

Town of Copake Highway Department

230 Mt. View Road, Copake, New York 12516

*William H. Gregory Jr., Superintendent
Town of Copake Highway Department*

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Highway Department September 2022 Monthly Report:

We hauled in road sand on 8 days

We continued road side mowing

Took delivery of our new tractor and mowing equipment

Spent several days cleaning ditches and culvert pipes after a large rain event

Inter-departmental assistance the Highway Department provided:

Town:

*Erected and painted a stockade fence around the new generator
Set up the parking on the Park soccer field for the Roe Jan Ramble*

Park:

*Erected and painted a stockade fence around the new generator
Prepared the pulling track for the tractor pull. After the pull we repaired the pulling track.
We also moved tables, trash cans and the bandstand before and after the pull.
Painted over graffiti that was painted on the skate park equipment
Burned the grass/weeds that had grown in the ice rink surface*

Inter-municipal Cooperation provided:

Town of Gallatin

We sent 2 trucks on 3 days to haul blacktop for them

Town of Hillsdale

We hauled blacktop millings for them with 2 trucks on 2 days

**TOWN OF COPAKE
ASSESSOR REPORT
LYNN C. HOTALING
SEPTEMBER 2022**

- Processed (20) sales for the month of SEPTEMBER
- Processed (27) Building Permits and (27) COs from Building Inspector
- Processed (5) maintenance notifications from Columbia County Mapping (these include any of the following each month: acreage changes per deeds or surveys filed, splits, mergers, boundary line adjustments)
- Continue to update mailing address changes from owners, school tax collector, town tax collector
- Continued updates to STAR exemptions, credits with NYS
- Attended Assessor Association meeting to discuss sales market, mapping, etc. with NYS CRM and Columbia County Director of Real Property
- Attended assessor trainings for C.E. credits

Lynn C. Hotaling
Assessor

October 12, 2022
Date

Building Department Monthly Report

September 2022

Building Permits issued/renewed	30
Final Inspections	4
Construction Inspections	11
Certificates of Compliance/Occupancy issued	22
Title Searches	8
Voided Title Searches	11
Complaints (New)	1
Complaint Inspections	1
Payments	\$15,655.00

TOWN OF COPEN

RESOLUTION

Number 29 of October 13, 2022

To Adopt Written Procedures Governing Videoconference Meeting Participation by Members of Public Bodies in the Town of Copake and to Amend the Town of Copake Policy Manual

WHEREAS, pursuant to Local Law No. 3 of 2022, the Town Board enacted Article IV of Chapter 12 of the Town of Copake Town Code, entitled “Attendance by Members of Town Boards, Commissions, Committees, and other Public Bodies at Meetings By Videoconference”; and

WHEREAS, pursuant to said Local Law, and in accordance with Public Officers Law § 103-a, the Town Board of the Town of Copake seeks to adopt written procedures governing attendance at meetings via videoconference by members of public bodies of the Town of Copake and by the public; and

WHEREAS, in conjunction with the adoption of such written procedures, the Town Board of the Town of Copake seeks to make corresponding amendments and additions to the Town of Copake Policy Manual; now, therefore,

It is hereby **RESOLVED**, that the Town Board adopts the “Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a” annexed hereto; and

It is hereby further **RESOLVED**, that the Town Board amends the Town of Copake Policy Manual as follows:

1. Section IV, Paragraph A is hereby amended to add the following at the end thereof:

“For purposes of this section, the supervisor, a deputy supervisor, and any board member may be deemed “present” where they are in attendance in person, or are participating by videoconference in accordance with Chapter 12, Article IV of the Town of Copake Town Code and the Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a. Any presiding officer participating by videoconference may yield the responsibility of serving as presiding officer of the meeting to another person that would otherwise be authorized to serve as presiding officer in the absence of such yielding presiding officer.”

2. Section IV, Paragraph D, subparagraph 7 (c) is hereby amended to read in its entirety as follows:

“c. Resolutions shall be introduced by the sponsoring member, followed by discussion, motions, and voting.”

3. Section IV is hereby amended to add a new Paragraph G, to read in its entirety as follows:

“G. Videoconference Participation

In accordance with Article IV of Chapter 12 of the Town of Copake Town Code, any board member (including the supervisor and deputy supervisor) may attend and participate in meetings of the Town Board by videoconference in accordance with the Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a, as may be amended from time to time, a copy of which is included in the Appendices.”

4. A new Appendix L is hereby added to consist of a complete copy of the Procedures for Member Videoconferencing Pursuant to Public Officers Law § 103-a, as adopted herein and as may be amended from time to time.

And it is hereby **FURTHER RESOLVED**, that this Resolution shall be effective immediately upon adoption.

Roll Call Vote The foregoing Resolution, offered by _____ and seconded by _____, was duly put to a roll call vote as follows:

Resolution #29
Dated October 13, 2022
Copake, New York

Roll Call Vote.

Supervisor Mettler
Councilperson Wolf
Councilperson Gansowski
Councilperson Judd
Councilperson Sullivan

Lynn M. Connolly, Town Clerk

(seal)

October 13, 2022

Procedures for Member Videoconferencing

Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Copake Town Board on August 13, 2022, following a public hearing, enacted **Local Law No. 3 of 2022, A Local Law to Authorize Members of Public Bodies of the Town of Copake to Participate in Meetings via Videoconference**, as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that public bodies that permit its members to participate in meetings by videoconferencing from private locations under extraordinary circumstances must first establish written procedures governing member and public attendance.

These procedures shall govern member and public attendance at meetings of the Town of Copake Town Board in which one or more members attend via videoconference pursuant to Local Law No. 3 of 2022. In addition, these procedures shall govern member and public attendance at meetings conducted under authority of Local Law No. 3 of 2022 of all other boards, committees, and commissions of the Town of Copake for which a quorum is required in order to conduct public business and which are subject to the New York State Open Meetings Law (each, and inclusive of the Town Board, as applicable, hereinafter referred to as a “governed body”). Any governed body may, however, adopt its own written procedures governing member and public attendance at meetings conducted under authority of Local Law No. 3 of 2022, providing such written procedures are at least as restrictive as these procedures in terms of member participation and compliance with N.Y. Public Officers Law § 103-a for meeting participation authorized under Local Law No. 3 of 2022.

1. Members of the any governed body shall be physically present at any meeting of such body unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances, as defined herein.
2. The term “extraordinary circumstances” as used herein means and includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. No member of a governed body shall participate via videoconferencing under the authority of Local Law No. 3 of 2022 at more than three (3) monthly meetings in any calendar year.

