

**RESOLUTION LIST
DECEMBER 4,2012**

- Res. #895 General Fund Historical Properties Budget Adjustment**
- Res. #896 General Fund Budget Adjustment**
- Res. #897 Highway District Budget Adjustment**
- Res. #898 Riverhead Housing General Fund Budget Adjustment**
- Res. #899 Scavenger Waste District Budget Adjustment**
- Res. #900 Sewer District Budget Adjustment**
- Res. #901 Stop & Shop Fuel Facility Riverhead Sewer District Capital Improvement Project Budget Adoption**
- Res. #902 Storm Water Pollution Prevention Budget Adjustment**
- Res. #903 Authorizes Execution and Submission of Grant Application to Suffolk County for Fiscal Year 2013 Community Development Block Grant Funds**
- Res. #904 Awards Bid for Annual Heating, Ventilating and Air Conditioning Maintenance Contract**
- Res. #905 Terminates a Wastewater Treatment Plant Operator II in the Riverhead Sewer District (Robert Helupka)**
- Res. #906 Appoints a Part-Time Crossing Guard (Joseph Bock)**
- Res. #907 Setting Terms and Conditions of Employment for Town Board Coordinator Tracey Densieski**
- Res. #908 Appoints a Call in Fire Inspector (Christopher Mount)**
- Res. #909 Accepts the Resignation of a Part-Time Kennel Attendant (Jacob Phillips)**
- Res. #910 Appoints a Temporary Clerk to the Tax Receiver's Office (Cody Haas)**
- Res. #911 Reappoints a Temporary Clerk to the Tax Receiver's Office (Kristina Rowe)**
- Res. #912 Awards Bid for Paint**

- Res. #913** Appoints a Call-In Recreation Aide to the Recreation Department (Scott Tocci, Jr.)
- Res. #914** Appoints a Call-In Recreation Aide to the Recreation Department (Sierra Smith)
- Res. #915** Riverhead Scavenger Waste District Rate Adjustment for Tipping Fees at Scavenger Waste Plant
- Res. #916** Authorizes Town Clerk to Republish Notice for GASB 45 Actuarial Services for Town of Riverhead
- Res. #917** Awards Bid for Disposal and Recycling of Municipal Solid Waste
- Res. #918** Awards Bid for Disposal of Town Generated Construction and Demolition Material
- Res. #919** Awards Bid for Insurance Brokerage Services
- Res. #920** Approves the Chapter 90 Application of Competitive Events Group (2013 “Duathlon – Run/Walk/Run” – September 14, 2013)
- Res. #921** Establishes Expedited Emergency Procedure for Approvals Under Chapters 12 and 107 of the Riverhead Town Code
- Res. #922** Extends Waiver of Fees for Permits for Repairs Due to Storm Damage
- Res. #923** Approves Chapter 90 Application of Riverhead Adventures, LLC (5K – 10K Recreational Run – May 25, 2013 and August 10, 2013)
- Res. #924** Authorizes Town Clerk to Publish and Post Public Notice for Public Hearing Regarding a Local Law to Amend Chapter 108 Entitled “Zoning” of the Riverhead Town Code (Article XXVII, Light Industrial (LI) Zoning Use District)
- Res. #925** Extends Bid for Electric Motor Repair/Replacement Including Emergency Repair for the Riverhead Water District
- Res. #926** Authorizes the Supervisor to Execute a Stipulation of Agreement with the Riverhead Police Benevolent Association
- Res. #927** Authorization to Re-Publish Advertisement for Request for Proposals for Collection and Recycling of Electronic Waste
- Res. #928** Appoints Police Officers to the Police Department
- Res. #929** General Fund Historical Properties HVAC System Budget Adjustment

- Res. #930** Appoints Part-Time Kennel Attendant (Ariel Reichel)
- Res. #931** Appoints Part-Time Kennel Attendant (Loretta Kotowicz)
- Res. #932** Appoints Part-Time Kennel Attendant (Lou Passantino)
- Res. #933** Authorizes the Supervisor to Execute a Stipulation with Local 1000, AFSCME, AFL-CIO, Riverhead Unit of the Suffolk Local #852
- Res. #934** Authorizes Recreational Deer Hunting by Shotgun only on Town Property at Enterprise Park at Calverton, SCTM No. 600-135-1-7.33 and 1751 Sound Avenue, Calverton, SCTM No. 600-60-1-2 from January 7, 2013 to January 31, 2013
- Res. #935** Authorizes Acceptance of Employees Retirement Pursuant to Early Retirement Incentive Program Chapter 37, Article III for Eligible Full-Time Employees who are Members of the Civil Service Employees Association, Inc.
- Res. #936** Closure of “New Animal Donation Account” & Release of Money to “MTAS” Move the Animal Shelter
- Res. #937** Authorizes the Town Clerk to Publish and Post a Help Wanted Ad for a Maintenance Mechanic II in the Sewer District
- Res. #938** Accepts the Resignation of a Part-Time Animal Control Officer I (Maureen Schneider)
- Res. #939** Authorizes Supervisor to Release Petty Cash Monies to Receiver of Taxes
- Res. #940** Authorizes Extension of Time to Remit Real Property Taxes for Senior Citizens Receiving Enhanced Star Pursuant to Section 425 of RPTL
- Res. #941** Pays Bills
- Res. #942** Authorizes Town Clerk to Publish and Post Public Notice to Consider a Local Law to Amend Chapter 108 of the Riverhead Town Code Entitled “Zoning” (Site Plan Review - §108-132 Contents of Application)
- CDA**
- Res. #19** Ratifies Execution of Consent Agreement by the Chairman of the Town of Riverhead Community Development Agency for the Use of the A Runway at the Enterprise Park at Calverton for the Temporary Storage of Cars Damaged by Hurricane Sandy

12.04.12
12019

ADOPTED

**TOWN OF RIVERHEAD
COMMUNITY DEVELOPMENT AGENCY**

Resolution # 19

**RATIFIES EXECUTION OF CONSENT AGREEMENT BY THE CHAIRMAN OF THE
TOWN OF RIVERHEAD COMMUNITY DEVELOPMENT AGENCY FOR THE USE
OF THE RUNWAY AT THE ENTERPRISE PARK AT CALVERTON FOR THE
TEMPORARY STORAGE OF CARS DAMAGED BY HURRICANE SANDY**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Gabrielsen,

WHEREAS, beginning on October 29, 2012, and continuing thereafter, Hurricane Sandy brought damaging winds and severe storm surge throughout lower New York State, including the Town of Riverhead, the County of Suffolk, causing record flooding that severely devastated the aforementioned areas; and

WHEREAS, the flooding and storm surge caused by Hurricane Sandy created significant debris in and around the federally declared counties of Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk and Westchester, and included in the aforementioned debris are more than 200,000 cars that were flooded from the storm; and

WHEREAS, on November 15, 2012 the Town of Riverhead Community Development Agency ("CDA") authorized the Chairman of the CDA to enter into an agreement with Insurance Auto Auctions Auto Corp. ("IAA") for the temporary storage of vehicles damaged by Hurricane Sandy on the 7,000 foot runway and associated taxiway and other paved areas at the Enterprise Park and Calverton ("EPCAL"); and

WHEREAS, IAA has acted in compliance with all state and local laws and regulations since the commencement of the aforementioned agreement; and

WHEREAS, representatives from the New York State Department of Environmental Conservation ("NYSDEC") have inspected the IAA operation at EPCAL and found the operation to be in compliance with any and all NYSDEC operations; and

WHEREAS, IAA is in need of further paved areas for the temporary storage of cars damaged by Hurricane Sandy and wishes to use the 10,000 foot runway at EPCAL; and

WHEREAS, the CDA has previously entered into a non-exclusive runway use agreement with Sky Dive Long Island for use of the 10,000 foot runway at EPCAL; and

WHEREAS, IAA and Sky Dive Long Island have an agreement in principle for IAA to use the 10,000 foot runway at EPCAL for the temporary storage of cars damaged by Hurricane Sandy up for a period up to and including March 30, 2013 with no extensions; and

WHEREAS, Sky Dive long Island has requested that the CDA consent to the Agreement between IAA and Sky Dive Long Island and IAA has offered to pay the CDA a fee of three thousand two hundred dollars an acre per month in consideration for the CDA consenting to the agreement between IAA and Sky Dive Long Island and for not entering into any other runway use agreement or otherwise encumbering the property during the term of the agreement between IAA and Sky Dive Long Island; and

WHEREAS, IAA has agreed to indemnify The Town of Riverhead Community Development Agency for any accident, loss, damage, injury, fine, fee, cost, expense or other claim as result of IAA use of the property and to provide public liability and property damage insurance with the Town of Riverhead Community Development Agency named as an additionally named insured in a form acceptable to the Town Attorney's Office; and

NOW, THEREFORE, BE IT RESOLVED, that in the matter of the consent agreement with IAA for the use of the 10,000 foot runway at EPCAL the Town of Riverhead Community Development Agency hereby declares itself to be the Lead Agency and further determines the Action to be an Type I action pursuant to 6NYCRR Part 617 with no significant adverse impacts to either the natural or social environment and that a Draft Environmental Impact Statement need not be prepared; and

BE IT FURTHER RESOLVED, that the CDA be and hereby ratifies the execution of a consent agreement by the Chairman allowing Sky Dive Long Island and IAA to enter into an agreement consistent with this resolution for the temporary storage of cars damaged by Hurricane Sandy on the aforementioned runway; and be it further

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to forward a certified copy of this resolution to Insurance Auto Auctions, Inc., Two Westbrook Corporate Center, Suite 500, Westchester, Illinois 60154, Attention Richard Hoopis, Esq. and Skydive Long Island, 220 Pleasure Drive, Flanders, New York 11901.

THE VOTE

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

The Resolution Was Thereupon Duly Declared Adopted

On a motion by Councilman Dunleavy, seconded by Councilman Gabrielsen, CDA resolution #19 was **TAKEN OFF THE FLOOR**

THE VOTE:

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



RUNWAY AREA: 2,031,559 SQ FT
 CONNECT RDS AREA: 102,470 SQ FT
 NORTH CONC AREA 147,713 SQ FT
 2,281,742 SQ FT

52.38 AC

* TOTAL DOES NOT INCLUDE TAXIWAY OR GRASS AREAS



TOWN OF RIVERHEAD
 200 HOWELL AVE

ENTERPRISE PARK AT EPCAL
 Active Runway Area Calculations

Not to Scale

12.04.12
120895

ADOPTED

TOWN OF RIVERHEAD

Resolution # 895

GENERAL FUND
HISTORICAL PROPERTIES

BUDGET ADJUSTMENT

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, due to Super Storm Sandy the Engineering Department is requesting a transfer of funds to pay for cleanup, repair and mold remediation to the Carriage House; and

WHEREAS, the costs associated with this cleanup will be submitted to FEMA for reimbursement;

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>
001.000000.499999	Fund Balance	16,000	
001.075200.541000	Repairs & Maintenance		16,000

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Engineering and Accounting 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

12.04.12
120896

ADOPTED

TOWN OF RIVERHEAD

Resolution # 896

GENERAL FUND

BUDGET ADJUSTMENT

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, the Engineering Department is requesting a transfer of funds to pay for costs associated with the Railspur and its Annual Inspection fee;

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>
914.069800.524000	Equipment	10,100	
914.069800.541300	Roads, Repair & Maintenance		10,100

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

12.04.12
120897

ADOPTED

TOWN OF RIVERHEAD

Resolution # 897

HIGHWAY DISTRICT

BUDGET ADJUSTMENT

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, the Superintendent of Highway is requesting a transfer of funds for various expenses;

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

		<u>FROM</u>	<u>TO</u>
111.051420.540000	Snow Removal - Contractual	55,000	
111.051300.541400	Equipment Repair		55,000
111.051400.523000	Improvements	18,000	
111.051400.524407	Traffic Safety Expense		18,000

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Highway and the Accounting 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

12.04.12
120898

ADOPTED

TOWN OF RIVERHEAD

Resolution # 898

RIVERHEAD HOUSING
GENERAL FUND

BUDGET ADJUSTMENT

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, a transfer of funds is necessary to fulfill our obligation to the Riverhead Housing Corporation per the agreement with the Town of Riverhead;

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>
001.019100.548300	Unallocated Insurance	2,000	
	001.086860.546150 Telephone-RHDC		2,000

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Accounting 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

12.04.12
120899

ADOPTED

TOWN OF RIVERHEAD

Resolution # 899

SCAVENGER WASTE DISTRICT

BUDGET ADJUSTMENT

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, a transfer of funds is requested by the Riverhead Scavenger Waste District Superintendent to cover the costs of year end expenses;

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>
128.000000.499999	Scavenger Waste Fund Balance	30,000	
128.081890.547504	Sanitation Disposal-Scavenger		30,000

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

12.04.12
120900

ADOPTED

TOWN OF RIVERHEAD

Resolution # 900

SEWER DISTRICT

BUDGET ADJUSTMENT

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, a transfer of funds is requested by the Riverhead Sewer District Superintendent to cover the cost of year end expenses;

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>
128.000000.499999	Riverhead Sewer Fund Balance	30,000	
128.081890.547504	Sanitation Disposal-Sewer		30,000

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

12.04.12
120901

ADOPTED

TOWN OF RIVERHEAD

Resolution # 901

**STOP & SHOP FUEL FACILITY
RIVERHEAD SEWER DISTRICT
CAPITAL IMPROVEMENT PROJECT**

BUDGET ADOPTION

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, The Riverhead Sewer District and H2M, the engineer, has received funds to provide a map and plan that explores a sewer main/easement re-alignment for a Stop & Shop fuel facility;

NOW THEREFORE BE IT RESOLVED, that the Supervisor is authorized to establish the following budget adoption:

		<u>FROM</u>	<u>TO</u>
414.092705.421050.20037	Developer Fees	1,900	
414.081300.543504.20037	Professional Service Engineer		1,900

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Accounting Department, the Sewer District and H2M, 575 Broad Hollow Road, Melville, NY 11747.

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

12.04.12
120902

ADOPTED

TOWN OF RIVERHEAD

Resolution # 902

STORM WATER POLLUTION PREVENTION PLAN
BUDGET ADJUSTMENT

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, Resolution #1173 on 12/18/07 and Resolution #849 on 11/7/12 added and amended Chapter 110, Stormwater Management and Erosion and Sediment Control of the town of Riverhead,

WHEREAS, the Financial Administrator collects storm water pollution prevention plan fees from the Engineering Department of the Town of Riverhead, and

WHEREAS, the Financial Administrator deposits those fees collected into account 001.000000.218905.00000 titled Deferred Revenues – Stormwater Fees, and

WHEREAS, the Financial Administrator needs to modify the revenue and expenditure budgets in order to pay storm water pollution prevention plan bills timely.

BE IT RESOLVED, that the Supervisor be, and hereby authorizes the Accounting Department to modify the Estimated Revenue and Appropriated Expenditure accounts on an as needed basis from the Deferred Revenues – Stormwater Fees.

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

12.04.12
120903

ADOPTED

TOWN OF RIVERHEAD

Resolution # 903

AUTHORIZES EXECUTION AND SUBMISSION OF GRANT APPLICATION TO SUFFOLK COUNTY FOR FISCAL YEAR 2013 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, the Town of Riverhead participates in the Suffolk County Consortium to receive Community Development Block Grant funds from the United States Department of Housing and Urban Development for benefit to low and moderate income persons and for the prevention of slum and blight; and

WHEREAS, the Town of Riverhead has complied with the citizen participation requirements of the CDBG program; and

WHEREAS, the Town of Riverhead possesses the legal authority to make a grant application through Suffolk County and to execute a community development and housing program.

NOW THEREFORE BE IT RESOLVED, that the Riverhead Town Board hereby ratifies the execution and submission of a grant application to the Suffolk County Department of Community Development as grantee of Community Development Block Grant funds for FY 2013 from the United States Department of Housing and Urban Development as follows:

2013 CDBG Application	
Bread and More Soup Kitchen	\$ 5,000
Open Arms Soup Kitchen	\$ 5,000
Riverhead Community Awareness Program	\$ 5,000
Dominican Sisters	\$ 5,000
Maureen's Haven	\$ 5,000
Home Improvement Program	\$ 70,000
Pedestrian & Bicycle Improvements	\$ 24,852
Administration	\$ 13,000
TOTAL	\$132,852

BE IT FURTHER RESOLVED, that upon approval by the Grantor, the Town Board authorizes the Supervisor to execute the required agreement between Suffolk County and the Town of Riverhead and to undertake the program as approved including

entering into sub-recipient agreements subject to review and approval by the Town Attorney; and

BE IT FURTHER RESOLVED, that the Riverhead Town Board hereby authorizes the Accounting Department to set up budgets for the contract and issue purchase orders; and

THEREFORE, BE IT FURTHER RESOLVED, that the Town Clerk shall provide a certified copy of this resolution to Suffolk County Community Development Director, Jill Rosen-Nikoloff-Thompson, Suffolk County Community Development, PO Box 6100, Hauppauge NY 11788-0099 and an electronic copy of the adopted resolution to the Community Development Department and the Accounting Department.

THEREFORE, 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 # 904

AWARDS BID FOR ANNUAL HEATING, VENTILATING AND AIR CONDITIONING MAINTENANCE CONTRACT

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, the Town Clerk was authorized to publish and post a Notice to Bidders for the Annual Heating, Ventilating and Air Conditioning Maintenance Contract; and

WHEREAS, four (4) bids were received, opened and read aloud on the 9th day of November 2012 at 11:00 am at the Office of the Town Clerk, 200 Howell Avenue, Riverhead, New York.

