone numbers of local (Long Island) government references:

9. Provide contact names and phone numbers for emergencies that require an immediate response:

Day: \_\_\_\_\_ Night: \_\_\_\_\_

10. List all major equipment you will utilize to perform all work. Indicate whether you currently own or lease the equipment, or will lease it (attach a separate sheet if necessary).

11. Successful Offeror shall provide the Town, at the signing of the contract, the following information:

- a. Table of Organization of the Contractor showing the names and addresses of all individuals serving on the Board of Directors or comparable body of the Contractor.
- b. Proof of financial capability and a detailed financial statement.

**Section D.**

(Delete phrases that are not applicable)

I, \_\_\_\_\_ the '(applicant herein),  
(an officer or agent of the corporate applicant) namely its \_\_\_\_\_ .(list  
corporate interest) (swears) or (affirms) under the penalties of perjury that

1. The following persons have a direct or indirect interest in this bid:

<u>NAME</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>
-------------	----------------	----------------------

(In case of corporations, all officers of the corporation and stockholders owning more than 5% of the corporate stock must be listed. Attach an additional sheet, if necessary).

2. The following person(s) listed immediately above are related by blood or marriage to an officer or employee of the OWNER. Attach an additional sheet, if necessary.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>NAME/POSITION OF EMPLOYEE/OFFICER</u>
-------------	---------------------	--

False statements made herein are punishable as a Class A misdemeanor pursuant to 210.45 of the Penal Law.

Legal Name of Person/Firm/Corporation

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

**IRAN DIVESTMENT ACT CERTIFICATION**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF RIVERHEAD receive information that a person is in violation of the above-referenced certification, the TOWN OF RIVERHEAD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF RIVERHEAD shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The TOWN OF RIVERHEAD reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

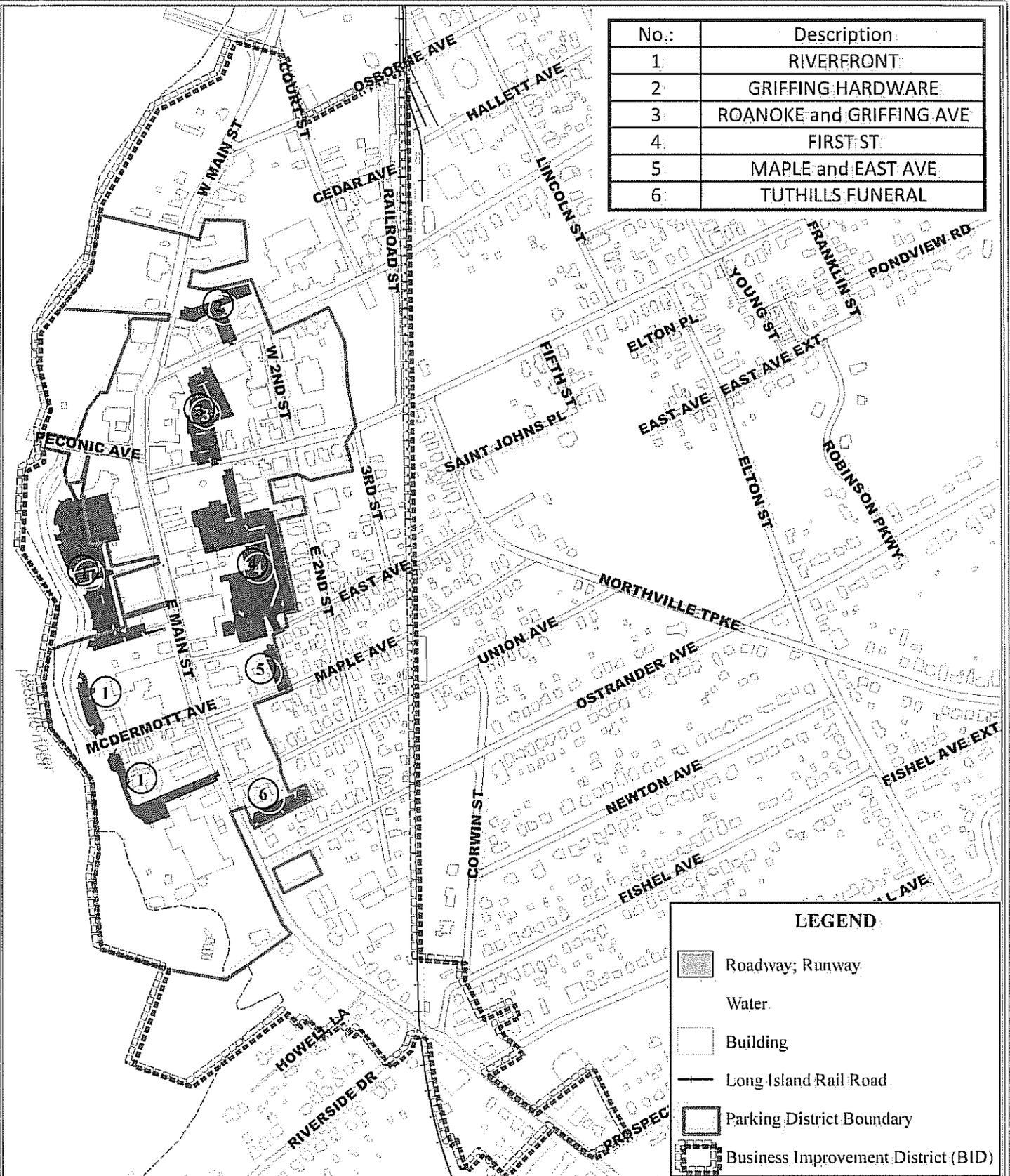
Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