4. The clerk of each governed body that conducts meetings under authority of Local Law No. 3 of 2022 shall post public notice for any such meeting informing the public that videoconferencing may or will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identifying the physical location for the meeting where the public can attend. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the clerk of such governed body no later than four business days prior to the scheduled meeting, if practicable, in order to ensure that proper notice is given that the meeting may or will be conducted as authorized by Local Law No. 3 of 2022. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the clerk of the governed body shall update its notice as soon as practicable to comply with these requirements.

5. If there is a quorum of members participating at a physical location(s) open to the public, the governed body may properly convene the meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the governed body, but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

6. Except in the case of executive sessions conducted pursuant to POL § 105, the governed body shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

7. The minutes of the meetings conducted pursuant to authority granted by Local Law No. 3 of 2022 shall identify which, if any, members participated by videoconferencing from a private location.

8. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the Town website within five (5) business days following the meeting and shall remain so available for a minimum of five (5) years thereafter.

Procedures for Member Videoconferencing

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TOWN OF COPAKE
2023 BUDGET SUMMARY BY FUND AND SPECIAL DISTRICT
PRELIMINARY BUDGET 2023

<u>FUND</u>	<u>2023 APPROPRIATIONS</u>	<u>2023 REVENUES</u>	<u>APPROPRIATED FUND BALANCE</u>	<u>2023 AMOUNT TO BE RAISED BY TAXES</u>
GENERAL FUND	\$ 1,698,188.00	\$ 727,607.00	\$ 687,000.00	\$ 283,581.00
HIGHWAY FUND	<u>1,404,184.00</u>	<u>446,486.00</u>	<u>111,423.00</u>	<u>846,275.00</u>
TOTAL TOWN	<u>\$ 3,102,372.00</u>	<u>\$ 1,174,093.00</u>	<u>\$ 798,423.00</u>	<u>\$ 1,129,856.00</u> <u>1</u>
<u>SPECIAL DISTRICTS</u>				
LIGHT DISTRICT	15,540.00	-	3,000.00	12,540.00 <u>2</u>
CRARYVILLE FIRE DISTRICT	<u>3</u> -	COUNTY APPORTIONED		-
HILLSDALE-COPAKE FIRE DISTRICT	<u>3</u> -	COUNTY APPORTIONED		-
COPAKE FIRE DISTRICT	<u>4</u> -	-	-	-
ROE JAN LIBRARY	<u>4</u> 66,472.00	-	-	66,472.00
COMMUNITY RESCUE SQUAD	<u>5</u> -	COUNTY CHARGEBACK		-
TOTALS	3,184,384.00	1,174,093.00	801,423.00	1,208,868.00

- 1 - TO BE RAISED BY TAXES AS **TOWN TAX** ON TAX BILL
2 - SEPARATE LINE ON TAX BILL FOR RESIDENTS OF THE DISTRICT
3 - APPORTIONED AT THE COUNTY LEVEL
4 - SEPARATE LINE ON TAX BILL FOR RESIDENTS OF THE DISTRICT
5 - CHARGEBACK THROUGH THE COUNTY

General Fund - Town of Copake
Preliminary Budget
FISCAL YEAR 2023 BUDGET

	2019			2020			2021			2022			2023	
	Adopted Budget	Actual		Adopted Budget	Actual		Adopted Budget	Actual		Adopted Budget	Actual Jan-Aug	Preliminary Budget		
REVENUE														
A1001 - REAL PROPERTY TAXES	283,581	283,581		283,581			283,581			283,581			283,581	
A1090 - INTEREST & PENALTIES	10,000	15,061		10,000	12,564		10,000	9,130		10,000	5,277		10,000	
A1120 - SALES TAX	285,000	606,876		285,000	630,179		263,412	794,847		386,532	470,218		368,018	
A1170 - FRANCHISE TAX	25,000	29,768		25,000	-		25,000	46,327		25,000	48,504		48,500	
A1255 - CLERK FEES	1,000	2,299		1,000	2,920		1,000	2,555		1,000	1,130		1,000	
A1550 - PUBLIC POUND / DOG CONTROL CHR	250	-		250	155		250	60		250	165		250	
A2110 - ZONING FEES	1,831	2,050		1,500	2,461		1,500	4,122		2,300	1,926		2,300	
A2115.1 - PLANNING BOARD FEES	1,300	2,403		1,300	4,325		1,300	1,125		1,300	1,050		1,300	
A2190 - SALE OF CEMETERY LOTS	-	-		-	300		-	-		-	-		-	
A2389 - TOBACCO SETTLEMENT	25,000	28,660		25,000	22,483		25,000	22,326		25,000	32,781		25,000	
A2390 - SUMMER REC SIGN-UP FEES	8,500	9,650		8,500	-		8,500	7,750		7,500	9,550		7,500	
A2391 - SUMMER REC FEES - OTHER	-	-		-	-		-	-		-	7,500		7,500	
A2401 - INTEREST & EARNINGS	5,000	79,170		5,000	22,185		5,000	1,613		-	2,043		1,500	
A2401.1 - INTEREST ON RESERVES	-	-		-	-		-	5,822		-	8,103		2,500	
A2410 - RENTAL OF REAL PROPERTY	1,750	4,165		1,750	800		1,750	875		1,000	1,400		1,000	
A2544 - DOG LICENSES	500	752		500	502		500	697		500	378		500	
A2555 - BUILDING & ALTERATION PERMITS	29,193	62,775		29,333	70,909		29,333	111,188		50,000	58,422		75,000	
A2590 - PERMITS - OTHER	-	125		-	-		-	75		-	-		-	
A2610 - FINES & FORFEITED BAIL	35,000	29,288		25,000	15,222		25,000	34,940		25,000	12,102		15,000	
A2680 - INSURANCE RECOVERIES	-	13,414		-	1,072		-	-		-	-		-	
A2701 - REFUND PRIOR YEAR EXPENDITURES	-	683		-	36,847		-	1,733		-	-		-	
A2705 - GIFTS & DONATIONS	1,500	24,000		1,500	31,110		1,500	37,835		-	16,500		16,500	
A2709 - EMPLOYEES CONTRIBUTIONS	993	999		3,064	2,793		3,064	2,184		3,064	815		3,000	
A2750 - AIM RELATED PAYMENTS	-	-		-	11,239		-	1,239		-	-		11,239	
A2770.1 - UNCLASSIFIED REVENUE	-	403		-	284		-	697		-	798		-	
A2770.2 - INTERVENOR FUNDS	-	-		-	-		21,000	21,000		-	-		-	
A2770.3 - UNCLASSIFIED-LAAF	-	-		-	-		-	-		-	-		30,000	
A3001 - STATE AID REVENUE SHARING	11,000	11,239		11,000	279		11,000	-		-	-		-	
A3005 - STATE AID MORTGAGE TAX	90,000	187,246		90,000	183,295		90,000	239,854		130,000	148,715		100,000	
A3089 - WATER WAY GRANT	40,000	2,521		40,000	-		40,000	40,000		-	-		-	
A3401 - PUBLIC HEALTH WASTEWATER GRANT	-	-		-	-		-	9,920		-	-		-	
A3820 - STATE AID YOUTH PROGRAMS	700	1,429		1,429	-		1,429	-		-	-		-	
A5031 - INTERFUND TRANSFER	-	-		-	-		-	400		-	-		-	
A914 - ASSIGNED APPROPRIATED FUND BALANCE	-	-		-	-		-	-		-	-		687,000	
TOTAL REVENUE	857,098	1,398,557		849,707	1,335,505		849,119	1,681,894		952,027	1,110,956		1,698,188	
APPROPRIATIONS														
A10101 - LEGISLATIVE PERSONNEL SERVICES	14,420	14,420		14,420	10,815		14,420	14,420		19,000	12,667		19,000	
A10104 - LEGISLATIVE CONTRACTUAL	2,000	1,195		2,000	1,353		2,000	1,345		2,000	-		2,000	

