

Nicholas Astafan
Town Dog
Control Officer

John Young
Deputy Town Dog
Control Officer

OFFICE OF DOG CONTROL

Town of Denmark
3707 Roberts Rd
Carthage, NY 13619
(315)-307-7670

April 2022
Activity Report

Page 1 of 2

4/4/2022 XXXX 10:04a Contacted owners on delinquent license and/or rabies vaccination lists.

4/6/2022 331-322D 1:17p Attempted to serve expired rabies vaccination ticket to Matt & Chelsea Rowsam 2965 Mechanic St. No one at home, left notice and card for callback.

331-422D 1:34p Attempted to serve expired rabies vaccination ticket to Daniel Yancey 3891 Halifax Rd . No one home, left notice and card for callback.

4/7/2022 331-122D 2:07p Attempted to serve expired rabies vaccination ticket to Benjamin Ashline 4916 State Rt 410. Mr Ashline was able to produce a copy of an up to date certificate. He was advised to provide a copy to the town clerk.

331-222D 2:26p Attempted to serve expired rabies vaccination ticket to Carol Reed 9933 NYS 26. No one home, left notice and card for callback.

4/9/2022 409-122D 3:14p Deputy DCO received a call from LCSD of a loose dog on State Rt 410 near Karcher Estates 4892 State Rt 410, only information was a black & white dog in and near roadway. Area was checked, no dog was found.

4/15/2022 415-122D 4:37p Deputy DCO received a call from Myanna Golkey 711 Phalen Dr of a young dog found. Dog is a female black lab mix, dog did not have a collar. Dog was taken to shelter.

4/18/2022 XXXX 10:31a Contacted owners on delinquent license and/or rabies vaccination lists.

4/21/2022 421-122D 11:54a Received a call from Mason Baker 718 Phalen Dr of a found dog with a T of Denmark license tag. Dog belonged to Casey Allen 3111 Cataract St. Contacted Clerk's office for further information as the dog was recently licensed, there was an issue with correct phone number. Upon arrival at Phalen Dr, Mr Baker stated the owner had retrieved the dog.

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Page 2 of 2

Received correct phone information from the clerk and contacted Mr Allen to confirm he had the dog which he stated accidentally got out. He stated he is aware of the town law and will try and make sure the dog stays on his property in the future.

Respectfully



Nicholas Astafan
Town Dog Control Officer

Town of Denmark Planning Board
May 3, 2022

Members:	Guests:
Kevin Gaines	Jim Der
Pat Mahar	Amanda Clark
Kevin Sullivan	
Mary Jones	
Deb Der	
John Williams	

Meeting was called to order by Chairman Kevin Gaines at 7pm with the Pledge of Allegiance.

A subdivision was reviewed by the board members for a land division on tax parcel #109-02-12.111 for Peter and Sandy Jones.
The Short Form Environmental was done by the board and a motion for a negative impact was made by Deb Der and seconded by John Williams.

Kevin Gaines - yes
Pat Mahar- yes
Kevin Sullivan - yes
Mary Jones- yes
Deb Der— yes
John Williams - yes
All in Favor and Moved.

A motion to approve the subdivision as written was made by John Williams and seconded by Mary Jones.

Kevin Gaines - yes
Pat Mahar- yes
Kevin Sullivan - yes
Mary Jones- yes
Deb Der— yes
John Williams - yes
All in Favor and Moved.

Next meeting will be June 7th at 7pm.

A motion to adjourn the meeting was made by Kevin Sullivan and seconded by Deb Der.

Kevin Gaines - yes
Pat Mahar- yes
Kevin Sullivan - yes
Mary Jones- yes
Deb Der— yes
John Williams - yes
All in Favor and Moved.

Minutes recorded by Secretary Amanda Clark.

April 2022 Zoning Officer Report

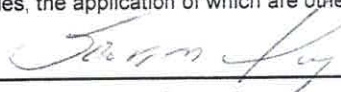
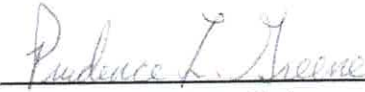
Permits

Zoning Permit 5/2022	Robb Breyette SBL 109.01-01-22.112 Plank Road Copenhagen, NY 13626	60 x 100 pole barn
Zoning Permit 6/2022	Larry Pacola 9898 East Road Lowville, NY 13367	1500 sq ft house addition to existing garage
Zoning Permit 7/2022	Charlotte Everett 3345 Fuller Road Carthage, NY 13619	20x24 unheated greenhouse
Zoning Permit 8/2022	Peaches Libkie 6834 152 nd Dr North West Palm Beach, FL 33418	1800 sq ft barn on Roberts Road

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	7.50
	Town Clerk's Fees	misc	13	3.25
	Sub-Total:			\$10.75
A1601	Registrar Fees	Registrar	3	30.00
	Sub-Total:			\$30.00
A2544	Dog Licensing	Female, Spayed	5	45.00
		Female, Unspayed	1	17.00
		Male, Neutered	7	63.00
		Male, Unneutered	2	17.00
	late fee	late fee	3	15.00
Sub-Total:			\$157.00	
B2110	Planning Board Fees	Filing Fee	1	25.00
	Zoning Board Fees	Zoning Fee	4	460.00
Sub-Total:			\$485.00	
SW1-2140	Metered Sales	Useage Fee	1	31.40
Sub-Total:			\$31.40	
SW1-2144	EDU Charge	EDU	1	115.00
Sub-Total:			\$115.00	
SW1-2148	Penalties	late fee	1	5.95
Sub-Total:			\$5.95	
Total Local Shares Remitted:			\$835.10	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			21.00
Amount paid to:	NYS Environmental Conservation			432.50
Total State, County & Local Revenues:			\$1,288.60	
Total Non-Local Revenues:			\$453.50	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Prudence L. Greene, Town Clerk, Town of Denmark during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