SCHEDULE A

No.:	Description:
1	RIVERFRONT
2	GRIFFING HARDWARE
3	ROANOKE and GRIFFING AVE
4	FIRST ST
5	MAPLE and EAST AVE
6	TUTHILLS FUNERAL



map of  
**MUNICIPAL PARKING AREAS**



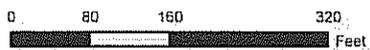
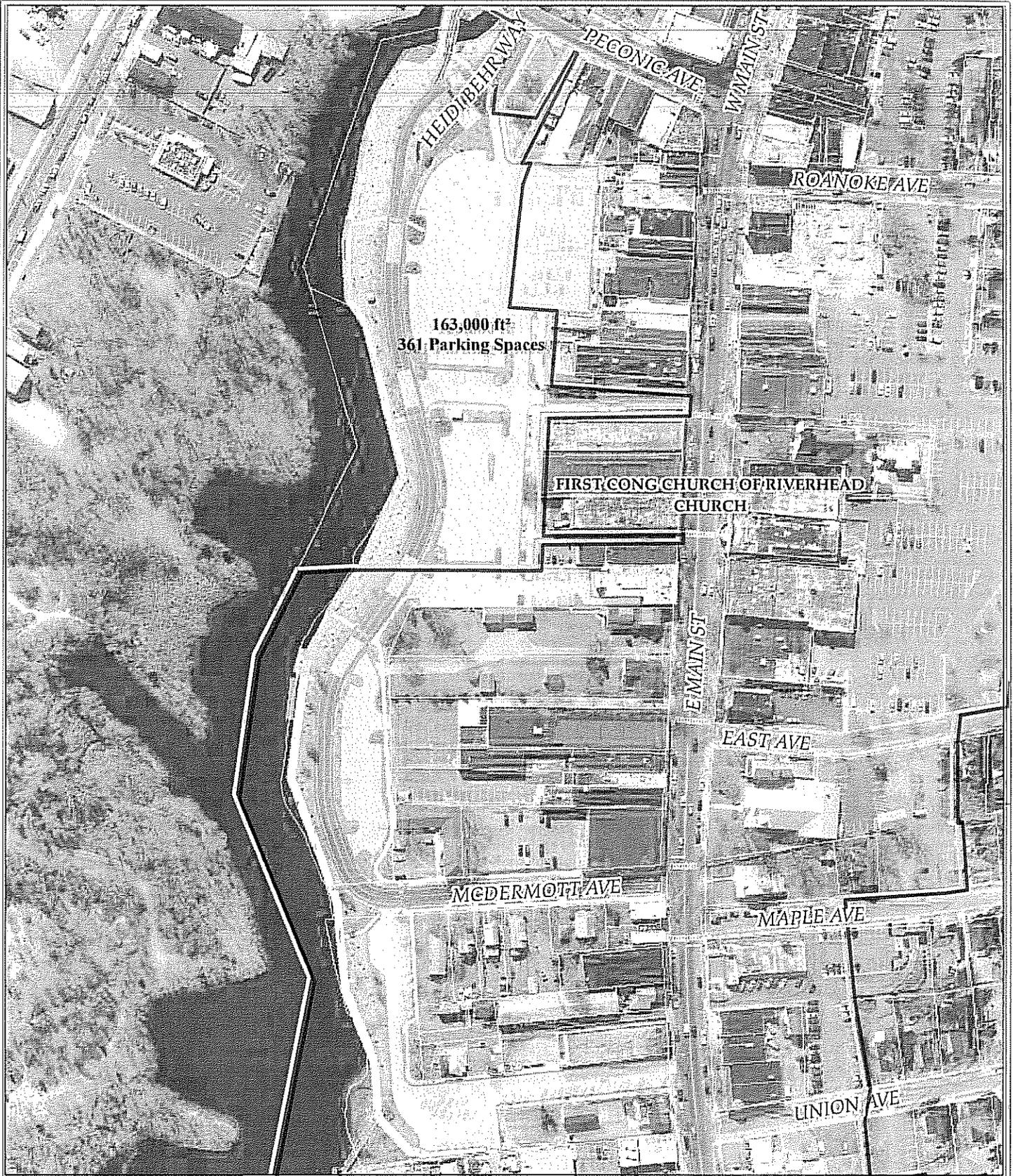
**LEGEND**

- Roadway; Runway
- Water
- Building
- Long Island Rail Road
- Parking District Boundary
- Business Improvement District (BID)



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901



RIVERFRONT PARKING AREA.  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT: (c) 2013 COUNTY OF SUFFOLK, N.Y.

Site No. 1



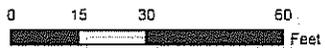
**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901

SCHEDULE C



26,500 ft²  
78 Parking Spaces.