General Fund - Town of Copake
Preliminary Budget

FISCAL YEAR 2023 BUDGET

A11101 - COURT PERSONNEL SERVICES	35,100	33,226	35,350	33,899	35,350	33,892	41,680	27,110	24,000
A11101.1 - COURT CLERK	-	-	-	-	-	-	-	0	20,800
A11104 - COURT CONTRACTUAL	6,425	7,233	6,425	2,147	6,425	4,724	6,500	3,324	6,500
A12201 - SUPERVISOR PERSONNEL SERVICES	12,875	12,875	12,875	12,875	12,875	12,875	14,000	9,333	14,000
A12301 - MUNICIPAL EXECUTIVE	-	-	-	-	-	-	35,000	-	28,500
A12204 - SUPERVISOR CONTRACTUAL	250	26,961	250	32,341	250	124	1,000	1,409	1,000
A13204 - ACCOUNTANT CONTRACTUAL	19,000	-	20,000	-	20,000	21,126	20,000	11,786	15,800
A13211 - BOOKKEEPER PERSONNEL SERVICES	8,000	-	8,000	-	9,000	5,836	-	1,519	-
A13214 - BOOKKEEPER CONTRACTUAL	1,960	-	2,000	-	2,000	3,000	9,000	5,750	4,000
A13401 - BUDGET PERSONNEL SERVICES	1,500	-	1,500	-	1,500	1,500	1,500	1,000	1,500
A13404 - BUDGET CONTRACTUAL	-	-	-	-	-	-	-	-	-
A13551 - ASSESSOR PERSONNEL SERVICES	36,000	34,596	37,000	34,631	37,000	37,960	40,000	25,105	31,000
A13551.1 - ASSESSOR CLERK	-	-	-	-	-	-	-	-	9,000
A13551.1 - BAR CLERK	-	-	-	-	-	-	-	-	500
A13554 - ASSESSOR CONTRACTUAL	6,150	860	5,150	985	5,150	6,025	6,100	-	6,100
A14101 - CLERK PERSONNEL SERVICES	41,544	38,780	41,544	37,567	55,000	54,589	55,000	36,165	45,500
A14101.1 - DEPUTY CLERK	-	-	-	-	-	-	-	-	12,690
A14104 - CLERK CONTRACTUAL	3,210	5,735	3,210	1,039	3,210	2,316	3,210	1,429	3,000
A14204 - LAW CONTRACTUAL-SOLAR	50,000	14,495	50,000	42,480	62,000	59,332	128,500	35,612	75,000
A14204 - LAW CONTRACTUAL-GENERAL	-	-	-	-	-	-	-	-	45,000
A14204 - LAW CONTRACTUAL-LAND USE	-	-	-	-	-	-	-	-	7,200
A14204 - LAW CONTRACTUAL-MISCELLANEOUS	-	-	-	-	-	-	-	-	5,000
A14404 - ENGINEER CONTRACTUAL	5,500	-	5,500	-	9,000	18,364	30,000	8,947	30,000
A16201 - OPERATION OF PLANT PERS SERVICE	15,500	15,500	15,750	15,750	15,750	15,750	17,917	11,945	18,860
A16202 - OPERATION OF PLANT EQUIPMENT	8,000	-	8,000	-	8,000	25,346	8,000	19,446	190,000
A16203 - OPERATION OF PLANTS	2,500	-	2,500	-	2,500	1,859	-	1,865	-
A16204 - OPERATION OF PLANT CONTRACTUAL	38,000	27,534	38,000	31,904	30,000	45,832	34,500	42,562	60,000
A16704 - CENTRAL PRINT/MAIL CONTRACTUAL	15,000	6,146	15,000	12,202	12,000	14,282	13,000	8,119	15,000
A16802 - CENTRAL DATA PROC EQUIPMENT	10,000	7,896	8,000	629	4,000	-	8,000	3,697	-
A16804 - CENTRAL DATA PROC CONTRACTUAL	10,000	8,467	10,000	10,586	8,000	8,438	9,000	8,902	12,000
A19104 - UNALLOCATED INSURANCE	37,000	37,518	39,000	43,405	45,000	39,008	45,000	42,379	45,000
A19204 - MUNICIPAL DUES CONTRACTUAL	1,000	2,000	1,000	-	1,000	-	1,000	2,000	1,000
A19904 - CONTINGENCY	40,000	-	40,000	-	40,000	-	40,000	-	40,000
A35101 - ANIMAL CONTROL PERSONNEL SERV	3,850	3,850	4,000	4,070	4,000	4,001	4,250	2,833	4,250
A35104 - ANIMAL CONTROL CONTRACTUAL	2,500	-	2,500	35	2,500	685	2,250	790	2,250
A36201 - SAFETY INSPECTION PERSONNEL SER	24,500	23,241	24,750	23,498	44,000	32,546	36,313	24,356	32,500
A36201.1 - SAFETY INSPECTION ADMIN ASST	-	-	-	-	-	-	-	-	5,634
A36204 - SAFETY INSPECTION CONTRACTUAL	2,500	4,615	2,500	816	1,840	1,657	2,000	2,981	1,600
A40201 - REGISTRAR OF VITAL PERSONNEL	-	-	-	-	-	320	750	-	750
A40204 - REGISTRAR OF VITAL CONTRACTUAL	1,000	370	1,000	1,260	1,000	670	-	-	-
A50102 - STREET CAPITAL OUTLAY	-	-	-	-	-	-	-	5,779	12,000
A50101 - STREET ADMIN PERSONNEL SERVICES	61,477	78,206	62,400	69,314	63,648	69,599	65,557	41,603	66,868
A50104 - STREET ADMIN CONTRACTUAL	500	250	500	300	500	300	500	300	500
A5102 - MAINTENANCE OF STREETS-CAPITAL	-	-	-	-	-	140,872	-	110,481	-

