

Town of Copake Highway Department

230 Mt. View Road, Copake, New York 12516

*William H. Gregory Jr., Superintendent
Town of Copake Highway Department
copakehighwaydepart@yahoo.com
www.Copake.org*

*Phone: 518-325-4222
Fax: 518-325-4151
Cell: 518-669-6161*

Highway Department April 2022 Monthly Report:

We repaired another section of retaining wall on Lakeview road. This wall was built out of railroad ties by the Copake Highway Department 30 years ago. The ties have begun to rot and holes have developed on the edge of the road. We have contracted Geo-International Stabilization to reinforce the wall with 20 foot anchoring nails, wire mesh and concrete to make a permanent repair.

During the month of April we conducted snow and ice removal operations on one day

We started to remove the sanders and snow plow equipment from our snow removal trucks in preparation for our summer road maintenance projects

Repaired washouts on Lakeview, Valley View, Magley and High Valley Roads

We continued sweeping sand and loose debris off our hard surface roads

We worked with Haupt Tree Service on one day removing large dead trees

Inter-departmental assistance the Highway Department provided:

Park

*We replaced several sections of split rail fence on the Park perimeter
We picked up two loads of baseball field clay in New Jersey and delivered to the park. We then spread it out over two of the ball fields
Repaired the radiator on the park mower
We spread out 30 yards of playground safety mulch in the playground areas*

Town

*We swept and raked the grass around the parking lots where we plow snow;
these include the lots at the Town Hall, Park and Copake Fire House
We set up the radar speed signs. We will move the signs to areas of concern on a weekly basis*

Roe Jan Historical Society

We moved the pews from the museum to storage in West Copake for the summer

Inter-municipal Cooperation included:

Town of Taghkanic

We sent our excavator and man power to assist them in replacing a 48" culvert

**TOWN OF COPEN
ASSESSOR REPORT
LYNN C. HOTALING
APRIL 2022**

- Processed (17) sales for the month of April
- Continued to process mailing address changes from Treasurer's office, owners, and Tax Collector
- Processed Building Permits and COs from Building Inspector
- The 2022 Tentative Roll is finalized, and soon we will begin work on the 2023 roll
- Phone discussions with Attorney Jonathon Tingley regarding Article 78
- Preparation for Grievance Day, May 25, 2022
- Completed B.A.R. Training for Assessor Continuing Ed. credits

Lynn C. Hotaling
Assessor

May 10, 2022
Date

Building Department Monthly Report

April 2022

Building Permits issued/renewed	21
Final Inspections	6
Construction Inspections	15
Certificates of Compliance/Occupancy issued	9
Title Searches	9
Complaints (New)	4
Complaint Inspections	10
Payments	\$13,285.00



Lynn Connolly <copaketownclerk@townofcopake.org>

Monthly dog report

1 message

Kyle Miller [REDACTED]

Tue, May 10, 2022 at 8:00 AM

To: Town of Copake <copakedepsupervisor@fairpoint.net>, Jeanne Mettler <copakesupervisor@townofcopake.org>, stosh1@taconic.net, Town Clerk <townofcopake@fairpoint.net>, "Theresa P Sullivan, Au. D" <macccslpa@aol.com>

Good evening,

I have 2 entries for this last month:

5/7 - Report of a loose white male hound spotted on Yonderview and School Rd. Upon arrival the dog was still roaming loose and I was able to secure him with my snare pole. Luckily he was microchipped and he was reunited with his owners a short while later.

5/8 - Report of missing black male pitbull mix on Yonderview Rd.(unrelated to the prior dog). Found by someone in Hillsdale and reunited with his owners later that day.

Kyle Miller
Dog Control Officer
Town(s) of Austerlitz, Claverack, Copake, Ghent, Hillsdale, and Taghkanic
Cell: (845)407-1367

Town of Copake Highway Department

230 Mt. View Road, Copake, New York 12516

*Highway Superintendent
William H. Gregory Jr.*

*Phone 518-325-4222
Fax 518-325-4151*

May 2022

AGREEMENT FOR EXPENDITURE OF HIGHWAY MONEYS

Agreement between the Highway Superintendent of the Town of Copake, NY and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repairs and improvement of highways, and received from the State for State Aid for the repairs and improvement of highways, shall be expended as follows:

General repairs: The sum of \$269,000 shall be set aside to be expended for primary work and general repairs upon 53.48 miles of town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewals thereof.

General repairs to include: The trimming or removal of dead or dangerous trees. The purchase and application of aggregates (gravel, drainage stone, road sealing stone, gabions etc.). The purchase and application of blacktop. The purchase and installation of culvert pipes. The purchase and application of dust control/road stabilization calcium. The repair/replacement of road signs. Purchase of diesel and gasoline fuels. Other miscellaneous projects.

Permanent Improvements: The sum of \$282,447.59 shall be set aside to be expended on the Permanent Improvements of town highways. Work shall include blacktop paving and single seals of oil and stone.

- (a) Farm Road, commencing at State Route 22 and ending at County Route 7A. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (b) Mountain View Road, commencing at Farm Road and ending at County Route 7A. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.

- (c) Empire Road, commencing at County Route 7 and ending at the Town Line. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (d) Weed Mine Road, commencing at State Route 22 and ending at the Town Line. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (e) Valley View Road, commencing at Weed Mine Road and ending at 1700 feet, additionally commencing at State Route 344 and ending at High Valley Road. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (f) Taconic Street, commencing at County Route 7A and ending at the Dead End. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (g) Snyder Pond Road, commencing at County Route 7A and ending at a distance of 4,450 feet. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (h) Park Side Drive, commencing at Mountain View Road and ending at the Dead End. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (i) Trout Brook Road, commencing at Empire Road and ending at State Route 22. Cost to cover a single seal of oil and stone on the road surface, rental of chip machine, and compaction roller.
- (j) Snyder Pond commencing at County Route 7 and ending at a distance of 5,450 feet a True and Level course of hot mix asphalt .75 inches thick topped by a layer of hot mix asphalt 1.5 inches thick.

Executed in duplicate this _____ day of _____, 2022

Supervisor Mettler

Councilperson Judd

Councilperson Gansowski

Councilperson Richard Wolf

Councilperson Sullivan

Superintendent Gregory

Overview: The Historic Sweet Homestead

Copake, New York



Owner: Catherine Mikic, Owner + Creative Director of Blue Sky Property LLC
Address: 582-614 Center Hill Road, Copake, Columbia County, NY 12516
Zoning: 18.25 acres, zoned rural residential-agricultural, special permit use: agritourism
Tax Map ID: 176.-1-6; Year Built: ca. 1845
Existing Use: Working farmland + multi-residential use - with Agricultural Assessment

Business Mission

Formed in 2020, Blue Sky Property, LLC is a Hudson-based social entrepreneurship, its mission is to preserve and develop historic properties as income-generating assets that are regenerative and self-sustaining. We capitalize on a site's commercial, environmental, and cultural potential for 'purpose over profit' to support localized economies and revitalization.

The Site

The mid-19th century Sweet family homestead in rural Copake, NY is a distressed 18-acre working farm and residential compound that was once part of an original 240-acre farm (today under separate ownership as a tree nursery). The site features a ca. 1845 Greek Revival farmhouse, functionally related outbuildings, historic yards, scenic vistas and working farmland. The homestead and a small complex of barns across the road are being nominated to the National Register of Historic Places as the *Sweet Homestead Historic District*.