NOW, THEREFORE, BE IT RESOLVED, that the bid for the Annual Heating, Ventilating and Air Conditioning Maintenance Contract be and is hereby awarded to Air Mark Air Conditioning Corporation in the amount of Eighteen Thousand, Eight Hundred Thirty & 00/100 (\$18,380.00); and

BE IT FURTHER RESOLVED, that the Town Board be and does hereby authorize the Town Clerk to return any and all bids bonds received in connection with the above; and

BE IT FURTHER RESOLVED, that the Town Board be and does hereby authorize the Town Supervisor to execute an agreement for the Annual HVAC Maintenance Contract; and

BE IT FURTHER RESOLVED, that the Town Board be and does hereby authorize the Engineering Department to secure a purchase order in the amount listed above; and

BE IT FURTHER RESOLVED, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to 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

12.04.12
120905

ADOPTED

TOWN OF RIVERHEAD

Resolution # 905

**TERMINATES A WASTEWATER TREATMENT PLANT OPERATOR II IN THE
RIVERHEAD SEWER DISTRICT**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Section 71 of New York State Civil Service Law, this Town Board hereby terminates Robert Helupka, a Wastewater Treatment Plant Operator II in the Riverhead Sewer District, effective December 5, 2012; and be it further

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to Robert Helupka, the Sewer District Superintendent, the Financial Administrator, the Town Attorney and the Personnel Director; 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

12.04.12
120906

ADOPTED

TOWN OF RIVERHEAD

Resolution # 906

APPOINTS A PART-TIME CROSSING GUARD

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, a vacancy for the position of part-time Crossing Guard exists at the Riverhead Town Police Department; and

WHEREAS, the job was duly advertised for; and

WHEREAS, pending the result of a successful background check, a recommendation of a suitable candidate has been made by the Chief of Police and the Personnel Officer.

NOW, THEREFORE, BE IT RESOLVED, that effective December 5, 2012, this Town Board hereby appoints Joseph Bock to the position of part-time Crossing Guard at the hourly rate of \$11.00; 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

TOWN OF RIVERHEAD

Resolution # 907

**SETTING TERMS AND CONDITIONS OF EMPLOYMENT FOR
TOWN BOARD COORDINATOR TRACEY DENSIESKI**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

BE IT RESOLVED, that the terms and conditions of employment of Tracey Densieski (“the employee”), Town Board Coordinator, shall, effective November 19, 2012, be as follows:

TERM

1. These terms and conditions of employment shall continue in full force and effect until subsequently altered by Town Board resolution.
2. The employee is employed at the will of the Town Board and for no specific term or duration.

HOURS OF WORK

1. The employee’s minimum basic work week shall be 35 hours. There shall be no maximum number of hours of work per week. The employee shall not receive additional compensation for holiday pay. The employee is not entitled to earn, accrue, or be paid for overtime or compensatory time. In addition, the employee will not be entitled to utilize any type of paid leave during the employee’s first three months of employment with the Town.

2. The employee shall be entitled to the same paid holidays as are set forth in the 2011-2014 CSEA collective bargaining agreement,

3. (a) Five (5) days of personal leave will be granted per annum.

(b) Personal leave may not be accumulated and must be used within the calendar year earned, except that unused personal days at the end of each year shall be converted to sick time and may be used as sick time, subject to all the rules and pertaining to sick time.

(c) Personal leave must be approved by the Town Supervisor. The employee must request such leave at least forty eight (48) hours in advance unless the personal

leave is deemed to be an emergency of which the employee had no prior knowledge, in which case the employee must notify the Town Supervisor or designee of such absence. Failure to notify the Town Supervisor or designee of the absence will result in loss of pay for the day's absence.

4. Funeral Leave. The employee shall be entitled to four (4) consecutive working days leave of absence computed either from the day of death or the day following death, at the employee's option, for the death of the employee's spouse, child (including adopted children), father, mother, brother, sister, parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, daughter-in-law, brother-in-law, sister-in-law, son-in-law, or stepchild.

5. Jury Service. The employee will be paid the employee's regular salary while performing jury service upon documentary proof being filed with the Town Supervisor. The employee shall endorse the jury salary checks to the Town. Travel allowance or mileage compensation checks for jury service are to be retained by the employee.

6. Court Appearance. The employee's absence by reason of appearance as a defendant or witness on behalf of the Town in any court action involving the Town will be approved by the Town Supervisor for the number of days necessary. The employee shall not lose any salary there from.

7. Parentage Leave. The employee shall receive a parentage leave as defined in the 2011-2014 CSEA contract, Article III, Section 5.

VACATIONS

1. The employee shall be entitled to 10 working days' of vacation per annum (January 1 to December 31).

2. The employee, upon request, shall be paid the employee's vacation pay prior to the vacation, providing the employee shall have given three (3) weeks' notice to the Supervisor.

3. Upon retirement or termination of service, except for cause, the employee shall be compensated, in cash, for any accumulated vacation.

4. The employee may carry over any unused vacation days from one (1) year into the following year, but in no event shall the employee carry over more than fifteen (15) vacation days from one year to the next.

5. The employee, at the employee's option, shall be entitled to make an election to work the current year's allotted vacation time. The employee must provide written notification to the Supervisor of the exercising of this option not fewer than thirty (30) days prior to the date of which payment is requested. The Supervisor is to acknowledge receipt of this notification to the payroll personnel prior to payment.

Payment is to be processed during the next overtime run. The buyback shall be in blocks of three days per month.

SICK LEAVE

1. Sick leave is absence necessitated by the employee's illness or other physical disability. Sick leave will be accumulated at the rate of one and one-quarter days per month (fifteen [15] days per year) up to a total accumulated sick leave of three hundred (300) days. After three hundred (300) days, additional paid sick leave may be granted in the sole discretion of the Town Board. In order to receive sick leave, the employee shall, when absent because of sickness for more than three (3) days, furnish the Supervisor, when requested by him, with a medical certificate. Failure to furnish a medical certificate will result in loss of pay for absent days. The Town Board, in its discretion, may request a physical examination the employee before the employee's return to work.

2. The employee, or legal representative, upon retirement or severance, is entitled to cash payment for accumulated sick leave. Said payment shall be paid in a lump sum the value of the employee's accumulated and unused sick leave to the extent of one hundred (100%) percent of the first two hundred and eighty (280) days thereof.

3. The employee may elect to reduce the sick time accrued under paragraph "1" one by filing a written election with the Supervisor one (1) month prior to payment. Buy-out shall be in lots of ten (10) sick days. No buy-out shall be permitted unless, at the time of election, the employee has accumulated at least fifty (50) sick days. The rate of pay shall be calculated at the time of payment based on a two hundred sixty (260) day work year. If the employee "buys-out" sick leave, the employee shall be permitted to reaccumulate sick days to a maximum of three hundred (300) days for use in the event of illness, but those days may not be reaccumulated for payment purposes.

4. If the employee falls ill while on vacation then, upon presentation of a medical certificate certifying that the employee was confined to bed for more than five (5) working days during the vacation, may charge this illness to sick leave upon proper notification to the Supervisor and may take the same number of sick days as vacation days.

GRIEVANCE PROCEDURE

1. Consideration of Grievance.

A grievance by the employee shall be made, in writing, to the Town Board. Upon receipt of the grievance, the Town Board may request the employee to submit any agreed statement of facts or the employee's version of the facts, or any other documents that the Town Board may deem pertinent to the determination of the appeal.

The Town Board shall conduct a hearing within twenty (20) business days of receipt of an appeal. Within twenty (20) business days after the hearing, the Town Board shall make a decision based on its findings and advise the employee. The decision of the Town Board shall be final and all parties bound thereby.

2. Time of Hearings.

All discussions and hearings shall, so far as practicable, be conducted during working hours.

3. Representation.

The employee shall have the right at all times to representation of the employee's choosing.

4. Limitations.

If a grievance occurs and cannot be resolved immediately, the employee shall obey all directives and shall present the grievance as soon thereafter as practicable. Grievances that are not presented within ten (10) days of the occurrence shall be deemed to have been abandoned.

5. Withdrawn Grievances.

The employee may withdraw a grievance at any point in the grievance procedure.

HEALTH INSURANCE

1. The Town shall pay, on Densieski's behalf, seventy five (75%) percent of the cost of either the individual or family coverage for hospitalization under the Town's Health Insurance Program. The Town shall pay for one hundred (100%) percent coverage for Densieski if she retires from the Town and Town shall also pay to the extent of fifty (50%) percent coverage on the premiums for her family.

If Densieski and spouse are currently receiving (or are eligible to receive) family health benefits through the Town, only one will be permitted to continue to receive family level coverage. In this event, the person whose coverage changes from family to individual or no coverage will be entitled to the health insurance buy-out. The employee may reinstate coverage in the event of an emergency causing the loss of the other person's Town health insurance, consistent with the rules and regulations of the Town's health insurance plan and applicable laws and regulations.

At retirement, the former employee who is otherwise eligible for family retiree health insurance coverage through the Town but for the operation of this provision shall continue to be ineligible for family retiree health insurance coverage through the Town.

However, during retirement, the former employee may reinstate his/her own family health insurance coverage, if the former employee has dependents as defined in the Plan, in the event of an emergency causing the loss of the other person's Town health insurance, consistent with the rules and regulations of the Town's health insurance plan and applicable laws and regulations.

In the event that Densieski's employment with the Town should terminate, she shall have the option, at her own expense, to participate in the Town Health Insurance Program, consistent with applicable laws, rules and regulations.

The service requirement for receipt of health insurance in retirement shall be ten consecutive years of service with the Town, and Densieski must either (1) be employed by the Town on the last date immediately prior to retirement into the NYSERS; or (2) have been employed by the Town as her last public sector employer, and have continuously self-paid her health insurance premiums to, and remained enrolled in, the Town's health insurance plan between the last date of service with the Town and the date of vesting and receipt of benefits from the NYSERS, whichever is applicable, as set forth in the NYSERS Rules and Regulations (Part 256).

2. The Town shall pay, on Densieski's behalf, seventy five (75%) percent of the cost of either the individual or family plan for dental coverage under the Riverhead Town Dental Plan. If Densieski and spouse are currently receiving (or are eligible to receive) family dental insurance benefits through the Town, only one will be permitted to continue to receive family level coverage. In this event, the person whose coverage changes from family to individual coverage or no coverage will be entitled to the dental insurance buy-out. Should that person choose to decline to receive individual coverage, then that person will be eligible for the buy-out of the individual coverage.

3. The Town shall pay, on Densieski's behalf, seventy five (75%) percent of the cost of either the individual or family plan for optical coverage under the Riverhead Town Optical Plan. If Densieski and spouse are currently receiving (or are eligible to receive) family optical insurance benefits through the Town, only one will be permitted to continue to receive family level coverage. In this event, the person whose coverage changes from family to individual coverage or no coverage will be entitled to the optical insurance buy-out. Should that person choose to decline to receive individual coverage, then that person will be eligible for the buy-out of the individual coverage.

4. The employee, at the employee's option, may elect not to accept the Town's hospitalization coverage for a period of not less than one calendar year and receive the following payment during the first full pay period of each year the election is made: \$1,650.00 if the employee changes from family to no coverage; \$900 if the employee changes from family to individual coverage; \$750 if the employee changes from individual to no coverage. Also, at the employee's option, the employee may elect not to accept the dental coverage for a period of not less than one calendar year and receive the following payment during the first full pay period of each year the election is made: \$230 if the employee changes from family to no coverage; \$150 if the employee changes from family to individual coverage; \$80 if the employee changes from individual

to no coverage. Also, at the employee's option, the employee may elect not to accept the optical coverage for a period of not less than one calendar year and receive a payment of twenty five dollars (\$25.00) during the first full pay period of each year the election is made. The employee must sign an application form each year and said application shall include an acknowledgment that the employee is covered under another plan.

GENERAL PROVISIONS

1. The Town agrees to provide legal counsel to defend the employee in any action arising out of an assault on the employee on Town business, and the Town hereby agrees to defend, indemnify, and hold the employee harmless for any and all acts performed for the Town, its agents and employees, provided the employee was acting within the scope of employment. In the event that the employee is appointed, authorized or directed by the Town or one of its agencies to represent it as a member of the board of directors of an organization or agency, then the employee shall be covered by the provisions of Public Officers Law Section 18 and Town Code Sections 15-1 and 15-2 pertaining to the defense and indemnification of officers and employees of public entities, provided the employee is otherwise eligible for coverage pursuant to the terms of those provisions.

2. If the employee is injured or assaulted in the course of employment, the employee shall receive full salary until such time as the employee's application for reinstatement to full duty status, or, in the event of permanent disability, the employee's application for a disability pension be finally determined or by a physician's examination determining no further disability, whichever comes first. If the employee is injured on the job and reports the same to the Supervisor, and has to be absent from work, no days shall be deducted from his sick leave for such injury. If the employee receives a compensation check for lost time due to a compensable injury, the employee shall endorse the employee's check over to the Town. The above shall apply if the employee was acting within the scope of employment.

3. A leave of absence, without pay, may be granted to the employee in the discretion of the Town Board for a maximum of three (3) months, upon written application therefore and good cause shown.

4. If the employee is absent without leave or without due notification to the Supervisor, the employee shall suffer loss of pay for the days of such absence.

5. The employee will be paid every two (2) weeks on Thursday of the latter week.

6. Upon the employee's request to examine the employee's official employment personnel file, the employee may be permitted to do so at the discretion of the Town Board. Any material classified as confidential shall not be subject to duplication by the

employee, but the employee shall have an opportunity to read said material and make a written reply, which shall be inserted in the personnel folder.

7. To the extent permitted by the U.S. Internal Revenue Code and the New York State Income Tax Laws, the Town shall establish a deferred compensation plan for the employee.

WAGES

The employee shall receive the following annual salary:

Effective November 19, 2012: \$39,000.00 (pro-rated for the remainder of the year)
and on January 1, 2013: \$39,000.00.

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

12.04.12
120908

ADOPTED

TOWN OF RIVERHEAD

Resolution # 908

APPOINTS A CALL-IN FIRE INSPECTOR

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, a need for the position of Call-in Fire Inspector exists in the Town's Fire Marshal's Office; and

WHEREAS, the job was duly advertised for; and

WHEREAS, pending the result of a successful background check, a recommendation of a suitable candidate has been made by the Chief Fire Marshal and the Personnel Officer.

NOW, THEREFORE, BE IT RESOLVED, that effective December 5, 2012, this Town Board hereby appoints Christopher Mount to the position of Call-In Fire Inspector at the hourly rate of \$20.00; 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

12.04.12
120909

ADOPTED

TOWN OF RIVERHEAD

Resolution # 909

ACCEPTS THE RESIGNATION OF A PART-TIME KENNEL ATTENDANT

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, the Town has received written notification from Jacob Phillips, a Part-Time Kennel Attendant at the Riverhead Town Animal Shelter, indicating his intent to resign effective close of business December 1, 2012.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board hereby accepts the resignation of Jacob Phillips.

RESOLVED, that the Town Clerk is hereby directed to forward a copy of this resolution to Jacob Phillips, the Chief of Police, the Personnel Officer and the Financial Administrator. 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 can 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

12.04.12
120910

ADOPTED

TOWN OF RIVERHEAD

Resolution # 910

APPOINTS A TEMPORARY CLERK TO THE TAX RECEIVER'S OFFICE

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, This Town Board recognizes that the need to provide additional clerical personnel to the Office of the Receiver of Taxes to assist in the processing of tax money.

NOW, THEREFORE, BE IT RESOLVED, that Cody Haas be and is hereby appointed as temporary part-time clerk effective December 17, 2012 through January 25, 2013 at the hourly rate of \$10.25.

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

12.04.12
120911

ADOPTED

TOWN OF RIVERHEAD

Resolution # 911

REAPPOINTS A TEMPORARY CLERK TO THE TAX RECEIVER'S OFFICE

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, This Town Board recognizes that the need to provide additional clerical personnel to the Office of the Receiver of Taxes to assist in the processing of tax money.

NOW, THEREFORE, BE IT RESOLVED, that Kristina Rowe be and is hereby reappointed as temporary part-time clerk effective December 17, 2012 through January 25, 2013 at the hourly rate of \$10.25.

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

12.04.12
120912

ADOPTED

TOWN OF RIVERHEAD

Resolution # 912

AWARDS BID FOR PAINT

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, the Town Clerk was authorized to publish and post a notice for sealed bids for PAINT 2012-13 for the Town of Riverhead and;

WHEREAS, 2 bids were received and opened at 11:00 am on OCTOBER 26, 2012 at Town Hall, 200 Howell Avenue, Riverhead, New York, the date, time and place given in the Notice to Bidders.

NOW THEREFORE BE IT RESOLVED, that the bid for PAINT be and hereby is, awarded to ABOFF'S (ITEM #4, 5, 10, 14, 25, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 55, 58, 59, 60, 61, 62) and to SHERWIN WILLIAMS (ITEMS # 1, 2, 3, 6, 7, 8, 9, 11, 12, 13, 15.16, 17, 18, 19. 20, 21, 22, 23, 24, 26, 27, 38-54, 56, 57, 60) , on the attached pages.