FISCAL YEAR 2023 BUDGET

[illegible]

Highway Fund - Town of Copake
Preliminary Budget
FISCAL YEAR 2023 BUDGET

	2019		2020		2021		2022		2023	
	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual Jan-Aug	Preliminary Budget	
REVENUE										
DA1001 - REAL PROPERTY TAXES	846,275		846,275	846,275	846,275	846,275	846,275		846,275	846,275
DA1120 - SALES TAX	157,000	157,000	157,000	157,000	160,847	160,847	243,008	-		240,000
DA2300 - TRANSPORTATION SERVICES	15,550	13,387	15,550	9,931	15,550	5,863	9,500	9,427		9,500
DA2401 - INTEREST & EARNINGS	300	-	300	-	300	14	-	18		100
DA2655 - SCRAP METAL SALES	643	918	643	510	-	928	-	883		1,000
DA2665 - SALE OF EQUIPMENT	15,000	19,900	15,000	-	15,000	14,200	-	-		20,000
DA2680 - INSURANCE RECOVERIES	-	-	-	1,896	-	1,896	-	-		-
DA2709 - EMPLOYEE MEDICAL REIMBURSEMENT	6,105	6,609	7,327	-	7,327	-	7,327	-		6,500
DA2770 - UNCLASSIFIED	-	3,811	-	126	-	-	-	-		-
DA3501 - STATE AID CHIPS	131,185	185,999	131,185	148,792	131,185	289,730	131,185	-		189,386
DA599 - APPROPRIATED FUND BALANCE	25,000	-	25,000	-	25,000	-	-	-		111,423
TOTAL REVENUE	1,197,058	1,233,899	1,198,280	1,164,530	1,201,484	1,319,753	1,237,295	856,603		1,404,184
APPROPRIATIONS										
DA51101 - PERSONNEL SERVICES	170,198	158,754	173,154	150,292	176,777	166,513	182,808		149,786	186,202
DA51104 - GENERAL REPAIRS CONTRACTUAL	269,000	207,842	269,000	298,164	269,000	223,572	269,000	379,292		303,039
DA51122 - IMPROVEMENTS CHIPS	131,185	185,999	131,185	185,990	131,185	289,730	131,185	282,448		169,386
DA51302 - EQUIPMENT	10,000	246,681	10,000	168,484	10,000	194,498	75,000	84,900		150,000
DA51304 - CONTRACTUAL	84,039	93,739	84,039	101,571	84,039	111,014	84,039	63,129		100,000
DA51401 - LONGEVITY PERSONNEL SERVICES	4,900	3,200	4,900	3,600	4,900	2,000	1,550	400		1,600
DA51421 - SNOW REMOVAL PERSONNEL SERVICES	187,301	200,856	189,725	167,978	193,582	188,925	197,807	79,634		201,657
DA51424 - SNOW REMOVAL CONTRACTUAL	118,000	128,565	118,000	47,444	118,000	83,973	118,000	42,761		118,000
DA90108 - STATE RETIREMENT	60,297	48,882	60,297	40,082	50,000	50,000	40,000	-		30,000
DA90308 - SOCIAL SECURITY	28,400	27,221	28,900	25,228	28,900	27,792	29,236	17,227		30,000
DA90588 - DISABILITY INSURANCE	300	183	300	314	300	154	300	-		300
DA90608 - MEDICAL INSURANCE	125,068	110,008	120,410	109,756	126,431	113,490	100,000	76,852		105,000
DA90908 - OTHER BENEFITS-UNIFORMS	8,370	6,825	8,370	9,898	8,370	8,284	8,370	3,985		9,000
TOTAL APPROPRIATIONS	1,197,058	1,418,755	1,198,280	1,308,801	1,201,484	1,459,944	1,237,295	1,180,413		1,404,184
NET SURPLUS/DEFICIT	-	(184,856)	-	(144,271)	-	(140,191)	-	(323,810)		-

Light Fund - Town of Copake
Preliminary Budget
FISCAL YEAR 2023 BUDGET

	2019		2020		2021		2022		2023
	Adopted Budget		Adopted Budget		Adopted Budget	Actual	Adopted Budget	Actual Jan-Aug	Preliminary Budget
REVENUE									
SL1001 - REAL PROPERTY TAXES	12,540		12,540		12,540	12,540	12,540	12,540	12,540
SL599 - UNAPPROPRIATED FUND BALANCE	3,000		3,000		3,000	-	3,000		3,000
TOTAL REVENUE	15,540		15,540		15,540	12,540	15,540	12,540	15,540
APPROPRIATIONS									
SL1824 - CONTRACTUAL LIGHTING	15,540		15,540		15,540	16,373	15,540	10,039	15,540
TOTAL APPROPRIATIONS	15,540		15,540		15,540	16,373	15,540	10,039	15,540
NET SURPLUS/DEFICIT	-		-		-	(3,833)	-	2,501	-

Equalized Total Assessed Value 1,131,794,716

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
2100	NYS - GENERALLY	RPTL 404(1)	19	14,213,500	1.26
3100	CO - GENERALLY	RPTL 406(1)	2	620,000	0.05
3500	TOWN - GENERALLY	RPTL 406(1)	11	5,020,000	0.44
3800	SCHOOL DISTRICT	RPTL 408	3	52,896,625	4.67
35110	NONPROF CORP - RELIG(CONST PR	RPTL 420-a	7	3,496,625	0.31
35120	NONPROF CORP - EDUCL(CONST PR	RPTL 420-a	1	119,000	0.01
35210	NONPROF CORP - HOSPITAL	RPTL 420-a	1	650,000	0.06
35230	NONPROF CORP - MORAL/MENTAL IN	RPTL 420-a	13	20,171,375	1.78
35300	NONPROF CORP - SPECIFIED USES	RPTL 420-b	15	7,567,500	0.67
26050	AGRICULTURAL SOCIETY	RPTL 450	1	457,625	0.04
26100	VETERANS ORGANIZATION	RPTL 452	2	71,875	0.01
26400	INC VOLUNTEER FIRE CO OR DEPT	RPTL 464(2)	2	3,368,750	0.30
27350	PRIVATELY OWNED CEMETERY LANI	RPTL 446	6	1,328,875	0.12
41120	ALT VET EX-WAR PERIOD-NON-COMI	RPTL 458-a	57	2,009,175	0.18
41130	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	37	2,114,875	0.19
41140	ALT VET EX-WAR PERIOD-DISABILI	RPTL 458-a	15	900,638	0.08
41160	COLD WAR VETERANS (15%)	RPTL 458-b	10	142,500	0.01
41691	VOLUNTEER FIREFIGHTERS AND AM	RPTL 466-c,d,e,f,g,h&i	5	17,813	0.00
41700	AGRICULTURAL BUILDING	RPTL 483	3	129,125	0.01
41720	AGRICULTURAL DISTRICT	AG-MKTS L 305	158	63,815,058	5.64
41800	PERSONS AGE 65 OR OVER	RPTL 467	66	6,545,306	0.58
41930	DISABILITIES AND LIMITED INCOM	RPTL 459-c	2	153,044	0.01
47460	FOREST LAND CERTD AFTER 8/74	RPTL 480-a	3	1,106,250	0.10
47611	BUSINESS INVESTMENT PROPERTY	RPTL 485-b	1	211,768	0.02
49500	SOLAR OR WIND ENERGY SYSTEM	RPTL 487	1	89,963	0.01