Project Vision

Our vision is to create a *living* cultural heritage site – a working farm and community-led venture that supports local livelihoods and serves as a cultural touchstone for Hudson Valley's vibrant organic farming and food sectors. The landscape will be restored with native plantings using water conservation, and vernacular buildings rehabilitated with renewable energy and enhanced passive features to serve as a model for rural land reclamation and community revitalization. Toward this end, we are exploring new shared land ownership models to ensure the site's long-term viability as a working farm and community resource that preserves land access and the agrarian heritage for the town and future generations.

Community Interest

Catherine is Co-Chair of the Town of Copake's Historic Preservation Committee and works closely with the New York State Historic Preservation Office. She is in conversation with potential regional partners such as Columbia Land Conservancy, Hudson Valley Partners for Climate Action, the Copake Economic Development Committee, and other local stakeholders. The site master plan was designed by Appleseed Permaculture, and she works with local farming partner, Deep Roots Farm NY, to implement cover cropping to build soil health.

For more information visit the website: www.sweethomesteadcopake.com.
Catherine Mikic can be reached at Catherine.mikic@gmail.com and 646.594.3194.

ROE JAN RAMBLE ORGANIZING COMMITTEE

% Tom Goldsworthy, Committee Chair
1029 County Route 7A, Hillsdale, NY 12529
tel 518-325-9963 or email roejanramble@gmail.com

May 10, 2022

Via Email

Town Board
Town of Ancram
1416 County Route 7
Ancram, NY 12502

Town Board
Town of Copake
230 Mountain View Road
Copake, NY 12516

Town Board
Town of Hillsdale
2609 State Route 23
Hillsdale, NY 12529

Dear Members of the Town Boards:

We have hopeful plans to hold the Roe Jan Ramble Bike Tour this year, having missed the last two years due to Covid concerns. This year would mark the 10th anniversary of the very first Ramble. We would like the event to take place on Saturday, September 17, 2022, the third Saturday of September as it has in the past.

Being an event held entirely outdoors, we expect conditions to be favorable to hold it safely. We will carefully comply with all New York State Department of Health guidelines and requirements. Should conditions change adversely, we will modify or cancel the event and notify participants immediately.

As we have in prior Rambles, we are writing to request that the three towns again approve this as a "Town sponsored event". We produce the event with no taxpayer funds, and rely entirely on the efforts of our volunteers, with the modest sponsorships of local businesses to defray expenses.

By denoting this as a Town sponsored event, you allow our volunteers to be covered under the Towns' general liability insurance. Our volunteers are local residents who work without pay, the event is not produced by any company or established organization, and the event takes place primarily on local roads and municipal property, therefore it is essential to have coverage under the Town's policies to allow the ride to go forward.

The volunteer organizing committee has decided that **this year's Ramble will be the same as when it was last held in 2019:**

- The routes will go through the three towns of Ancram, Copake and Hillsdale.
- Registration will be free & open to the public to participate.
- We will again encourage donations to the Harlem Valley Rail Trail Association for dedicated use in the three towns.

- All riders must commit to a legal disclaimer & waiver, as well as a separate Covid liability waiver. The language is currently being reviewed by the attorney for the Town of Copake.
- No taxpayer funds will be expended; the cost of the ride is paid for through local business sponsorships.
- Everyone working on the event is a volunteer, and no one receives any pay.
- The ride will begin and end in Copake Memorial Park.
- We expect the ride to begin in the morning around 8 am and last approximately 4-1/2 hours (for the longest route).
- Membership in the planning committee is open to all interested residents of the three towns.

In 2019, we had close to 600 participants, about half of whom were area residents from Columbia and Dutchess counties. 42 local businesses were sponsors of the Ramble in 2019. And we raised in excess of \$20,000 to support the Harlem Valley Rail Trail. We again have plans for lunch to be offered by Community Christmas Baskets Ltd, an affiliate of the Roe Jan Food Pantry, which in 2019 raised an additional \$2,000 in proceeds.

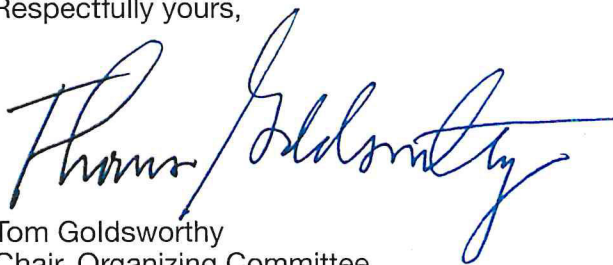
The Ramble is a special community event that has become a seasonal highlight of our area, and it continues to live up to our goals of:

- Engaging the community in an open, healthful and inclusive event
- Encouraging tourism to the three Towns
- Connecting with local businesses, and promoting them
- Raising funds for local initiatives like the Rail Trail
- Presenting the Roe Jan Area in a positive and favorable light

By approving our event at your next monthly meeting, you will give us a reasonable lead time to announce it and start making commitments.

We greatly appreciate your past support and enthusiasm for the Ramble, and on behalf of the members of the organizing committee, we thank you.

Respectfully yours,



Tom Goldsworthy
Chair, Organizing Committee
Roe Jan Ramble Bike Tour

TOWN OF COPENAK, NEW YORK
JUSTICE ACCOUNTS

REPORT ON
AGREED-UPON PROCEDURES

DECEMBER 31, 2021

TOWN OF COPAKE, NEW YORK
JUSTICE ACCOUNTS

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DECEMBER 31, 2021

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ROBERT H. PATTERSON

CERTIFIED PUBLIC ACCOUNTANT

2666 STATE ROUTE 23
HILLSDALE, NEW YORK 12529
518-938-1264
WWW.THETOWNCPA.COM

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Town Board
Town of Copake
Copake, New York

We have performed the procedures as outlined in the *Office of the State Comptroller, Division of Local Government and School Accountability, Justice Court Fund Handbook for Town and Village Justices and Court Clerks, Appendix 10-Annual Checklist for Review of Justice Court Records* of the Town of Copake Justice Court for the year ended December 31, 2021. The Town Board is responsible for the review of the Justices' accounting and case records reporting to the State. The Town of Copake Justice Court is responsible for the record keeping requirements under Appendix 10.

The Town of Copake has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing a copy of the agreed-upon procedures report to the Town Board and the State of New York Unified Court System, under Section 2019-a of the Uniform Justice Court Act. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

In accordance with your instructions, our procedures included those outlined in *Appendix 10-Annual Checklist for Review of Justice Court Records* (Schedule B). These procedures included review and procedure for:

- Cash receipts book
- Cash disbursements book
- Bank reconciliations
- Additional supporting records
- TSLED program
- Reports to the Division of Criminal Justice Services
- Dockets and case files; including cash book reconciliation, reports to the Justice Court Fund, and reporting to the Department of Motor Vehicles

Our findings of the above procedures are summarized in the accompanying Schedule A.

We were engaged by Town of Copake to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Town of Copake Justice Court records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town of Copake, the Town Board Members, the Town Justices, the State of New York Unified Court System and the New York State Comptroller and is not intended to be and should not be used by anyone other than those specified parties.

Robert H. Patterson, Certified Public Accountant

Hillsdale, New York
May 3, 2022

TOWN OF COPAKE, NEW YORK
JUSTICE ACCOUNTS

SCHEDULE A
SCHEDULE OF FINDINGS AND RECOMMENDATIONS FOR JUSTICE ACCOUNTS

DECEMBER 31, 2021

Justice fine accounts:

Finding - during procedures it was discovered that the bank statement balance does not agree to the cashbook report balance at year end.

Recommendation - bank reconciliations should be performed on the bank statement no later than 7 days of receipt of the statement from the bank. If the balances do not agree the statement should be notated, explaining the difference.

Justice bail accounts:

Finding - during procedures it was discovered that the cash balance on the list of bail does not agree to the bail account bank statement balance.