_____ Date: 5-11-22 _____ Date: 5/2/2022
 Supervisor Date Town Clerk Date

Pg 1 of 2

Tax Collection Report 1/1/2022 - 4/30/2022

Analysis of Collections
by transactionDate

Page 1 of 2

5/9/22

Date	Qty	Taxes collected	Interest paid	Penalty paid	Installment Fees Paid	Daily total collected	Total overall collections
1/3/22	13	16,563.22	0.00	0.00	0.00	16,563.22	16,563.22
1/4/22	19	26,995.75	0.00	0.00	0.00	26,995.75	43,558.97
1/5/22	14	20,264.10	0.00	0.00	0.00	20,264.10	63,823.07
1/10/22	146	164,755.69	0.00	0.00	79.98	164,835.67	228,658.74
1/11/22	21	20,263.45	0.00	0.00	0.00	20,263.45	248,922.19
1/12/22	39	44,438.69	0.00	0.00	45.67	44,484.36	293,406.55
1/13/22	41	36,465.90	0.00	0.00	58.15	36,524.05	329,930.60
1/18/22	135	203,607.47	0.00	0.00	254.63	203,862.10	533,792.70
1/19/22	58	81,551.31	0.00	0.00	0.00	81,551.31	615,344.01
1/20/22	83	94,726.57	0.00	0.00	30.31	94,756.88	710,100.89
1/21/22	17	15,921.72	0.00	0.00	0.00	15,921.72	726,022.61
1/24/22	94	181,529.48	0.00	0.00	36.72	181,566.20	907,588.81
1/25/22	33	40,355.92	0.00	0.00	0.00	40,355.92	947,944.73
1/26/22	81	94,584.93	0.00	0.00	24.90	94,609.83	1,042,554.56
1/27/22	143	185,349.36	0.00	0.00	111.91	185,461.27	1,228,015.83
1/28/22	13	30,589.77	0.00	0.00	98.42	30,688.19	1,258,704.02
1/29/22	82	107,998.06	0.00	0.00	153.90	108,151.96	1,366,855.98
1/31/22	219	407,716.29	0.00	0.00	310.65	408,026.94	1,774,882.92
01.22	1,251	1,773,677.68	0.00	0.00	1,205.24	1,774,882.92	1,774,882.92
2/1/22	16	25,480.15	56.44	0.00	63.88	25,600.47	1,800,483.39
2/2/22	22	25,148.06	0.00	0.00	189.81	25,337.87	1,825,821.26
2/3/22	3	289.74	0.00	0.00	0.00	289.74	1,826,111.00
2/7/22	11	12,614.40	48.15	0.00	28.11	12,690.66	1,838,801.66
2/8/22	3	3,594.33	0.05	0.00	0.00	3,594.38	1,842,396.04
2/9/22	2	5,997.54	16.71	0.00	0.00	6,014.25	1,848,410.29
2/10/22	2	1,513.09	0.59	0.00	0.00	1,513.68	1,849,923.97
2/14/22	8	8,229.28	82.29	0.00	0.00	8,311.57	1,858,235.54
2/15/22	3	4,558.14	45.59	0.00	0.00	4,603.73	1,862,839.27
2/16/22	1	2,219.88	22.20	0.00	0.00	2,242.08	1,865,081.35
2/17/22	6	10,693.18	106.93	0.00	0.00	10,800.11	1,875,881.46
2/22/22	5	4,870.48	41.67	0.00	0.00	4,912.15	1,880,793.61
2/23/22	3	8,307.79	83.07	0.00	0.00	8,390.86	1,889,184.47
2/24/22	2	3,422.42	34.23	0.00	0.00	3,456.65	1,892,641.12
2/28/22	39	78,693.01	776.60	0.00	0.00	79,469.61	1,972,110.73
02.22	126	195,631.49	1,314.52	0.00	281.80	197,227.81	1,972,110.73
3/1/22	4	5,574.38	55.74	0.00	0.00	5,630.12	1,977,740.85
3/2/22	2	4,659.67	46.59	0.00	0.00	4,706.26	1,982,447.11
3/3/22	3	3,285.07	46.90	0.00	0.00	3,331.97	1,985,779.08
3/7/22	5	15,580.75	311.62	0.00	0.00	15,892.37	2,001,671.45
3/8/22	2	1,462.09	13.28	0.00	0.00	1,475.37	2,003,146.82
3/9/22	2	1,317.77	26.35	0.00	0.00	1,344.12	2,004,490.94
3/14/22	4	6,480.05	114.76	0.00	0.00	6,594.81	2,011,085.75
3/16/22	2	6,455.21	129.11	0.00	0.00	6,584.32	2,017,670.07
3/17/22	1	984.24	19.68	0.00	0.00	1,003.92	2,018,673.99
3/21/22	5	3,389.97	67.80	0.00	0.00	3,457.77	2,022,131.76
3/23/22	1	1,222.51	24.45	0.00	0.00	1,246.96	2,023,378.72
3/24/22	1	1,809.04	36.18	0.00	0.00	1,845.22	2,025,223.94
3/28/22	3	4,179.01	76.07	0.00	0.00	4,255.08	2,029,479.02
3/29/22	4	4,699.81	58.91	0.00	0.00	4,758.72	2,034,237.74
3/30/22	2	2,861.15	57.22	0.00	0.00	2,918.37	2,037,156.11

