

**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

### **August 2022 Activity Report**

**Page 1 of 4**

**8/1/2022 XXXX 7:17a Paperwork to Clerk's Office**

**8/1/2022 XXXX 10:04a Contacted owners on delinquent license and/or rabies vaccination lists.**

**8/3/2022 803-122D 2:22p Received call from LCSD of a black & white dog loose in the Washington St area near Stoddard St, no further information. Area was checked, no dog found.**

**8/8/2022 601-122D 1:16p Attempted to serve expired license ticket to Jamie Ferguson 9553 East Rd. Spoke with husband, thought she contacted Clerk's Office. Stated he would give her message.**

**528-122D 1:27p Attempted to serve unlicensed and no proof of rabies vaccination tickets to Jessica Dean 10686 Station Rd. No one home left notice and card for callback.**

**601-222D 1:42p Attempted to serve expired license tickets to Phillip Vogt 2935 Cataract St. No one home, left notice and card for callback.**

**701-422D 1:49p Attempted to serve expired rabies vaccination tickets to Lucas Main 10091 Grove St. No one home, left notice and card for callback.**

**(Note: this was the third attempt to serve tickets to all the above).**

**8/15/2022 815-122D 5:17p Deputy DCO received a call from LCSD of a small white dog loose on State Rt 26 near Roberts Rd. Deputy Sheriff Bush and some others were trying to catch the dog to keep it from being hit.**

**While in route it was reported the dog went up the Roberts Rd and they lost sight of it. Area was checked by DDCO along with the others, dog was not found.**

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

Page 2 of 4

**8/22/2022 XXXX 9:15a Contacted owners on delinquent license and/or rabies vaccination lists.**

**8/23/2022 823-122D 9:33a Received a call from Debra Hayden 11087 State Rt 26 of a tri-color Beagle mix male found in her yard, has a collar but no tags. Dog was taken to shelter.**

**8/24/2022 820-122D 1:23p Received from Deputy Clerk a report from LCPH of a bite incident involving a dog owned by Victoria Strader 17576 County Rt 12 LaFargeville NY. However, there was no information on where this occurred. Inquired at LCPH but was unable to obtain additional information. Per Jefferson County Dog Control, license and vaccinations are up to date. Enforcement of quarantines etc. are up to public health.**

**8/25/2022 702-722D 12:57p Attempted to serve an expired rabies vaccination ticket to Walter Graf 10641 Station Rd. Mr Graf was able to produce an updated certificate, a copy was sent to the clerk's office.**

**702-122D 1:09p Attempted to serve an expired license ticket to Scott Jacobs 10560 Old State Rd. Mrs Jacobs stated this was taken care of in July, this was verified by Deputy Clerk.**

**702-422D 1:18p Attempted to serve an expired rabies vaccination ticket to Alyssa Alexander 2975 Cataract St. Ms. Alexander stated she has an appointment on Sept 3<sup>rd</sup>, will follow up.**

**412-222D 1:26p Attempted to serve an expired rabies vaccination ticket to Kody Petrus 2228 County Rt 194. No one home, left notice and card for callback.**

**(Note this was third attempt).**

**702-222D 1:34p Attempted to serve an expired license & rabies vaccination tickets to Brian Lyndaker 1772 Hayes Rd. No one home, left notice and card for callback.**

**(Note this was second attempt).**

**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**

**Page 3 of 4**

**701-122D 1:41p Attempted to serve an expired rabies vaccination ticket to Terry Groff 9391 State Rt 12. Mr Groff was not there, left notice and card at business with son Kevin for callback.**

**(Note this was third attempt).**

**702-522D 1:57p Attempted to serve an expired rabies vaccination ticket to Jake Gaines 10880 State Rt 26. No one home, left notice and card for callback.**

**702-822D 2:13p Attempted to serve an expired rabies vaccination ticket to Danny Sanders 11637 Zecher Rd. Mr. Sanders stated they were taking the dog to the clinic in Lowville on 9/29, will follow up.**