Recommendation - reconciliations should be performed between the list of bail and the bank statements to ensure the information is correct. If the balances do not agree, the statement should be notated, explaining the difference.

Finding - during procedures it was discovered that the list of bail contained cases that were disposed and over 3 years old.

Recommendation - the list of bail should be reviewed for outdated, disposed cases, where the funds should be returned to the bailor or sent to the Office of the State Comptroller, unclaimed funds division, when applicable.

TOWN OF COPAKE, NEW YORK
JUSTICE ACCOUNTS
DECEMBER 31, 2021
SCHEDULE B
APPENDIX 10 - ANNUAL CHECKLIST FOR REVIEW OF JUSTICE COURT RECORDS

CHECKLIST FOR REVIEW OF JUSTICE RECORDS

CASH RECEIPTS BOOK

	Justice Schermerhorn		Justice Thomas	
	Yes	No	Yes	No
Are prenumbered receipt forms issued for all collections?	X		X	
Are duplicate copies kept for court records?	X		X	
Are receipts recorded up to date?	X		X	
Last recorded receipt:	No.	Date:	Amount:	
Justice Schermerhorn	1839	12/27/2021	100.00	
Justice Thomas	259	12/30/2021	143.00	
Is the receipt book maintained in a manner to identify date received, payer, and amount of fines, fees, bail and other categories of collection?	X		X	
Are deposits identified?	X		X	
Are duplicate deposit slips kept for court records?	X		X	
Do deposit amounts agree with cash receipt amounts?	X		X	
Are deposits made within 72 hours?	X		X	
Are deposits recorded up to date?	X		X	
Last recorded deposit:	Date:	Amount:		
Justice Schermerhorn	12/28/2021	190.00		
Justice Thomas	12/28/2021	175.00		
Is the receipt book totaled and summarized at the end of each month?	X		X	
Last month totaled and summarized:	Date:	Amount:		
Justice Schermerhorn	Dec-21	1,288.00		
Justice Thomas	Dec-21	1,524.00		

CASH DISBURSEMENT BOOK

Are prenumbered checks used for all disbursements other than petty cash?	X		X	
Are all checks signed by the Justice?	X		X	
Are cancelled checks returned with the bank statement and kept for court records?	X		X	
Are checks recorded up to date?	X		X	
Last check recorded:	No.	Date:	Amount:	
Justice Schermerhorn	1049	12/9/2021	2,581.00	
Justice Thomas	1026	12/10/2021	865.00	

TOWN OF COPAKE, NEW YORK
JUSTICE ACCOUNTS
DECEMBER 31, 2021

SCHEDULE B
APPENDIX 10 - ANNUAL CHECKLIST FOR REVIEW OF JUSTICE COURT RECORDS

	Justice Schermerhorn		Justice Thomas	
	Yes	No	Yes	No
BANK RECONCILIATION				
Are bank accounts reconciled promptly after bank statements are received?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<div style="display: flex; justify-content: space-between; font-size: small;"> <div>Last bank reconciliation for each account:</div> <div>Account:</div> <div>Date:</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Justice Schermerhorn</div> <div>N/A</div> <div>N/A</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Justice Thomas</div> <div>N/A</div> <div>N/A</div> </div>				
ADDITIONAL SUPPORTING RECORDS				
Is a list of bail maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a record of uncollected installment payments maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DOCKETS AND CASE FILES				
Are separate dockets maintained for various classifications of cases such as:				
Vehicle and traffic, criminal, civil, and small claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are case files maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are indexes maintained for all cases?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases appear to be complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do dockets for disposed cases agree with amounts reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CASH BOOK RECONCILIATION				
Is the cash book reconciled to the adjusted bank balances at the end of each month?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the cash book total agree with the bank reconciliation and supporting information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<div style="display: flex; justify-content: space-between; font-size: small;"> <div>Last cash reconciliation:</div> <div>Account:</div> <div>Date:</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Justice Schermerhorn</div> <div>N/A</div> <div>N/A</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Justice Thomas</div> <div>N/A</div> <div>N/A</div> </div>				
REPORTS TO DIVISION OF CRIMINAL JUSTICE SERVICES				
Are reports made timely to the Division of Criminal Justice Services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div>Has the court received any notices regarding late reporting?</div> <div style="margin-left: 20px; font-size: small;">If yes, why were the reports late and what corrective actions were taken?</div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

TOWN OF COPENNY, NEW YORK
JUSTICE ACCOUNTS
DECEMBER 31, 2021

SCHEDULE B
APPENDIX 10 - ANNUAL CHECKLIST FOR REVIEW OF JUSTICE COURT RECORDS

	Justice Schermerhorn	Justice Thomas
	Yes	No
REPORTS TO JUSTICE COURT FUND		
Are monthly reports timely to the Justice Court Fund?	X	
Do report amounts agree with docket disposition files?	X	
Do report amounts agree with cash receipt and disbursement books?	X	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Last report submitted: Month: Date: Amount: Justice Schermerhorn December 1/6/2022 1,288.00 Justice Thomas December 1/5/2022 1,524.00 </div> </div>		
Has the court received any notices regarding late reporting?	N/A	X
If yes, why were the reports late and what corrective actions were taken?	N/A	N/A
REPORTING TO THE DEPT. OF MOTOR VEHICLES - TSLE&D PROGRAM		
Has the court received any notices regarding pending cases?	N/A	X
If yes, why were the reports late and what corrective actions were taken?	N/A	N/A
Are reports from TSLE&D to the court maintained and utilized?	X	
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Last TSLE&D report available: Date: Justice Schermerhorn 12/31/2021 Justice Thomas 12/31/2021 </div> </div>		
How many cases are shown as pending in the last TSLE&D report?	31	31
Is the number of pending cases reasonable?	X	
How many cases are shown as pending for more than 90 days?	16	16
What actions have been taken to dispose of these cases?	<i>Contacting defendant</i>	
OVERALL EVALUATION:		
See Schedule A for a summary of findings and recommendations.		

Town of Copake
230 Mountain View Road
Copake, New York 12516

Dear Lynn,

When you choose Town Web Design, you will get the *last website you'll ever need*.

What do I mean by that? First, you'll get a new website now. Working with you, we will design and build a new municipal website for the Town of Copake that's easy to use and looks great for your residents and online visitors.

Then, you'll get our all-inclusive, "white glove" customer service. Just call, chat or email, and we take care of your website needs 24 hours a day, seven days a week. Our sites are secure and protected with guaranteed 99.9% uptime. Your website will look good and work well every day.

Finally, you'll get a free website redesign every three years. Technology changes, and we stay on top of it, but it's important to update your design, too. You'll never need another website when you choose Town Web Design.

We build long-term relationships. We don't just want to design your website, we want to keep you as a satisfied customer for years to come. We have more than 500 municipalities who work with us, and more than 80 of them have been with us since we started in 2007!

All our customers love the fact that we offer fixed pricing – your annual costs do not go up!
I invite you and your committee to check out all the benefits we offer so that you can get started with a fantastic new website that will be the last website the Town of Copake will ever need!

Sincerely,



Benjy Stauffer
Customer Solutions Manager, Town Web
benjy@townweb.com | Toll Free: 877-995-TOWN (8696)

Town of Copake Web Design price quote

Description	Price	Qty	Price
Web Design & Setup Fee (one-time)			\$2,399
Hosting, Maintenance & Support Package Get a no-cost website redesign every 3 years!	\$155	12	\$1,860 / year
Domain Name	\$15	1	\$15 / year

Options (you can check/uncheck them in the online version of this quote)

- ☐ Branded Email Addresses (optional) varies
See [Email Services](#) section for all the details and pricing tiers
- ☐ Elite Web Design Package (optional) \$7,000
See [Elite Web Design](#) section for all the details
- ☐ HeyGov Pay app with online payments system \$49 12 \$588 / year
- ☐ HeyGov Productivity bundle \$199 12 \$2,388 / year
Contact Meagan at meagan@heygov.com for more information

TOTAL

\$4,274

The term of the contract is for three years. The 1st year's total fee would be \$4,274.00. This is paid in Year 1. The 2nd year's fee is just \$1,860 plus domain renewal, billed 12 months after site goes live. The 3rd year's fee is the same as 2nd year's fee.