Equalized Total Assessed Value 1,131,794,716

Exemption Code	Exemption Name	SYSTEM CODE	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
0000			STATUTORY AUTH NOT DEFINED	5	2,515,000	0.22
Total Exemptions Exclusive of System Exemptions:						
				441	187,217,263	16.54
Total System Exemptions:						
				5	2,515,000	0.22
Totals:						
				446	189,732,263	16.76

Values have been equalized using the Uniform Percentage of Value. The Exempt amounts do not take into consideration, payments in lieu of taxes or other payments for municipal services.

Amount, if any, attributable to payments in lieu of taxes: _____

LOCAL GOVERNMENT EXEMPTION IMPACT REPORT

(for local use only — not to be filed with NYS Department of Taxation & Finance - Office of Real I

Date: _____

Taxing Jurisdiction:

Fiscal Year Beginning:

Total equalized value in taxing jurisdiction: \$

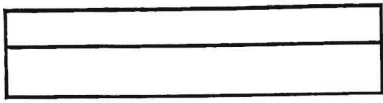
[illegible]

RP-495 PILOT (9/08)

Property Tax Services)

**Payments in Lieu of Taxes
(PILOTs) (Column E)**

		Totals	





NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

INSTRUCTIONS FOR APPLICATION FOR
LOCAL GOVERNMENT EXEMPTION IMPACT REPORT
(Real Property Tax Law Section 495)

Chapter 258 of the Laws of 2008 added Section 495 to the Real Property Tax Law requiring counties, cities, towns, villages and school districts to attach to their tentative/preliminary budgets an exemption report. The measure is effective October 5, 2008 and applies to budgets for fiscal years commencing on and after that date.

Notice of the report is required to be included in any notice of the preparation of the budget otherwise required by law. Also, the report is required to be posted on any bulletin board maintained by the budgeting authority for public notices and on any website maintained by the budgeting authority. In addition to being attached to the tentative/preliminary budget, the report also will be part of the final budget.

The exemption report is required to show how much of the total assessed value on the final assessment roll used in that budgetary process is exempt from taxation. (Due to the timing of school district budgeting, school districts may need to use the latest final assessment roll). The law requires exemption reports to include:

- Every type of exemption granted by the taxing authority, and the cumulative impact of each type of exemption (in either dollar amount of assessed value or as a percentage of the total assessed value on the roll);
- The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; and
- The cumulative impact of all exemptions granted.

Exemption categories that are less than one percent of the value of the entire roll can be grouped together as one category and labeled as "other" or some other appropriate title.

More information -- including questions and answers, the law itself and a sample report -- is available online: <http://www.tax.ny.gov/research/property/exempt/exemptionreporting.htm>.

The following instructions correspond to the information requested on the RP-495 and RP-495 PILOT forms.

Date – Date report prepared

Taxing Jurisdiction – Name of county, city, town, village or school district

Fiscal Year Beginning – The year in which the fiscal year begins (e.g., if the report applies to a municipal budget for the fiscal year beginning January 1, 2009, enter "2009")

Total Equalized Value in Taxing Jurisdiction –

- For cities, towns, village assessing units, school districts within one municipality and non-assessing villages within one municipality - the total equalized value is the total assessed value of all parcels divided by the level of assessment of the municipality on the assessment roll.
- For counties, school districts in more than one municipality, and non-assessing villages in more than one municipality - the total equalized value is the sum of the total equalized values of the municipal segments thereof. For each municipal segment, the total equalized value is the total assessed value of all parcels in the segment divided by the level of assessment of the municipality on the latest assessment roll.

Exemption Code – The 5-digit code that identifies the type of exemption. These codes are issued by the Office of Real Property Tax Services and are available online: http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm. The exemptions for each parcel are identified by these 5-digit codes on the assessment roll.

Exemption Description – Title of the exemption (e.g. Enhanced STAR, Senior Citizens, State-owned, County-owned, Industrial Development, Farm Building, etc.) are also available from http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm. The description can also be the exemption title used on tax bills.

Statutory Authority – The section of the law authorizing the exemption. This can also be found online http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm.

Number of Exemptions – The total count of parcels receiving this exemption in the taxing jurisdiction

Total Equalized Value –

- **For cities, towns, village assessing units, school districts within one municipality and non-assessing villages within one municipality** - the total equalized value is the sum of the exempt assessed values of all parcels with this exemption divided by the level of assessment of the municipality on the assessment roll.
- **For counties, school districts in more than one municipality, and non-assessing villages in more than one municipality** – the sum of total equalized exempt value of each municipal segment for each individual exemption code. For each municipal segment, the total equalized value is the sum of the exempt assessed values of all parcels with this exemption divided by the level of assessment of the municipality on the assessment roll.

Percentage of Value Exempted – The total equalized value in Column E divided by the Total Equalized Value in the Taxing Jurisdiction listed above.

Amount, If Any, Attributed to Payments in Lieu of Taxes (PILOTs) – The total amount of all PILOTs, as listed on the RP-495-PILOT. Taxing jurisdictions without PILOTs will enter "0" and not complete the RP-495-PILOT.

RP-495-PILOT – Each PILOT agreement is listed under one or more exemptions. Similar to the RP-495, the code(s) for each PILOT is listed with accompanying information, as described above. No equalization is necessary because the PILOTs are made in actual dollar amounts.

LOCAL GOVERNMENT EXEMPTION IMPACT REPORT

(for local use only -- not to be filed with NYS Department of Taxation & Finance - Office of Real Property Tax Services)

Date: _____

Taxing Jurisdiction: _____

Fiscal Year Beginning: _____

Total equalized value in taxing jurisdiction: \$ _____

[illegible]

DRAFT for INTRODUCTION

TOWN OF COPAKE

Local Law No. __ of 2022

**A Local Law to Amend the Copake Zoning Code
in Relation to Cannabis Retail Businesses**

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF COPAKE AS FOLLOWS:

Section 1. Purpose and legislative intent.