**702-322 2:36p Attempted to serve an expired license ticket to Derek Mellnitz 5028 State Rt 410 Apt A. No one home, left notice and card for callback.**

**8/28/2022 828-122D 5:34p Received a call from Alice Woodside driving on Limburg Forks Rd when a brownish dog ran out chasing her car. She did not get an address but it was up the hill from Astafan Dr. She stated she almost hit the dog and could have caused an accident.**

**Area was checked, no dog found.**

**828-222D 7:16a Received a call from LCSD of a bite incident with a lab mix female owned by Jemray Reape 9972 Merz Rd. According to Mr Reape the dog is current on rabies vaccination (will need certificate for public health), however dog is not licensed. Gave Mr. Reape a copy of the town dog law & a license application, advised him to get this taken care of this week. Will follow-up on license status.**

**Person bitten declined medical attention or any further action. LCPH was contacted to inform them of the incident and provide information on all involved.**

**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**

**Page 4 of 4**

**Respectfully**



**Nicholas Astafan**  
**Town Dog Control Officer**

Town of Denmark Planning Board  
September 6, 2022

Members:	Guests:
Kevin Gaines	Howard Lyndecker
Pat Mahar	Jim Der
Mary Jones	
Kevin Sullivan	
Debra Der	

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

Lot Line Adjustment for tax parcel #084.00-02-01.110 and #084.00-02-01.200 on part of Hellinger's.

A motion to approve the lot line adjustment as written was made by Debra Der and seconded by Mary Jones.

Kevin Gaines - yes  
Pat Mahar - yes  
Mary Jones - yes  
Kevin Sullivan - yes  
Debra Der - yes  
All in favor and moved.

Board reviewed the Zoning Report with no new comments or information.

Next Meeting will be October 4, 2022 at 7pm.

A motion to adjourn the meeting at 7:17pm was made by Pat Mahar and seconded by Kevin Sullivan.

Kevin Gaines - yes  
Pat Mahar - yes  
Mary Jones - yes  
Kevin Sullivan - yes  
Debra Der - yes  
All in favor and moved.

Minutes recorded by Secretary Amanda Clark

# August 2022 Zoning Officer Report

## Permits

Zoning Permit 16/2022 Carlo Alberto  
3399 Deer River Road  
Copenhagen, NY 13626

Construct Carport, 30' x 50' x 15'

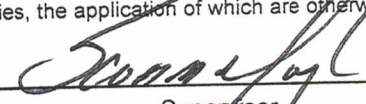

Zoning Permit 17/2022 Joseph Robbins  
4112 North Boshart road  
Lowville, NY 13367

Ag Permit: Construct cow & machinery barn,  
36' x 48'

-skc

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	1	102.35 ✓
	Town Clerk's Fees	misc	1	0.25 ✓
			<b>Sub-Total:</b>	<b>\$102.60</b>
A1601	Marriage License	Marriage License Fee	1	17.50 ✓
			<b>Sub-Total:</b>	<b>\$17.50</b>
A2544	Dog Licensing	Female, Spayed	14	126.00
		Female, Unspayed	3	51.00
		Male, Neutered	17	153.00
		Male, Unneutered	2	34.00
		late fee	6	30.00
			<b>Sub-Total:</b>	<b>\$394.00 ✓</b>
B1603	Registrar	Copies	1	10.00
			<b>Sub-Total:</b>	<b>\$10.00 ✓</b>
B2110	Zoning Board Fees	Planning	3	75.00
		Zoning Fee	2	50.00
			<b>Sub-Total:</b>	<b>\$125.00 ✓</b>
SW1-2140	Metered Sales	Useage Fee	3	990.67
			<b>Sub-Total:</b>	<b>\$990.67 ✓</b>
SW1-2144	EDU Charge	EDU	5	845.00
			<b>Sub-Total:</b>	<b>\$845.00 ✓</b>
SW1-2148	Penalties	late fee	3	94.90
			<b>Sub-Total:</b>	<b>\$94.90 ✓</b>
<b>Total Local Shares Remitted:</b>				<b>\$2,579.67</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			46.00
Amount paid to:	NYS Environmental Conservation			1,952.65 ✓
Amount paid to:	State Health Dept. For Mariage Licenses			22.50
<b>Total State, County &amp; Local Revenues:</b>			<b>\$4,600.82</b>	<b>Total Non-Local Revenues:</b> <b>\$2,021.15</b>