Town of Copake may renew the agreement, on a year to year basis, subsequent to completion of the first term. The "hosting, maintenance, and support" fees paid for each subsequent year may be increased, on an annual basis, to match the cost of inflation, as determined in each January (for the preceding year) by the US Department of Labor.



March 22, 2022

Page 1

Project Description + Agreement

The Town of Copake
c/o Lynn Connolly via email at copaketownclerk@townofcopake.org

Scope of Services

For the fee below, Thorunn Designs, LLC. will re-design the website for the Town of Copake based on the conversation with the board. The current website is about 50 pages and the new website would roughly be the same as it is currently with perhaps one or two additional pages like for resources (this quote is based on 50 pages). This proposal includes a re-design and programming of the site; (some) copy writing updates; content editing throughout the site as needed; photography for general "around town" photos as well as all "staff" portrait photos (optional and separate fee); a welcome video (for the home page or elsewhere) showcasing Copake that includes drone footage (this we would be completed in the summer of '22. This is optional and separate fee); and general input based on the board's vision for the Town vis-a-vis the website for the foreseeable future – existing needs and some additions (we discussed adding a town directory).

The website will be completely re-designed and it will not just be pleasant on the eyes, but easy and intuitive to navigate, user-friendly, informative, and a real resource and showpiece for the Town, its vibrancy and community. The site will also be set up so that it is state-of-the-art in its technology, i.e. being Google-compliant, having an SSL security certificate, and any other such items that a Town website should have. The site will be set up so that Lynn (or whomever will do updates) can update certain areas (that will be decided beforehand) and included in this fee is a tutorial session to learn how to make said updates, whereas larger updates or adding pages will be made by my office if so desired by the client (all updates after launch will be based on an hourly- and/or per-page fee). Included in the website fee is setting up / incorporating third party plug-ins to pay your taxes online, an emergency notification, and a bulletin board per NYS - but the plug-in fees for these third party plug-ins is NOT included in my fee, just incorporating them is. We can incorporate social media, if so desired. And if Google Analytics is not already set up, we will create an account and set that up, which is included in the fee as well.

Before I begin the design phase, I'd like to confirm with Lynn or a designated point-person that the current navigation, pages, and hierarchy of information will all be included and we're basically giving it a "facelift" and updating the technology - I'd be taking existing content and giving it a new face. I will then begin to design the website, which will be presented either on screen or via PDF where I will explain the features and functionality. I will present at least two designs, showcasing about 2-4 sample pages of the website. I will also show different features, such as photo gallery, or other such pertinent features, and how they would work. Upon choosing / modifying a design, I will finalize all files, they will be sent to my programmer who will then program the site. Programming takes at least 3 weeks. Upon finalization of programming, we will review the site on my server, make any changes needed at that time, and upon approval, the site would go live on the client's server. Please note, these time projections are just that and are also dependent on the client's feedback and turnaround. And some of the timing may vary depending on us being able to get all imagery needed (setting up photo shoots with staff if that is wanted and waiting on the weather to change) whereas photography and videography would need to wait until late spring / early summer. Please note, I will need all logos, photos and text (that I will not be creating / supplying) for the website before I can begin the design.

Please note that the website will use a Wordpress template and therefore all plug-in and template fees are separate but are not marked up from me, they are straight-cost-carry-through to the client. Wordpress requires yearly updating and maintenance (usually performed monthly or as needed by my office), and that yearly work / fee is separate (whether done by me or someone else, is up to you). For other various updates, like Wordpress updates or adding information - a separate option with a yearly fee is outlined for these types of updates: If the client would like me to just "take care" of, for example, updating seasonal photos, we can handle that automatically (see fee). If the client would like SEO work to enhance the site and its performance, that work can take a minimum of 6 months - depending on the objective and level of SEO that the client would like. My recommendation is that we wait 1-2 months after the new website launch to determine website traffic to decide if the board feels that SEO work would be beneficial or not.

The client has specifically asked about updating, so I'll address that here: Essentially, after the site is re-designed and programmed and then launched, everything involved in that is outlined and included in the fees section. Any updating after launch would be considered a separate "project" and fee, whether that be based on an hourly rate or on a per-project basis (if for example major updates were being made like adding multiple pages, etc.). As for the day-to-day type of updates, as mentioned on our Zoom call, that is up to the client as to how much of that you would like to handle and how much you'd like my office to handle. Once you know that, we can come up with a set work schedule / workload and accompanying fees for said updates.

I just want to reiterate that we discussed a bulletin board and emergency notifications as well as a way to pay your taxes - all of these services will most likely run through a third party and will require plug-ins. My fees does NOT include those Wordpress associated templates and plug-ins - they are all separate and will be added onto the final bill. Likewise, if the site requires something custom beyond the norm or an API specialist for integration, that will require an additional fee not outlined in this proposal. However, if everything is pretty straightforward then we don't have to worry about that.

This is a design only fee and a transfer of total rights fee for the use of this design in perpetuity.



March 22, 2022

Page 2

Fees

Website:

\$ 10,600 website design / programming for 50 page website, with Google Analytics setup, photo gallery / sliders, as well as copywriting and the many other outlined features in the "Scope of Services" that are included

If the new website exceeds the estimated 50 pages, each page beyond 50 pages will have a per-page fee of \$250.

Add-ons:

\$ 1500 photography for "around town" photos as well as all "staff" photos
\$ 850 Copake welcome video with drone

\$ 750 base SEO (standard setup for launch) or
\$ 1200 standard SEO (couple weeks) or
\$ 1600 higher-end SEO (couple months) or

- SSL certificate – this is a must item – (direct cost from GoDaddy at no markup from me)
- All Wordpress templates, plug-ins, and web security expenses are not included in the above fee, but they are not marked up. Other web fees, such as e-commerce (if you want to take payment), shopping carts, etc. will be determined as need(s) arise – prices may vary depending on what options are chosen.

Yearly updates / etc:

\$ 400 yearly fee: Wordpress updates and security
\$ 500 yearly fee: seasonal photo updates that will be handled (taken and updated) automatically
\$ 75 an hour for any updates required post-website launch

Method of Payment

We can either do payment in halves or thirds:

Half: half due upon project start, final half upon project completion.

Thirds: one third at project start, second third at presentation, last third due upon project completion.

Time of Performance

Website design will start only once I've confirmed that the new site is based on the old and once I have received all logos, text and imagery. Design will take up to 14 days, programming will take at least 3 weeks, but approval times from client will greatly determine times as well.

Please note, we would need to wait to launch until summer to get photography and videography that is "in season."

Project Description + Agreement

The Town of Copake

c/o Lynn Connolly via email at copaketownclerk@townofcopake.org

Scope of Services

Please see page 1 for the outline of the Scope of Services.

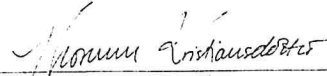
Please note, there's over 30% discount built into the pricing of the website, which I normally provide to not-for-profits that I've extended to the Town for this project.