Pg 2 of 2

Analysis of Collections
by transactionDate

Page 2 of 2

5/9/22

Date	Qty	Taxes collected	Interest paid	Penalty paid	Installment Fees Paid	Daily total collected	Total overall collections
3/31/22	5	11,072.23	221.44	1.00	0.00	11,294.67	2,048,450.78
03.22	46	75,032.95	1,306.10	1.00	0.00	76,340.05	2,048,450.78
4/4/22	9	17,871.52	440.41	5.00	0.00	18,316.93	2,066,767.71
4/6/22	2	2,138.05	64.14	2.00	0.00	2,204.19	2,068,971.90
4/7/22	1	796.41	23.89	1.00	0.00	821.30	2,069,793.20
4/11/22	6	8,729.09	108.45	6.00	0.00	8,843.54	2,078,636.74
4/12/22	4	3,719.89	111.61	4.00	0.00	3,835.50	2,082,472.24
4/13/22	7	7,039.82	201.09	7.00	0.00	7,247.91	2,089,720.15
4/14/22	4	3,676.64	110.30	4.00	0.00	3,790.94	2,093,511.09
4/18/22	4	3,171.49	83.16	4.00	0.00	3,258.65	2,096,769.74
4/21/22	2	3,953.74	118.62	2.00	0.00	4,074.36	2,100,844.10
4/25/22	2	3,594.67	107.84	2.00	0.00	3,704.51	2,104,548.61
4/26/22	1	2,067.88	62.04	1.00	0.00	2,130.92	2,106,679.53
4/27/22	2	1,853.75	0.00	2.00	0.00	1,855.75	2,108,535.28
4/28/22	2	5,279.73	158.39	2.00	0.00	5,440.12	2,113,975.40
04.22	46	63,892.68	1,589.94	42.00	0.00	65,524.62	2,113,975.40
Totals:	1,469	2,108,234.80	4,210.56	43.00	1,487.04	2,113,975.40	2,113,975.40

Prudence I. Greene



OFFICE OF THE BOARD OF
LEGISLATORS
7660 North State Street
Lowville, NY 13367
P: 315-376-5355
F: 315-376-5445

Lawrence L. Dolhof
Chairman
larrydolhof@lewiscounty.ny.gov

Cassandra Moser
Clerk of the Board
cassandramoser@lewiscounty.ny.gov

May 5, 2022

Town and Village Clerks,

Enclosed is a copy of the Apportionment of Mortgage Tax Report for the period of October 1, 2021 through March 31, 2022; accompanied by your respective check drawn by the Lewis County Treasurer.

Sincerely,

Cassandra Moser

Cassandra Moser
Clerk of the Board

Encs.

7660 North State Street • Lowville, NY 13367 • 315-377-2000 • lewiscounty.org

Lewis County is an equal opportunity provider and employer. Complaints of discrimination should be made known to the Lewis County Board of Legislators.

APPORTIONMENT OF MORTGAGE TAX
October 1, 2021 through March 31, 2022

	<u>KEY</u>	<u>VALUATION</u>	<u>AMOUNT</u>
Town of Croghan		401,823,569	\$29,323.93
Village of Croghan	0.025465426	20,465,217	<u>\$ 766.26</u>
			\$30,090.19
Town of Denmark		318,079,397	\$51,825.28
Village of Castorland	0.025444089	16,186,481	\$ 1,447.36
Village of Copenhagen	0.063485622	40,386,937	<u>\$ 3,611.31</u>
			\$56,883.95
Town of Diana		199,816,694	\$19,300.92
Town of Greig		244,173,570	\$20,127.93
Town of Harrisburg		113,963,091	\$ 2,722.26
Town of Lewis		83,311,535	\$10,489.84
Town of Leyden		118,800,420	\$ 9,097.00
Village of Port Leyden	0.073131509	17,376,108	<u>\$ 717.77</u>
			\$ 9,814.77
Town of Lowville		459,875,980	\$24,479.75
Village of Lowville	0.295573227	271,854,055	<u>\$10,271.56</u>
			\$34,751.31
Town of Lyonsdale		109,385,029	\$ 5,297.34
Village of Lyons Falls	0.041620001	9,105,210	\$ 237.36
Village of Port Leyden	0.029505048	6,454,821	<u>\$ 168.27</u>
			\$ 5,702.97
Town of Martinsburg		238,274,755	\$54,827.81
Town of Montague		39,463,567	\$ 3,533.73
Town of New Bremen		200,756,288	\$54,857.80
Village of Croghan	0.038655962	15,520,855	<u>\$ 2,205.85</u>
			\$57,063.65
Town of Osceola		56,211,286	\$ 1,515.94
Town of Pinckney		45,712,051	\$ 7,424.31

Town of Turin		88,478,021	\$45,144.53
Village of Turin	0.074581941	13,197,725	<u>\$ 3,638.32</u>
			\$48,782.85
Town of Watson		226,550,752	\$ 9,506.93
Town of West Turin		155,222,685	\$14,028.71
Village of Constableville	0.047834377	14,849,961	\$ 790.74
Village of Lyons Falls	0.103527503	32,139,634	<u>\$ 1,711.40</u>
			\$16,530.85
		<u>GRAND TOTAL</u>	<u>\$389,070.21</u>
To County of Lewis			<u>\$195,696.69</u>