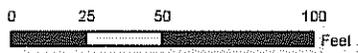
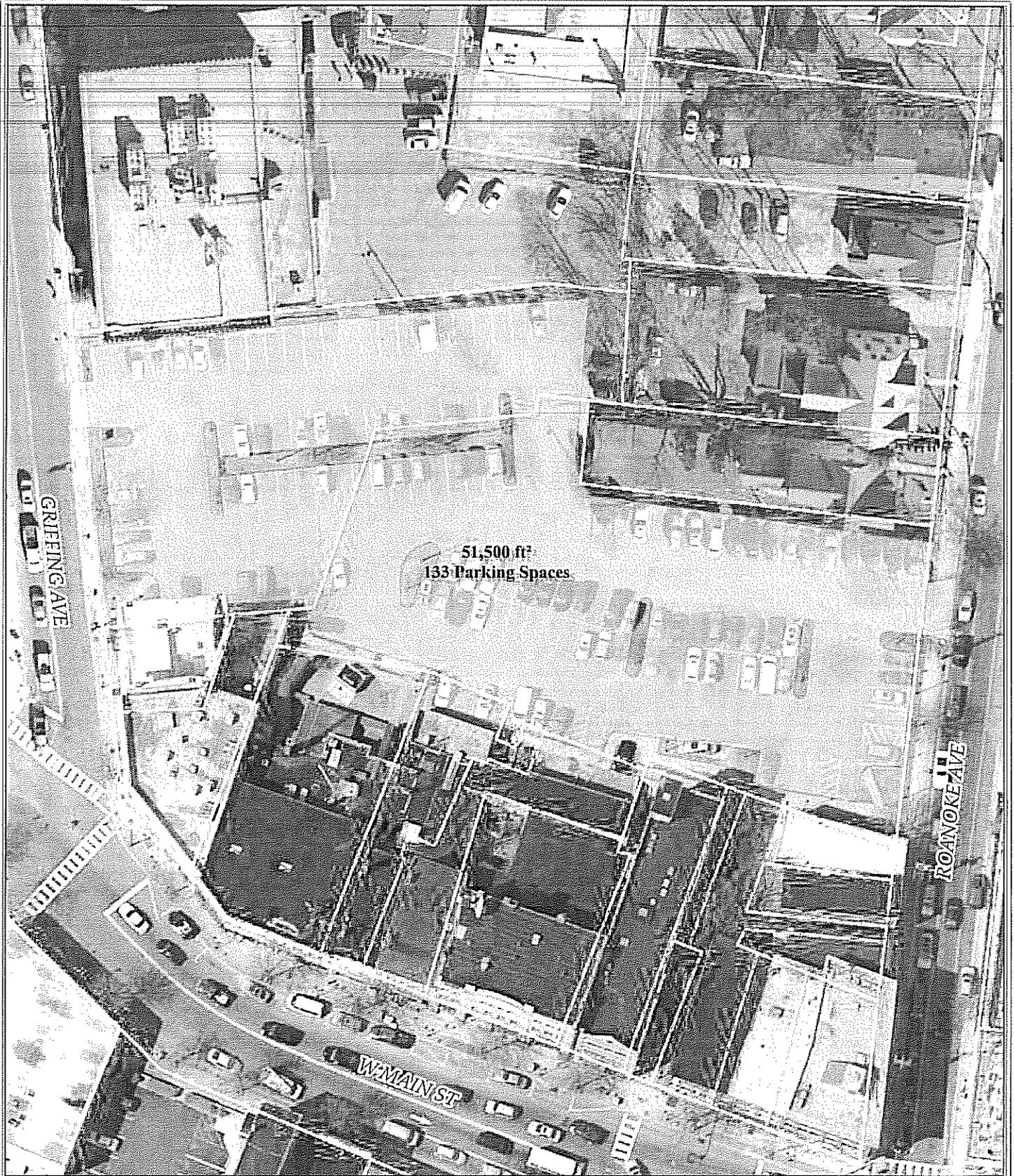
GRIFPING HARDWARE PARKING AREA.  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2013 COUNTY OF SUFFOLK, N.Y.

Site No. 2



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901



ROANOKE AND GRIFFING AVE PARKING AREA  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2013 COUNTY OF SUFFOLK, N.Y.