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

12.04.12
120913

ADOPTED

TOWN OF RIVERHEAD

Resolution # 913

APPOINTS A CALL-IN RECREATION AIDE TO THE RECREATION DEPARTMENT

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, a Recreation Aide is needed by the Riverhead Town Recreation Department for work in recreation programs,

NOW THEREFORE BE IT RESOLVED, that effective December 8, 2012 this Town Board hereby appoints Scott Tocci, Jr. to the position of Call-In Recreation Aide, Level 1, to be paid the rate of \$7.50 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 Gabrielsen Yes No
Wooten Yes No Dunleavy Yes No
Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

12.04.12
120914

ADOPTED

TOWN OF RIVERHEAD

Resolution # 914

APPOINTS A CALL-IN RECREATION AIDE TO THE RECREATION DEPARTMENT

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, a Recreation Aide is needed by the Riverhead Town Recreation Department for work in recreation programs,

NOW THEREFORE BE IT RESOLVED, that effective December 8, 2012 this Town Board hereby appoints Sierra Smith to the position of Call-In Recreation Aide, Level 2, to be paid the rate of \$8.25 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 Gabrielsen Yes No

Wooten Yes No Dunleavy Yes No

Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

12.04.12
120915

ADOPTED

TOWN OF RIVERHEAD

Resolution # 915

RIVERHEAD SCAVENGER WASTE DISTRICT
RATE ADJUSTMENT FOR TIPPING FEES AT SCAVENGER WASTE PLANT

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, the operating costs and expenses of the Scavenger Waste facility are increasing warranting a need to increase the tipping fees charged;

NOW THEREFORE BE IT, RESOLVED, that the tipping fees to be charged by the Scavenger Waste District shall be increased to \$0.099 per gallon (\$99.00/1,000 gallons) effective January 1, 2013; and be it further

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Financial Administrator; 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

12.04.12
120916

ADOPTED

TOWN OF RIVERHEAD

Resolution # 916

AUTHORIZES TOWN CLERK TO REPUBLISH NOTICE FOR GASB 45 ACTUARIAL SERVICES FOR TOWN OF RIVERHEAD

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, it is the Town Board's responsibility to authorize and oversee internal controls of Town government, and

WHEREAS, the Town's annual audit is required to include information commonly known and referred to as GASB 45 (determination for the OPEB cost that needs to be recognized over the employee's years of service and to provide relevant information about the actuarial accrued liabilities for these benefits) which includes, but is not limited to, calculation of the actuarial accrued liability of its OPEB's; the actuarial value of plan assets, if any, and actuarial present value of total projected benefits; unfunded actuarial accrued liability, normal cost; net OPEB obligation and the annual required contribution as defined by GASB Statement 45; provide the Town with the required note disclosures and schedules to be included in the Town's audited financial statements as required under GASB 45; and meeting with the Town's external auditors for questions and discussion; and

WHEREAS, the Town Board sought proposals from qualified actuarial firms with the requisite experience (experience with compliance with GASB 45 reporting and actuarial services for municipalities of similar size and scope) for actuarial services for the years ending 2012 through 2014 and as such, authorized the Town Clerk to publish and post public notice in the October 25, 2012 issue of the News-Review for GASB 45 actuarial services; and

WHEREAS, the public notice for GASB 45 reporting and actuarial services for the years ending 2012 through 2014 erroneously included a restriction requiring all individuals and/or firms to be located within 60 miles of Town Hall; and

WHEREAS, the Financial Administrator has reviewed the responses to the request for proposals and recommended that the Town Board re-publish and post without the distance restriction as same is not applicable to GASB 45 reporting and actuarial services as such services are provided based upon statistical tabulations prepared by the Accounting Department and do not require access to Town computers or other such records and removal of the restriction is anticipated to generate an

increased number of responses to ensure that the Town selects the lowest responsible bidder; and

NOW THEREFORE BE IT RESOLVED, that the Town Board withdraws the original request for proposal which contains a restriction requiring all individuals and/or firms to be located within 60 miles of Town Hall; and be it further

RESOLVED, that the Town Board hereby authorizes the Town Clerk to re-publish and post the following public notice in the December 13, 2012 issue of the News-Review; and be it further

RESOLVED, that the Financial Administrator is authorized to provide notice to all Actuarial Firms that have provided same or similar services in the past; and be it further

RESOLVED, the Audit Committee shall review all responses to the Request for GASB 45 Actuarial Services for Town of Riverhead and make formal recommendation to the Town Board; and be it further

RESOLVED, 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, and be it further

RESOLVED, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to 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

NOTICE FOR GASB 45 ACTUARIAL SERVICES FOR TOWN OF RIVERHEAD

TAKE NOTICE that the Town of Riverhead seeks to enter into a professional services agreement for GASB 45 Actuarial Services for reporting and actuarial services required for the Towns Annual Audits for years ending 2012 (full report), 2013 (update 2012 report) with a reservation to extend the term of services for an additional report for 2014 and update report for 2015 and requests that all interested and qualified Actuarial Firms submit a proposal to the Office of the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York 11901 on or before January 15, 2013 at 11:00 am. The Town shall only deem those firms or companies with experience in municipal audits, particularly compliance with GASB 45 reporting and actuarial services.

All proposals/responses to the above notice are to be submitted in a sealed envelope bearing the designation **GASB 45 Actuarial Services for Town of Riverhead for 2012-2014**. Proposals must be received by the Office of the Town Clerk by no later than January 15, 2013 at 11:00 am.

Please take further notice that the Town Board reserves the right to reject in whole or in part any or all proposals, waive any informality in the proposal, and accept the proposal which is deemed most favorable in the interest of the Town of Riverhead. The Town may decline to accept, deem untimely, and/or reject any 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

12.04.12
120917

ADOPTED

TOWN OF RIVERHEAD

Resolution # 917

AWARDS BID FOR DISPOSAL AND RECYCLING OF MUNICIPAL SOLID WASTE

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, the Town Board of the Town of Riverhead, by Resolution #815 adopted on October 16, 2012, authorized the issuance of a Request for Proposals for Disposal and Recycling of Municipal Solid Waste; and

WHEREAS, pursuant to the terms of the Request for Proposals, each proposal must comply with the instructions in the Notice to Bidders and required that all proposals be submitted on or before 11:10 am on November 21, 2012; and

WHEREAS, three (3) responses to the Request for Proposals were received, opened and read aloud on November 21, 2012 at 11:10 am in the office of the Town Clerk, 200 Howell Avenue, Riverhead, New York; and

WHEREAS, pursuant to the bid specifications, the successful bidder/contractor is required, prior to the commencement of performance, to provide the Town with an Operational Plan pertaining to the management of Town MSW, for review and acceptance by the Town and all revisions, modifications and updates shall be forwarded promptly to the Town throughout the Contract Term. At a minimum, the Operational Plan shall include the following items: 1) Contractor's personnel and structure, showing the chain of command, with employee names, telephone numbers, e-mail addresses, and facsimile phone numbers; 2) Transfer Station operating days and hours; 3) Any changes in Transfer Station operating procedures necessary for the Contractor to comply with the terms of the Contract; 4) Disposal site(s), including alternates, intended to be utilized by the Contractor for disposal of the Town's MSW; and 5) Copies of all applicable permits and local approvals issued to the Contractor for operation of the Transfer Station; and

WHEREAS, pursuant to the bid specifications, the successful bidder/contractor is required to maintain accurate records of the sale (positive or negative) of the collected recyclables and submit a quarterly report of said sales to the Town Sanitation Superintendent. The Town further requires the Contractor to provide 20 percent of the net revenues to the Town in the form of a check made out to the Town of Riverhead Recycling Fund with said quarterly report. No payment is required if the net amount for the quarter is a negative number. Reports for negative quarters must be submitted also; and

WHEREAS, the Town Sanitation Superintendent did review and evaluate all proposals; and

WHEREAS, after serious consideration and evaluation, the Town Sanitation Superintendent determined that Eastern Resource Recycling Inc. was the lowest responsible bidder and recommends that the bid be awarded to Eastern Resource Recycling Inc., subject to filing of Operation Plan with the Town Sanitation Superintendent and filing a performance bond upon execution of the Contract; and

NOW THEREFORE BE IT RESOLVED, that the bid for Disposal and Recycling of Municipal Solid Waste for the Town of Riverhead be and is hereby awarded to Eastern Resource Recycling Inc. in the amount of \$69.00 per ton; and be it further

RESOLVED, that the Town Board be and does hereby authorize the Town Clerk to return any and all bid bonds received in connection with the above; and be it further

RESOVLED, that the Town Board be and does hereby authorize the Supervisor to execute any documents or agreements, to the extent required, with Eastern Resource Recycling Inc. to effectuate the terms of the bid specifications; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized directed to forward a copy of this resolution to Eastern Resource Recycling Inc., 88 Old Dock Road, Yaphank, NY 11980; 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

12.04.12
120918

ADOPTED

TOWN OF RIVERHEAD

Resolution # 918

**AWARDS BID FOR DISPOSAL OF TOWN GENERATED CONSTRUCTION
AND DEMOLITION MATERIAL**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, the Town Board of the Town of Riverhead, by Resolution #814 adopted on October 16, 2012, authorized the issuance of a Request for Proposals for Disposal of Town Generated Construction and Demolition Material; and

WHEREAS, pursuant to the terms of the Request for Proposals, each proposal must comply with the instructions in the Notice to Bidders and required that all proposals be submitted on or before 11:05 am on November 21, 2012; and

WHEREAS, three (3) responses to the Request for Proposals were received, opened and read aloud on November 21, 2012 at 11:05 am in the Office of the Town Clerk, 200 Howell Avenue, Riverhead, New York; and

WHEREAS, the Town Sanitation Superintendent did review and evaluate all proposals; and

WHEREAS, after serious consideration and evaluation, the Town Sanitation Superintendent determined that Excel Demolition Recycling was the lowest responsible bidder and recommends that the bid be awarded to Excel Demolition Recycling, subject to filing the requisite proof of insurance as set forth in the bid specifications.

NOW THEREFORE BE IT RESOLVED, that the bid for Disposal of Town Generated Construction and Demolition Material for the Town of Riverhead be and is hereby awarded to Excel Demolition Recycling in the amount of \$55.00 per ton; and be it further

RESOLVED, that the Town Board be and does hereby authorize the Town Clerk to return any and all bid bonds received in connection with the above; and be it further

RESOVLED, that the Town Board be and does hereby authorize the Supervisor to execute any documents or agreements, to the extent required, with Excel Demolition Recycling to effectuate the award of contract for services described above; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized directed to forward a copy of this resolution to Excel Demolition Recycling, P.O. Box 215, Calverton, NY 11933; 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

12.04.12
120919

ADOPTED

TOWN OF RIVERHEAD

Resolution # 919

AWARDS BID FOR INSURANCE BROKERAGE SERVICES

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, the Town Board of the Town of Riverhead, by Resolution #855 adopted on November 7, 2012, authorized the issuance of a Request for Proposals for Insurance Brokerage Services; and

WHEREAS, pursuant to the terms of the Request for Proposals, each proposal must comply with the instructions in the Notice to Bidders and required that all proposals be submitted on or before 11:00 am on November 27, 2012; and

WHEREAS, one (1) response to the Request for Proposals were received, opened, and read aloud on November 27, 2012 at 11:04 am in the office of the Town Clerk, 200 Howell Avenue, Riverhead, New York; and

WHEREAS, the Town Financial Administrator, together with the Office of the Town Attorney, did review and evaluate the proposal; and

WHEREAS, after serious consideration and evaluation, the Town Financial Administrator and Town Attorney determined that the sole bidder, Arthur J. Gallagher & Co. Risk Management Services, Inc., did submit a responsible bid for the above described services and recommends that the bid be awarded to Arthur J. Gallagher & Co., Risk Management Services, Inc.

NOW THEREFORE BE IT RESOLVED, that the bid for Insurance Brokerage Services for the Town of Riverhead be and is hereby awarded to Arthur J. Gallagher & Co., Risk Management Services, Inc.; and be it further

RESOVLED, that the Town Board be and does hereby authorize the Supervisor to execute a contract in a form to be approved by the Office of the Town Attorney with Arthur J. Gallagher & Co., Risk Management Services, Inc.; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized directed to forward a copy of this resolution to Arthur J. Gallagher & Co., Risk Management Services, Inc., 2 Gannett Drive, White Plains, New York 10604; 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

12.04.12
120920

ADOPTED

TOWN OF RIVERHEAD

Resolution # 920

**APPROVES THE CHAPTER 90 APPLICATION OF
COMPETITIVE EVENTS GROUP
(2013 “Duathlon – Run/Walk/Run” – September 14, 2013)**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, on November 13, 2012, Competitive Events Group submitted a Chapter 90 Application for the purpose of conducting an event entitled “Duathlon – Run/Walk/Run” to be held on the Schiff Camp property located at 1601 Wading River Manor Road, Wading River, New York, on Saturday, September 14, 2013 between the hours of 6:00 a.m. and 11:00 a.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 an event entitled “Duathlon – Run/Walk/Run” to be held on the Schiff Camp property located at 1601 Wading River Manor Road, Wading River, New York, on Saturday, September 14, 2013 between the hours of 6:00 a.m. and 11:00 a.m. is hereby approved; and be it further

RESOLVED, should tent(s) be utilized, 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 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 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 Competitive Events Group, 266 Bangor Street, Lindenhurst, New York, 11757; 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

12.04.12
120921

ADOPTED

TOWN OF RIVERHEAD

Resolution # 921

**ESTABLISHES EXPEDITED EMERGENCY PROCEDURES FOR APPROVALS
UNDER CHAPTERS 12 AND 107 OF THE RIVERHEAD TOWN CODE**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, the high winds, storm surge and flooding due to Hurricane Sandy on October 29, 2012 caused severe property damage in Riverhead Town; along the shoreline of Peconic Bay and Long Island Sound; and

WHEREAS, repairs to structures and buildings adjacent to the coastal waters of the Peconic Bay and the Long Island Sound requires approvals under the Town Code of the Town of Riverhead ("Town Code") and in particular, Chapters 107 & Chapter 12; and

WHEREAS, Governor Andrew Cuomo declared a State of Emergency and authorized the State Department of Environmental Conservation ("DEC") to assist local governments and residents affected by the storm in their response and recovery efforts including activities undertaken to repair, reconstruct or restore storm damaged structures and properties typically requiring DEC permits under State Environmental Conservation Law; and

WHEREAS, DEC Commissioner Joe Martens has issued an emergency declaration and finding on October 30, 2012 which authorized the issuance of a General Permit (GP-0-12-006) effective 10/31/12 and expiring 10/31/13 authorizing certain activities under ECL Article 25 (Tidal Wetlands), Article 15, Title 5 (Excavation and Fill in Navigable Waters) and Article 34 (Coastal Erosion Hazard Areas); and

WHEREAS, the DEC has approved the administration of Article 34 within the Riverhead Town boundaries pursuant to Chapter 12 of the Town Code which local law authorizes the Riverhead Planning Board, as administrator, to approve the activities covered by the General Permit within Coastal Erosion Hazard Areas; and

WHEREAS, the Town Board desires that a similar expedited process under Town Code Chapter 107 be enacted to carry out the intent of the General Permit regarding approvals upon repairs due to damage caused by the high winds, storm surge and flooding due to Hurricane Sandy on October 29, 2012.

NOW THEREFORE, BE IT RESOLVED, that the Riverhead Town Board hereby directs the Riverhead Planning Board and the Planning Department to expedite all applications and plans under Chapter 12 for activities authorized under General Permit GP-0-12-006: specifically to authorize the Planning Department to function as the administrator for Chapter 12 for such activities for the duration of the General Permit and further directs the Riverhead Conservation Advisory Council to similarly expedite Chapter 107 applications; 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

12.04.12
120922

ADOPTED

TOWN OF RIVERHEAD

Resolution # 922

**EXTENDS WAIVER OF FEES FOR PERMITS
FOR REPAIRS DUE TO STORM DAMAGE**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, by Resolution # 862, adopted on November 7, 2012, the Town Board determined it proper to waive the payment fees for building permits, dock/bulkhead/CAC permit, electrical permits and fire prevention permits for businesses and residents applying for permits to repair damage caused by Hurricane Sandy for a period of thirty (30) days from the effective date of said resolution; and

WHEREAS, it has been brought to the attention of the Town Board that notwithstanding diligent efforts by those impacted by Hurricane Sandy certain residents and businesses will not be able to file permits within 30 days; and

WHEREAS, the Town Board desires to extend the aforementioned waiver of permits fees to and including February 1, 2013.

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby authorizes the waiver of building permit, dock/bulkhead/CAC permit, electrical permit and fire prevention permit fees for businesses and residents applying for permits to repair damage caused by Hurricane Sandy until February 1, 2013; 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

12.04.12
120923

ADOPTED

TOWN OF RIVERHEAD

Resolution # 923

**APPROVES CHAPTER 90 APPLICATION OF
RIVERHEAD ADVENTURES, LLC
(5K – 10K Recreational Run – May 25, 2013 and August 10, 2013)**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, on November 30, 2012, Riverhead Adventures, LLC submitted a Chapter 90 Application for the purpose of conducting a 5K – 10K recreational run, having a portion of the proceeds being donated to local charities and groups, to be held at Enterprise Park at Calverton (“EPCAL”), New York, on Saturday, May 25, 2013 and Saturday, August 10, 2013, between the hours of 9:00 a.m. and 10:00 p.m.; and

WHEREAS, Riverhead Adventures, 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, the applicant has paid the requisite Chapter 90 application fee; and

WHEREAS, the Town Attorney of the Town of Riverhead 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 application of Riverhead Adventures, LLC for the purpose of conducting a 5K – 10K recreational run to be held at Enterprise park at Calverton (“EPCAL”), New York, on Saturday, May 25 and Saturday, August 10, 2013, between the hours of 9:00 a.m. and 10:00 p.m. , is hereby approved; and be it further

RESOLVED, that a certificate of insurance naming the Town of Riverhead as an additional insured containing adequate limits, must be received **no later than January 4, 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 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 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 Riverhead Adventures, LLC, 8 North Woods Road, Baiting Hollow, New York, 11933; 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

12.04.12
120924

ADOPTED

TOWN OF RIVERHEAD

Resolution # 924

**AUTHORIZES TOWN CLERK TO PUBLISH AND POST PUBLIC NOTICE FOR
PUBLIC HEARING REGARDING A LOCAL LAW TO AMEND
CHAPTER 108 ENTITLED "ZONING" OF THE RIVERHEAD TOWN CODE**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

RESOLVED, that the Town Clerk is hereby authorized to publish and post the attached public notice to consider a local law to amend Chapter 108 entitled, "Zoning" of the Riverhead Town Code once in the December 6th, 2012 issue of the News-Review Newspaper, the newspaper hereby designated as the official newspaper for this purpose, and to post same on the signboard in Town Hall; and be it further

RESOLVED, that the Town Clerk shall provide a copy of this resolution to the Building Department, Code Enforcement, and 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
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that a public hearing will be held on the 18th day of December, 2012 at 7:05 o'clock p.m., at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York to hear all interested persons to consider a local law to amend Chapter 108 entitled, "ZONING" of the Riverhead Town Code as follows:

Chapter 108
ZONING
Article XXVII
Light Industrial (LI) Zoning Use District

§ 108-135. Uses.