Legal provisions of this agreement

This is a legal contract between us when signed by both parties. It is subject to the following provisions:

- 1 I cannot begin this project until this agreement is signed and returned with the retainer listed under Method of Payment.
- 2 I reserve the right to refuse to deliver any designs or consultation until the agreed upon fee is paid according to the Method of Payment specified here.
- 3 Modifications to this agreement by either party (project revisions, scheduling changes) must be written. Any client alterations to work completed or additional consultation required other than that described above, will be billed at \$100 per hour beyond the stated project fee.
- 4 Thorunn Kristjansdottir claims all initial copyrights and licensing rights on concepts (trademarks, slogans, characters, layouts or brands) she creates for the client. Thorunn Kristjansdottir will only transfer total rights to the designs and/or written concepts described in this agreement after receipt of full payment for the projects described.

We agree:



Thorunn Kristjansdottir / Thorunn Designs, LLC.

All of the designs that are needed to assist signmakers, videographers or printers to produce final products for the client remain my property because of sales tax law. Sales tax, if pertinent, will be charged by the fabricator. Digital information will be yours for downloading.

- 5 I will not be responsible for any claims made against you because of my designs, or for any legal copyright or trademarking clearance incumbent upon you to receive. Should you request it, I will, at your expense, secure such legal clearances.
- 6 Any design ideas not accepted by you remain my intellectual property.
- 7 I reserve the right to use any of the work I have done for you as part of my own marketing.
- 8 Thorunn Designs, LLC. is the legal corporation with whom you will be working.

The Town of Copake / Lynn Connolly

Revize Quote

Revize WEBGEN “Ready to Use” Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$1,500
Content migration included up to 100 pages 100 documents. To help remove stale content, Revize will not be moving over old announcements, news, events or calendar items.	\$600
Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee	\$1,400
Grand Total (1st year)	\$3,500
Second year and onwards investment	\$1,400/year

Website delivery: approximately 4-6 weeks

- ✓ Revize WEBGEN “Ready to Use” Website Design – pick from one of Five designs, starting on page 36. Revize will change the color scheme and customize the banner to fit your organization. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text!
Takes approximately 4 - 6 weeks.
- ✓ Revize CMS web content management software subscription for up to 1 Content Editor
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- ✓ Revize will not be moving over any old news, calendar events, or empty webpages to help clean up stale content. Additional content migration, if requested, is available for \$3 per webpage and document.
- ✓ Instructor Led Training – Revize content editing and administrative training, one session up to 3 hours for up to 2 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Four-year agreement

**TOWN OF COPAKE
RESOLUTION
NUMBER 17 OF May 12, 2022
To Authorize a Transfer of ARPA Funds to the Copake Fire District**

WHEREAS, the Town of Copake is a recipient of funds under the Coronavirus State and Local Recovery Funds program authorized by the American Rescue Plan Act (ARPA); and

WHEREAS, the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorizes the Town of Copake to use funds received under the SLFRF program to provide government services up to the amount of revenue loss incurred due to the COVID-19 pandemic; and

WHEREAS, the SLFRF program authorizes a standard allowance of up to \$10 million in the aggregate, not to exceed the Town of Copake's award amount, as the measurement of the Town's amount of revenue loss incurred due to the COVID-19 pandemic; and

WHEREAS, the Town of Copake is authorized under the SLFRF program to use funds up to the amount of such standard allowance, not to exceed the Town of Copake's award amount, for government services; and

WHEREAS, eligible government services include any service traditionally provided by a government, including provision of public safety and other services, such as police and fire services; and

WHEREAS, the SLFRF program authorizes the Town of Copake to transfer part of its ARPA funding to another unit of local government, provided such other unit of local government uses the funds in accordance with ARPA requirements; and

WHEREAS, the Copake Fire District intends to construct and install a new, state-of-the art sign in order to communicate important information to the community; and

WHEREAS, the Town of Copake Town Board finds and determines that the construction and operation of the proposed new sign is an important function of the Copake Fire District in furtherance of providing public safety services within the Copake Fire District; and

WHEREAS, the Town of Copake Town Board finds and determines that the construction and operation of the proposed new sign will assist the Town of Copake in providing an important government service in being able to communicate with the public in coordination with the Copake Fire District, particularly in times of emergencies or times of need; and

WHEREAS, the Town of Copake Town Board finds and determines that the use of funds awarded to the Town of Copake under the SLFRF program for assistance to the Copake Fire District in construction and installation of the new, state-of-the-art communication sign is an appropriate use of funds under the SLFRF program; now, therefore,

It is hereby **RESOLVED**, that the Town Board hereby authorizes the transfer of funds received under the SLFRF program in the amount of \$31,000.00 to the Copake Fire District on the following conditions:

1. The Copake Fire District shall use such funds in furtherance of the purchase, construction, and installation of the proposed new, state-of-the-art sign.
2. The Copake Fire District shall comply with any applicable deadlines under the SLFRF programs for the obligation or use of such funds.
3. The Copake Fire District shall not use such funds for any purpose or in any manner that is prohibited by law.
4. The Copake Fire District's use of funds shall comply with all applicable provisions of the Coronavirus State & Local Fiscal Recovery Funds Final Rule, promulgated by the U.S. Department of Treasury.
5. The Copake Fire District shall maintain such accounting records as may be required for use of such funds under the SLFRF program and shall provide such reporting to the Town of Copake as may be requested in furtherance of the Town of Copake's compliance with reporting requirements under the SLFRF program.
6. Upon failure of the Copake Fire District to comply with any conditions set forth in this Resolution, the Copake Fire District shall reimburse the funds transferred hereunder to the Town of Copake.

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

Resolution #17
Dated May 12, 2022
Copake, New York

Roll Call Vote.

Supervisor Mettler
Councilperson Wolf
Councilperson Gansowski
Councilperson Judd
Councilperson Sullivan

Lynn M. Connolly, Town Clerk

(seal)
May 12, 2022

TOWN OF COPAKE
RESOLUTION Number 18 of May 12, 2022
CREATION OF THE CLIMATE SMART COMMUNITIES TASK FORCE

WHEREAS, the Town of Copake in June 2011 passed a resolution to become a Climate Smart Community and

WHEREAS, the next step in the Climate Smart Communities Program is to establish a Climate Smart Communities Task Force; and

WHEREAS, the Climate Smart Communities Task Force should include members of the Town's Conservation Advisory Committee (CAC), and members of the public; and

WHEREAS, the Conservation Advisory Committee has expressed interest in forming a Climate Smart Task Force which would serve as a subcommittee of the Conservation Advisory Committee, and has taken certain steps to form such a Task Force, and

WHEREAS, it is advisable that the Town should appoint a local resident who has a commitment to local climate action to serve as Climate Smart Communities Coordinator, and

WHEREAS, the Climate Smart Communities Coordinator shall coordinate the activities of the Task Force and shall file regular reports with the Town Board on behalf of the Task Force; now therefore

IT IS HEREBY RESOLVED that the Town Board of the Town of Copake hereby establishes the Copake Climate Smart Communities Task Force and makes the following appointments, consistent with the recommendations of the Conservation Advisory Committee:

Dan Haas— CAC member / CSC Coordinator
Edgar Masters — CAC Chair / member of the public
Marcia Becker — CAC member / member of the public
Ned Schneier — member of the public
Mary Ann Carrick — CAC member / member of the public
Brian Boom — CAC member / member of the public
Jeffrey Judd —Councilperson and liaison to the Town Board

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

Resolution #18
Dated May 12, 2022
Copake, New York

Roll Call Vote.