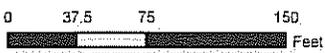
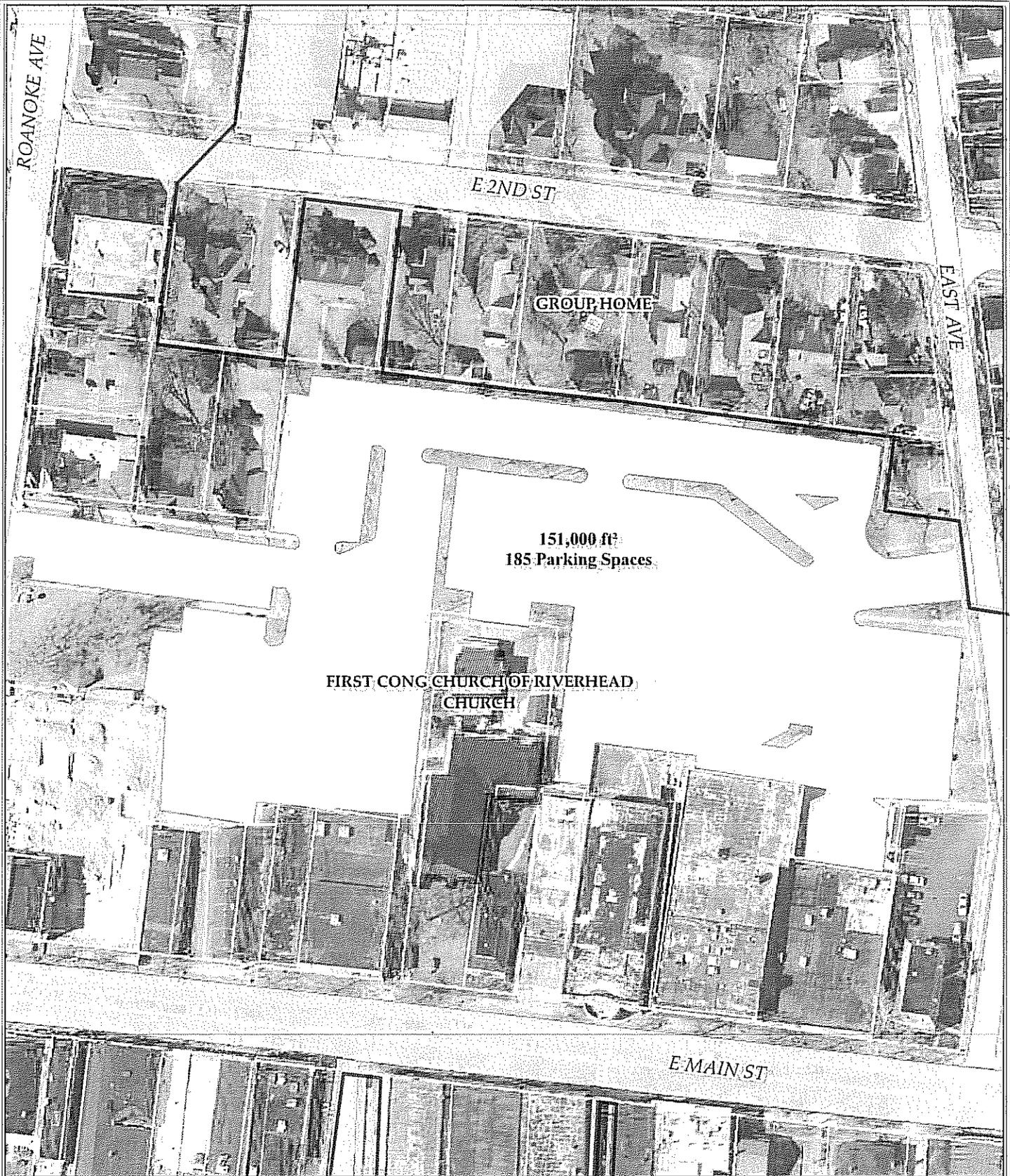
Site No. 3



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901

SCHEDULE E



FIRST STREET PARKING AREA  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2013 COUNTY OF SUFFOLK, N.Y.

Site No.: 4



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901



11,000 ft<sup>2</sup>  
44 Parking Spaces

NOT TO BE  
INCLUDED  
IN COVERAGE AREA



MAPLE AND EAST AVE PARKING AREA  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2013 COUNTY OF SUFFOLK, N.Y.

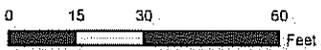
Site No.: 5



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901

SCHEDULE G



TUTHILLS FUNERAL PARKING AREA  
Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2013 COUNTY OF SUFFOLK, N.Y.

Site No. 6



**TOWN OF RIVERHEAD**

200 Howell Ave.  
Riverhead, New York 11901

TOWN OF RIVERHEAD

Resolution # 557

**APPROVES CHAPTER 90 APPLICATION OF THE  
CYSTIC FIBROSIS FOUNDATION GREATER NEW YORK CHAPTER  
("Aptalis CF Cycle For Life" – Saturday, October 5, 2013)**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**WHEREAS**, on May 15, 2013, the Cystic Fibrosis Foundation Greater New York Chapter ("CFF") submitted a Chapter 90 Application for the purpose of conducting an event entitled "Aptalis CF Cycle For Life" to include a bicycle tour (choice of 32, 62, or 100 mile routes within the Town of Riverhead) to raise public awareness and funds to help children and young adults struggling with cystic fibrosis, said routes to commence and end at Hotel Indigo, Route 58, Riverhead, New York, on Saturday, October 5, 2013, between the hours of 7:00 a.m. and 4:00 p.m.; and

**WHEREAS**, CFF 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**, the applicant has requested the application fee be waived due to its not-for-profit status; 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 including the certificate of insurance regarding said application.