No building or premises shall be used and no building shall be erected, reconstructed, altered or added to except for the following permitted or accessory uses:

A. Permitted uses.

- (1) Light manufacturing.
- (2) Research and development.
- (3) Laboratories.
- (4) Radio and television broadcasting studios.
- (5) Warehouse and distribution of nonhazardous materials.
- (6) Mariculture and floriculture facilities.
- (7) Health spas and health-related facilities, including:

(a) Health clubs and gymnasiums.

(b) Health spas.

(c) Wellness center.

Underscore represents addition(s)

Overstrike represents deletion(s)

Dated: Riverhead, New York
December 4, 2012

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

DIANE M. WILHELM, Town Clerk

12.04.12
120925

ADOPTED

TOWN OF RIVERHEAD

Resolution # 925

**EXTENDS BID FOR ELECTRIC MOTOR REPAIR/REPLACEMENT
INCLUDING EMERGENCY REPAIR FOR THE RIVERHEAD WATER DISTRICT**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, K&G Power Systems was awarded the bid for electric motor repair/replacement by Resolution #100933 adopted December 21, 2010, extended by Resolution #110897 adopted December 6, 2011; and

WHEREAS, said bid document allows for the contract to be extended for an additional one-year period; and

WHEREAS, the Riverhead Water District has requested that the bid be extended pursuant to the terms of the award document; and

WHEREAS, the above-named vendor agreed to extend the contract until December 21, 2013, at the original bid amount of \$98,616.00; and

WHEREAS, the Town Board has reviewed said request.

NOW, THEREFORE, BE IT

RESOLVED, that the bid contract for electric motor repair/replacement be and is hereby extended to December 21, 2013; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized to forward a certified copy of this resolution to K&G Power Systems, 150 Laser Court, Hauppauge, New York, 11788; and be it further

RESOLVED, that all Town Hall departments may review and obtain a copy of this resolution from the Town of Riverhead website and, if needed, a certified copy of same may be obtained from the Town Clerk's Office.

THE VOTE

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

The Resolution Was Thereupon Duly Declared Adopted



RWD Riverhead Water District

Gary J. Pendzick, Superintendent
1035 Pulaski Street, Riverhead, New York 11901
Phone: 631-727-3205 FAX: 631-369-4608

Bid Extension Notice

To: John Gandolfo
From: Riverhead Water District
Date: November 21, 2012
Subject: Extension of Bid Services

This letter is to inform you that our current bid contract with you for electric motor emergency repair/replacement expires on December 21, 2012.

The Town of Riverhead would like to extend this contract for a period of one (1) year to December 21, 2013, at the current bid price of \$98,616.00. This will be the second extension under the contract.

If this extension meets with your approval, please complete the bottom portion of this letter and return it to us immediately.


Authorized Signature

JOHN GANDOLFO
Print Name

K&G POWER SYSTEMS
Company Name

11/26/12
Date

12.04.12
120926

ADOPTED

TOWN OF RIVERHEAD

Resolution # 926

**AUTHORIZES THE SUPERVISOR TO EXECUTE A
STIPULATION OF AGREEMENT WITH
THE RIVERHEAD POLICE BENEVOLENT ASSOCIATION**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

NOW, THEREFORE, it is hereby

RESOLVED, that the Town Board hereby ratifies and approves the provisions of the stipulation of agreement by and between the Riverhead Police Benevolent Association, Inc. and the Town of Riverhead for the contract covering the years 2012-2015 and authorizes the Town Supervisor to execute same, and be it further

RESOLVED that the Town Clerk is hereby directed to forward a copy of this resolution to the Financial Administrator, Personnel Director, PBA President, Chief of Police and the Office of 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 Yes No Gabrielsen Yes No
Wooten Yes No Dunleavy Yes No

Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

STIPULATION OF AGREEMENT made and entered into this 4th day of December 2012, by and between the negotiating committees for the Town of Riverhead (“the Town”) and the Riverhead Police Benevolent Association, Inc. (“the PBA”).

Whereas, the parties have engaged in negotiations in good faith in an effort to arrive at a successor agreement to an agreement that covered the period January 1, 2008 - December 31, 2011; and

WHEREAS, the parties have arrived at a tentative agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties stipulate and agree as follows:

1. The provisions of this Stipulation are subject to ratification by the PBA and ratification and approval by the Town.
2. The signatories agree to recommend this Stipulation for ratification.
3. A copy of this original document has been furnished to representatives of the Town and the PBA.
4. All proposals made by either party during the course of negotiations that are not covered by this Stipulation will be deemed dropped.
5. ArticleIII(1(B)) (Health Insurance). Effective upon the complete ratification and approval of the 2012-2015 Stipulation, this section will be deleted and replaced with the following:

“An Employee may elect to change enrollment in the health insurance plan from family coverage to individual or no coverage, or from individual coverage to no coverage. In this event, the Employee will receive 45% of the savings to the Town, provided that the Employee: (a) has submitted to the Town documentation showing that he/she has health insurance coverage other than through the New York State Health Insurance Plan; and (b) remains in changed status for a period

of 12 consecutive months. The 12-month period will coincide with the annual option transfer period. Payment will be made annually during the June or December first following the end of the 12-month period, provided that the Employee remains in the changed status. Nothing in this provision will preclude an Employee who experiences a qualifying event and who has submitted to the Town adequate documentation of that event from re-enrolling in his/her previous coverage within the 12-month period, provided however, that if the Employee does so in fewer than 12 months, no payment will be made.”

6. Article XXXII (Term of Agreement). Change “2008” to “2012” and “2012” to “2015.”

7. Article XXXVII (Salaries). Effective January 1, 2012, the Academy Rate, steps 1-5 and the three detective grades will be increased by 2%. Effective January 1, 2013, the Academy Rate, steps 1-5 and the three detective grades will be increased by an additional 2%. Effective January 1, 2014, the Academy rate, steps 1-5 and the three detective grades will be increased by an additional 2%. Effective January 1, 2015, the Academy Rate, steps 1-5 and the three detective grades will be increased by an additional 2%.

8. Article XXXVII (Salaries). Effective for all employees hired on or after the complete ratification and approval of 2012-2015 Stipulation, there will be a new salary schedule for police officers consisting of seven equidistant steps; *i.e.*, seven steps including the Academy Rate. The Academy Rate will be equal to the Academy Rate on the salary schedule for employees hired before the complete ratification and approval of the 2012-2015 Stipulation. The 6th Year Officer step will be equal to the 5th Year Officer step on the salary schedule for employees hired before the complete ratification and approval of the 2012-2015 Stipulation.

FOR THE TOWN:

FOR THE PBA:

12.04.12
120927

ADOPTED

TOWN OF RIVERHEAD

Resolution # 927

AUTHORIZATION TO RE-PUBLISH ADVERTISEMENT FOR REQUEST FOR PROPOSALS FOR COLLECTION AND RECYCLING OF ELECTRONIC WASTE

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, The Town of Riverhead seeks to expand its efforts to recover and reuse recyclable materials to protect and enhance the Town's physical environment and promote the health and safety of persons and property within the Town. This Request for Proposal seeks to address the growing nationwide problem of e-waste, such as computers, cell phones, pagers and VCRs which not only have a low level of biodegradability, but contain materials such as lead, mercury and cadmium that are highly toxic when released into the environment, and implement a program to ensure that these items will not wind up in a landfill or incinerator; and

WHEREAS, the Town Board, by Resolution #813 adopted on October 16, 2012, sought proposals from qualified contractors for Collection and Recycling of Electronic Waste generated by residents, businesses and institutions within the Town of Riverhead; and

WHEREAS, the Town did not receive any bid responses to the request for proposals and, consequently, the Town must re-publish and re-post a notice to bidders and authorize the Sanitation Superintendent to contact potential vendors who are known to handle and perform services related to electronic waste collection and recycling in an effort to increase circulation of the Notice to Bidders such that potential vendors may submit proposals for Collection and Recycling of Electronic Waste generated by residents, businesses and institutions within the Town of Riverhead.

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby authorizes the issuance of the attached Request for Proposals for Collection and Recycling of Electronic Waste; and be it further

RESOLVED, that the Town Clerk is hereby authorized to re-publish and re-post the following Notice to Bidders in the December 13, 2012 issue of the News-Review; and be it further

RESOLVED, that the Sanitation Superintendent is hereby requested to create a list of all vendors who are known to handle and perform services related to collection and recycling of electronic waste and thereafter contact such vendors and provide each potential vendor with a copy of the Notice to Bidders; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized directed to forward a copy of this resolution to the Town Sanitation Superintendent; 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

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 on or before **January 15, 2013 at 11:05 o'clock am**, prevailing time, for:

REQUEST FOR PROPOSALS

The Town of Riverhead is seeking proposals for **COLLECTION AND RECYCLING OF ELECTRONIC WASTE**.

Specifications and guidelines for submission of proposals are available on the Town website at www.townofriverheadny.gov, click on bids, 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 **December 13, 2012**.

Each proposal must be submitted in a sealed envelope clearly marked “**COLLECTION AND RECYCLING OF ELECTRONIC WASTE**”. Proposals must be received by the Office of the Town Clerk by no later than **11:05 am on January 15, 2013**.

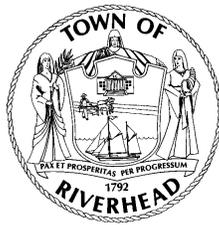
This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals, if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

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

Town of Riverhead

Suffolk County, New York

TOWN OF RIVERHEAD



Request for Proposals

For

Collection and Recycling of Electronic Waste

Sealed Proposals Must be Received
In the Office of the Town Clerk
200 Howell Avenue
Riverhead, New York 11901
On or Before 11:05 A.M. on January 15, 2013

TABLE OF CONTENTS

I.	NOTICE TO BIDDERS	1
II.	INSTRUCTIONS TO BIDDERS	2-4
III.	SPECIFICATIONS	5-18
IV.	BID SHEET	24-26
V.	GENERAL MUNICIPAL LAW SECTION 103-a and 103-b	27
VI.	GENERAL MUNICIPAL LAW SECTION 103-d	28
VII.	BIDDER QUALIFICATIONS	29-33

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 on or before **January 15, 2013 at 11:05 o'clock am**, prevailing time, for:

REQUEST FOR PROPOSALS

The Town of Riverhead is seeking proposals for **COLLECTION AND RECYCLING OF ELECTRONIC WASTE**.

Specifications and guidelines for submission of proposals are available on the Town website at www.townofriverheadny.gov click on bids, 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 **December 13, 2012**.

Each proposal must be submitted in a sealed envelope clearly marked "**COLLECTION AND RECYCLING OF ELECTRONIC WASTE**". Proposals must be received by the Office of the Town Clerk by no later than **11:05 am on January 15, 2012**.

This RFP is not an offer or a binding commitment to Lease/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 (Town) is a municipality located in Suffolk County with approximately 35,000 residents. The Town seeks proposals from qualified CONTRACTORS for services to collect and recycle electronic waste generated by residents, businesses and institutions within the Town of Riverhead. Proposals must be submitted per the instructions in the Notice to Bidders.

Preparation, and Presentation of Proposal

Bids must be contained in a sealed envelope marked “COLLECTION AND RECYCLING OF ELECTRONIC WASTE”.

Bidders must provide ALL INFORMATION. INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

- If a question is not applicable, indicate by writing “N/A” in answer space.
- 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.

2. Method of Award

All proposals will be compared based on the totality of the bidder’s presentation regarding the Telecommunications Project (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 outlines the most efficient and effective plan for construction, installation, operation and management of the Project in the best interests of the Town.

3. Insurance Required By The Town of Riverhead

- A. Workers' compensation Insurance, as required by Applicable Law, the coverage must be evidenced on a C-105.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us/main/forms.
- B. Disability Benefits Insurance must be evidenced on a DB-102.1 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.state.ny.us/main/forms.
- C. General Liability insurance to include bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage.
- D. Professional Liability insurance to include malpractice and bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage. The Town will be named as an additional insured on the Liability policy.

This Lease/Contract will not be signed by the Town's Supervisor until all required insurances are received.

4. 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 construction management services specified 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 resolution and 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 will 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

1. Summary

The Town of Riverhead seeks to expand its efforts to recover and reuse recyclable materials to protect and enhance the Town's physical environment and promote the health and safety of persons and property within the Town. This Request for Proposals seeks to address the growing nationwide problem of e-waste, such as computers, cell phones, pagers and VCRs which not only have a low level of biodegradability, but contain materials such as lead, mercury and cadmium that are highly toxic when released into the environment, and implement a program to ensure that these items will not wind up in a landfill or incinerator.

The Town of Riverhead seeks proposals from qualified CONTRACTORS for services to collect and recycle electronic waste generated by residents, businesses and institutions within the Town of Riverhead. A "qualified CONTRACTOR" must possess any and all required license/permit/certification/registration to: collect, transport, store, separate and recycle e-waste within State of New York, County of Suffolk, Town of Riverhead; qualify as a electronic waste collection site or electronic waste recycling facility pursuant to ECL Article 27 Title 26 or hold valid contract with an electronic waste collection site or electronic waste recycling facility which meets all state, county and town requirements related to collection and recycling of e-waste.

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, 631-208-4034 and **must be received by no later than 4:30 pm: December 27, 2012.** 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, including payment of any and all charges resulting from the contract.

- 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 504 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.
- 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. Offerors may submit alternate proposals, including technologies related to AVL/Fleet Management not identified in the specifications below. Alternate proposals shall be clearly marked as such and any cost savings to the Town.
- E. The Town of Riverhead prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- F. 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, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of Offerors will be considered, along with other relevant factors.
- G. 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.
 - Issue similar RFPs in the future.
- H. 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
- I. Prior to commencement of services, the Contractor must provide evidence of the following insurance coverages further detailed in "3" Subsection "O" below: Workers' compensation, Disability, Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, Professional Liability insurance to include malpractice and bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage.
- J. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

DEFINITIONS:

Whenever in the Request for Proposals the following terms are used, the intent and meaning shall be interpreted as follows:

CONTRACT: The written agreement covering the performance of the service and the furnishing of labor, materials, supervision and equipment in the performance of the service. The Contract shall include the specifications, together with any special provisions thereof. Also, any and all supplemental agreements amending or extending the service to be performed and which may be required to supply acceptable services specified herein.

CONTRACTOR: Business entity, organization or individual(s) that have entered into a Contract agreement with the Town of Riverhead.

DEPARTMENT: The Sanitation Department for the Town of Riverhead.

E-WASTE: Electronics and computer equipment that may or may not be in usable condition and is no longer wanted by its owner, including but not limited to, computers & computer monitors, small scale servers, cathode ray tubes, hard drives, laptops, electronic or video game consoles, digital cameras, electronic keyboards, portable digital music players, telephones, cell phones, televisions & cable/satellite receivers, digital video recorders, digital converter boxes, stereos, speakers & radio equipment, electronic mice or similar pointing devices, VCR's & DVD's, microwave ovens, computer peripherals & small electronic equipment (including any cable, cord, or wiring permanently affixed to or incorporated into the computer peripheral or small electronic equipment.), and copiers, fax machines, printers and scanners (only those intended for use with a computer and weighing less than 100 lbs.).

TOWN: The Town of Riverhead

1.0 INTRODUCTION

The TOWN is seeking a qualified CONTRACTOR to assist in the collection and recycling of E-WASTE from TOWN residents, small businesses and organizations. The selected CONTRACTOR shall provide the services as in Section 1.2 labeled "Tasks" and Section 2.0 labeled "Scope of Work" of this Request for Proposals:

1.1 Goals

The goals of E-WASTE collection and recycling for the TOWN is to: provide the means for collecting E-WASTE from TOWN residents, small businesses and organizations and to recycle E-WASTE in a safe and environmentally responsible way.

1.2 Tasks

The TOWN envisions five distinct tasks for the collection and recycling of E-WASTE:

Task A: CONTRACTOR to provide a secure container(s) that are constructed and maintained to minimize breakage of electronic waste and to prevent release of hazardous materials to the environment at all Town designated Electronic Waste Collection Sites.

Task B: CONTRACTOR to provide collection at all Town designated Electronic Waste Collection Sites. The Town seeks to designate three locations in the Town of Riverhead: Town Yard Waste Facility located on Youngs Avenue, Riverhead, NY; Highway Yard located on Osborne Avenue, Riverhead, NY and Senior Center located on Shade Tree Lane, Aquebogue, NY, or, in the alternative, require CONTRACTOR to provide containers and equipment at various locations selected by the Sanitation Department approximately 6 times a year (see below) (mobile site collection). Note, the Town reserves the right to change location designated above as and for Town E-waste Collection Site.

Task C: The Town's Sanitation Department may request additional services for

collection and/or recycling and/or disposal of E-WASTE consistent with Town's S.T.O.P. program, including requiring CONTRACTOR to provide containers and equipment at various locations selected by the Sanitation Department approximately 6 times a year.

Task D: Recycling and/or disposal of E-WASTE in a safe and environmentally responsible manner as mandated by the NYS Electronic Equipment Recycling and Refuse Act (See Environmental Conservation Law, Article 27, Title 26) and any such other subsequent and applicable legislation.