The State of New York has recently enacted the New York Cannabis Law, which allows the sale of cannabis and cannabis products and provides for the licensing of, among other things, Cannabis Dispensaries. The Cannabis Law also provides that “towns, cities and villages may pass local laws and regulations governing the time, place and manner of the operation of licensed adult-use cannabis retail dispensaries, provided such law or regulation does not make the operation of such licensed retail dispensaries unreasonably impracticable.” Pursuant to this authority, and in accordance with subdivisions C.(3) and C.(5) of section 232-1 of the Copake Zoning Code, which enumerate as purposes of the Copake Zoning Code: “To provide adequate and suitably located commercial facilities” and “To encourage agriculture to continue as a land use activity in the Town because of its importance to the local economy and the preservation of open space,” this local law is enacted to allow the establishment of Cannabis Dispensaries, in locations and manners consistent with the zoning and land use goals of the Town of Copake.

§ 2. Enacting authority.

This local law is enacted pursuant to the New York Municipal Home Rule Law, section 131 of the New York Cannabis Law, and chapter 232 of the Code of the Town of Copake, as authorized by the New York State Constitution, the New York Municipal Home Rule Law, Article 16 and other relevant provisions of the Town Law of the State of New York, and the Code of the Town of Copake.

§ 3. The following definition is added to section 232-3 of the Code of the Town of Copake:

CANNABIS DISPENSARY: A commercial retail establishment operating under license of the New York State Cannabis Control Board, authorized to engage in the retail sale of cannabis products for off-site consumption, but in no case permitted or authorized to allow the on-site consumption of cannabis or cannabis products.

§ 4. Table 2 of Chapter 232 of the Code of the Town of Copake (“Table of Use Regulations”) is amended as follows:

The use entitled “Cannabis Dispensary” is added to Table 2 of Chapter 232 of the Code of the Town of Copake (“Table of Use Regulations”) as Business Uses permitted in the HB

(Hamlet Business), HW-B (Highway Business), and MU (Mixed Use) zoning districts contingent upon securing a special use permit and site plan review approval.

§ 5. A new section 232-16.2.1, entitled “Cannabis Businesses” is added to Chapter 232 of the Code of the Town of Copake, as follows:

- A. The hours of operation of a Cannabis Dispensary during which the establishment may be open to the public and retail sales may be carried out shall be limited to the hours between 9:00 AM and 9:00 PM.

§ 6. Effective Date.

This law shall become effective immediately upon filing with the Secretary of State.

END.

From: **Howard Blue** <copaketownhistorian@gmail.com>
Date: Thu, Sep 29, 2022 at 12:09 PM
Subject: Intern from the Geneseo Center for Local and Municipal History
To: Jeanne Mettler <copakesupervisor@townofcopake.org>, Terry Sullivan <tsullivan@townofcopake.org>, Jeffrey Judd <jjudd@townofcopake.org>, Stosh Gansowski <sgansowski@townofcopake.org>, Richard Wolf <rtwolf@townofcopake.org>

Dear Town Board member,

I recently applied to have a summer intern to the program described below. Because the town does not have to provide anything at all to the intern. It did not occur to me to notify you right away. However, a couple of days ago, when I informed Jeanne about my application, she advised that I should have done so. I apologize that I did not realize that.

In any case, if my application is approved, I believe the town will benefit nicely from having another person working to bring out even more information about its history.

Sincerely,

Howard Blue
Copake Town Historian

From: Michael Leroy Oberg <oberg@geneseo.edu>

Sent: Tuesday, September 13, 2022 1:56 PM

Subject: Geneseo Center for Local and Municipal History Internship Opportunity

I would like to invite you to participate in the Gardiner Foundation Semiquincentennial Summer Fellowship Program. We are soliciting applications from government-appointed historians across New York State. This exciting program will place college student fellows in your office in the summer of 2023 or 2024 to work with you on public-facing projects commemorating the 250th anniversary of American Independence. We would love to be of assistance!

Funded by the Robert David Lion Gardiner Foundation, this program will offer fellowships to fifty students from seven colleges and universities (Canisius College, Cornell University, Brooklyn College (CUNY), SUNY Geneseo, SUNY New Paltz, SUNY Potsdam, and Stony Brook University). If you are selected, we will pay you \$500 dollars for your work with a Gardiner Foundation Semiquincentennial Summer Fellow. The Geneseo Center for Local and Municipal History at SUNY Geneseo will pay the student fellows. Faculty mentors from the participant colleges and universities and the program director will visit each student fellow during the summer to provide advice and support. Each student will be available to work approximately 150 hours over the course of

the summer of 2023 or 2024.

The Geneseo Center for Local and Municipal History, this project's headquarters, shares with local historians a simple but important goal: to present history to as large an audience as possible. The program will benefit local historians by providing them with the energy, commitment and expertise of the program's faculty mentors and their talented student fellows. I hope we can all work together to contemplate the layered meanings of the revolution and American independence in myth, memory, and history as we approach its 250th anniversary.

Among the questions you might consider for this ambitious program are:

How have New Yorkers defined "life, liberty, and the pursuit of happiness" over the 250 years since American Independence?

- What have New Yorkers meant when they asserted their belief that "all men are created equal" and how have those meanings changed over time?
- How have New Yorkers remembered the American Revolution, and its conflicting legacies, since 1776?

More broadly, we feel reflection on the meaning of independence will encourage salutary community conversations about these broader questions:

How did we get here? What historical forces have made our community the way it is?

- What are the historical sources of the challenges we face as members of communities?
- How can we confront those challenges effectively, and what have we tried before?
- What obligations do we have as members of our communities to those who came before us?
- How well have we lived up to the highest ideals of the American Revolution?

We believe a community-wide reflection on the meaning of independence will help increase civic engagement, produce a more historically informed public, and help contribute to a deeper understanding of the American Revolution and its ambivalent legacy as the 250th anniversary of Independence approaches. We are excited to work with you and have our student fellows assist you.

If you are interested in applying, please fill out the following form online,

[Gardiner Foundation Semiquincentennial Summer Fellowship—Historian's Application](#)

or you may print out the attached form and mail it to

Michael Oberg
Center for Local and Municipal History
Department of History
SUNY Geneseo
Geneseo, NY, 14454

If you have any questions or concerns, you can reach me at (585)245-5730 or by email to localhistory@geneseo.edu.

--

Michael Leroy Oberg
Distinguished Professor
Department of History
Geneseo Center for Local and Municipal History
State University of New York, College at Geneseo
Geneseo, NY, 14454

oberg@geneseo.edu

www.MichaelLeroyOberg.com
(585) 245-5730

SUNY-Geneseo stands on land that is part of the historic homeland of the Seneca Nation of Indians and the Tonawanda Seneca Nation.