**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 the Cystic Fibrosis Foundation Greater New York Chapter ("CFF"), for the purpose of conducting an event entitled "Aptalis CF Cycle For Life" to include a bicycle tour (choice of 32, 62, or 100 mile routes within the Town of Riverhead) to raise public awareness and funds to help children and young adults struggling with cystic fibrosis, said routes to commence and

end at Hotel Indigo, Route 58, Riverhead, New York, on Saturday, October 5, 2013, between the hours of 7:00 a.m. and 4:00 p.m., is approved; and be it further

**RESOLVED**, that the Town Board of the Town of Riverhead hereby waives the Chapter 90 Application fee due to the applicant's not-for-profit status; 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 the "pre-opening" inspection appointment; and be it further

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

**RESOLVED**, that this approval is subject to the provisions of Riverhead Town Code 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 the Town Clerk is hereby authorized to forward a copy of this resolution to the Cystic Fibrosis Foundation Greater New York Chapter, 1 Huntington Quadrangle, Suite 2513, Melville, New York, 11747, Attn: Trevor Hunter; 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 # 558**

**APPROVES CHAPTER 90 APPLICATION OF NATIVE EVENTS INC.**  
**(Country Fest - July 27<sup>th</sup> and 28<sup>th</sup>, 2013)**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, on June 19, 2013, William Quinones of Native Events, Inc., submitted a Chapter 90 Application for the purpose of conducting a family focused Country Fest having live country music, amusement rides, games and craft vendors to be held at the Cornell Cooperative Extension of Nassau County property a/k/a 4-H Camp, located at 3186 Sound Avenue, Riverhead, New York, on Saturday, July 27<sup>th</sup>, 2013 and Sunday, July 28<sup>th</sup>, 2013, between the hours of 11:00 a.m. and 7:00 p.m.; and

**WHEREAS**, William Quinones 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**, the applicant has paid the applicable Chapter 90 Fee; 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 including the certificate of insurance regarding said application.

**NOW THEREFORE BE IT RESOLVED**, that Town Board 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 application of William Quinones of Native Events, Inc. for the purpose of conducting a family focused Country Fest having live country music, amusement rides, games and craft vendors to be held at the Cornell Cooperative Extension of Nassau County property a/k/a 4-H Camp, located at 3186 Sound Avenue, Riverhead, New York, on Saturday, July 27<sup>th</sup>, 2013 and Sunday, July 28<sup>th</sup>, 2013, between the hours of 11:00 a.m. and 7:00 p.m., is hereby approved; and be it further

**RESOLVED**, that **this approval is subject to receipt of a Certificate of Insurance evidencing adequate liquor liability limits, to be approved by the Town Attorney, no later than the close of business (4:30 o'clock p.m.) on Friday, July 12, 2013;** 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 the "pre-opening" inspection appointment; and be it further

**RESOLVED**, that this approval is subject to receipt of an Outdoor Public Safety Plan, to be submitted to the Fire Marshal's office no later than August 1, 2013; and be it further

**RESOLVED**, that any necessary tent permit(s) must be obtained and the tent installation and all electric shall comply with the applicable requirements of the NFPA Life Safety Code (NFPA 101), the NFPA Temporary Membrane Structures/Tents (NFPA 102) and the Fire Code of New York State and the Building Code of New York State; 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 the Town Clerk is hereby authorized to forward a copy of this resolution to Native Events, Inc., P.O. Box 16, Ridge, NY, 11961; 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 # 559**

**APPROVES CHAPTER 90 APPLICATION OF RIVERHEAD FOUNDATION FOR  
MARINE RESEARCH AND PRESERVATION  
(5K RUN FOR THE RIDLEY – October 26, 2013)**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, on June 27, 2013, the Riverhead Foundation for Marine Research and Preservation (Riverhead Foundation) submitted a Chapter 90 Application for the purpose of conducting a 5K Foot Race, said course to begin on East Main Street, continuing on East Main Street, Riverside Drive, River Avenue and ending at McDermott Avenue, to be held on Saturday, October 26, 2013 between the hours of 6:00 a.m. and 12:00 noon; and

**WHEREAS**, the Riverhead Foundation has completed and filed a Short Environmental Assessment Form in accordance with 6 NYCRR 61; 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**, Riverhead Foundation has requested the Chapter 90 Application Fee be waived due to its not-for-profit status; and

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

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

**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 the Riverhead Foundation For Marine Research and Preservation for the purpose of conducting a 5K Foot Race at the aforementioned locations to be held on Saturday, October 26, 2013 between the hours of 6:00 a.m. and 12:00 noon is hereby approved; and be it further

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

**RESOLVED**, that the necessary tent permit must be obtained and the tent installation and all electric shall comply with the applicable requirements of the NFPA Life Safety Code (NFPA 101), the NFPA Temporary Membrane Structures/Tents (NFPA 102) and the Fire Code of New York State and the Building Code of New York State; and be it further

**RESOLVED**, that this approval is subject to a fire safety inspection by the Town Fire Marshal 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 the "pre-opening" inspection appointment; and be it further

**RESOLVED**, that due to the applicant's not-for-profit status, the Town Board of the Town of Riverhead hereby waives the Chapter 90 Application Fee; and be it further

**RESOLVED**, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Riverhead Foundation for Marine Research and Preservation, Attn: Robert A. DeGiovanni, Jr., 467 East Main Street, Riverhead, New York, 11901; 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