Task E: CONTRACTOR shall file an annual report with the Town of Riverhead and NYS DEC on or before the 15th day of March pursuant to requirements of the Article 27 of the NYS Environmental Conservation Law. In addition to the above, the CONTRACTOR shall provide documentation of recycled commodity amounts and certification of destinations thereof, together with monthly tracking report of all E-WASTE collected and reconciliation of reimbursements to the TOWN.

This RFP is structured according to the above-mentioned tasks. CONTRACTORS must respond to all of the tasks; however, CONTRACTORS are encouraged to propose their own innovative approach, advising the TOWN of additional activities and/or deliverables, i.e. education/information to consumers of electronics for recycling opportunities and benefits of recycling; creation of job opportunities, and create synergy between the TOWN programs and ensure meaningful, comprehensive programs that can be implemented and successful.

2.0 SCOPE OF WORK

All work conducted for the collection and recycling of E-WASTE shall be submitted to and approved by the Sanitation Superintendent. Tasks will include, but are not limited to, the following: CONTRACTOR to provide a secure container(s) that are constructed and maintained to minimize breakage of electronic waste and to prevent release of hazardous materials to the environment at all Town designated Electronic Waste Collection Sites; CONTRACTOR to provide collection at all Town designated Electronic Waste Collection Sites; CONTRACTOR may recommend a schedule for the collection of e-waste, however, the Town shall require a minimum of bi-monthly collection of e-waste at each of the Town designated Electronic Waste Collection Sites, or, in the alternative, require CONTRACTOR to provide containers and equipment at various locations selected by the Sanitation Department approximately 6 times a year (mobile collection sites). In addition to the above, the Town's Sanitation Superintendent may require additional collection dates consistent with Town's S.T.O.P. program. CONTRACTOR shall meet and adhere to all requirements of NY Environmental Conservation Law, Article 27, Title 26 and all such other requirements under federal, state, or local law, and remain in conformance with said rules and regulations throughout the term of this contract. CONTRACTOR shall accept all of the e-waste listed above. CONTRACTOR shall have the ability to recycle large quantities of e-waste and other miscellaneous large electronic items. CONTRACTOR shall recycle and/or disposal of E-WASTE in a safe and environmentally responsible manner; document

recycled commodity amounts and certification of destinations thereof; provide monthly tracking report of all E-WASTE collected and reconciliation of reimbursements to the TOWN; and annual report to Town of Riverhead and NYS DEC on or before the 15th day of March pursuant to requirements of the Article 27 of the NYS Environmental Conservation Law.

3.0 EXPERIENCE

The Town expects the CONTRACTOR to have experience and be qualified to: haul; transport; collect; store (Electronic Waste Collection Site licensed by NYSDEC); sort; recycle; and, dispose of e-waste. In addition, CONTRACTOR shall be licensed to operate as an approved E-WASTE recycler (see Qualified CONTRACTOR). In the event the CONTRACTOR is not authorized/licensed/permitted as may be required by NYSDEC to provide all of the services set forth above, CONTRACTOR may be deemed eligible or qualified provided CONTRACTOR provides proof of a contract with a firm or company authorized/licensed/permitted by the NYSDEC to undertake that portion of the services the CONTRACTOR is not otherwise qualified.

3.0 REFERENCES

References shall be provided for all relevant contracts for the past three (3) years. The TOWN reserves the right to check the references provided. References shall include the following:

- Name of the project;
- Dates of the engagement;
- A brief description of the nature of the engagement and the specific role of the CONTRACTOR;
- A brief description of the results achieved;
- Client and reference contact information (names of contact persons and current phone numbers) are required.

4.0 STATEMENT OF OMISSIONS OR DEVIATIONS FROM THE RFP

For each task proposed, a full description should be provided of any omissions or deviations from the requirements set forth for that task in the RFP and the reasons why said omissions or deviations are in the best interest of the TOWN. If there are no omissions or deviations from the RFP for any respective task, PROPOSERS shall state the following for each task: "For task (task number/letter), the proposal contains no omissions or deviations from the RFP." Additionally, the PROPOSER is not required to do so, but may choose to list and explain any additional tasks, which are proposed or recommended along with the associated budget, deliverables, and timetable to be undertaken, but which are not specified in the Scope of Work. Any additional tasks should be clearly delineated and cost estimates presented separately so that the TOWN may consider the value added and distinguish such tasks from the required tasks of the RFP.

5.0 PROGRAM COST & PAYMENT SCHEDULE

The following elements must be present in the Cost and Payment Schedule for a PROPOSAL to be responsive:

The PROPOSAL should contain all of the following information relative to performing the work for the tasks as described in the “Description of Work” section of the PROPOSER’s response. Note, to the extent there is a charge for containers, collection and/or recycling and/or disposal of E-WASTE, the CONTRACTOR must identify same **and** CONTRACTOR shall provide the Town with the reimbursement rate from recycling of the e-waste. Note, the TOWN will not be responsible for expenses incurred in preparing and submitting the RFP PROPOSAL or the sealed cost bid.

6.0 AUTHORIZATION LETTER

A letter of no more than one page containing the PROPOSER’s name and address, the name and telephone number of the person(s) authorized to represent the firm, empowered to submit the bid and authorized to sign a contract with the TOWN. That person must also sign the letter. The letter shall contain a statement that the cost or reimbursement to Town for the PROPOSAL will remain in effect for at least 180 days after the date the PROPOSALS are due.

8.0 INDEPENDENT CONTRACTORS

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

9.0 LICENSES AND PERMITS

In performance of the contract, the CONTRACTOR will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful CONTRACTOR. The CONTRACTOR shall be properly licensed and authorized to transact business in the State of New York and shall transport and deposit the e-waste to a NYSDEC approved site. In the event the NYSDEC issues a violation for the CONTRACTOR’S e-waste site or terminates permit or license for site, the Town reserves the right to terminate the contract effective immediately.

10.0 INSURANCE REQUIREMENTS

The Contractor shall not be considered "approved" until he has obtained all insurance required under this specification and such insurance has been approved by the Town (See "Instructions to Bidders" section "4" above).

Insurance coverage shall be provided by an Insurance Company licensed as an "admitted carrier" by the New York State Insurance Department and rated by "Bests" at "A-" or better, or as otherwise deemed acceptable to the Town of Riverhead.

Insurance coverage shall be evidenced by a Certificate of Insurance submitted in a form acceptable to the Office of the Town Attorney. "Accord" or other blank certificates may not be acceptable. The Town may request a letter of transmittal from the Insurance Company providing coverage indicating that the certificate is issued correctly and pursuant to their authorization.

Sixty (60) days notice of cancellation, non-renewal or reduction of coverage is required. The insuring company shall not be released from liability or obligation for its failure to notify the Town. The certificate shall not contain provisions that are limiting, including but not limited to, "endeavor to mail" or "failure to mail such notice shall impose no obligation or liability of any kind, etc." Such provisions must be eliminated on the certificate.

Contractual Liability Insurance as specified in paragraphs to follow, shall be provided to insure this agreement.

The interest of the Town of Riverhead, **as additional insured for ongoing operations, as well as, products/completed operations** and as primary insurance with no responsibility for payment of premium shall be added to all policies other than Worker's Compensation and Professional Liability. Evidence of this extension shall be by signed endorsement to the policy, such endorsement to be submitted to the Town with the applicable certificate of insurance. Mere recitation of the additional insured interest on the certificates may not be acceptable.

Coverage shall be obtained, and maintained throughout the life of the Contract as follows:

Automobile Liability: (If any vehicles are used by the Contractor in the performance of this Contract)

Form: Comprehensive Automobile Liability, including all owned, non-owned, and hired autos.

Limits: \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability, New York State Personal Injury Protection.

General Liability:

Form: Commercial General Liability (1986 ISO occurrence form or equivalent), including separate limits for Personal Injury, Products/Completed Operations.* Coverage to include Contractual Liability, general aggregate shall apply separately at each location and at each project.

Limits: \$1,000,000 per occurrence/\$2,000,000 general aggregate. \$1,000,000 for Products/Completed Operations. \$1,000,000 for Personal Injury Liability.

* Products & Completed Operations to be maintained for a period of 2 years after the completion of the project.

Workers' Compensation:

Form: Providing coverage to all employees in all states where operations will be performed under the terms of the Contract.

Limits: As required by the Workers' Compensation Law of the State of New York or any State or Federal body having jurisdiction over the location of operations being performed.

Fire Policy or Installation Coverage Floater:

The successful Bidder will also be required to furnish and maintain, at his expense, Fire Insurance, including All Risk Form, Blanket Coverage, in the name of " Town of Riverhead " for its own account and as trustee for the (named) Contractor, as interest may appear, with a limit in the amount of the Contract with the deductible not to exceed ten thousand (\$10,000.00) dollars.

OR

Installation Coverage Floater in the amount of the Contract with a deductible not to exceed ten thousand (\$10,000.00) dollars. Town of Riverhead to be a named insured; Faulty workmanship or materials exclusion must be deleted.

The policy is to be secured from a company that is acceptable to the Owner. The original policy must be delivered to the Owner. The Insurance Policy will be held by the Owner until this Contract is completed. At that time, and when final payment is made, it will be returned to the Contractor.

The Town will be notified of any significant impairment or exhaustion of any of the above limits at the inception of or during the Contract. Subcontractors shall adhere to the above.

The Town is not responsible for any loss or damage whatsoever to the property of Contractor(s) or Subcontractor(s).

All certificates of insurance shall contain the following provisions:

- Nature of work described on certificate (in case of liability or compensation certificates) shall be inclusive of work provided for under this project.
- Location of work described shall be inclusive of the location of the work provided under this project.
- The period of certificates shall cover the period of the work or a new certificate shall be furnished before the current certificate expires.

The Town of Riverhead shall be the sole judge in determining the acceptability of insurance requirements.

11.0 NOTICE

Any notice to the Town of Riverhead required under the contract except as to insurance shall be sent to:

Sanitation Department
Attention: Sanitation Superintendent
200 Howell Avenue
Riverhead, NY 11901

12.0 SUBMISSION OF THE PROPOSAL

The vendor shall supply six (6) bound copies of the proposal and (1) USB type flash drive with all documents in pdf format located on the drive.

13.0. BID AWARD

The Town of Riverhead will be ranking PROPOSALS based upon their “total value” to the TOWN. At a minimum, each PROPOSAL will be reviewed and ranked based upon past performance, technical proposal, innovative community outreach or benefit (job creation) e-waste management, and PROPOSAL cost/reimbursement. The TOWN reserves the right to exercise its best judgment in the evaluation of all PROPOSALS. All respondents will be advised of the final determination of the TOWN in writing. The TOWN will not be responsible for any difficulties or costs associated with the preparation or delivery of PROPOSALS, whether accepted or rejected by the TOWN. The TOWN reserves the right to accept or reject any or all PROPOSALS and to further negotiate with any qualified PROPOSER. The TOWN may enter into an agreement on the basis of the PROPOSAL at any time within 180 days after the date the PROPOSALS are due. If no CONTRACT is awarded within 180 days after the date the PROPOSALS are due, any PROPOSER may withdraw its PROPOSAL. No PROPOSAL submitted may be withdrawn prior to such time without the written consent

of the TOWN. The TOWN reserves the right to withdraw this RFP or not award a contract at any time. All submitted copies of proposals shall become the property of the TOWN.

14.0 GENERAL INFORMATION

Upon award and execution by the TOWN, the TOWN and the PROPOSER shall enter into a CONTRACT under which the CONTRACTOR will provide the services specified in this RFP.

15.0 INVOICING AND PAYMENT

15.1 Invoicing

The selected CONTRACTOR shall be responsible for submitting vouchers and invoices to the TOWN, which clearly and accurately describe the services provided and the costs, to the extent applicable thereof in compliance with TOWN documentation and format requirements. All invoices shall be presented in a format approved by the TOWN. The selected CONTRACTOR shall provide monthly reports of all E-WASTE collected and clearly and accurately document the recycled commodity amounts with payment to the TOWN for reimbursement for recycling commodity.

15.2 Payment

If applicable, the TOWN will pay CONTRACTOR for submitted invoices only after verification for said invoices. The TOWN will make a good faith effort to insure payment to the selected CONTRACTOR within 60 calendar days from receipt of each submitted invoice. The CONTRACTOR shall make quarterly payments to the TOWN for reimbursement for recycling commodity based upon percentage of tonnage collected and recycled.

15.3 Costs Incurred Prior to Full Execution of the CONTRACT

The TOWN shall not be liable for any cost incurred by the PROPOSER for this program prior to full execution of the CONTRACT and the stipulated start date of the work.

16.0 CONTRACT TERM

Upon completion of the evaluation of the proposals received in response to this solicitation, the TOWN shall execute CONTRACT(S) with one or more CONTRACTOR(S). The term of the CONTRACT shall be for two years commencing on the executed and stipulated start date.

17.0 PROPOSAL PREPARATION COST

The TOWN shall accept no responsibility for the cost of preparing or shipping submitted proposals.

18.0 PUBLIC RECORD

All PROPOSALS submitted in response to the RFP shall become a matter of public record at the time of an award of bid or after expiration of 180 days from date proposals are due, whichever is sooner.

19.0 KEY PERSONNEL

Both the TOWN and each CONTRACTOR shall designate Key Personnel as described below and shall notify one another of these designations. All notices regarding changes in key personnel shall be made in writing and may be given by personal delivery or by mail to the designated contact person designated by the TOWN and each CONTRACTOR. All notices sent by mail should be registered or certified and sent to the designated contact person for each party.

19.1 CONTRACTOR'S Key Personnel

CONTRACTOR shall designate, as part of its submittal, the Project Manager and the Project Administrator to be assigned to the TOWN'S E-waste contract/program. CONTRACTOR shall identify its contact person for the purpose of this CONTRACT in their response to the RFP.

19.2 TOWN'S Key Personnel

The TOWN shall designate the Sanitation Superintendent to represent the TOWN in all matters within the scope of this CONTRACT relating to the conduct and approval of the work to be performed.

19.3 Rights Reserved by the TOWN

This RFP does not obligate the TOWN or any of its offices or departments to accept any proposal, negotiate with any CONTRACTOR, award a contract, or proceed with the development of any project proposed in response to this RFP. The TOWN reserves the right, at its discretion, to take whatever actions that are in the best interest of the TOWN.

The TOWN further reserves the right to:

- Revise this RFP prior to award of contract.
- Request additional information and /or clarification from the CONTRACTOR.
- Supplement, amend, or otherwise modify this RFP, and to withdraw this RFP, with or without the substitution of another RFP.
- Issue additional solicitations for proposals.
- Extend proposal submission deadlines.
- Review the merits of each submitted proposal.
- Short list any or all proposals and schedule presentations.

- Further negotiate with the PROPOSERS on any proposal item or for amendments or other modifications to their proposals to the extent deemed to be in the best interests of the TOWN.
- Evaluate proposals based upon criteria as deemed appropriate by the TOWN, even if such criteria are not mentioned in the RFP.
- Reject any or all proposals, or request clarification of submitted proposal.
- Select and enter into a CONTRACT with the CONTRACTOR who, in the TOWN's sole judgment, is/are the most responsive to the RFP and whose Proposal most likely meets the TOWN's goals, budgets and time lines.
- Award, at its discretion, multiple personal services CONTRACTS to more than one CONTRATOR to perform various aspects of the program.
- Enter into a CONTRACT different from those described in this RFP.

20.0 PUBLIC RELATIONS

The Sanitation Department shall share oversight with the Office of the Supervisor of all public relation aspects of this CONTRACT. It will be the responsibility of the CONTRACTOR, as well as the Town staff, to coordinate with the Office of the Supervisor all public relation activities, which are defined as any activity or activities and/or communication or communications involving contact with the public. These activities may include coordinating with community groups; arranging community meetings; media outreach, including the preparation and placement of educational materials, directions for disposal of e-waste, and/or paid advertising; and preparing printed literature for public dissemination.

21.0 SIGNED STATEMENT

Each PROPOSAL shall contain the following statement signed by a legally authorized officer of the PROPOSER. "This proposal is genuine and not collusive, nor made in the interest or in behalf of any person herein named; the PROPOSER has not directly or indirectly induced or solicited any other PROPOSER to put in a bid, or any other person, firm or corporation to refrain from submitting a proposal; and the PROPOSER has not in any manner sought by collusion to secure himself an advantage over any other PROPOSER.

22.0 CONFLICT OF INTEREST

A conflict of interest situation may disqualify an organization. All organizations shall state the names of entities or persons associated with the PROPOSER who may have a conflict of interest or appearance of a conflict of interest with the TOWN. Details of the potential conflict of interest must also be included in the statement.

23.0 OTHER REQUIREMENTS

Proposals should also include the following:

23.1 Brief statement as to the firm's particular abilities and qualifications related to this project.

23.2 Discuss the various local and state business permits your company is required to hold, as well as any certifications you have obtained. Confirm that your company possesses these required permits, or that your company has the ability to obtain such permits.

23.3 Confirm that your company is certified to handle e-waste and that your current practices are in compliance with the NYS Department of Environmental Conservation and any such other state, county, local regulations applicable to E-Waste. Please provide ID and Permit #s in addition to your explanation.

23.4 Explain any additional value-added services your company offers.

23.5 Prior to contract, the winning firm will be required to provide a list of municipalities in New York State and other states for which the firm has provided similar services in the last three years.

23.6 Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town. The Town's insurance requirements are set forth above.

23.7 Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to the provision of E-Waste recycling services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.

24.0 Indemnification

General Indemnification:

24.1 By submitting a bid, the proposing CONTRACTOR agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the Town of Riverhead, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the CONTRACTOR'S its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, whole or part, to the Town, its employees or agents.