Supervisor Mettler
Councilperson Wolf
Councilperson Gansowski
Councilperson Judd
Councilperson Sullivan

Lynn M. Connolly, Town Clerk

(seal)

BUDGET TO ACTUAL REPORT APRIL 30, 2022

	ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
REVENUES						
A1001 - REAL PROPERTY TAXES	283,581.00	283,581.00	0.00	283,581.00	-	100.0%
A1090 - INTEREST & PENALTIES	1,814.36	10,000.00	0.00	10,000.00	(8,185.64)	18.14%
A1120 - SALES TAX	0.00	386,532.00	0.00	386,532.00	(386,532.00)	0.0%
A1170 - FRANCHISE TAX	48,504.03	25,000.00	0.00	25,000.00	23,504.03	194.02%
A1255 - CLERK FEES	644.18	1,000.00	0.00	1,000.00	(355.82)	64.42%
A1550 - PUBLIC POUND / DOG CONTROL CHR	0.00	250.00	0.00	250.00	(250.00)	0.0%
A2110 - ZONING FEES	770.63	2,300.00	0.00	2,300.00	(1,529.37)	33.51%
A2115.1 - PLANNING BOARD FEES	275.00	1,300.00	0.00	1,300.00	(1,025.00)	21.15%
A2389 - TOBACCO SETTLEMENT	5,581.51	25,000.00	0.00	25,000.00	(19,418.49)	22.33%
A2390 - SUMMER REC SIGN-UP FEES	0.00	7,500.00	0.00	7,500.00	(7,500.00)	0.0%
A2401 - INTEREST & EARNINGS	1,084.36	0.00	0.00	0.00	1,084.36	100.0%
A2401.1 - INTEREST ON RESERVES	966.07	0.00	0.00	0.00	966.07	100.0%
A2410 - RENTAL OF REAL PROPERTY	950.00	1,000.00	0.00	1,000.00	(50.00)	95.0%
A2544 - DOG LICENSES	194.00	500.00	0.00	500.00	(306.00)	38.8%
A2555 - BUILDING & ALTERATION PERMITS	17,333.50	50,000.00	0.00	50,000.00	(32,666.50)	34.67%
A2610 - FINES & FORFEITED BAIL	7,144.00	25,000.00	0.00	25,000.00	(17,856.00)	28.58%
A2705 - GIFTS & DONATIONS	11,000.00	0.00	0.00	0.00	11,000.00	100.0%
A2709 - EMPLOYEES CONTRIBUTIONS	644.82	3,064.00	0.00	3,064.00	(2,419.18)	21.05%
A2770.1 - UNCLASSIFIED REVENUE	114.73	0.00	0.00	0.00	114.73	100.0%
A3005 - STATE AID MORTGAGE TAX	0.00	130,000.00	0.00	130,000.00	(130,000.00)	0.0%
A917 - UNASSIGNED FUND BALANCE	121,591.90	0.00	121,591.90 B/C	121,591.90	-	100.0%
TOTAL REVENUE	502,194.09	952,027.00	121,591.90	1,073,618.90	(571,424.81)	46.78%
EXPENDITURES						
A10101 - LEGISLATIVE PERSONNEL SERVICES	6,333.32	19,000.00	0.00	19,000.00	(12,666.68)	33.33%
A10104 - LEGISLATIVE CONTRACTUAL	0.00	2,000.00	0.00	2,000.00	(2,000.00)	0.0%
A11101 - COURT PERSONNEL SERVICES	12,322.25	41,680.00	0.00	41,680.00	(29,357.75)	29.56%
A11104 - COURT CONTRACTUAL	654.97	6,500.00	0.00	6,500.00	(5,845.03)	10.08%
A12201 - SUPERVISOR PERSONNEL SERVICES	4,666.68	14,000.00	0.00	14,000.00	(9,333.32)	33.33%
A12301 - MUNICIPAL EXECUTIVE	0.00	35,000.00	0.00	35,000.00	(35,000.00)	0.0%
A12204 - SUPERVISOR CONTRACTUAL	0.00	1,000.00	0.00	1,000.00	(1,000.00)	0.0%
A13204 - ACCOUNTANT CONTRACTUAL	6,275.49	20,000.00	0.00	20,000.00	(13,724.51)	31.38%
A13214 - BOOKKEEPER CONTRACTUAL	3,000.00	9,000.00	0.00	9,000.00	(6,000.00)	33.33%
A13401 - BUDGET PERSONNEL SERVICES	500.00	1,500.00	0.00	1,500.00	(1,000.00)	33.33%
A13551 - ASSESSOR PERSONNEL SERVICES	11,432.83	40,000.00	0.00	40,000.00	(28,567.17)	28.58%
A13554 - ASSESSOR CONTRACTUAL	0.00	6,100.00	0.00	6,100.00	(6,100.00)	0.0%
A14101 - CLERK PERSONNEL SERVICES	16,629.08	55,000.00	0.00	55,000.00	(38,370.92)	30.24%
A14104 - CLERK CONTRACTUAL	0.00	3,210.00	0.00	3,210.00	(3,210.00)	0.0%
A14204 - LAW CONTRACTUAL	15,652.28	128,500.00	0.00	128,500.00	(112,847.72)	12.18%
A14404 - ENGINEER CONTRACTUAL	2,968.81	30,000.00	0.00	30,000.00	(27,031.19)	9.9%