Wooten Yes No

Gabrielsen Yes No

Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

07.16.13  
130560

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 560**

**RATIFIES THE APPOINTMENT OF AN ASSISTANT RECREATION LEADER ITO  
THE RECREATION DEPARTMENT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, a Assistant Recreation Leader II is needed by the Riverhead Town Recreation Department,

**NOW THEREFORE BE IT RESOLVED**, that effective July 8, 2013 this Town Board hereby appoints Nicolette Gebhardt to the position of Assistant Recreation Leader II, Level I, to be paid the rate of \$ 11.55 per hour 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  
Wooten Yes No

Gabrielsen Yes No  
Dunleavy Yes No

Walter Yes No

The Resolution Was  Thereupon Duly Declared Adopted

07.16.13  
130561

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 561**

**AUTHORIZES SUPERVISOR TO APPOINT A PETTY CASH HOLDER FOR  
THE BUILDING DEPARTMENT**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

**NOW THEREFOR BE IT RESOLVED**, that the Supervisor is hereby authorized to appoint Jefferson V. Murphree, AICP as the petty cash holder for the existing petty cash account establish for the Building Department, pursuant to Section 64-1 of Town Law; and be it further

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

07.16.13  
130562

ADOPTED

**TOWN OF RIVERHEAD**

**Resolution # 562**

**ADOPTS A LOCAL LAW AMENDING CHAPTER 62 ENTITLED  
“EXCAVATIONS” OF THE RIVERHEAD TOWN CODE**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

**WHEREAS**, the Town Clerk was authorized to publish and post a public notice to hear all interested persons to consider a local law amending Chapter 62 entitled “Excavations” of the Riverhead Town Code; and

**WHEREAS**, a public hearing was held on the 22<sup>nd</sup> day of May, 2013 at 7:10 o'clock p.m. at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, the date, time and place specified in said public notice, and all persons wishing to be heard were heard.

**NOW THEREFORE BE IT RESOLVED**, that a local law amending Chapter 62 entitled “Excavations” of the Riverhead Town Code be and is hereby adopted as specified in the attached notice of adoption; and be it further

**RESOLVED**, that the Town Clerk be and is hereby authorized to publish the attached notice of adoption once in the News Review, the official newspaper, and to post same on the signboard at Town Hall; 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  
NOTICE OF ADOPTION**

**PLEASE TAKE NOTICE** that the Town Board of the Town of Riverhead adopted a local law amending Chapter 62 entitled “Excavations”, of the Riverhead Town Code at its meeting held on July 16, 2013. **Be it enacted** by the Town Board of the Town of Riverhead as follows:

**CHAPTER 62  
EXCAVATIONS**

**§ 62-3. Definitions.**

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GRADE

The degree of rise or descent of a sloping surface.

MATERIAL

Topsoil, loam, earth, sand, and/or gravel, and such other material such as wood, stumps, timber in its natural or reprocessed state.

NATURAL DRAINAGE

The stormwater runoff resulting from topographical and geographical conditions prior to changing the grade by any method including but not limited to exportation, importation or grading of the land or portion thereof.

NATURAL GRADE

The elevation of the ground surface in its natural state before alteration.

NATURAL WATERSHED

An area of land which, in its natural state and prior to any change, including but not limited to exportation, importation or grading, and due to its topography and geography, drains to a particular location within that area.

**§ 62-5. Exempt premises and qualifications for Certificate of Exemption.**

A. The following uses and operations by an owner or lessee of premises or by his agent are exempt from the provisions of this chapter:

~~(2)~~(1) An owner or lessee engaged in agricultural production, as defined in Article 25-AA of the Agriculture and Markets Law and § 108-3 of the Town Code, on lands which qualify for an agricultural assessment, pursuant to Article 25-AA of the Agriculture and Markets Law, seeking to remove soil for the purpose of agricultural production shall be exempt from Chapter 62 or import material related to or incidental to the harvesting of crops or such other agricultural production provided that (1) the removal of soil shall be limited to that amount of material necessary to plant or harvest crops and (2) shall not change the natural grade or slope and/or natural drainage existing on the subject property prior to the above described activity. An applicant may qualify for a certificate of exemption for

~~importation or excavation of material as defined in this chapter, provided that such importation or excavation is necessary for the purpose of establishing an agricultural operation as defined in § 108-3. As provisions set forth in Chapter 108 and Chapter 44 of the Town Code make clear that preservation of prime agricultural soils is an important goal of the Town of Riverhead and removal of soils may threaten the long-term agricultural viability of the land, except as set forth above the exportation of material will not be exempt from the provisions of this chapter.~~

(2)An owner or lessee engaged in agricultural production, as defined in Article 25-AA of the Agriculture and Markets Law and § 108-3 of the Town Code, on lands which qualify for an agricultural assessment, pursuant to Article 25-AA of the Agriculture and Markets Law, seeking to import material shall be exempt from Chapter 62 provided that (1) the importation of material shall be limited to that amount of material necessary to plant or condition/fertilizer so as to enrich soils and restore the opportunity for improved plant growth (2) the importation of material shall not change the natural grade or slope and/or natural drainage existing on the subject property prior to the above described activity, (3) material imported shall not exceed 3000 cubic yards per year (4) the importation shall be limited to material defined as organic material pursuant to NYS DEC Regulations Part 360(3) (5) the material be ground to a size less than 6” in length x 2: in width or chipped to size 2” (6) the material shall not include material containing wood creosote, coal tar creosote, coal tar, coal tar pitch and coal tar pitch volatiles, and (7) the material shall not be offered for sale but instead must be used on site.