**TOWN OF RIVERHEAD
PROPOSAL FOR COLLECTION AND RECYCLING OF ELECTRONIC WASTE**

The undersigned has read, understands, and affirms his compliance with the requirements contained in the Request for Proposals for E-Waste Recycling Services for Town of Riverhead. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Signature of Authorized Representative:

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Please circle): No Yes

If yes, please provide details below:

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional information on reverse as necessary)

6. Has any agency, including, but not limited to, the New York State Department of Labor, found you to be in violation of, or are you currently under investigation for, failure or the alleged failure to comply with the laws, rules or regulations requiring you to pay prevailing wage and supplements for any public work you or your firm has performed, for the failure or the alleged failure to comply with the laws, rules or regulations concerning the employment of children, or the failure or alleged failure to pay wages, or unemployment insurance tax payments within the past five years?

(Please circle): No Yes

Offerer certifies that all information provided to the Town of Riverhead/Town of Riverhead Highway Department with respect to State Finance Law 129-k is complete, true and accurate.

By: _____ Date: _____
Signature: _____

AFFIRMATION OF UNDERSTANDING AND COMPLIANCE

Name/Title of Procurement Contract Related to Offer: _____

_____ hereby affirms that it has read and understands the Town of Riverhead guidelines regarding its policy concerning Contacts during a Town Procurement, and agrees to comply with Town of Riverhead's procedures relating to this policy during the Town of Riverhead's procurement.

Date: _____ 20__

Name of Officer: _____

Address: _____

Name and Title of Person Signing the Affirmation

Insurance Carrier or Agent's Acknowledgment

RFP No. _____

Project Description: _____

Your Insurance Carrier or Agent must complete the Form below. You must complete the Bidder's Acknowledgment. This Form shall be returned with the Bid submission.

Insurance Agent: _____
NAME OF FIRM

Address: _____

Email Address: _____

Fax No.: _____

Phone No.: _____

Please review the Town of Riverhead insurance requirements for this Contract, which are listed in the Instructions to Bidders. Confirm that you have read these specific requirements (pay particular attention to required limits) and that you are complying with them by placing a check in the appropriate box.

- _____ Automobile Liability
- _____ General Liability
- _____ Workers' Compensation
- _____ Fire Policy or Installation Coverage Floater

We have reviewed the insurance requirements set forth in the above proposed contract and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insurer pays the appropriate premium.

Dated: _____

Sign: _____
Authorized Insurance Agent or Representative

Print Name: _____

BIDDER'S ACKNOWLEDGMENT

The Bidder herein acknowledges that he/she has reviewed the insurance requirements within this Contract and has considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required as per the Contract, if awarded to the Bidder.

Sign: _____

Officer of Company

Print Name _____

(Failure To Have This Form Properly Filled Out and Signed By The Insurance Agent As Well As The Bidder May Result In Your Bid Being Considered Non-Responsive.)

Company information

a. Name, physical address, mailing address, telephone number, fax number, the name of the primary contact for this bid, and the e-mail address for the primary contact and/or main office.

b. Identify the facility that CONTRACTOR shall transport all e-waste and related material to, together with NYSDEC permit/licensee # for the facility:

c. Identify the principals who will be, or may be, involved in the pick up and removal of e-waste, their roles, and their experience.

d. Identify the equipment available to perform the items identified in the scope of services and identify if the company and personnel have any necessary expertise/training and, to the extent required by law, permits and licenses to operate the equipment required to perform the pick up and removal (transport) services. Equipment (Identify each piece of equipment, NYS Vehicle Identification #, License Plate # and information regarding volume of vehicles (trucks) to remove and transport the e-waste.)

e. References:

DATE: _____

SIGNED: _____

TITLE: _____

*Contractor may attach additional sheets to describe services or provide the Town of Riverhead with information responsive to this Request for Proposal. (Please number, date and sign all pages.)

V. GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b

GROUNDS 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 of the above:

Offeror's Business Name: _____

Signed by: _____

Title: _____

Date: _____

VI. 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 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.

VII. 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: _____

12.04.12
120928

ADOPTED

TOWN OF RIVERHEAD

Resolution # 928

APPOINTS POLICE OFFICERS TO THE POLICE DEPARTMENT

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, the Suffolk County Department of Civil Service established List #11-5002-270 Police Officer OC on December 27, 2011; and

WHEREAS, extensive background investigations and personal interviews were conducted by the Suffolk County and Riverhead Town Police Departments to establish five (5) individuals eligible for hire by the Town of Riverhead Police Department.

NOW, THEREFORE, BE IT RESOLVED, effective December 17, 2012, Sean Evans, Daniel Hogan, Patryk Loszewski, David VonVoigt and Christopher Burns are hereby appointed to the position of Police Officer; and

BE IT FURTHER RESOLVED, that this appointment is contingent upon the candidates successfully passing a drug test administered by the Town of Riverhead; 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 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

12.04.12
120929

ADOPTED

TOWN OF RIVERHEAD

Resolution # 929

GENERAL FUND
HISTORICAL PROPERTIES HVAC SYSTEM

BUDGET ADJUSTMENT

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, due to Super Storm Sandy the Engineering Department is requesting a transfer of funds for replacing the heating and air-conditioning units at the Carriage House; and

WHEREAS, the costs associated with this cleanup will be submitted to FEMA for reimbursement;

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>
001.000000.499999	Fund Balance	16,760	
001.075200.541000	Repairs & Maintenance		16,760

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to the Engineering and Accounting 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

TOWN OF RIVERHEAD

Resolution # 930

APPOINTS PART-TIME KENNEL ATTENDANTS

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, a vacancies for Kennel Attendants exist at the Riverhead Town Animal Shelter; and

WHEREAS, the positions was duly advertised for and interviews were conducted; and

WHEREAS, pending the results of successful background checks, a recommendation of suitable candidates has been made by the Chief of Police and the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED, that effective December 7, 2012, this Town Board hereby appoints Ariel Reichel to the positions of Part-Time Kennel Attendant at the Riverhead Town Animal Shelter at the hourly rate of \$12.00; 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

12.04.12
120931

ADOPTED

TOWN OF RIVERHEAD

Resolution # 931

APPOINTS PART-TIME KENNEL ATTENDANTS

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, a vacancies for Kennel Attendants exist at the Riverhead Town Animal Shelter; and

WHEREAS, the positions was duly advertised for and interviews were conducted; and

WHEREAS, pending the results of successful background checks, a recommendation of suitable candidates has been made by the Chief of Police and the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED, that effective December 7, 2012, this Town Board hereby appoints Loretta Kotowicz to the positions of Part-Time Kennel Attendant at the Riverhead Town Animal Shelter at the hourly rate of \$12.00; 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

12.04.12
120932

ADOPTED

TOWN OF RIVERHEAD

Resolution # 932

APPOINTS PART-TIME KENNEL ATTENDANTS

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, a vacancies for Kennel Attendants exist at the Riverhead Town Animal Shelter; and

WHEREAS, the positions was duly advertised for and interviews were conducted; and

WHEREAS, pending the results of successful background checks, a recommendation of suitable candidates has been made by the Chief of Police and the Personnel Committee.

NOW, THEREFORE, BE IT RESOLVED, that effective December 7, 2012, this Town Board hereby appoints Lou Passantino to the positions of Part-Time Kennel Attendant at the Riverhead Town Animal Shelter at the hourly rate of \$12.00; 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

12.04.12
120933

ADOPTED

TOWN OF RIVERHEAD

Resolution # 933

**AUTHORIZES THE SUPERVISOR TO EXECUTE A
STIPULATION WITH LOCAL 1000, AFSCME, AFL-CIO, RIVERHEAD UNIT
OF THE SUFFOLK LOCAL #852**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

NOW, THEREFORE, it is hereby

RESOLVED, that the Town Board hereby approves a stipulation and authorizes the Town Supervisor to execute same, and be it further

RESOLVED that the Town Clerk is hereby directed to forward a copy of this resolution to the Financial Administrator, Personnel Director, CSEA Unit President and the Office of 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 Yes No Gabrielsen Yes No

Wooten Yes No Dunleavy Yes No

Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

12.04.12
120934

ADOPTED

TOWN OF RIVERHEAD

Resolution # 934

AUTHORIZES RECREATIONAL DEER HUNTING BY SHOTGUN ONLY ON TOWN PROPERTY AT ENTERPRISE PARK AT CALVERTON, SCTM NO. 600-135-1-7.33, AND 1751 SOUND AVENUE, CALVERTON, SCTM NO. 600-60-1-2 FROM JANUARY 7, 2013 TO JANUARY 31, 2013

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

WHEREAS, Residents and real property owners in the Town of Riverhead have requested permission to engage in recreational deer hunting, shotgun only, on Town property at Enterprise Park at Calverton (hereinafter referred to as "EPCAL") SCTM No. 600-135-1-7.33 and 1751 Sound Avenue, Calverton, SCTM No. 600-60-1-2 from January 7, 2013, to January 31, 2013, excluding weekend days;

WHEREAS, The Town Board of the Town of Riverhead wishes to provide recreational deer hunting opportunities for the residents and real property owners in the Town of Riverhead; and

WHEREAS, Deer hunting in New York State is a regulated activity by New York State and is subject to the laws, rules and regulations of New York State as enforced in whole or in part by the New York State Department of Environmental Conservation; and

WHEREAS, Residents and real property owners in the Town of Riverhead who wish to engage in hunting activity in New York State are bound by applicable laws, rules and regulations of New York State.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Riverhead authorizes the Town of Riverhead Hunting Committee to conduct a lottery to establish a list of those hunters who are residents and/or real property owners in the Town of Riverhead who shall be permitted to hunt in EPCAL, SCTM No. 600-135-1-7.33 and at 1751 Sound Avenue, Calverton, SCTM No. 600-60-1-2, from January 7, 2013, to January 31, 2013, weekdays only, sunrise to sunset.

BE IT FURTHER RESOLVED THAT, all designated hunters must possess a valid New York State deer hunting license, big game tag, landowner's endorsement and execute a revocable town permit and license agreement prior to hunting and possess all other attendant required documentation and shall abide by the laws, rules and regulations of New York State regarding deer hunting as well as the directives of the Town of Riverhead Hunting Committee and/or Town officials, failure of which to abide

by shall subject the hunter to immediate revocation of the non-transferable hunting privilege.

BE IT FURTHER RESOLVED THAT, designated hunters shall only hunt in areas designated on the attached maps as per the directives of the Town of Riverhead Hunting Committee and/or Town officials.

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

REVOCABLE TOWN PERMIT

REVOCABLE LICENSE AGREEMENT

This Town Permit and Revocable License Agreement ("hereinafter License"), made as of the _____ day of _____, 2012, by and between the Town of Riverhead, ("Licensor") with offices at 200 Howell Avenue, Riverhead, New York 11901, and _____ ("Licensee"), residing at _____, New York _____.

WITNESSETH

WHEREAS, Town of Riverhead residents (defined as a person who has lived in the Town of Riverhead for more than thirty (30) days immediately prior to date of application in a fixed, permanent and principal residence) and Town of Riverhead real property owners are eligible to apply for this revocable Permit and License;

WHEREAS, _____, represents that he/she is a Town of Riverhead resident and/or a Town of Riverhead real property owner who wishes to utilize Town of Riverhead property at Enterprise Park at Calverton, SCTM No. 600-135-1-7.33, and/or 1751 Sound Avenue, Calverton, SCTM No. 600-60-1-2, and more fully delineated on the attached maps for the express and sole purpose of shot gun hunting for deer only; and

WHEREAS, the Town of Riverhead wishes to grant the Licensee a revocable, non-

transferable permit and license to utilize the afore-mentioned property more fully delineated on the attached maps, for shot gun hunting for deer only;

NOW, THEREFORE, in consideration of the mutual agreements herein contained, Licensors and Licensee, for themselves and their successors, hereby agree as follows:

1. **Licensing.** Upon the terms and conditions hereinafter set forth, Licensors hereby license to Licensee the revocable, non-transferable right to use the Licensed Premises depicted on the maps and known as Town of Riverhead property at Enterprise Park at Calverton, SCTM No. 600-135-1-7.33, and/or 1751 Sound Avenue, Calverton, SCTM No. 600-60-1-2, annexed hereto and made a part hereof solely for shot gun hunting for deer only.

2. **Term of the Permit/License.** The term of this Permit and License (the "term") shall commence on January 7, 2013, and shall end on January 31, 2013; weekdays only; hunting hours: sunrise to sunset, subject to registration requirements delineated by the Town of Riverhead Hunting Committee and Town Clerk's Office.

3. **Licensee Representations.** Licensee represents that Licensee possesses a valid and current New York State Deer Hunting License and big game tag which shall be confirmed by the Town Clerk's Office prior to hunting. Licensee further represents that Licensee is fully aware of and shall abide by all New York State laws, rules and regulations regarding deer hunting. Licensee further represents and agrees to abide by the directives of the Town of Riverhead Hunting Committee, Town of Riverhead officials and employees, law enforcement personnel and all governmental agencies having jurisdiction of shot gun hunting activity. Licensee further acknowledges that a failure to abide by the terms and

conditions contained herein shall be grounds for immediate revocation of this hunting license and permit. Licensee further acknowledges that any misrepresentation shall be grounds for immediate revocation of this hunting license and permit.

4. **Condition of the Licensed Premises.** Licensee is familiar with the Licensed Premises, has examined same, and, except as explicitly hereinafter provided, Licensee agrees to accept the licensed premises in its "as is" condition without reliance upon any representations or warranties of or made by Licensor.

5. **Indemnification.** Licensee agrees to indemnify and hold the Town of Riverhead and their respective officers, employees, agents, representatives and officials harmless from any and all loss, including death or physical injury to persons, or liability associated with Licensee's use of the property and related activities described herein, including liability for damages to property which may arise from, or be attributable or incident to the use by Licensee excepting liability solely caused by the gross negligence of the Town or its employees, agents or representatives. Without limiting the generality of the foregoing, Licensee agrees with respect to any suit or claim by the Town, whether under this indemnification provision or otherwise, Licensee, hereby expressly waives any defense which might preclude or limit either enforcement of this indemnification clause or any reasonable attorneys fees incurred by the Town of Riverhead securing compliance with the provision of this indemnification agreement.

Licensee shall also indemnify and hold the Licensor harmless from and against any and all claims, actions, liabilities, losses (including, without limitation, consequential and special damages), costs and expenses (including, without limitation, court costs

and reasonable attorney fees and expenses, including appeals), arising from or in connection with the use of the licensed premises. The indemnification and hold harmless provisions of this Permit and License shall survive termination of same and/or the end of the term.

6. **Assignment.** Notwithstanding anything to the contrary contained in the License and Permit, Licensee shall not assign this License and Permit, the use of the Licensed Premises, in whole or in part, or permit Licensee's interest to be vested in any other party other than Licensee by operation of law or otherwise without the express written consent of the Licensor.

7. **Notices.** Any notices to be given under this Permit and License shall be in writing and shall be sent by registered or certified mail, return receipt requested. If such notice is directed to Licensor, it shall be addressed to the attention of the Riverhead Town Supervisor and the Office of the Riverhead Town Attorney at 200 Howell Avenue, Riverhead, New York. If such notice is directed to the Licensee, it shall be forwarded to the Licensee's address first above written.

8. **Miscellaneous.** Merger: All prior understandings and agreements between the parties with respect to the subject matter hereof are merged within this agreement, which alone, fully and completely sets forth the understanding of the parties with respect to the subject matter hereof. This license may not be changed or terminated orally, or in any manner, other than in writing signed by the party against whom enforcement is sought.

IN WITNESS WHEREOF, Licensor and Licensee do hereby execute this License as of the date and year first above written.

TOWN OF RIVERHEAD

By: Sean M. Walter
Riverhead Town Supervisor

By:

Print name

Address

Home Phone

Cell Phone

(revised 12-3-2012)



**Town of Riverhead
Landowner's Endorsement**

Pursuant to an Order of the New York State Department of Environmental Conservation adopted according to Section 11-0903 of the NYS Environmental Conservation Law, the under-signed, being the owner or lessee of ten (10) acres of land or more located on Grumman Boulevard, and known as the Enterprise Park at Calverton (EPCAL), in the Hamlet of Calverton in the Town of Riverhead, Suffolk County, does hereby grant permission to:

who resides at _____
to deer hunt, shot gun only, during the Deer Season in Suffolk County, January 7, 2013, through January 31, 2013, week days only, at the aforementioned property. This property is designated in the Suffolk County Tax Map as: Section 135 Block 1 Lot 7.33, and is in the legal firearms deer hunting area.

Landowner or Lessee: Town of Riverhead Signature: _____
Sean M. Walter, Town Supervisor



**Town of Riverhead
Landowner's Endorsement**

Pursuant to an Order of the New York Department of Environmental Conservation adopted according to Section 11-0903 of the NYS Environmental Conservation Law, the under-signed, being the owner or lessee of ten (10) acres of land or more located on Grumman Boulevard, and known as the Enterprise Park at Calverton (EPCAL), in the Hamlet of Calverton in the Town of Riverhead, Suffolk County does hereby grant permission to:

who resides at _____
to deer hunt, shot gun only, during the Deer Season in Suffolk County, January 7, 2013, through January 31, 2013, week days only, at the aforementioned property. This property is designated in the Suffolk County Tax Map as: Section 135 Block 1 Lot 7.33, and is in the legal firearms deer hunting area.

Landowner or Lessee: Town of Riverhead Signature: _____
Sean M. Walter, Town Supervisor



**Town of Riverhead
Landowner's Endorsement**

Pursuant to an Order of the New York State Department of Environmental Conservation adopted according to Section 11-0903 of the NYS Environmental Conservation Law, the under-signed, being the owner or lessee of ten (10) acres or more of land known as 1751 Sound Avenue, in the Hamlet of Calverton in the Town of Riverhead, Suffolk County, does hereby grant permission to:

who resides at _____
to deer hunt, shot gun only, during the Deer Season in Suffolk County, January 7, 2013, through January 31, 2013, week days only, at the aforementioned property. This property is designated in the Suffolk County Tax Map as: Section 60 Block 1 Lot 2, and is in the legal firearms deer hunting area.