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  
 \_\_\_\_\_ Date  
9/6/2022

## Prudence Greene

---

**From:** Katie Zehr <kzehr23@gmail.com>  
**Sent:** Wednesday, August 24, 2022 9:24 AM  
**To:** Prudence Greene; Scott Doyle  
**Subject:** Position

Good morning! I'm sorry for any inconveniences this may cause. I feel very bad about this but life happens. I have decided to step down from my position. I have too much going on right now and think it's best for to be part of this at a better time. I am truly, sincerely so sorry. I wish you all the best.

Thanks,  
Katie Zehr





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Brown & Brown of New York, Inc. 500 Plum Street, Suite 200  Syracuse NY 13204-1480	<b>CONTACT NAME:</b> Hillary J. Heintz <b>PHONE (A/C, No, Ext):</b> (315) 671-8859 <b>E-MAIL ADDRESS:</b> Hillary.Heintz@bbrown.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  BR Johnson LLC 6960 Fly Road  East Syracuse NY 13057	<b>INSURER A:</b> Old Republic Insurance Company	24147
	<b>INSURER B:</b> Imperium Insurance Company	35408
	<b>INSURER C:</b> Travelers Property Casualty Company of America	25674
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> \$10,000. Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	MWZY31338922	05/31/2022	05/31/2023	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
	GENERAL AGGREGATE \$ 4,000,000						PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	MWTB31339022	05/31/2022	05/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
							\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	ARUICCX000003100	05/31/2022	05/31/2023	EACH OCCURRENCE \$ 5,000,000
	AGGREGATE \$ 5,000,000						
	\$						
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N	N/A	N	MWC31338822	05/31/2022	05/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
	E.L. DISEASE - POLICY LIMIT \$ 1,000,000						
C	Installation Floater and Equipment Floater	N	N	6305J265872	05/31/2022	05/31/2023	Limit: \$1,200,000. Ded: \$1,000.
	Limit: \$250,000. Ded: \$1,000.						

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 BRJ AF for work performed by BR Johnson, LLC for the Town of Denmark.

<b>CERTIFICATE HOLDER</b>  Town of Denmark Deputy Town Clerk 3707 Roberts Road Carthage NY 13619	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

© 1988-2015 ACORD CORPORATION. All rights reserved.



**NEW YORK MUNICIPAL INSURANCE RECIPROCAL**  
*Insuring Our Own Future.*

Named Insured <b>Town of Denmark</b>		Endorsement Number <b>3</b>
Policy Number <b>MCATDMK001</b>	Policy Period <b>12/31/2021 - 12/31/2022</b>	Effective Date of Endorsement <b>08/18/2022</b>
Issued by (Name of Insurance Company) <b>NEW YORK MUNICIPAL INSURANCE RECIPROCAL</b>		

**THIS ENDORSEMENT CHANGES THIS POLICY. PLEASE READ IT CAREFULLY**

In consideration of an additional premium of \$257.40 and a motor vehicle fee of \$10, it is hereby understood and agreed that the policy is amended as follows:

The following vehicle has been added:

2022 Ford F250  
Vin#1FT8W2BT5NEF07183

Liability:\$1,000,000  
PIP:\$150,000  
SUM:\$1,000,000  
OBEL:\$25,000  
Medical Payments:\$10,000  
Comp:\$250  
Coll:\$500

All other terms and conditions to remain the same.