(3)An owner or lessee of improved residential property seeking to import material shall be exempt from Chapter 62 provided that (1) the importation of material shall be limited to that amount of material necessary to plant or condition/fertilize lawn and planting (2) the importation of material shall not change the grade or slope such that the natural drainage existing on the subject property prior to the above described activity is altered (2) material imported shall not exceed 1000 cubic yards per year (3) the importation shall be limited to material defined as organic material pursuant to NYS DEC Regulations Part 360(3) (4) the material be ground to a size less than 3” in length x 2: in width or chipped to size 2” (5) the material shall not include material containing wood creosote, coal tar creosote, coal tar, coal tar pitch and coal tar pitch volatiles, and (6) the material shall not be offered for sale but instead must be used and incorporated into the lawn or planting areas.

A. B. The following uses and operations by an owner or lessee of premises or by his agent qualify for an exemption from the provisions of this chapter such that an applicant may obtain a certificate of exemption from the Town Board:

(1) An applicant may qualify for a certificate of exemption for excavation by dredging operations within existing navigable waters upon demonstration of approval by appropriate town, county, state or federal agencies or departments.

(2)An applicant may qualify for a certificate for exemption for importation of materials as defined in this chapter, provided that such importation is necessary for the purpose of operating, maintaining, or establishing an agricultural operation as defined in 108-3 and

subject to the following conditions: (1) An owner or lessee engaged in agricultural production, as defined in Article 25-AA of the Agriculture and Markets Law and § 108-3 of the Town Code, on lands which qualify for an agricultural assessment pursuant to Article 25-AA of the Agriculture and Markets Law, (2) the importation of material shall not change the grade or slope such that the natural drainage existing on the subject property prior to the above described activity is altered (3) the importation of material shall be limited to that amount of material necessary to plant or condition/fertilizer so as to enrich soils and restore the opportunity for improved plant growth (4) material shall not exceed 10000 cubic yards per year (5) the importation shall be limited to material defined as organic material pursuant to NYS DEC Regulations part 360 (6) the material be ground to a size less than 6" in length x 2" in width or chipped to a size 2" (7) the material shall not include material containing wood creosote, coal tar creosote, coal tar, coal tar pitch and coal tar pitch volatiles, (8) a detailed statement of the proposed work and three-dimensional extent of the proposed importation and exact condition of the plot or premises before the work proposed to be accomplished under the requested permit is commenced and the proposed condition of said plot or premises when the work is completed (9) a detailed statement from NYS AG & Markets, Suffolk County Soil Conservation or NRCS and (10) the material, in its natural or reprocessed state, shall not be offered for sale but instead must be used onsite. Note, as set forth in 62-5 (A) (1) preservation of prime agricultural soils is an important goal of the Town of Riverhead and removal of soils may threaten the long-term agricultural viability of the land, the exportation of material will not be eligible for a certificate of exemption.

B.C. The following uses and operations by an owner or lessee of premises or by his agent qualify for an exemption from the provisions of this chapter such that an applicant may obtain a certificate of exemption from the Building Administrator:

- (1) An applicant may qualify for a certificate of exemption for importation, excavation or exportation of material as defined in this chapter when such importation, excavation or exportation is necessary for the construction of a single-family residence and accessory uses related to single-family residences subject to an applicant obtaining permit approval, pursuant to Chapter 52 from the Building Department for such residence or accessory uses, upon submission of a copy of the building permit and survey indicating the amount of material imported, excavated or exported required for said construction.
- (2) An applicant may qualify for a certificate of exemption for the excavation or exportation of material, as defined in this chapter, for soil borings, provided that the material excavated or exported is limited to the amount required to obtain the boring sample.

#### **§ 62-4. Application for Permit.**

A. The owner, lessee or agent of the premises shall obtain a Chapter 62 permit or certificate of exemption prior to the excavation, exportation or importation of material as defined in Chapter 62. The owner, lessee or agent of the premises shall obtain a Chapter 62 permit or certificate of exemption pursuant to § 62-5 of this chapter from the Town Board of the Town of Riverhead, except applicants seeking to excavate, export or import material related to a

proposed site plan or subdivision shall be required to obtain final approval for the site plan or subdivision together with building permit and/or foundation permit prior to application for a permit under this chapter. Note: a permit or certificate of exemption shall not entitle the applicant to clear or grade without obtaining approvals required under § 108-129B and D, Chapter 52 and/or Chapter 63. For that purpose, such owner, lessee or agent shall file with the Building Department of the Town of Riverhead a verified application, in duplicate, for such permit or request for exemption containing a detailed statement of the proposed work, together with a plan prepared by a duly licensed engineer or land surveyor of the State of New York or a plot plan reviewed and approved by Natural Resources Conservation Service or Suffolk County Soil and Water Conservation for agricultural production as defined in § 108-3 or such other activities that may qualify for a certificate of exemption, setting forth in detail or including the following information:

(12) An applicant for residential, commercial and/or industrial subdivision approval or site plan approval shall submit an estimate of the volume of materials to be excavated, exported or imported as certified by a professional engineer, to either the Planning Board or Town Board. The estimate of the volume of materials shall be noted on the approved site plan or subdivision map. Note, as stated above, applicants seeking to excavate, export or import material related to a proposed site plan or subdivision shall be required to obtain final approval for the site plan or subdivision together with building permit and/or foundation permit prior to application for a permit under this chapter. In addition, the Town may limit a permit for projects to be constructed or improved in phases or capable of phased construction or improvement such that the Chapter 62 permitted activities run concurrent with the phased construction or improvement.