Landowner or Lessee: Town of Riverhead Signature: _____
Sean M. Walter, Town Supervisor

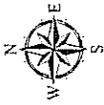


**Town of Riverhead
Landowner's Endorsement**

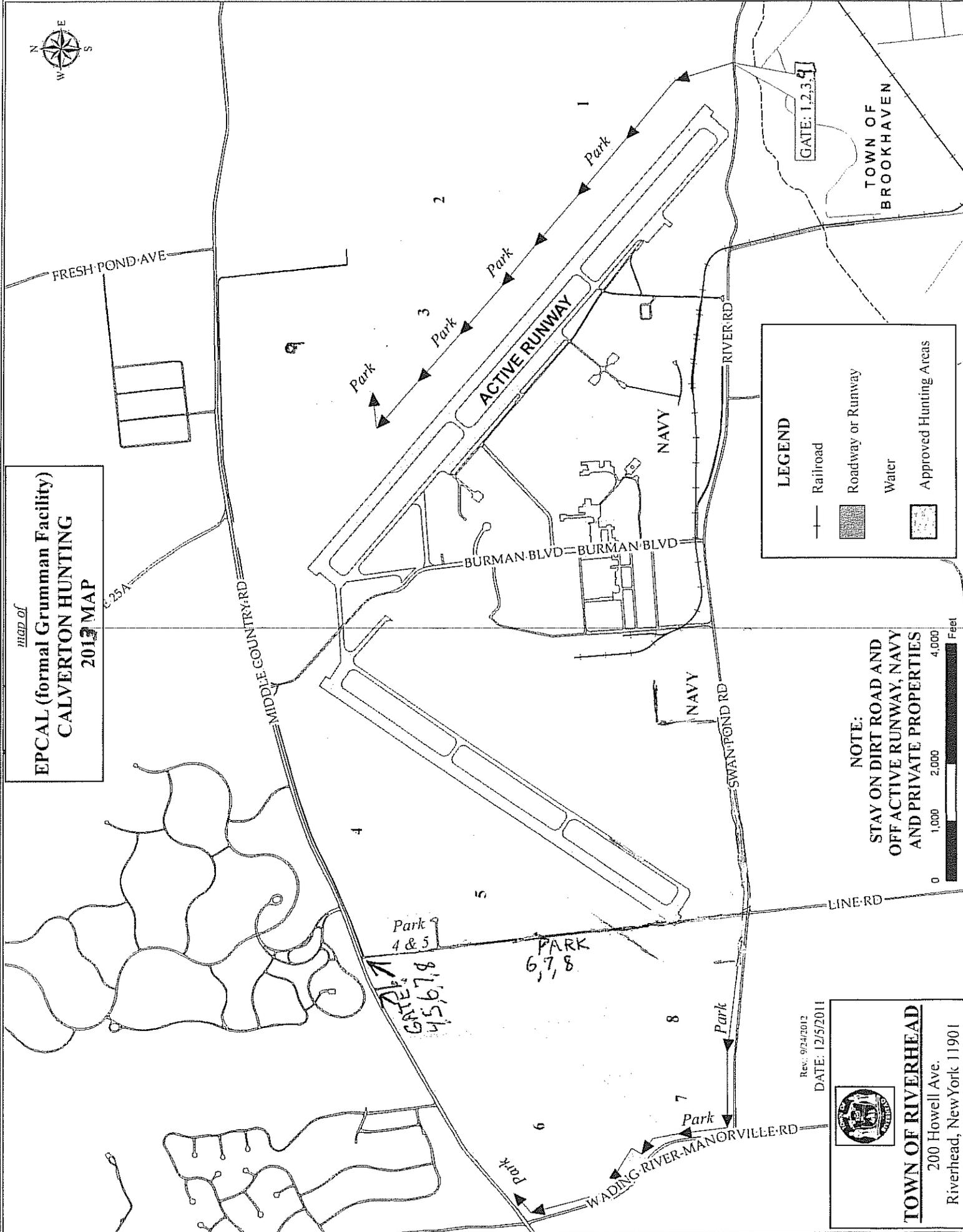
Pursuant to an Order of the New York Department of Environmental Conservation adopted according to Section 11-0903 of the NYS Environmental Conservation Law, the under-signed, being the owner or lessee of ten (10) acres or more of land known as 1751 Sound Avenue, in the Hamlet of Calverton in the Town of Riverhead, Suffolk County does hereby grant permission to:

who resides at _____
to deer hunt, shot gun only, during the Deer Season in Suffolk County, January 7, 2013, through January 31, 2013, at the aforementioned property. This property is designated in the Suffolk County Tax Map as: Section 60 Block 1 Lot 2, and is in the legal firearms deer hunting area.

Landowner or Lessee: Town of Riverhead Signature: _____
Sean M. Walter, Town Supervisor



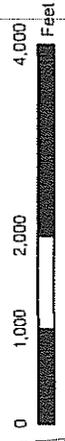
map of
**EPCAL (formal Grumman Facility)
 CALVERTON HUNTING
 2012 MAP**



LEGEND

- Railroad
- Roadway or Runway
- Water
- Approved Hunting Areas

NOTE:
 STAY ON DIRT ROAD AND
 OFF ACTIVE RUNWAY, NAVY
 AND PRIVATE PROPERTIES



Rev: 9/24/2012
 DATE: 12/5/2011



TOWN OF RIVERHEAD
 200 Howell Ave.
 Riverhead, New York 11901

12.04.12
120935

ADOPTED

TOWN OF RIVERHEAD

Resolution # 935

AUTHORIZES ACCEPTANCE OF EMPLOYEES' RETIREMENT PURSUANT TO EARLY RETIREMENT INCENTIVE PROGRAM CHAPTER 37, ARTICLE III, FOR ELIGIBLE FULL-TIME EMPLOYEES WHO ARE MEMBERS OF THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC.,

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, the Town Board conducted a public hearing on October 16, 2012, to consider a local law to amend Chapter 37 entitled "Retirement" of the Riverhead Town Code; and

WHEREAS, the Town Board enacted a local law codified as Chapter 37 (Article III) in the Riverhead Town Code entitled "Early Retirement Incentive Program For Eligible Full-Time Employees Who Are Members Of The Civil Service Employees' Association, Inc.," on November 7, 2012, pursuant to resolution number 868-2012; and

WHEREAS, the Town of Riverhead had reserved the right to establish a minimum percentage of eligibility participation in order to proceed with this program; and

WHEREAS, two Town of Riverhead eligible employees proffered their intention of retiring on or before December 29, 2012, namely, Kevin G. Maccabee and Lindsay P. Reeve, in reliance upon the Town of Riverhead Early Retirement Incentive Program (Chapter 37, Article III) during the applicable retirement incentive window which ended on November 30, 2012; and

WHEREAS, it is the desire of the two above-named eligible Town of Riverhead employees and the intent of the Riverhead Town Board to authorize the two eligible employees to actually retire effective as of the last work day of the last full pay period in calendar year 2012 which is December 29, 2012;

NOW THEREFORE BE IT RESOLVED, that the Town of Riverhead waives its right to establish a minimum percentage of eligibility participation solely related to this specific Town of Riverhead Early Retirement Incentive Program (Chapter 37, Article III, eligible full-time employees who are members of the Civil Service Employees' Association, Inc.,) but reserves the right to establish a minimum percentage of eligibility participation regarding any other future retirement incentive programs.

BE IT FURTHER RESOLVED, that the Town of Riverhead formally offers the Town of Riverhead Early Retirement Incentive Program (Chapter 37, Article III) to the two eligible full-time employees who are members of the Civil Service Employees' Association, Inc., namely, Kevin G. Maccabee and Lindsay P. Reeve.

BE IT FURTHER RESOLVED, that the Town of Riverhead authorizes and accepts the retirement of the above-named eligible employees effective December 29, 2012, in recognition that December 29, 2012, is the last work day of the last full pay period in calendar year 2012, pursuant to the terms and conditions adopted on November 7, 2012, pursuant to resolution number 868-2012 .

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

12.04.12
120936

ADOPTED

TOWN OF RIVERHEAD

Resolution # 936

**CLOSURE OF “NEW ANIMAL DONATION ACCOUNT” & RELEASE OF MONEY TO
“MTAS” MOVE THE ANIMAL SHELTER**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, Move the Animal Shelter (MTAS) now has their own non for profit and tax identification information in order and it is no longer necessary for the Town of Riverhead to collect funds to the New Animal Shelter,

WHEREAS the Financial Administrator has calculated that all funds collected for this organization is in the amount of \$5016.00 (see attached)

BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to close the New Animal Shelter account and issue a check to MTAS in the amount of \$5016.00, and

BE IT FURTHER, RESOLVED, that the Town Clerk be and is hereby authorized to forward a copy of this resolution to 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

NEW ANIMAL SHELTER DONATIONS

Name	Street Address	Town	State	Zip Code	Date	Check #	Deposited	Amount	Notes
Linda Fioto	30 Pulaski Street	Riverhead	NY	11901	10/1/2011	2541	10/5/2011	\$ 114.00	
Sandra Fioto	55 Suffolk Ave	Flanders	NY	11901	10/1/2011	1337	10/5/2011	\$ 76.00	
SAE Automotive Service, Inc.	5152 Sound Ave	Riverhead	NY	11901	10/3/2011	573	10/5/2011	\$ 50.00	
Precision Automotive Service, Inc.	540 Montauk Hwy POB 129	Westhampton	NY	11978	9/22/2011	6285	10/5/2011	\$ 50.00	
Donna & Kevin Polak	55 Fanning Blvd	Riverhead	NY	11901	9/22/2011	108	10/5/2011	\$ 50.00	
Kelly McAlister	24 River Ave	Riverhead	NY	11901	9/22/2011	2501	10/5/2011	\$ 76.00	
Darlene Grattan	PO Box 364	South Jamesport	NY	11970	9/22/2011	3209	10/5/2011	\$ 76.00	
James & Andrea Sico	110 Seaford Ave	Mastic	NY	11950	9/23/2011	4497	10/5/2011	\$ 304.00	
Neil Macdonald, Jr.	706 Cedarfields Drive	Greenport	NY	11944	9/23/2011	5407	10/5/2011	\$ 100.00	
Donna & Stephen Waide	159 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	3862	10/5/2011	\$ 25.00	
Ricky Muller	201 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	5640	10/5/2011	\$ 20.00	
Nester & Ellen Kramer	182 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	1052	10/5/2011	\$ 5.00	
John & Stacy Seal	233 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	4692	10/5/2011	\$ 10.00	
Annette & Wayne Galante	14 Calico Court	Riverhead	NY	11901	9/24/2011	685	10/5/2011	\$ 20.00	
Ricky Muller	201 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	5641	10/5/2011	\$ 76.00	
Nester & Ellen Kramer	182 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	1053	10/5/2011	\$ 25.00	
Lorraine & Matthew Weinhardt	145 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	1307	10/5/2011	\$ 20.00	
Lorraine & Matthew Weinhardt	145 Arrowhead Ave	Riverhead	NY	11901	9/24/2011	1305	10/5/2011	\$ 76.00	
Charles & Janet Liles	7 N. Apollo Drive	Riverhead	NY	11901	9/24/2011	8180	10/5/2011	\$ 101.00	
Alan & Debra Smith	23 Greenport Ave	Medford	NY	11763	9/25/2011	1810	10/5/2011	\$ 86.00	
Louis & Carolyn Bavaro	229 Marktree Road	Centerach	NY	11720	9/24/2011	2911	10/5/2011	\$ 76.00	
Margaret & Richard Bokinz	S. Jamesport Ave POB 119	Jamesport	NY	11947	9/25/2011	2683	10/5/2011	\$ 76.00	
Louis & Karen Waski	208 Arrowhead Ave	Riverhead	NY	11901	9/26/2011	517	10/5/2011	\$ 76.00	
Lorraine & Matthew Weinhardt	145 Arrowhead Ave	Riverhead	NY	11901	9/26/2011	1309	10/5/2011	\$ 76.00	
Lauren McKissick	108 Pinehurst Blvd	Calverton	NY	11933	9/26/2011	102	10/5/2011	\$ 76.00	
Yvonne & John Michalski	PO Box 64	Moriches	NY	11955	9/27/2011	3562	10/5/2011	\$ 76.00	
Julia Pratt	116 Seaford Ave	Mastic	NY	11950	9/27/2011	154	10/5/2011	\$ 50.00	
Alice Macdonald	302 Sanibel Way	Melborne Beach	FL	32951	9/28/2011	1046	10/5/2011	\$ 50.00	
Irene Golding	PO Box 524	Quogue	NY	11959	9/28/2011	4317	10/5/2011	\$ 76.00	
Terry & Ava-Dee Robinson	349 Tutthills Lane POB 76	Aquebogue	NY	11931	9/28/2011	3316	10/5/2011	\$ 76.00	
Charles & Marilyn Richardson	21 Hillcrest Drive	Smithtown	NY	11787	9/28/2011	1847	10/5/2011	\$ 38.00	
Michael & Cynthia Gales	1 Evergreen Lane	East Quogue	NY	11942	9/30/2011	1042	10/5/2011	\$ 86.00	
A & B Rispoli	40 Bittersweet Ave	Hamton Bays	NY	11946	9/30/2011	592	10/5/2011	\$ 101.00	

NEW ANIMAL SHELTER DONATIONS

Kristen Hespos	PO Box 193	Mattituck	NY	11952	9/30/2011	982	10/5/2011	\$ 25.00	
Scott & Tracy Thilberg	183 King Road	Rocky Point	NY	11778	9/30/2011	2958	10/5/2011	\$ 76.00	
Denise Gotimer	24 Buckskin Lane	Riverhead	NY	11901	9/30/2011	3194	10/5/2011	\$ 43.00	
William & Margaret Ingrassia	1407 Middle Road Unit 119	Riverhead	NY	11901	10/1/2011	1360	10/5/2011	\$ 76.00	
O'Kula Motorsports	PO Box 652	Mattituck	NY	11952	10/1/2011	2609	10/5/2011	\$ 50.00	
East Moriches Automotive Repair Corp.	188 2 Frowein Road	East Moriches	NY	11940	9/30/2011	1280	10/5/2011	\$ 304.00	
Moriches Midway Automotive Repair Corp.	194 Montauk Hwy	Moriches	NY	11955	9/26/2011	1117	10/5/2011	\$ 100.00	
Peconic Auto Wreckers Inc.	PO Box 39	Speonk	NY	11972	9/27/2011	10957	10/5/2011	\$ 50.00	
F & J Transmissions, Inc.	188 - 3 Frowein Road	East Moriches	NY	11940	9/20/2011	28512	10/5/2011	\$ 50.00	
Riverhead Brake Service, LLC	981 East Main Street	Riverhead	NY	11901	9/20/2011	21796	10/5/2011	\$ 50.00	
Riverhead Radiator Service, Inc.	1181 East Main Street	Riverhead	NY	11901	9/21/2011	4717	10/5/2011	\$ 50.00	
East End Collision, Inc.	PO Box 692	Eastport	NY	11941	9/23/2011	7095	10/5/2011	\$ 50.00	
Louie's Auto Repair	360 Sweezy Ave	Riverhead	NY	11901	9/26/2011	1079	10/5/2011	\$ 50.00	
Old Riverhead Motors Inc.	944 E. Main Street	Riverhead	NY	11901	9/23/2011	5693	10/5/2011	\$ 100.00	
Stan's Automotive & Diesel Service Inc.	PO Box 485	Eastport	NY	11941	9/20/2011	15016	10/5/2011	\$ 50.00	dba Country Automotive
Jamesport Auto Service Inc.	PO Box 596	Jamesport	NY	11947	9/20/2011	1369	10/5/2011	\$ 50.00	
Shirely Auto Body Inc	1272 Montauk Hwy	Mastic	NY	11950	9/19/2011	2561	10/5/2011	\$ 50.00	
Crossroads Body & Fender Work	364 Ryerson Ave	Manorville	NY	11949	9/19/2011	2754	10/5/2011	\$ 50.00	
APEX Auto Body Inc.	2549 Montauk Hwy	Brookhaven	NY	11719	9/19/2011	6569	10/5/2011	\$ 50.00	
North Fork Imports, Inc.	PO Box 1278	Cutchogue	NY	11935	9/21/2011	10486	10/5/2011	\$ 50.00	
Jensen's Service Station, Inc.	737 Montauk Hwy	Shirley	NY	11967	9/19/2011	21315	10/5/2011	\$ 50.00	
Miller Brothers Auto Repair LLC	888 Old Country Road	Riverhead	NY	11901	9/24/2011	3606	10/5/2011	\$ 50.00	
Long Island Ice & Fuel Corp.	656 West Main Street	Riverhead	NY	11901	9/22/2011	17948	10/5/2011	\$ 50.00	
T-Jay's Transmissions, Inc.	1174 East Main Street	Riverhead	NY	11901	9/22/2011	40343	10/5/2011	\$ 50.00	
Phil's Auto & Truck Repair, Inc.	508 Northville Tpk	Riverhead	NY	11901	9/20/2011	9401	10/5/2011	\$ 50.00	
John D. Zlatniski	PO Box 535	East Moriches	NY	11940	9/21/2011	9918	10/5/2011	\$ 50.00	
112 Automotive Center, Inc.	225 Route 112	Patchogue	NY	11772	9/27/2011	25090	10/5/2011	\$ 50.00	
Steve's Garage Corp.	3 Ketcham Ave	Eastport	NY	11941	9/23/2011	2436	10/5/2011	\$ 50.00	dba Raynor's Garage
Donato Cappabianca	815 Park Ave	Southold	NY	11971	10/2/2011	198	10/5/2011	\$ 250.00	*mailed*
Dorothy Sousa	37 Rogers Ave	Westhampton Beach	NY	11978	10/3/2011	1200	10/5/2011	\$ 25.00	*mailed*
Riverhead Collision & Car Care Center	827 Raynor Ave	Riverhead	NY	11901	9/23/2011	3338	10/5/2011	\$ 50.00	*mailed*
Catherine & James Seuling	25 Sandy Hollow Court	Riverhead	NY	11901	10/4/2011	199	10/20/2011	\$ 38.00	
Christmas & Scott Finne	31 Tuttle Ave	Eastport	NY	11941	10/3/2011	654	10/20/2011	\$ 76.00	

12.04.12
120937

ADOPTED

TOWN OF RIVERHEAD

Resolution # 937

**AUTHORIZES THE TOWN CLERK TO PUBLISH AND POST A HELP WANTED AD
FOR A MAINTENANCE MECHANIC II IN THE SEWER DISTRICT**

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

RESOLVED, that the Town Clerk be and is hereby directed to publish the attached Help Wanted Ad in the December 13, 2012 issue of The News Review:

THE VOTE

Giglio Yes No Gabrielsen Yes No

Wooten Yes No Dunleavy Yes No

Walter Yes No

The Resolution Was Thereupon Duly Declared Adopted

HELP WANTED

PLEASE TAKE NOTICE that the Town of Riverhead is seeking qualified individuals to serve in the FT position of **Maintenance Mechanic II** in the Sewer District. Applicants must be at least 18 years of age and possess a clean, current CDL. Applicants must demonstrate (a) Completion of two (2) years of vocational education courses in a vocational school program or in an apprentice or training program in one of the craft areas; or, (b) Two (2) years of experience in minor maintenance or repair work; or, (c) An equivalent combination of education, or training, and experience as defined by the limits of (a) and (b). All applications are to be submitted to the Personnel Office, 1295 Pulaski Street, Riverhead, NY, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. No applications will be accepted after 4:00 p.m. on December 28, 2012. EOE

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

12.04.12
120938

ADOPTED

TOWN OF RIVERHEAD

Resolution # 938

ACCEPTS THE RESIGNATION OF A PART-TIME ANIMAL CONTROL OFFICER I

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

WHEREAS, the Town has received written notification from Maureen Schneider, a Part-Time Animal Control Officer I at the Riverhead Town Animal Shelter, indicating her intent to resign effective close of business December 2, 2012.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board hereby accepts the resignation of Maureen Schneider.