Authorized Representative



# River Area Council of Governments

[www.racog.org](http://www.racog.org)

Municipal Management Consultant Monthly Announcements

## September 2022

### Next RACOG Meeting

September 28, 2022 @ 6PM @ Village of Carthage Board Room (120 S. Mechanic St., Carthage, NY 13619) April Roggio, PhD from the University of Albany Policy Research Center will be presenting to the board about local food initiatives and policies.

### Tug Hill Commission Annual Dinner

The annual dinner will be on October 20<sup>th</sup>, 2022 at Zero Dock Street restaurant at 5PM. The community award recipient will be announced at the dinner.

### RACOG UPDATES

- **Promotional Video** – CGI will be shooting video of the region on September 23<sup>rd</sup> and 24<sup>th</sup>. The final script for the project is now being completed for the videos.
- **Membership Request** – The town of Croghan has asked to join RACOG, which will be brought up at September board meeting.
- **LED Lighting** – Jefferson County communities should be getting their county shared service funds soon. We have been working with NYS DOS to tie up some loose ends, since the person who was overseeing the project for them passed away.
- **NYS DOT Opportunity** – A few villages have expressed interest in digital radar signs for their communities. There may be an opportunity through NYS DOT to have this done. We may look at having them present at a future RACOG board meeting about this opportunity and any future road projects for the RACOG region.
- **RACOG Economic Visioning Summit** – The results from the survey will be passed out at the board meeting in September.
- **“Friends of the Black River” Working Group** – The group will be meeting on September 29<sup>th</sup> at 2pm via Zoom.

### TRAININGS/WORKSHOPS

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

**NY Conference of Mayors Fall Training School: September 12 -16, 2022**, The New York State Conference of Mayors (NYCOM) is holding its fall training school at the Saratoga Hilton in Saratoga Springs September 12-16, 2022. Complete information available at [www.nycom.org/2-uncategorised/1053-fall-school-agenda](http://www.nycom.org/2-uncategorised/1053-fall-school-agenda), NYCOM

**Site Plan Review and Special Use Permits Training: September 20, 2022**, Jefferson Community College, Jules Center Amphitheater, 1220 Coffeen Street, Watertown, NY. Sponsored by the Jefferson County Planning Department, NYS Department of State staff will overview the statutory authority for site plan review and special use permits. <https://www.eventbrite.com/e/nysdos-site-plan->

[review-special-use-permit-training-jcc-tickets-404856164687](#), *NYS Department of State, Jefferson County Planning Department*

**2022 Annual Land Use Training: September 21, 2022, 3:30pm – 8:30pm**, Lewis-Jefferson Education Center 7395 East Rd. Lowville, NY 13367. This workshop will provide four (4) hours of training to meet the NYS Municipality Training Requirement for municipal board members. <https://www.lewiscounty.org/2022landusetraining>, *Lewis County Planning Department*

**Computer Basics (Digital Literacy Class): September 21, 2022, 6:00pm – 7:30pm**, The Empowerment Center 230 James St, Utica. Scanning Documents, Emailing, Video Conferencing, Google, and More! <https://www.lewiscounty.org/2022landusetraining>, *Mohawk Valley Economic Development District and the Local Government Education Committee*

**OSC Government Accounting Schools Classes: Fall 2022**, <https://www.osc.state.ny.us/local-government/academy>, *Office of State Comptroller*

## GRANTS/ASSISTANCE

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

**Internet For All Program:** Internet for All programs are slated to build internet infrastructure, teach digital skills, and provide necessary technology to ensure that everyone in America – including communities of color, rural communities, and older Americans – has the access and skills needed to fully participate in today's society. [https://www.internetforall.gov/sites/default/files/2022-05/Fact%20Sheet%20-%20IFA%20Launch\\_0.pdf](https://www.internetforall.gov/sites/default/files/2022-05/Fact%20Sheet%20-%20IFA%20Launch_0.pdf), *National Telecommunications and Information Administration (NTIA)*, **Deadline:** September 30, 2022