Thomas Osborne, Chair
 Philip Hathway
 Ronald Burns
 Jeffrey Nellenback
 Joshua Leviker
 Finance & Rules Committee

Dated: May 3, 2022



River Area Council of Governments

www.racog.org

Municipal Management Consultant Monthly Announcements

May 2022

Next RACOG Meeting

May 17, 2022 – Location TBD

Tug Hill Community Recognition Awards Nominations Open – Awardees will be recognized at the commission's 2022 annual dinner, scheduled for Thursday, October 20 at Zero Dock Street in Carthage. A full program description and detailed list of criteria are available at www.tughill.org/about/tug-hill-community-recognition-award/, but overall the award is looking for local governments or groups that have gone above and beyond to implement a project that has made a real impact in their area.

Historic Preservation, Municipal Gifting, and Forming a Not-for-Profit Papers Updated -

Commission staff have been working hard to keep issue and technical papers reviewed on a five-year basis. This week, updates to Forming a Not-for-Profit Corporation in New York State, Historic Preservation for Rural Local Governments, and Municipal Gifting and Fundraising are now available at tughill.org/publications/technical-issue-papers/.

Local Government Records Retention and Disposition Schedule Updated - The new 2022 version (411 pages) and the updated pages (60 pages) are also available on State Archives' web site at www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page

Open Meetings Law Changes – The Association of Towns has a very informative guide with a sample local law available on their website at www.nytowns.org/images/Documents/Announcement/Sample%20Local%20Law%20%20Videoconferencing%20Amendments%20Guide.pdf

Drinking Water Technical Assistance for Communities - The NYS Departments of Environmental Conservation (DEC) and Health (DOH) have a new initiative to assist municipalities with assessing and supporting drinking water source protection programs. The Drinking Water Source Protection Program (DWSP2) is a state-run program created to assist municipalities with proactively protecting their drinking water sources.

RACOG UPDATES

- **Promotional Video** – Subcommittee will be working on the video and banner recommendations to the RACOG group.
- **RACOG Economic Visioning Summit** – The summit sounded like it was a success from what I have heard back so far. There were 38 people signed up for the event, including presenters. A couple people have said they would like to see it again next year.
- **RACOG Event Display** – Working on getting pictures to the BOCES class. Tim Widrick from the village of Lowville is working with me on getting a draft display banner put together for the RACOG board.

- **LED Lighting** – The contractor for NYPA is currently working on finishing up the lighting installation and getting the smart city technology installed. Both Jefferson and Lewis County communities got approval for the county shared service funds.
- **Complete Street Projects** – Projects are almost completed for Carthage, Copenhagen, and Deferiet. If other communities are interested in the future of doing some similar projects, BOCES is willing to discuss those projects.
- **“Friends of the Black River” Working Group** – There will be a meeting coming up in June. The group will be submitting for a historical preservation grant, with the town of Lowville being the lead agency to identify historical sites along the Black River.
- **Fort Drum Intern** – Josh will be done on May 5th.

TRAININGS/WORKSHOPS

To see more information on these trainings, go to <https://www.racog.org/grants-trainings/>

Civilian Conservation Corps Program: May 21, 2022 Join the Tug Hill Commission and the Oneida County Historical Center as we explore the legacy of the Civilian Conservation Corps (CCC) throughout the Tug Hill Region, List of Programs: www.oneidacountyhistory.org/programs.html, *Oneida County Historical Center, NYS Tug Hill Commission*

Climate Action Council Public Hearings: The Climate Action Council will hold 10 public hearings across the State to receive public input on the Draft Scoping Plan and advance work on a Final Scoping Plan to guide the implementation of the State’s nation-leading climate goals under the Climate Leadership and Community Protection Act (Climate Act)., <https://climate.ny.gov/CAC-Meetings-and-Materials>, *Climate Action Council*

Stormwater Online Training Available: Online, <https://www.dec.ny.gov/chemical/8699.html>, *NYS Department of Environmental Conservation, Soils and Water Conservation Districts*

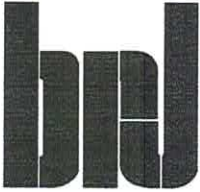
Cornell Local Roads Training Webinars: <https://cals.cornell.edu/nysltap-local-roads/training-events/workshops> , Webinar, *Cornell Local Roads*

GRANTS/ASSISTANCE

To see more information on these grants, go to <https://www.racog.org/grants-trainings/>

Folklore Roadside Markers: Marker Grant Program, which helps communities commemorate their local folklore and legends, and promote cultural tourism with roadside markers., www.wgpfoundation.org/history/legends-lore/, *The William G. Pomeroy Foundation*, **Deadline:** May 2, 2022