BUDGET TO ACTUAL REPORT

APRIL 30, 2022

	ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
A16201 · OPERATION OF PLANT PERS SERVICE	5,972.32	17,917.00	0.00	17,917.00	(11,944.68)	33.33%
A16204 · OPERATION OF PLANT CONTRACTUAL	39,129.92	42,500.00	0.00	42,500.00	(3,370.08)	92.07%
A16704 · CENTRAL PRINT/MAIL CONTRACTUAL	3,351.13	13,000.00	0.00	13,000.00	(9,648.87)	25.76%
A16802 · CENTRAL DATA PROC EQUIPMENT	3,620.87	8,000.00	0.00	8,000.00	(4,379.13)	45.26%
A16804 · CENTRAL DATA PROC CONTRACTUAL	6,438.83	9,000.00	0.00	9,000.00	(2,561.17)	71.54%
A19104 · UNALLOCATED INSURANCE	38,379.50	45,000.00	0.00	45,000.00	(6,620.50)	85.29%
A19204 · MUNICIPAL DUES CONTRACTUAL	1,000.00	1,000.00	0.00	1,000.00	-	100.0%
A19904 · CONTINGENCY	0.00	40,000.00	0.00	40,000.00	(40,000.00)	0.0%
A35101 · ANIMAL CONTROL PERSONNEL SERV	1,416.64	4,250.00	0.00	4,250.00	(2,833.36)	33.33%
A35104 · ANIMAL CONTROL CONTRACTUAL	650.00	2,250.00	0.00	2,250.00	(1,600.00)	28.89%
A36201 · SAFETY INSPECTION PERSONNEL SER	12,092.82	36,313.00	0.00	36,313.00	(24,220.18)	33.3%
A36204 · SAFETY INSPECTION CONTRACTUAL	638.97	2,000.00	0.00	2,000.00	(1,361.03)	31.95%
A40201 · REGISTRAR OF VITAL PERSONNEL	0.00	750.00	0.00	750.00	(750.00)	0.0%
A50101 · STREET ADMIN PERSONNEL SERVICES	18,910.64	65,557.00	0.00	65,557.00	(46,646.36)	28.85%
A50102 · STREET CAPITAL OUTLAY	5,779.00	0.00	5,779.00 B	5,779.00	-	100.0%
A50104 · STREET ADMIN CONTRACTUAL	300.00	500.00	0.00	500.00	(200.00)	60.0%
A51102 · MAINTENANCE OF STREETS-CAPITAL	110,481.00	0.00	115,812.90 C	115,812.90	(5,331.90)	95.4%
A51324 · GARAGE CONTRACTUAL	10,752.27	25,700.00	0.00	25,700.00	(14,947.73)	41.84%
A54104 · SIDEWALKS CONTRACTUAL	353.10	1,000.00	0.00	1,000.00	(646.90)	35.31%
A64104 · CONTRACTUAL CELEBRATIONS	200.80	2,500.00	0.00	2,500.00	(2,299.20)	8.03%
A65104 · VETERANS SERVICE CONTRACTUAL	0.00	1,000.00	0.00	1,000.00	(1,000.00)	0.0%
A67724 · PROGRAMS FOR AGING CONTRACTUAL	0.00	1,000.00	0.00	1,000.00	(1,000.00)	0.0%
A71401 · PLAYGROUND AND REC PERSONNEL	0.00	15,000.00	-11,500.00 A	3,500.00	(3,500.00)	0.0%
A71402 · PLAYGROUND AND REC EQUIPMENT	0.00	900.00	0.00	900.00	(900.00)	0.0%
A71404 · PLAYGROUND AND REC CONTRACTUAL	5,284.32	16,500.00	11,500.00 A	28,000.00	(22,715.68)	18.87%
A73101 · YOUTH PROGRAM PERSONNEL SERVICE	0.00	29,000.00	0.00	29,000.00	(29,000.00)	0.0%
A75104 · HISTORIAN CONTRACTUAL	0.00	1,125.00	0.00	1,125.00	(1,125.00)	0.0%
A75204 · HISTORICAL PROPERTY CONTRACTUAL	790.52	2,500.00	0.00	2,500.00	(1,709.48)	31.62%
A80101 · ZONING PERSONNEL SERVICES	603.50	5,500.00	0.00	5,500.00	(4,896.50)	10.97%
A80104 · ZONING CONTRACTUAL	0.00	3,250.00	0.00	3,250.00	(3,250.00)	0.0%
A80201 · PLANNING PERSONNEL SERVICES	1,428.00	6,500.00	0.00	6,500.00	(5,072.00)	21.97%
A80204 · PLANNING CONTRACTUAL	5,411.80	4,650.00	0.00	4,650.00	761.80	116.38%
A86874 · ECONOMIC DEV CONTRACTUAL	0.00	2,500.00	0.00	2,500.00	(2,500.00)	0.0%
A88101 · CEMETERY PERSONNEL SERVICES	0.00	875.00	0.00	875.00	(875.00)	0.0%
A88104 · CEMETERY CONTRACTUAL	0.00	300.00	0.00	300.00	(300.00)	0.0%
A90108 · STATE RETIREMENT SYSTEM	0.00	30,000.00	0.00	30,000.00	(30,000.00)	0.0%
A90308 · SOCIAL SECURITY EMP CONTRACTUAL	7,070.24	25,500.00	0.00	25,500.00	(18,429.76)	27.73%
A90508 · UNEMPLOYMENT INS BENEFITS	217.89	5,000.00	0.00	5,000.00	(4,782.11)	4.36%
A90558 · DISABILITY INS BENEFITS	225.12	1,200.00	0.00	1,200.00	(974.88)	18.76%
A90608 · HOSPITAL & MEDICAL(DENTAL) INS	25,881.01	70,000.00	0.00	70,000.00	(44,118.99)	36.97%
A99019 · TRANSFERS OUT	84,900.00	0.00	0.00	0.00	84,900.00	100.0%
TOTAL EXPENDITURES	471,715.92	952,027.00	121,591.90	1,073,618.90	-601,902.98	43.94%

BUDGET TO ACTUAL REPORT APRIL 30, 2022

ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
30,478.17	0.00	0.00	0.00	30,478.17	100.0%
NET SURPLUS/(DEFICIT)					

A- TRANSFER \$11,500 FROM PERSONNEL TO CONTRACTUAL TO COVER COST OF OUTSIDE VENDOR PERFORMING

PARK MAINTENANCE

B- APPROVED SPEED SIGNS AT THE DECEMBER 2021 BOARD MEETING

C- APPROVED LAKEVIEW RETAINING WALL AT THE MARCH 2022 BOARD MEETING

BUDGET TO ACTUAL REPORT APRIL 30, 2022

	ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
REVENUES						
DA1001 · REAL PROPERTY TAXES	846,275.00	846,275.00	0.00	846,275.00	-	100.0%
DA1120 · SALES TAX	0.00	243,008.00	0.00	243,008.00	(243,008.00)	0.0%
DA2300 · TRANSPORTATION SERVICES - OTHER	3,653.06	9,500.00	0.00	9,500.00	(5,846.94)	38.45%
DA2401 · INTEREST AND EARNINGS	2.97	0.00	0.00	0.00	2.97	100.0%
DA2709 · EMPLOYEES CONTRIBUTIONS	0.00	7,327.00	0.00	7,327.00	(7,327.00)	0.0%
DA3501 · STATE AID - CHIPS	0.00	131,185.00	0.00	131,185.00	(131,185.00)	0.0%
DA5031 · INTERFUND TRANSFERS	84,900.00	0.00	84,900.00 A	84,900.00	-	100.0%
TOTAL REVENUE	934,831.03	1,237,295.00	84,900.00	1,322,195.00	(387,363.97)	70.7%
EXPENDITURES						
DA5101 · STREET MAINTENANCE PERSONNEL	29,815.46	182,808.00	0.00	182,808.00	(152,992.54)	16.31%
DA5104 · STREET MAINTENANCE CONTRACTUAL	37,772.16	269,000.00	0.00	269,000.00	(231,227.84)	14.04%
DA5112 · HIGHWAY IMPROVEMENTS - CHIPS	0.00	131,185.00	0.00	131,185.00	(131,185.00)	0.0%
DA51302 · MACHINERY EQUIPMENT	84,900.00	75,000.00	84,900.00 A	159,900.00	(75,000.00)	53.1%
DA51304 · MACHINERY CONTRACTUAL	40,882.00	84,039.00	0.00	84,039.00	(43,157.00)	48.65%
DA51401 · LONGEVITY-PERSONNEL SERVICES	0.00	1,550.00	0.00	1,550.00	(1,550.00)	0.0%
DA51421 · SNOW REMOVAL PERSONNEL SERVICES	79,633.56	197,807.00	0.00	197,807.00	(118,173.44)	40.26%
DA51424 · SNOW REMOVAL CONTRACTUAL	42,706.82	118,000.00	0.00	118,000.00	(75,293.18)	36.19%
DA90108 · NYS RETIREMENT SYSTEM	0.00	40,000.00	0.00	40,000.00	(40,000.00)	0.0%
DA90308 · SOCIAL SECURITY EMP CONTRACTUAL	8,206.05	29,236.00	0.00	29,236.00	(21,029.95)	28.07%
DA90558 · DISABILITY INS BENEFITS	0.00	300.00	0.00	300.00	(300.00)	0.0%
DA90608 · HOSPITAL & MEDICAL (DENTAL) INS	38,695.84	100,000.00	0.00	100,000.00	(61,304.16)	38.7%
DA90898 · OTHER EMPLOYEE BENEFITS	1,940.53	8,370.00	0.00	8,370.00	(6,429.47)	23.18%
TOTAL EXPENDITURES	364,552.42	1,237,295.00	84,900.00	1,322,195.00	-957,642.58	27.57%
NET SURPLUS/(DEFICIT)	570,278.61	0.00	0.00	0.00	570,278.61	100.0%