**2022-23 Justice Court Assistance Plan Grants:** All town and village courts can apply for funding in many areas including office equipment and furniture, security equipment and court room and court facility improvements and renovations. [www.nycourts.gov/courts/townandvillage/judges\\_only/jcap.shtml](http://www.nycourts.gov/courts/townandvillage/judges_only/jcap.shtml), *Office of Justice Court*, **Deadline:** October 14, 2022

**Preservation League Technical Assistance Grants:** The Preservation League of New York State's Technical Assistance Grants (TAG) are available to eligible NYS nonprofits and municipalities for projects that preserve New York State's cultural and historic resources. [www.preservenys.org/technicalassistance-grants](http://www.preservenys.org/technicalassistance-grants), *The Preservation League of NYS*, **Deadline:** Pre-application October 17, 2022

**Legends and Lore Marker Grant Program:** Does your community have a great piece of folklore that should be shared? Legends & Lore is designed to promote cultural tourism and commemorate legends and folklore as part of our heritage. [www.wgpfoundation.org/history/legends-lore/](http://www.wgpfoundation.org/history/legends-lore/), *William G. Pomeroy Foundation Legends & Lore*, **Deadline:** October 17, 2022

**Lewis County Façade & Streetscape Improvement Program:** The Façade & Streetscape Improvement Program aims to revitalize the historic character and attractiveness of villages and hamlets in Lewis County through public and private investment. To encourage and advance revitalization efforts, this program will provide 75/25 matching funds for eligible improvements to mixed-use and commercial buildings and streetscape enhancements throughout Lewis County. 315-376-5423, *Lewis County Planning Department*, **Deadline:** November 4, 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	\$ 230,946.26	\$ 707,746.26
Income					\$ 9,678.35				
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		\$ (1,170.20)				\$ (39,381.67)	\$ (296.00)		\$ (40,847.87)
JUNE		\$ (7,787.29)				\$ (14,516.50)	\$ (1,059.67)	\$ (19,314.93)	\$ (42,678.39)
JULY		\$ (2,420.91)				\$ (19,127.52)	\$ (40.12)	\$ (178,500.99)	\$ (200,089.54)
AUG		\$ (1,170.43)				\$ (9,848.11)		\$ (3,800.08)	\$ (14,818.62)
Sept	\$ (43,660.00)	\$ (4,847.88)			\$ (6,513.00)	\$ (14,516.13)		\$ (58,578.56)	\$ (128,115.57)
Oct									\$ -
Nov									\$ -
Dec									\$ -
TOTAL	\$ (41,660.51)	\$ 20,944.03	\$ 941.95	\$ 1,340.00	\$ 1,892.38	\$ 2,171.32	\$ 604.21	\$ (29,248.30)	\$ (52,693.27)
	\$ 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		(109,953.25)							
SEP									
OCT									
NOV			\$ 17,421.00	\$ 15,883.00					
DEC									
	\$ 130,667.37	\$ 15,886.75							

# TOWN OF DENMARK



## Credit Card Policy

Adopted August 15, 2022

# Town of Denmark

## Credit Card Policy

### Purpose:

To establish the Policy and Procedures for the use of Town Credit Cards by Department heads. These procedures are intended to provide convenience for one-time purchases that may be sold to a less expensive price or offered on a credit card basis only. The policy and process described in this document are designed to minimize inappropriate or wasteful spending, reduce the chances of fraud, and ensure the bill paying process is completed on a timely basis with complete documentation.