2022	DA-5130.2	DA-5130.41	DA-5130.42	DA-5140.4	DA-5142.4	DB-5110.41	DB-5110.42	DB-5112.2	Totals
	Equipment	Repairs	Tools	D/A	Snow	Roads	Signs	Chips	
	\$ 250,000.00	\$ 55,000.00	\$ 1,000.00	\$ 1,800.00	\$ 67,000.00	\$ 100,000.00	\$ 2,000.00	\$ 116,521.64	\$ 593,321.64
Income									
JAN	\$ (10,000.00)	\$ (6,812.02)		\$ (400.00)	\$ (3,644.88)				\$ (20,856.90)
FEB	\$ (103,000.51)	\$ (3,638.39)	\$ (58.05)		\$ (31,485.60)				\$ (138,182.55)
MAR	\$ (135,000.00)	\$ (1,679.59)		\$ (60.00)	\$ (16,825.24)	\$ (438.75)			\$ (154,003.58)
APR		\$ (4,529.26)			\$ (16,317.25)				\$ (20,846.51)
MAY		\$ (1,150.20)				\$ (39,381.67)	\$ (296.00)		\$ (40,827.87)
JUNE									\$ -
JULY									\$ -
AUG									\$ -
Sept									\$ -
Oct									\$ -
Nov									\$ -
Dec									\$ -
TOTAL	\$ 1,999.49	\$ 37,190.54	\$ 941.95	\$ 1,340.00	\$ (1,272.97)	\$ 60,179.58	\$ 1,704.00	\$ 116,521.64	\$ 218,604.23
	\$ 231,058.00	\$ 125,840.00	St. Retirement	St. Retirement	Worker Comp	Workers Comp			
JAN	\$ (33,092.24)				\$ 5,711.00	\$ 8,147.00			
FEB	\$ (33,079.35)								
MAR	(34,219.04)								
APR									
MAY									
JUN									
JUL									
AUG									
SEP									
OCT									
NOV			\$ 17,421.00	\$ 15,883.00					
DEC	\$ 130,667.37	\$ 125,840.00							



Quote

B.R. Johnson, LLC
6960 Fly Road
East Syracuse, NY 13057
Tel: 315-437-1070 Fax: 315-437-0971

Quote # : **438887**
Quote Date : **May 4, 2022**
Expiration Date : **Jun 3, 2022**

Customer:
Town of Denmark
3707 Roberts Road
Carthage, NY 13619

Ship To:
Town of Denmark
3707 Roberts Road
Carthage, NY 13619

Account Code : DENMARK
Terms : NET 30
Customer Job # :
Salesperson : Jim Vandish
Order Name : Garage Door

Purchase Order # :
Shipped Via : Installer (AW)

<u>Qty</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Lockset B AU 5307LN 380AN 497 626	172.19	172.19
		Pre-Tax Total :	172.19
		NY30 - NY Jefferson County Tax :	0.00
		Quote Total :	172.19

- Quote is valid for 30 days and may be withdrawn by BRJ at any time, without notice.
- Furnish only jobs will have no retainage.
- Buyer must verify all sizes, quantities and manufacturer's specifications. Any alteration or deviation from the information contained within will require that the material be re-quoted; including quotes beyond the 30 day expiration date.
- This quote, its acceptance and shipment of materials is contingent on approval of the buyer's credit worthiness and credit limit, as decided upon by BRJ.
- Claims for errors or damage cannot be considered unless made promptly upon receipt of goods and in no event, more than 10 days after receipt of materials.
- Any and all taxes are the responsibility of the buyer.
- Back charges will not be considered unless BRJ has accepted them in writing, prior to the performance of the work.
- Merchandise cannot be returned without prior written approval from BRJ. All stock merchandise will be subject to a minimum 35% re-stocking charge; special order material may not be returned for credit.
- The following exclusions may or may not be applicable to this quote. Please verify if you have requested an option that has been excluded:
 - oPainting/Finishing
 - oGlass/Glazing

oInstallation

- oWire, wiring, conduit, wiring diagrams (other than manufacturer's standard issued installation instructions)
- oWarranty on re-used material or hardware
- oAluminum doors, frames, & hardware for such
- oUnloading, staging or phased delivery of material. (Tailgate delivery ONLY)

•If the buyer's company requires a written purchase order and/or change order, material will not be ordered, fabricated, manufactured or shipped until BRJ is in receipt of signed/written document/s from the buyer.

•If you have requested submittals for the material on this quote, material will not be ordered, fabricated, manufactured or shipped until BRJ is in receipt of signed/approved submittals. Requests for shipment of material prior to receiving approved submittals will require that the buyer sign a BRJ Partial Material Release document, at which point, the buyer is solely responsible for all sizes, quantities and specifications.

Please reference our Standard Terms and Conditions of Sale available at <http://www.brjohnson.com/terms>

I accept this quote and have agreed to all aforementioned terms, conditions and exclusions, unless noted otherwise.

(PLEASE PRINT NAME) (TITLE)

(COMPANY NAME) (P.O. # if REQUIRED)

(SIGNATURE) (DATE)

(CONTACT NAME IF DIFFERENT) (PHONE NUMBER)

TOWN OF DENMARK



PANDEMIC PLAN

Revised & Adopted May 16, 2022

Town of Denmark Pandemic Action Plan

(Will be reviewed and revised annually)

The following is an action plan for the Town of Denmark to follow when deemed necessary to implement when dealing with a pandemic.

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Essential Services/Employees, remote working
4. Modify Town Office
5. Resources
6. Costs
7. Vacation
8. Emergency Housing
9. Whistle Blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan

1. Levels of Actions:

The Town of Denmark needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the Town of Denmark. Determination of the level of action will be made by the Supervisor and Town Board.

Level 1: Active Monitoring

With no cases in local and surrounding counties

- Frequent cleaning of common areas; including countertops, door hardware, vehicles, etc.
- Communicate online or written memos to Town residents, employees, and board members
- Continue to monitor communication with Lewis County Department of Health
- Communicate to staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events.