**AGREEMENT FOR
ENHANCED POLICE SERVICES**

THIS AGREEMENT, made the _____ day of _____, 2022, by and between

THE COUNTY OF COLUMBIA, a municipal corporation organized under the laws of the State of New York, with offices located at 401 State Street, Hudson, New York 12534, hereinafter referred to as the "County", party of the first part; and

THE TOWN OF COPENAK a municipal corporation organized under the laws of the State of New York with a mailing address of 230 Mountain View Road, Copake, New York 12516, hereinafter referred to as the "Town", party of the second part.

WITNESSETH

WHEREAS, the "Town" has determined that a need exists for a more consistent police presence in order to meet its general obligation to protect the safety, well being, and property of the inhabitants and visitors within its geographical boundary, and;

WHEREAS, each party hereto may provide police protection as a governmental function, and;

WHEREAS, The Columbia County Board of Supervisors has authorized the Sheriff, at his discretion and upon execution of a contract, to provide enhanced police protection to the local municipalities located within Columbia County so long as the County is reimbursed for 100% of the County's cost for such service, and;

WHEREAS, the Town desires enhanced law enforcement services meaning a more constant and consistent presence of sworn Sheriff's Office personnel in the Town for the purpose of enforcing the NYS Penal Law, NYS Vehicle and Traffic Law, local laws, and insuring a higher quality of life.

NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties agree as follows:

1. The Sheriff of Columbia County will provide the Town with enhanced police services as described above. The enhanced police protections will minimally consist of a patrol car with one or more deputies patrolling the Town and/or providing stationary service such as, for example, vehicle and traffic law enforcement.
2. The Town Supervisor and Sheriff shall meet from time to time, on reasonable notice to discuss the number of days, times, and hours of enhanced patrol needed to meet the needs of the Town. This understanding shall be initialed and dated by each party and attached as Schedule "A" to this agreement. The Town shall pay the actual hourly rate of the deputies assigned, including overtime if applicable, any additional costs of liability insurance, and a fee of 58.5 cents (\$.58.5) per mile of patrolling. For enhanced police protection, the Town will be charged a minimum of four (4) hours. In the event that the cost of providing these services increases, the Sheriff may unilaterally increase fees upon ten (10) days notice.
3. The Sheriff will consider the Supervisors opinions regarding policing in the Town, but the Sheriff shall have sole discretion on the manner in which the services are provided taking into account his professional opinion, best practices, and the implication of any collective bargaining agreement.
4. The County shall also provide the local justice court security during regularly, scheduled, sessions. The County shall be paid the actual hourly wages of the assigned deputies, mileage to and from court, and any added costs for liability

insurance. For justice court security, the Town will be charged a minimum of three (3) hours.

5. Should an Emergency arise, at the sole discretion of the Sheriff, the enhanced patrols may be reassigned to another area of the County, but shall return as soon as practicable. The Town will not be responsible to make payment for the time the deputy or deputies are away on an emergency call.
6. The County currently maintains liability insurance, automobile insurance, and workers' compensation insurance. Likewise, the Town shall have liability insurance covering the activities contemplated under this agreement, and the underwriters shall have no rights of recovery or subrogation against the County of Columbia. Further, the Town shall hold harmless and indemnify the County, the Sheriff, and the Sheriff's deputies for any claims or torts arising out of the performance of this agreement.
7. The Town shall make payment on a monthly basis. The Sheriff shall submit the request for payment in the form required by the Town. The County may terminate services immediately upon the Town's failure to remit payment.
8. The agreement between the parties shall commence on _____ and either party may cancel this agreement by giving the other party thirty (30) days written notice either by personal service, or certified mail, return receipt requested. Contract terminates on February 28th, 2023.

IN WITNESS WHEREOF, the County of Columbia and the Town of Copake have executed this Agreement as of the date(s) written below.

THE COUNTY OF COLUMBIA

By: _____ Date: _____
Matt B. Murell
Chairman of the Columbia County Board of Supervisors

By: _____ Date: _____
Donald J. Krapf
Columbia County Sheriff

By: _____ Date: _____
Jeanne E. Mettler
Coapke Town Supervisor

“ Schedule A”

A meeting will be conducted to discuss the terms of the Enhanced Enforcement Patrol between the Columbia County Sheriff's Office and the Town of Copake.

The agreement previously discussed and both parties agreed to the following terms: Patrols will be assigned to work one (1) weekday shift 7:00am – 3:00pm (B Line) and one (1) weekend day shift on Saturday 7:00am – 3:00pm (B Line) in the Town of Copake.

The shifts may vary if agreed upon between the Town and the Sheriff or his designee

Requests for extra patrols can be requested by the Supervisor to the Sheriff directly.

Sheriff Donald J. Krapf
Columbia County Sheriff

Date

Supervisor Jeanne E. Mettler
Copake Town Supervisor

Date

Town of Copake

Resolution Number 30 of October 13, 2022

Opposition to Proposed Siting of the Shepherd's Run Solar Project within the Taghkanic Creek Watershed

WHEREAS, on August 5, 2020, Hecate Energy Columbia County 1 LLC did file a Preliminary Scoping Statement pursuant to Article 10 of the New York State Public Service Law, by which Hecate detailed its plans to construct Shepherd's Run Solar Facility, to be sited within the Taghkanic Creek Watershed located in the Town of Copake and Hamlet of Craryville, New York; and

WHEREAS, on May 4, 2021 Hecate Energy Columbia County elected to subject its Shepherd's Run proposal to the 94-c permitting process rather than that of Article 10, and did on March 8, 2022 file a siting permit application with the Office of Renewable Energy Siting pursuant to Section 94-c of the New York State Executive Law; and

WHEREAS, Taghkanic Creek is a waterway designated by the State of New York that flows through the Town of Copake and specifically through the Hamlet of Craryville, and does supply water to the City of Hudson and also supports clean drinking water in Taghkanic, Hillsdale, Claverack, and Copake; and

WHEREAS, in 2022 the Columbia Land Conservancy published the Taghkanic Headwaters Conservation Plan, which seeks to protect the Taghkanic Creek and the Taghkanic Creek's Watershed; and

WHEREAS, on August 11, 2022 the Commissioner of the Department of Environmental Conservation announced the completion of the Taghkanic Headwaters Conservation Plan and applauded the Columbia Land Conservancy for their work in producing this Plan; and

WHEREAS, on August 13, 2022, the Town Board of the Town of Copake voted unanimously to approve the Taghkanic Headwaters Conservation Plan; and