- These procedures are intended to ensure that procurement with credit cards accomplished procurement with credit cards is accomplished pursuant to the policy and procedures established by the Town Board.
- To improve efficiency, significantly reduce paperwork, improve internal controls, and reduce the overall cost associated with approved purchases.
- To ensure appropriate internal controls are established within each department procuring with credit cards to that they are used for authorized purposes only
- To ensure that the Town bears to legal liability from inappropriate use of credit cards

### Scope:

The Town of Denmark Board will authorize the issuance of a credit card by one of the Town's approved banks and approve the policies and procedures for credit card use. The Town Supervisor will make decisions regarding the issuance of the individual cards and may establish additional controls for their use, consistent with the overall policies established by the Town Board. The maximum limit on cards shall be reviewed and updated by the Town Board at the Organization Meeting. Requested changes to card limits must be approved at Town Board meetings and will be no more than \$2,500.00 per card.

### Policy:

- A. The Town Credit Card is only to be used in the following situations
  - a. In emergencies that are of a public safety nature
  - b. If a purchase order/voucher cannot be issued or cannot be paid through the normal voucher process
  - c. Conference/Training Registration
  - d. With Pre-Approval by the Town Board
- B. The Credit Card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the Town is prohibited and will result in disciplinary action.



- C. Department heads are required to authorize payment of the charge on their receipt. This includes charges made by any designated individual. Authorization is given by signing the receipt before it is submitted for payment.
- D. Proper documentation is required for all purchases including “emergencies”. Documentation for “emergencies” should clearly justify the need.
- E. Credit Card receipts must be submitted with the Department of Highway Abstract on a monthly basis.
- F. No cash advances (ATM, Travelers Checks, Money Orders, etc, etc) or cash back from purchases are allowed using the Credit Card.
- G. All purchases made with Credit Cards shall be paid for within the same billing cycle so that no interest charges or penalties are incurred.
- H. All cardholders shall take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
- I. Any incentive program benefits derived by the use of the Town Credit Cards will be the Property of the Town of Denmark.
- J. Reoccurring (Monthly or Annually) charges for service are not permitted without prior authorization.
- K. Lack of proper documentation or authorizations for purchases will result in loss of Credit Card privileges and/or personal liability.
- L. Misuse of a Town Credit Card by an authorized Designee may result in loss of Credit Card and/or disciplinary action against the employee, up to and including termination of employment.
- M. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Town Credit Card, including Social Security Information as required by the Federal Patriot Act.
- N. Even with Pre-Approval by the Town Supervisor, only budgeted and allowable expenditures can be purchased using the Credit Card. Unbudgeted or unauthorized expenses will not be paid by the Town of Denmark. The Town reserves the right to collect payment for unauthorized expenditures from the Designee.
- O. The designee is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder will review the next statement to ensure that the return was properly credited.
- P. It is the responsibility of the Designee to immediately notify the Credit Card Company & Town Supervisor of any lost or stolen Credit Card.
- Q. The Town of Denmark is a municipal government exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the Town’s tax exempt certificate with you when making a purchase. Sales tax costs cannot be paid with Town funds. The individual making the purchase may be personally responsible for payment of sales tax.

**Procedure:**

- A. The use of the Credit Card is a privilege but also requires greater vigilance and responsibility. Designees must follow all current procedures set forth by the Town Supervisor. *(Note:*

*procedures can be updated in response to new situations*) Ignorance of dated policy is no excuse for improper Credit Card use.