RESOLVED, that the Town Clerk is hereby directed to forward a copy of this resolution to Maureen Schneider, the Chief of Police, the Personnel Officer and the Financial Administrator. 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 can 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

12.04.12
120939

ADOPTED

TOWN OF RIVERHEAD

Resolution # 939

**AUTHORIZES SUPERVISOR TO RELEASE PETTY CASH MONIES TO RECEIVER
OF TAXES**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

WHEREAS, the Town Board has reviewed said request.

NOW THEREFORE BE IT RESOLVED, that the Supervisor be and is hereby authorized to release \$200.00 to the Receiver of Taxes from the Petty Cash Fund Account established for Petty Cash Fund purposes for the office of Receiver of Taxes, pursuant to Section 64-1 of Town Law.

BE IT FURTHER RESOLVED, that the Town Clerk be and is hereby authorized to forward a certified copy of this resolution to Laurie A. Zaneski, Receiver of Taxes 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

12.0412
120940

ADOPTED

TOWN OF RIVERHEAD

Resolution # 940

AUTHORIZES EXTENSION OF TIME TO REMIT REAL PROPERTY TAXES FOR SENIOR CITIZENS RECEIVING ENHANCED STAR PURSUANT TO SECTION 425 OF RPTL

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

WHEREAS, Section 925-b of the Real Property Tax Laws of the State of New York allows an extension of time to pay real property taxes for all residents receiving the Enhanced STAR exemption pursuant to s425; and

WHEREAS, due to a lapse of time between receipt of Social Security checks and the deadline for payment of taxes on May 31; and

WHEREAS, the law allows for an extension of time of up to five business days without penalty of interest; and

WHEREAS, Receiver of Taxes, Laurie A. Zaneski recognizes the need to assist our seniors in payment of their real property taxes without penalization due to the time lapse between Social Security checks and the May 31 deadline;

THEREFORE, the payment of real property taxes for Enhanced STAR recipients receiving an exemption pursuant to s425 of the New York State Real Property Tax Law is hereby extended to June 7th, 2013.

NOW, FURTHER BE IT RESOLVED, that the Town Board of the Town of Riverhead authorizes the Town Clerk to forward a certified copy of this resolution to Laurie A. Zaneski, Receiver of Taxes.

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 # 941

PAYS BILLS

Councilman Gabrielsen offered the following resolution,

which was seconded by Councilwoman Giglio

ABSTRACT #12-47 November 29, 2012 (TBM 12/04/12)			
FUND NAME		Transfer	GRAND TOTALS
GENERAL FUND	1	2,489,606.64	2,489,606.64
POLICE ATHLETIC LEAGUE	4	9,691.04	9,691.04
RECREATION PROGRAM FUND	6	9,024.30	9,024.30
HIGHWAY FUND	111	1,378,646.03	1,378,646.03
WATER DISTRICT	112	822,628.97	822,628.97
RIVERHEAD SEWER DISTRICT	114	476,781.10	476,781.10
REFUSE & GARBAGE COLLECTION DI	115	666,124.33	666,124.33
STREET LIGHTING DISTRICT	116	136,414.09	136,414.09
PUBLIC PARKING DISTRICT	117	17,886.90	17,886.90
BUSINESS IMPROVEMENT DISTRICT	118	23,900.00	23,900.00
AMBULANCE DISTRICT	120	173,503.42	173,503.42
EAST CREEK DOCKING FACILITY FU	122	16,753.67	16,753.67
CALVERTON SEWER DISTRICT	124	57,317.86	57,317.86
RIVERHEAD SCAVANGER WASTE DIST	128	194,111.19	194,111.19
WORKERS' COMPENSATION FUND	173	5,751.00	5,751.00
RISK RETENTION FUND	175	60,493.70	60,493.70
CDBG CONSORTIUM ACOUNT	181	3,516.77	3,516.77
GENERAL FUND DEBT SERVICE	384	4,400,179.93	4,400,179.93
TOWN HALL CAPITAL PROJECTS	406	215,672.60	215,672.60
RIVERHEAD SEWER CAPITAL PROJEC	414	700.00	700.00
CALVERTON SEWER CAPITAL PROJEC	424	7,304.15	7,304.15
TRUST & AGENCY	735	1,196,621.78	1,196,621.78
COMMUNITY PRESERVATION FUND	737	3,249,253.42	3,249,253.42
CALVERTON PARK - C.D.A.	914	7,900.00	7,900.00
TOTAL ALL FUNDS		15,619,782.89	15,619,782.89

THE VOTE

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

The Resolution Was Thereupon Duly Declared Adopted

12.04.12
120942

ADOPTED

TOWN OF RIVERHEAD

Resolution # 942

**AUTHORIZES TOWN CLERK TO PUBLISH AND POST PUBLIC NOTICE TO
CONSIDER A LOCAL LAW TO AMEND CHAPTER 108 OF THE RIVERHEAD TOWN
CODE ENTITLED "ZONING"
(Site Plan Review - §108-132. Contents of application.)**

Councilman Wooten offered the following resolution,

which was seconded by Councilman Gabrielsen

RESOLVED, that the Town Clerk is hereby authorized to publish the attached public notice to consider a local law to amend Chapter 108 of the Riverhead Town Code entitled, "Zoning" (§108-132. Site Plan Review) once in the December 13, 2012 issue of the News-Review Newspaper, the newspaper hereby designated as the official newspaper for this purpose, and also to cause a copy of the proposed amendment to be posted on the sign board of the Town; 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

On a motion by Councilman Dunleavy, seconded by Councilman Wooten, resolution #942 was **TAKEN OFF THE FLOOR**

THE VOTE:

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

**TOWN OF RIVERHEAD
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that a public hearing will be held before the Town Board of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York on the 15th day of January, 2013 at 7:05 o'clock p.m. to consider a local law to amend Chapter 108 of the Riverhead Town Code entitled "Zoning" (§108-132. Site Plan Review).

ZONING
ARTICLE XXVI
Site Plan Review

§ 108-132. Contents of application.

~~To be considered complete, a site plan for which approval is sought shall be dated and shall include at least the following elements:~~

- ~~A. Property lines, showing directional bearings and distances; adjacent land ownership and streets; location with reference to identifiable street intersections; land uses; directional arrow; scale; Tax Map identifying number(s) of the parcel(s) involved; and the zoning district in which located.~~
- ~~B. Key map at a scale of one inch equals 600 feet.~~
- ~~C. Existing and proposed buildings, structures and uses, and proposed additions thereto, including finished floor elevation(s) and ground elevation(s) at such building, structure and use locations.~~
- ~~D. The area, as expressed in square feet, for each floor of all existing and proposed buildings, structures and uses.~~
- ~~E. Dimensions of property line setbacks to, and dimensions between, each building, structure or use.~~
- ~~F. Location of all easements on, over and adjacent to the site, including the location of all existing and proposed utility lines, hydrants and fire wells.~~
- ~~G. Layout of existing and proposed parking and loading areas, including dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement shown, existing and proposed curb cuts, traffic safety devices, sidewalks, curbing, paving,~~

~~drainage structures and their respective specifications. Methods used for computing parking and drainage requirements shall be included.~~

- ~~H. Photographs of all faces of existing structures on the site.~~
- ~~I. Existing and proposed location(s) of outdoor lighting, signs, screen plantings, fences and landscaping. Any existing woodlands, stand of or individual tree(s) or instance of unique or indigenous vegetation, and any other significant natural features, such as, but not limited to, water bodies, drainage courses, fresh and salt marshes, coastal dunes, bluffs, beaches, escarpments, overlook areas and wildlife habitats, must be included and every good faith effort made to preserve, maintain and enhance same. A schedule of all landscape plantings shall likewise be included.~~
- ~~J. Existing and proposed sewage disposal and water supply systems.~~
- ~~K. Existing topography of the site and immediately adjacent property, as revealed by contours or key elevations, and any proposed regrading of the site.~~
- ~~L. Cultural features, such as paleontological and archaeological remains, old trails, agricultural fields, historic buildings and sites or those that contribute to the rural character of the community or possess a unique and/or identifiable feature.~~
- ~~M. Techniques by which features found in Subsections I, K and L above may be preserved on the site, so as to maintain the prevailing character of the area.~~
- ~~N. Elevations of all faces of buildings and structures, at an appropriate scale for the graphic representation of the materials employed. Such elevations must also indicate:
 - ~~(1) Design character of buildings and structures.~~
 - ~~(2) Specific materials existing and/or planned for use on buildings and structures, including colors of any and all materials employed, with their locations indicated on the elevations.~~
 - ~~(3) Heights of buildings and structures.~~
 - ~~(4) Roofs and overhangs.~~~~

~~(5) Special design features.~~

~~(6) Typical locations, shape(s) and types of signs.~~

~~O. Models may be required if any building(s), or the site in general, is of a scale or nature that the Planning Department or the Town Board deems said model will substantially aid in the consideration of the site plan.~~

~~P. Photometric data for all proposed site lighting.~~

1. A completed site plan application and/or preliminary site plan application shall consist of the following:
 - a. A cover letter briefly describing the proposed project;
 - b. Completed site plan/preliminary site plan application forms including the Application for Site Plan Approval, the Site Plan Checklist, Site Plan Disclosure Affidavit, Construction Activity Agreement, an Environmental Assessment Form part 1, and Town of Riverhead Agricultural Data Statement (if applicable);
 - c. The required site plan or preliminary site plan review fee as set forth in section 108-131(G) of this chapter;
 - d. The required number of site plans or preliminary site plans and current surveys as set forth in section 108-131B(1) of this chapter and as determined by the planning department;
 - e. A title report for the subject property, dated not more than three months prior to the date of submission of the application, prepared by a title company license in the State of New York containing a chain of title and any and all recorded covenants, declarations, restrictions and/or easements on the subject property.
2. Site plan. The applicant shall cause a site plan map drawn at the appropriate scale as per 108-131C(5) to be prepared by an architect, landscape architect, civil engineer or surveyor. The site plan shall be no larger than 24 inches by 36 inches and shall include those of the elements listed herein which are appropriate to the proposed development or uses including but not limited to those indicated by the Planning Department in the presubmission conference. This information, in total, shall constitute the site plan:

(a) Legal data.

(1) The name and address of the owner of record and tax map identifying number(s) of the parcel(s) involved;

(2) The name and address of the person, firm or organization preparing the map, sealed with the applicable New York State license seal and signature;

(3) The date, North arrow and written and graphic scale;

(4) Key (location) map at a scale of one inch equals 600 ft.;

(5) The property description shall be prepared by a licensed surveyor or civil engineer. The site plan shall reference a land surveyor's map or base reference map. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest 10 seconds or closer. The error of closure shall not exceed one in 10,000;

(6) The locations, names and existing widths of adjacent streets and curblines.

(7) The location with reference to identifiable street intersections;

(8) The location, owners, and uses of all adjoining lands, as shown on the latest tax records;

(9) The location, width and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to the public use within or adjoining the property;

(10) A complete outline of existing easements, deed restrictions or covenants applying to the property;

(11) Existing zoning.

(b) Natural features.

(1) Existing topography of the site and the immediately adjacent property in contours with intervals of two feet or less referred to a datum satisfactory to the Planning Board. On-site areas of greater

than 15% slope need to shown and the square footage provided. In addition, spot elevations will be required where contour elevations are less than two feet on the site;

(2) The approximate boundaries of any areas subject to flooding or stormwater overflows.

(3) Any existing woodlands, stand of or individual tree(s) or instance of unique or indigenous vegetation, and any other significant natural features, such as, but not limited to, water bodies, drainage courses, fresh and salt water marshes, coastal dunes, bluffs. Beaches, escarpments, overlook areas and wildlife habitats, must be and every good faith effort made to preserve, maintain and enhance same.

(4) The location of any existing cultural features, such as paleontological and archeological remains, old trails, agricultural fields, historic buildings and sites or those that contribute to the rural character of the community or possess a unique and/or identifiable feature.

(c) Existing structures and utilities.

(1) Outlines and locations of all existing buildings, structures and uses including the area, as expressed in square feet, for each floor of all existing buildings, structures and uses as well as dimension of property line setbacks to and dimensions between, each building, structure and/or use.

(2) Paved areas, including parking areas, loading areas, sidewalks, curb cuts, curbing and vehicular access between the site and public streets. Layout of existing parking and loading areas shall include dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement, existing curb cuts, traffic safety devices drainage structures and their respective specifications.

(3) Locations, dimensions, grades and flow direction of any existing culverts or waterlines, as well as other underground and aboveground utilities within and adjacent to the property.

(4) Other existing development, including but not limited to fences; fire hydrant, cistern, well or other fire-protection device; landscaping and screening; signs and outdoor lighting. Data for all

existing lighting as required by code section 108-254 shall be included.

(5) The location and use of all buildings and structures within 200 feet of the boundary of the subject property.

(6) Photographs of all faces of existing structures on the site.

(d) Proposed development.

(1) The location and finished floor elevations of proposed buildings, structures and/or uses and/or additions to existing buildings and/or structures, including the area, as expressed in square feet, for each floor of all proposed buildings, structures and uses and indicating setbacks from all property lines and horizontal distances from existing building, structures or uses.

(2) The location of proposed paved areas, including parking areas, loading areas, sidewalks, curb cuts, curbing and vehicular access between the site and public streets. Layout of proposed parking and loading areas shall include proposed dimensions of spaces, aisles and street approaches, the general circulation pattern with directional movement, proposed traffic safety devices, drainage structures and their respective specifications. The method used for computing parking and drainage requirements shall be included.

(3) The location, direction, mounting height, power and time of use for any proposed outdoor lighting or public-address systems. All data required by code section 108-254 for all proposed lighting shall be included;.

(4) The location, including setbacks for freestanding signs, and plans for any outdoor signs which must be in accordance with applicable sign regulations.

(5) Grading and drainage plans shall be based on a two-inch rainstorm retention for under one acres of ground disturbance and shall be based upon New York State Department of Environmental Conservation regulations for one acre or more of ground disturbance; drainage calculations, contours and spot grade elevations to be shown. Any proposed regrading of the site must be shown.

- (6) Landscaping, buffering and street tree plans, including material size, quantity and location. A landscaping schedule including common and scientific names of plantings shall also be included.
- (7) The location of water and sewer mains, all utilities including electrical service, gas, and cablevision installations; locations of water valves and hydrants and/or any alternate means of water supply and sewage disposal and treatment; fire hydrant, cistern, well or other fire-protection devices.
- (8) The locations of all outdoor storage areas for materials, vehicles, supplies, products or equipment if allowed by this chapter, the maximum height of such storage, and that such areas are adequately fenced or screened.
- (9) A table which demonstrates compliance, or the extent of non-compliance, with the Schedule of Dimensional Regulations for the applicable zoning district unless waived by the applicable reviewing Board;
- (10) Elevation plans for all faces of all buildings and structures at an appropriate scale including cornice, trim, window, door, and column details; building colors and materials; heights of buildings and structures; photographs of the site showing neighboring structures; and any proposed signage;
- (11) Techniques by which topographic, natural, and cultural features found in subsections 108-132.2(b) (1), (3), and (4) above may be preserved on site, so as to maintain the prevailing character of the area;
- (12) If the development is to be phased, the site plan shall show and label all phases of the ultimate development;
- (13) Any other information deemed by the Planning Board to be necessary to determine conformity of the site plan with the spirit and intent of this chapter.
- (14) Unless waived by the applicable reviewing Board, plans for all required improvements must be submitted by a professional engineer or licensed architect or, if appropriate, a registered landscape architect. Installation of such improvements must be under the direct supervision of a registered architect or licensed engineer.

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

Dated: Riverhead, New York
December 4, 2012

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

DIANE M. WILHELM, Town Clerk