WHEREAS, pursuant to the Codes and Regulations of the City of Hudson, the Taghkanic Creek Watershed is specifically protected by state regulation 10 NYCRR 109.1, which states, "No person, including State agencies or political subdivisions having jurisdiction, shall perform any act or grant any permit or approval which may result in the contravention of the standards for raw water quality..."; and

WHEREAS, neither Hecate Columbia County nor the New York State Office of Renewable Energy Siting have sufficiently considered the Taghkanic Headwaters Conservation Plan, the applicability of 10 NYCRR 109.1, or the potential adverse impacts of the construction and operation of the proposed Shepherd's Run facility on the Taghkanic Creek Watershed and the drinking water of Hudson, Taghkanic, Hillsdale, Claverack, and Copake;

NOW, THEREFORE BE IT

RESOLVED that the Town Board of the Town of Copake urges the New York State Office of Renewable Energy Siting to continue to deem the application of Hecate Energy Columbia County 1, LLC incomplete

unless and until Hecate can provide evidence that the construction of Shepherd's Run, and once constructed, the presence of Shepherd's Run, will not negatively impact the Taghkanic Creek Watershed, or the water quality in the City of Hudson or any other Columbia County Town; and it is further.

RESOLVED, that the Town Board of the Town of Copake urges the Columbia County Board of Supervisors to pass a Resolution urging the New York State Office of Renewable Energy Siting to continue to deem the application of Hecate Energy Columbia County 1, LLC incomplete unless and until Hecate can provide evidence that the construction of Shepherd's Run, and once constructed, the presence of Shepherd's Run, will not negatively impact the Taghkanic Creek Watershed, or the water quality in the City of Hudson or any other Columbia County Town.

Roll Call Vote The foregoing Resolution, offered by _____ and seconded by _____, was duly put to a roll call vote as follows:

Resolution #30
Dated October 13, 2022
Copake, New York

Roll Call Vote.

Supervisor Mettler
Councilperson Wolf
Councilperson Gansowski
Councilperson Judd
Councilperson Sullivan

Lynn M. Connolly, Town Clerk

(seal)

October 13, 2022



Department of Taxation and Finance

OFFICE OF REAL PROPERTY TAX SERVICES

To: City Clerks and Town Clerks

From: Educational Services Unit, Office of Real Property Tax Services

Subject: Please report Board of Assessment Review information

It's time to review Board of Assessment Review member appointments and reappointments. If you have not already done so, please check your municipal records to determine which BAR appointments in your municipality have expired and if any vacancies exist. If necessary, please arrange for the BAR appointment item or items to be added to the next board meeting agenda.

After the appointment or reappointment is made

1. Use the attached Board of Assessment Review Member Listing to reflect new information and changes to existing information.
2. Return the form to your County Director of Real Property Tax (RPT) Services. The information you provide will be used to determine the BAR training schedule for the spring of 2023.
3. If, after reviewing the frequently asked questions below, you have questions, please contact your County RPT Director.

Boards of Assessment Review Frequently Asked Questions

Q. What is the purpose of the Board of Assessment Review (BAR)?

A. The BAR's purpose is to guarantee taxpayers' rights by hearing real property assessment complaints (grievances) and arriving at fair and impartial determinations regarding those complaints.

Q. Who must attend training?

A. Initial appointees and re-appointees to the BAR must attend a BAR training session in order to participate in the hearing and determinations of assessment complaints on grievance day.

Note: BAR members who received an extension to complete the training in 2022 must fulfill the training requirement in 2023. ORPTS will not extend the training requirement for a second year.

Q. How are BAR appointments determined?

A. Section 523 of the Real Property Tax Law prescribes BAR appointments. The Town Board or the City Council appoints members for a five-year term of office. Terms of office *must begin on*

October 1 and end on September 30, five years later. Terms should be staggered so that only one term expires each year.

Persons appointed on a date other than October 1 to fill an unexpired term serve until September 30 of the year that term ends.

The BAR must consist of not less than three nor more than five members.

Neither the assessor nor any of his or her staff may be appointed to the board.

In addition, the majority of the board must consist of members who are not officers or employees of the local government or village.

Q. Are there different types of Board of Assessment Review memberships?

A. There are two types of BAR members: regular members (described above), and temporary members.

Regular BAR members make all final determinations regarding assessments (Real Property Tax Law, section 523-a).

Temporary members are appointed to serve on administrative hearing panels. Up to two temporary members can be appointed for each regular member on the BAR. Temporary members:

- ***are appointed to one-year terms,***
- ***are required to attend training every year,*** and
- ***can only make recommendations regarding assessment determinations.***

Q. What if an assessing unit can't find enough qualified members for a BAR?

A. The new subdivision (5) of RPTL section 1537 allows for the county legislature to appoint members to the BAR. An agreement between an assessing unit and a county for assessment review services shall provide for the members of the board of assessment review of the assessing unit *to be appointed by the legislative body of the county upon the recommendation of the county director of the real property tax services.* Each member so appointed shall be a resident of the county but need not be a resident of the assessing unit. The BAR as so constituted shall have the authority to receive, review and resolve petitions for assessment review filed in such assessing unit, and for the corrections of errors therein, to the full extent set forth in article five of this chapter.

Q. Do Board of Assessment Review members receive certificates?

A. Yes. The County RPT Director provides the training and distributes "certificates of attendance" to each BAR member who attends the course. A copy of the certificate is filed with the city or town clerk.

Q. What happens if, after exploring all alternatives with the county director, a BAR member does not attend the training course when required to do so?

A. The BAR member should explore all options with their county director and even the directors of neighboring counties to attend BAR training when they are required to attend. They should always seek alternate training dates or arrangements before using the last resort of applying for an extension.

If a BAR member is unable to attend the courses offered as explained above, due to reasons they cannot control, they must submit a request in writing to the Office of Real Property Tax Services (ORPTS) Educational Services Unit: orpts.edservices@tax.ny.gov. The extension request must be received at least ten working days prior to Grievance Day and must include the **specific** reason for not attending the prescribed training.

If an extension is granted, the BAR member will be notified as soon as possible prior to Grievance Day and will be allowed to participate as a BAR member with the understanding that they must attend the next available training session.

If an extension is denied, the BAR member cannot be counted in determining whether a quorum is present at a meeting of the BAR. Furthermore, such members may not participate in the hearing and determination of complaints.

October 4, 2022

Jeanne Mettler, Supervisor
Copake Town Board
230 Mountain View Road
Copake, NY 12516

Re: Re-appointment of BAR Member William Newcomb

Dear Supervisor Mettler:

The Board of Assessment Review recommends re-appointing William Newcomb to the Board of Assessment Review for a new five year term.

Thank you,

A handwritten signature in black ink, appearing to read "Deborah Cohen", written in a cursive style.

Deborah Cohen, Chair
Board of Assessment Review