- Underline represents addition(s)
- Strikethrough represents deletion(s)

Dated: Riverhead, New York  
July 16, 2013

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

DIANE M. WILHELM, TOWN CLERK

**TOWN OF RIVERHEAD**

**Resolution # 563**

**ADOPTS A LOCAL LAW AMENDING CHAPTER 108 ENTITLED**  
**“ZONING” OF THE RIVERHEAD TOWN CODE**  
**Article XXVI. Site Plan Review**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, the Town Clerk was authorized to publish and post a public notice to hear all interested persons to consider a local law amending Chapter 108 entitled “Zoning” of the Riverhead Town Code; and

**WHEREAS**, a public hearing was held on the 22<sup>nd</sup> day of May, 2013 at 7:15 o'clock p.m. at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, the date, time and place specified in said public notice, and all persons wishing to be heard were heard.

**NOW THEREFORE BE IT RESOLVED**, that a local law amending Chapter 108 entitled “Zoning” of the Riverhead Town Code be and is hereby adopted as specified in the attached notice of adoption; and be it further

**RESOLVED**, that the Town Clerk be and is hereby authorized to publish the attached notice of adoption once in the News Review, the official newspaper, and to post same on the signboard at Town Hall; 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  
NOTICE OF ADOPTION**

**PLEASE TAKE NOTICE** that the Town Board of the Town of Riverhead adopted a local law amending Chapter 108 entitled “Zoning”, of the Riverhead Town Code at its meeting held on July 16, 2013. **Be it enacted** by the Town Board of the Town of Riverhead as follows:

**CHAPTER 108  
ZONING  
Article XXVI. Site Plan Review**

**§ 108-129. Review authorized; approval required; penalties; issuance of permits and certificates of occupancy; expiration.**

B. Land clearing. No person shall undertake or carry out any such activity or use, including without limitation any grading, clearing, cutting and filling, excavating or tree removal associated therewith, without first having obtained site plan approval therefor, pursuant to the provision of this article, posting a performance bond provided for herein and securing a land clearing permit pursuant to Chapter 52 and/or a permit pursuant to Chapter 62 and Chapter 63. Any landowner found guilty of violating this article shall be fined at the rate of \$1,000 per day from the day of discovery of the incident until an approved restoration plan is enacted.

- Underline represents addition(s)
- Strikethrough represents deletion(s)

Dated: Riverhead, New York  
July 16, 2013

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD

DIANE M. WILHELM, TOWN CLERK

**TOWN OF RIVERHEAD**

**Resolution # 564**

**PAYS BILLS**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

ABSTRACT #13-26 July 11, 2013 (TBM 7/16/13)			
FUND NAME		Ckrun Total	GRAND TOTALS
GENERAL FUND	1	1,559,593.24	1,559,593.24
POLICE ATHLETIC LEAGUE	4	360.00	360.00
RECREATION PROGRAM FUND	6	21,275.20	21,275.20
CHILD CARE CENTER BUILDING FUN	9	53.26	53.26
HIGHWAY FUND	111	273,698.78	273,698.78
WATER DISTRICT	112	189,089.26	189,089.26
RIVERHEAD SEWER DISTRICT	114	102,926.00	102,926.00
REFUSE & GARBAGE COLLECTION DI	115	14,168.52	14,168.52
STREET LIGHTING DISTRICT	*116	40,744.89	40,744.89
PUBLIC PARKING DISTRICT	117	2,437.50	2,437.50
AMBULANCE DISTRICT	120	1,293.32	1,293.32
EAST CREEK DOCKING FACILITY FU	122	1,245.24	1,245.24
CALVERTON SEWER DISTRICT	124	9,110.59	9,110.59
RIVERHEAD SCAVANGER WASTE DIST	128	33,169.35	33,169.35
WORKERS' COMPENSATION FUND	173	71,628.07	71,628.07
RISK RETENTION FUND	175	2,303.65	2,303.65
CDBG CONSORTIUM ACOUNT	181	845.99	845.99
TOWN HALL CAPITAL PROJECTS	406	95,190.45	95,190.45
WATER DISTRICT CAPITAL PROJECT	412	37,933.23	37,933.23
RIVERHEAD SEWER CAPITAL PROJEC	414	6,919.61	6,919.61
CALVERTON SEWER CAPITAL PROJEC	424	5,350.74	5,350.74

**THE VOTE**

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

The Resolution Was  Thereupon Duly Declared Adopted