Level 2: Containment

With cases identified in local and surrounding counties

- Increase disinfection process at all Town of Denmark facilities
- Develop contingency plans and review business continuation plans
- Continue all Level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and staff

- The effected building will close for 24 hours while the local Department of Health investigates and sets forth a plan for further precautionary measures that the village must take to limit exposure.
- Potentially cancel all Town events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Town of Denmark.

We encourage all to practice the following healthy behaviors:

- CDC recommendations: Mask: double layer, fitted to face, and covering the nose and mouth at all times. As needed per pandemic issues.
- Using hand sanitizer or washing hands frequently with soap and water for at least 20 seconds especially:
 - After touching your eye, nose, or mouth
 - After using the restroom
 - After touching/disposing of garbage
 - After touching public computers, tables, and countertops, etc.
 - After handling your mask
 - Before and after preparing or eating food
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Practice social distancing when possible, at least 6 feet or 2 arm lengths
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc. at the beginning, middle and end of each shift. Wash frequently touched areas with soap and water then disinfect. Wear disposable gloves to protect skin and protective eyewear to protect from cleaners splashing into eyes. Throw the gloves out after use. Eyewear can be washed after use. When using bleach to disinfect follow the directions on the bleach bottle for preparing a diluted bleach solution. If your bottle does not have directions, you can make a bleach solution by mixing:
 - 5 Tablespoons (1/3 cup) of bleach per gallon of room temperature water or
 - 4 Teaspoons of bleach per quart of room temperature water

Employees are to submit their health assessment each day prior to the work shift beginning. Answer each question and take/record their temperature and initial calendar for each day.

Employees should notify their Department Head immediately and not report to work if they show symptoms of the virus: such as fever/chills, cough, muscle and body aches, nausea/vomiting, diarrhea, sore throat, congestion, loss of taste or smell, fatigue, headache, and /or acute respiratory illness. The Town of Denmark may require additional assessments be taken, such as, but not limited to, appropriate testing, physician release

order to return to work and/or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health Department.

The Town of Denmark will maintain flexible policies that permit employees to stay home to care for sick family members.

The Town of Denmark will pay all employees pandemic related sick time for any pandemic related situation/illness. Employees in a Collective Bargaining Agreement will be paid according to the policy outlined in the agreement. This will not be counted against the employee's sick time. This is per Board approval.

Education:

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used if hands are visibly dirty. When using hand sanitizer rub on all surfaces of hands and fingers until dry.
- Provide soap and water and alcohol- based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Remote working: The Town will provide non-essential and essential employees the necessary equipment to work remotely when needed. A daily/weekly outline will be obtained by each employee the expectations of the job duties to be completed remotely and will be reviewed by the Board.
- Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from different countries can be found on the CDC website. Any employee that travels to another quarantined state will follow the NYS guidelines for appropriate testing and isolation requirements.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US Consular Officer can help locate healthcare services.

3. Essential Services for the Town of Denmark:

The Town has identified essential/non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Town owned electronic devices. The Highway Department crew can work as separate crews and the Town Clerks Office can stagger shifts and workdays to minimize contact between employees.

Essential services are:

Office:

- Communications to Town residents, agencies, Town Board, and staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, water billings
- Payroll
- Vouchers
- Budget preparation
- Cleaning and disinfection of community spaces.

HIGHWAY DEPARTMENT:

- Town owned property maintenance (mowing, shoveling snow, plowing, etc.)
- Water leaks
- Weather related
 - Flooding
 - Wind
 - Power outages
 - Snow/ice

Water District #1:

- Water samples taken daily on workdays and on a monthly and quarterly basis
- Daily water inspections

Essential Employees Identified:

All Highway Department Employees
 Superintendent of Special District's
 Town Clerk
 Deputy Town Clerk
 Justice(s)
 Court Clerk
 Deputy Court Clerk

Non-essential Employees Identified (to work remotely and on site when appropriate)

Town Board Members
 Town Assessor
 All Appointed Boards

4. Modify Town Office:

The Town Clerk's Office will be open to public by appointment when needed.

5. Resources:

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Lewis County Department of Public Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information.

6. Costs:

The Town of Denmark will track costs throughout this event (labor, purchases, equipment, etc.) for possible Reimbursement from FEMA or other agencies.

7. Vacation:

Employees will follow the New York State guidelines for traveling and adhere to the recommendations, according to Lewis County Public Health guidelines.

8. Emergency Housing:

Lewis County may offer emergency housing if needed when home isolation is not available.

9. Whistleblower:

The Town will provide an anonymous way (via outside drop box) of reporting concerns regarding pandemic related issues if the employee does not feel they can communicate with their supervisors.

10. Personal Protective Equipment:

The Town will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Town will follow CDC, NYS and County guidelines on mandating employees to wear the appropriate PPE. Departments may vary from what is required.

- **CDC recommendations: Mask: double layer, fitted to face, and covering the nose and mouth.** Cloth masks should be washed regularly. N95 are also permitted if preferred. Masks with vent valves are not suggested.
- **Reusable or disposable gloves for cleaning.** Wash hands after removing gloves. Venting the room when cleaning, such as a fan or opening a window for a few minutes or turning on exhaust fan to draw particles out of the room.