A- USE OF RESERVES TRANSFERRED FROM GENERAL FUND PER BOARD RESOLUTION

BUDGET TO ACTUAL REPORT APRIL 30, 2022

	ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
REVENUES						
SL1001 - REAL PROPERTY TAXES	12,540.00	12,540.00	0.00	12,540.00	-	100.0%
SL2401 - INTEREST & EARNINGS	0.26	3,000.00	0.00	3,000.00	(2,999.74)	0.01%
TOTAL REVENUES	12,540.26	15,540.00	0.00	15,540.00	(2,999.74)	80.7%
EXPENDITURES						
SL51824 - STREET LIGHTING CONTRACTUAL	4,610.13	15,540.00	0.00	15,540.00	(10,929.87)	29.67%
TOTAL EXPENDITURES	4,610.13	15,540.00	0.00	15,540.00	(10,929.87)	29.67%
NET SURPLUS/(DEFICIT)	7,930.13	0.00	0.00	0.00	-	100.0%

BUDGET TO ACTUAL REPORT
APRIL 30, 2022

	ACTUAL AS OF APRIL 30TH	ADOPTED BUDGET	BUDGET MODIFICATIONS	BUDGET AS MODIFIED	OVER/(UNDER) BUDGET	% OF BUDGET REACHED
REVENUES						
A1001 · REAL PROPERTY TAXES	283,581.00	283,581.00	0.00	283,581.00	-	100.0%
A1090 · INTEREST & PENALTIES	1,814.36	10,000.00	0.00	10,000.00	(8,185.64)	18.14%
A1120 · SALES TAX	0.00	386,532.00	0.00	386,532.00	(386,532.00)	0.0%
A1170 · FRANCHISE TAX	48,504.03	25,000.00	0.00	25,000.00	23,504.03	194.02%
A1255 · CLERK FEES	644.18	1,000.00	0.00	1,000.00	(355.82)	64.42%
A1550 · PUBLIC POUND / DOG CONTROL CHRG	0.00	250.00	0.00	250.00	(250.00)	0.0%
A2110 · ZONING FEES	770.63	2,300.00	0.00	2,300.00	(1,529.37)	33.51%
A2115.1 · PLANNING BOARD FEES	275.00	1,300.00	0.00	1,300.00	(1,025.00)	21.15%
A2389 · TOBACCO SETTLEMENT	5,581.51	25,000.00	0.00	25,000.00	(19,418.49)	22.33%
A2390 · SUMMER REC SIGN-UP FEES	0.00	7,500.00	0.00	7,500.00	(7,500.00)	0.0%
A2401 · INTEREST & EARNINGS	1,084.36	0.00	0.00	0.00	1,084.36	100.0%
A2401.1 · INTEREST ON RESERVES	966.07	0.00	0.00	0.00	966.07	100.0%
A2410 · RENTAL OF REAL PROPERTY	950.00	1,000.00	0.00	1,000.00	(50.00)	95.0%
A2544 · DOG LICENSES	194.00	500.00	0.00	500.00	(306.00)	38.8%
A2555 · BUILDING & ALTERATION PERMITS	17,333.50	50,000.00	0.00	50,000.00	(32,666.50)	34.67%
A2610 · FINES & FORFEITED BAIL	7,144.00	25,000.00	0.00	25,000.00	(17,856.00)	28.58%
A2705 · GIFTS & DONATIONS	11,000.00	0.00	0.00	0.00	11,000.00	100.0%
A2709 · EMPLOYEES CONTRIBUTIONS	644.82	3,064.00	0.00	3,064.00	(2,419.18)	21.05%
A2770.1 · UNCLASSIFIED REVENUE	114.73	0.00	0.00	0.00	114.73	100.0%
A3005 · STATE AID MORTGAGE TAX	0.00	130,000.00	0.00	130,000.00	(130,000.00)	0.0%
A917 · UNASSIGNED FUND BALANCE	121,591.90	0.00	121,591.90 B/C	121,591.90	-	100.0%
TOTAL REVENUE	502,194.09	952,027.00	121,591.90	1,073,618.90	(571,424.81)	46.78%
EXPENDITURES						
A10101 · LEGISLATIVE PERSONNEL SERVICES	6,333.32	19,000.00	0.00	19,000.00	(12,666.68)	33.33%
A10104 · LEGISLATIVE CONTRACTUAL	0.00	2,000.00	0.00	2,000.00	(2,000.00)	0.0%
A11101 · COURT PERSONNEL SERVICES	12,322.25	41,680.00	0.00	41,680.00	(29,357.75)	29.56%
A11104 · COURT CONTRACTUAL	654.97	6,500.00	0.00	6,500.00	(5,845.03)	10.08%
A12201 · SUPERVISOR PERSONNEL SERVICES	4,666.68	14,000.00	0.00	14,000.00	(9,333.32)	33.33%
A12301 · MUNICIPAL EXECUTIVE	0.00	35,000.00	0.00	35,000.00	(35,000.00)	0.0%
A12204 · SUPERVISOR CONTRACTUAL	0.00	1,000.00	0.00	1,000.00	(1,000.00)	0.0%
A13204 · ACCOUNTANT CONTRACTUAL	6,275.49	20,000.00	0.00	20,000.00	(13,724.51)	31.38%
A13214 · BOOKKEEPER CONTRACTUAL	3,000.00	9,000.00	0.00	9,000.00	(6,000.00)	33.33%
A13401 · BUDGET PERSONNEL SERVICES	500.00	1,500.00	0.00	1,500.00	(1,000.00)	33.33%
A13551 · ASSESSOR PERSONNEL SERVICES	11,432.83	40,000.00	0.00	40,000.00	(28,567.17)	28.58%
A13554 · ASSESSOR CONTRACTUAL	0.00	6,100.00	0.00	6,100.00	(6,100.00)	0.0%
A14101 · CLERK PERSONNEL SERVICES	16,629.08	55,000.00	0.00	55,000.00	(38,370.92)	30.24%
A14104 · CLERK CONTRACTUAL	0.00	3,210.00	0.00	3,210.00	(3,210.00)	0.0%
A14204 · LAW CONTRACTUAL	15,652.28	128,500.00	0.00	128,500.00	(112,847.72)	12.18%
A14404 · ENGINEER CONTRACTUAL	2,968.81	30,000.00	0.00	30,000.00	(27,031.19)	9.9%

DRAFT for INTRODUCTION

TOWN OF COPENAK
Local Law No. __ of 2022

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

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF COPENAK 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 and on-site consumption of cannabis and cannabis products and provides for the licensing of, among other things, Cannabis Dispensaries and Cannabis Consumption Lounges. 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 and/or on-site consumption sites, provided such law or regulation does not make the operation of such licensed retail dispensaries or on-site consumption sites 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 and Cannabis Consumption Lounges, 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. Table 2 of Chapter 232 of the Code of the Town of Copake (“Table of Use Regulations”) is amended as follows:

The uses entitled “Cannabis Dispensary” and “Cannabis Consumption Lounge” are 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.

The use entitled “Cannabis Dispensary and/or Cannabis Consumption Lounge as an Agricultural-related business” is added to Table 2 of Chapter 232 of the Code of the Town of Copake (“Table of Use Regulations”) as a Business Use permitted in the RU (Agricultural and Rural Residential) zoning district contingent upon securing a special use permit and site plan review approval.

§ 4. A new section 232-16.2.1, entitled “Cannabis Dispensary and/or Cannabis Consumption Lounge as an Agricultural-related business” is added to Chapter 232 of the Code of the Town of Copake, as follows:

- A. A Cannabis Dispensary and/or Cannabis Consumption Lounge as an Agricultural-related business is permitted within the RU (Agricultural and Rural Residential) zoning district only as a sustaining business on an ongoing farm operation comprising land used in agricultural production, as the terms “farm operation” and “land used in agricultural production” are defined by section 301 of article 25-AA of the New York Agriculture and Markets Law and is otherwise prohibited within the RU zoning district. Such use is further contingent upon securing a special use permit and site plan review approval.

§ 5. Effective Date.

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

END.