11. Public Meetings:

The Town will follow the Governor’s guidelines on public meetings. The Town, if possible, will offer in person meetings with social distancing, public attendance will be limited to 12, as well as offering zoom meetings for residents/guests.

12. De-escalation of the Action Plan:

Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Town needs to remain in contact with NYS Department of Health and Lewis County Public Health to assess the progression of disease severity to determine de-escalation timing and plan.

Acknowledgement and Certification:

The Town of Denmark shall require a copy of this Town of Denmark Pandemic Policy to be distributed to every Council Member, Officer, Employee. In addition, a copy of the policy will be available at the Town Office.

Every Council Member, (including the Supervisor), Clerk & Deputy, Highway Superintendent & Deputy, or any other Town Employee, whether paid or unpaid, shall certify in writing that they have read and understand this Pandemic Policy.

Town of Denmark Annual Acknowledgement Certification

Acknowledgement:

I hereby acknowledge that I have read and understand all my obligations, duties, and responsibilities under each principle and provision of The Town of Denmark Pandemic Policy.

I certify by my signature below that this is a true and correct statement,

Printed Name

Signature

Date

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

THIS AGREEMENT, made the ____ day of _____, 20____, by and between the Town of Denmark, a municipal corporation situated in the County of Lewis, State of New York (hereinafter called the "Town"), the Copenhagen Volunteer Fire Department which is an incorporation, organized and existing under the laws of the State of New York and having their Station at 9950 St. Rte 12, Village of Copenhagen, and the Village of Copenhagen, which is a municipal corporation, organized and existing under the laws of the State of New York and having their principal place of business in Lewis County, New York, the party of the second part, (hereinafter called the "Contractor").

WITNESSETH:

WHEREAS, there has been duly established in said Town of Denmark a fire protection district known as "DENMARK FIRE PROTECTION DISTRICT 223", here in after called the "District 223", embracing all the territory in said Town outside boundaries of the incorporated Villages therein; and

WHEREAS, the Contractor has within their municipality a fire department capable of providing fire protection and rescue services to the Town; and

WHEREAS, such fire protection and rescue services are vital and necessary to the health and welfare of the inhabitants of the Town; and

WHEREAS, the Contractor maintains adequate and suitable apparatus and equipment for the furnishing of fire protection of said district; and

WHEREAS, a public hearing has been held by the Town of Denmark Town Board on the contract on the ____ day of _____, 20____;

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

1. PROVISION OF FIRE PROTECTION AND RESCUE SERVICES

The Village of Copenhagen & the Copenhagen Volunteer Fire Department Inc. will provide the Town with fire protection and rescue services within the Town's Fire Protection District 223. Fire protection shall be defined as it is in Section 184 of the Town Law, but shall not include inspection of buildings and properties in the Town's Fire Protection District for the purposes specified in and as authorized by Sections 187-a and 183 of the Multiple Residence Law, or Section 189 of the Town Law. Fire Protection shall not include the provision of general ambulance services.

The Village represents and warrants that at all times throughout the term of this Agreement, it shall maintain adequate and suitable apparatus and equipment for the furnishing of fire protection of said Fire Protection District.

The District shall be divided into three (3) zones as set forth on the annexed map, which is hereby incorporated in and made a part of this Agreement, said zones being designated by Denmark Fire Protection District 221 (Protected by the Village of Castorland Fire Company), Denmark Fire Protection

Contract Year July 1, 2022 – December 31, 2022

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

District 222 (Protected by Village of West Carthage Fire Department) and Denmark Fire Protection District 223 (Protected by the Village of Copenhagen Volunteer Fire Department Inc.) During the period of this agreement, The Contractor and Fire Department shall be subject to call for attendance upon any fire occurring in the District above assigned to it, and when notified of a fire therein shall respond and attend upon the fire with all possible speed and with suitable equipment and personnel, and shall proceed diligently to effect the extinguishments of the fire and the saving of life and property in connection therewith.

Each of said Contractors shall also be subject to call for attendance upon any fire occurring in either Zones not assigned to it above for purpose of assisting Contractor assigned to that Zone whenever such assistance is deemed necessary or advisable.

2. TERM

The term of this Agreement shall commence on July 1, 2022 and shall continue until December 31, 2022 unless sooner terminated as herein provided.

3. COMPENSATION

Town agrees to pay The Contractor those amounts as provided in **Schedule A**, payable no later than September 1, 2022 of this contract period.

4. HOLD HARMLESS & INDEMNITY AGREEMENTS

Contractor shall indemnify, defend and hold harmless the Town, its agents, employees, and officers from and with respect to any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses including without limitation any liability imposed on the Town under General Municipal Law of the State of New York, arising out of this Agreement and the provision of fire protection within the Fire Protection District. Nothing in this agreement shall relieve the Contractor of their obligation to provide benefits to firefighters under the Volunteer Firefighters Benefit Law.

5. INSURANCE

The Contractor, at its own expense, shall throughout the term of this Agreement, obtain and maintain comprehensive public liability and property damage insurance in the amount of at least \$2,000,000.00 for personal injury and \$500,000.00 for property damage. Moreover, at all times throughout the term of this Agreement, the Contractor, at its sole expense, shall maintain Workers' Compensation Insurance, disability benefits insurance and each other form of insurance which the Fire Department is required by law to provide, covering loss resulting from injury, sickness, disability or death of employees of the Fire Department. All such insurance shall name the Town as an additional insured and shall provide that it may not be canceled or altered without at least thirty (30) days prior written notice to the Town. The Fire Department shall deliver to the Town copies or other evidence satisfactory to the Town, or each insurance policy and each renewal thereof.

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

6. EXPIRATION OR TERMINATION OF RESPONSIBILITIES

Upon expiration or termination of the Agreement as provided hereunder, Fire Department shall have no liability or responsibility for providing services under this Agreement to any person or property within the boundaries of the Town.

7. GROUNDS FOR TERMINATION

The Contractor may terminate this Agreement upon the Town's failure to deliver the monies due the Village of Copenhagen under this Agreement by the date due, so long as the Village first provides Town with a notice of default. Should the amount not be paid within sixty (60) days thereafter, The Village may provide Town with written notice of the date it will cease providing services. The Village shall remit the pro-rata portion of funds for the portion of the contract remaining at the time of such termination.

Town may terminate the contract after providing the The Village with a notice of default of a material term of this Agreement, including, but not limited to, the obligation to provide insurance coverage and to maintain suitable apparatus and equipment, within the contract period. Should the default not be corrected within thirty (30) days thereafter, Town may terminate the contract. **A PESH inspection citing a "Serious Violation" Could trigger the 30 day notice of termination.** The Village shall remit the pro-rata portion of funds paid by the Town for the portion of the contract remaining at the time of such termination.

8. NOTICES

All notices, requests, demands and other communications required or permitted to be given hereunder shall be in writing, and shall be deemed duly given if delivered by hand or mailed by registered or certified mail, return receipt requested, to the parties at their corporate offices, to the attention of the Mayor, for the Fire Department and to the attention of the Supervisor of the Town.

9. SAVINGS CLAUSE

If any provision of this Agreement is determined to be legally invalid, inoperative or unenforceable, only that particular provision shall be affected, such determination shall have no effect whatsoever on any other provision of this Agreement, and all other provisions shall remain in full force and effect. Should the law be amended such that any term of this Agreement shall be rendered null and void or unenforceable, or should the law require a provision in this Agreement that is not presently recited, such agreement shall be deemed amended as of the effective date of the amendment to the law.

10. WAIVER

No delay or failure to exercise any remedy or right occurring upon any default shall be construed as a waiver of such remedy or right, or an acquiescence in such default, nor shall it affect any subsequent default of the same or a different nature. All rights and remedies herein conferred shall be in addition to and not exclusive of any and all other rights or remedies now or hereafter existing at law or in equity.

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

11. HEADINGS

All headings and captions in this Agreement are for convenience only. They shall not be deemed part of this Agreement and shall in no way define, limit, extend or describe the scope or intent of any provisions hereof.

12. FURTHER ASSURANCES

The parties shall execute and deliver the following documents and or assurances:

- Including Monthly Meeting Minutes, Board Meeting Minutes to: supervisordoyle@townofdenmarkny.org
- The Village of Copenhagen will provide fiduciary oversight of Town of Denmark Fire Tax and ensure it is being utilized to pay the expenses for the Operations of the Copenhagen Fire Department.
- The Village will provide documentation of “State Required” training for each Firefighter and the task he is assigned by September 1, 2022. **Firefighters not deemed properly trained will not be allowed to fight fires in the Town of Denmark Fire Protection Districts 221, 222 & 223, until the Minimum Required Training standards are met.**
- Provide all information and take or forbear from all such action as may be necessary or appropriate to achieve the purposes set forth in this Agreement.

13. BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executor, administrators, successors and assigns.

14. COUNTERPARTS

This Agreement may be executed in counterparts and each such counterpart, when taken together, shall constitute a single and binding Agreement.

15. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. The County of Lewis in the State of New York is hereby designated as the place of trial for any action or proceeding arising from or in any way connected to this Agreement.

16. NO ASSIGNMENT

In accordance with the provisions of Section 109 of the General Municipal Law of the State of New York, both parties are hereby prohibited from assigning, transferring, conveying, or otherwise disposing of this agreement, or its power to execute this Agreement, to any other person or corporation without the express written consent of the other party. Any such assignment or disposition without such consent shall be void and unenforceable.

Contract Year July 1, 2022 – December 31, 2022

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

17. ENTIRE AGREEMENT

This Agreement is the entire agreement among the parties and shall not be changed, except by a writing signed by the party to be charged. This Agreement shall supersede all prior agreements between the parties.

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals as of the day and year first above written.

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

Town of Denmark

Signature: _____
Scott M. Doyle, Supervisor

STATE OF NEW YORK (COUNTY OF LEWIS) SS: On this _____ day of _____, 20____,
before me personally came **Scott M. Doyle**, to me known and known to me to be the person described in and who
executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public

Copenhagen Volunteer Fire Department Inc.

Signature: _____
James C. Henry, President

STATE OF NEW YORK (COUNTY OF LEWIS) SS: On this _____ day of _____, 20____,
before me personally came **James C. Henry**, to me known and known to me to be the person described in and who
executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public

Village of Copenhagen

Signature: _____
Mark Souva, Mayor

STATE OF NEW YORK (COUNTY OF LEWIS) SS: On this _____ day of _____, 20____,
before me personally came **Mark Souva**, to me known and known to me to be the person described in and who
executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public

**TOWN OF DENMARK FIRE PROTECTION CONTRACT WITH
VILLAGE OF COPENHAGEN
EFFECTIVE DATES 7/1/2022 – 12/31/2022**

Copenhagen Fire Department Schedule A: \$20,000