- B. Designees who need to use the Credit Card account must request permission from the Town Supervisor to be placed on the official list of authorized users.
- C. Each authorized cardholder must sign receipt of the Policy and agreement to such policy. Forms will be kept on file in Clerk's Office.
- D. Designees must sign out the Credit Card for use and always maintain physical possession of the card.
- E. The Town of Denmark will be billed monthly on one statement, which will go the Designee. Itemized receipts must be obtained by the cardholder and turned into the Town Clerk within one week of purchase date. It is incumbent upon each department head to submit invoices to the Town Clerk promptly so as to avoid interest fees and late charges. If receipts are submitted late causing finance charges, the responsible party may have Credit Card Privileges revoked.
- F. The Designee shall verify that goods and services purchased with the Credit Card have been received by the Town prior to submitting the voucher requesting Town Board signatures/approval authorizing payment. This confirmation will be evidenced by a signature on the statement.
- G. The Credit Card will be reconciled monthly by the Designee and reviewed by the Town Supervisor for unauthorized charges and other discrepancies.
- H. When using the Town Credit Card, the authorized cardholder shall:
  - a. **Determine if the intended purchase is within the cardholder's credit limit.**
  - b. **Inform the merchant that the purchase is tax exempt. The Town of Denmark Exempt number is 69-021-0385. Review the receipt before leaving the store and request a credit if taxes were charged in error.**
  - c. **Obtain an itemized receipt for all purchases.**
- I. It is the cardholder's responsibility to retain the receipts and other documentation.
- J. Credit Card bills will not be attached to a voucher for payment without itemized receipts or documentation.
- K. Credit Card bills cannot be paid without authorized voucher.
- L. Credit Cards cannot be paid by automatic deduction from Town of Denmark bank accounts.
- M. Credit Card bills cannot be paid under the "blanket payment" authority given by the Town of Denmark Board for payments such as utilities.
- N. Lack of proper documentation or authorizations for purchases will result in loss of credit card privileges and/or personal liability.
- O. Upon separation of employment, cardholders shall surrender the Town Credit Card to the Town Supervisor on or before their last of work and prior to their final paycheck.

#### **Audits:**

Periodic analysis of Credit Card Activity and a review of the Card Holder Responsibilities will be conducted. Detailed activity and monthly statements will also be reviewed annually during the mandatory audit process conducted by the Town Board or the Town's Certified {Public Accountant.

**Authority:**

These policies are adopted by the Town Board of the Town of Denmark.

\_\_\_\_\_, \_\_\_\_\_, 2023

**APPENDIX B**

**ADMINISTRATIVE REGULATION AGREEMENT TO ACCEPT TOWN CREDIT CARD**

I \_\_\_\_\_, hereby acknowledge receipt of a Town of Denmark Credit Card,

Number \_\_\_\_\_  
(Last 4 Digits of Credit Card)

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the provisions of the Town of Denmark Credit Card Policy, as may subsequently revised. I acknowledge the receipt of the Policy and I have read and understand its terms and conditions. I understand the Town of Denmark is liable for all charges made by me.

As the holder of this Credit Card, I agree to accept responsibility for the protection and proper use of this Credit Card. I understand that I am responsible for retaining all receipts for processing and that failure to provide receipts may result in personal liability. I understand that I cannot use the Credit Card for personal use even if the intent is to reimburse the Town of Denmark. I understand the use of the card does not circumvent the Town's Purchasing Policy.

I further understand that improper use of this Credit Card may result in disciplinary action, up to and including termination of employment in accordance with the with applicable town personnel policies. I also agree to allow the Town of Denmark to collect amounts owed by me even if I am no longer employed by the Town. I understand that fraudulent use of this card means I may be subject to prosecution.

If the Town of Denmark initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Town in such proceedings.

I understand the Town of Denmark may terminate my rights to use this Credit Card at any time for any reason. I agree to return the Credit Card to the Town of Denmark immediately upon request or upon termination of employment.

\_\_\_\_\_  
Cardholder / Employee

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

\_\_\_\_\_  
Authorizer / Town Supervisor

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

**Other Landowner or Administrator Permissions:**

(Ex: NYS OPRHP, US Forest Service, etc.)

**SNOWMOBILE TRAILS GRANT-IN-AID APPLICATION 2022 - 2023**

Where land owned or administered by any agency other than DEC, DOT, or a private landowner is impacted, the following statement must be signed by the respective landowner/administrator and by the TME or local sponsor\*. OPRHP reserves the right to request a copy of any applicable permit, agreement, or other relevant documentation required by the landowner. Submit one copy of this form for each landowner/agency. If a TME and/or local sponsor signs this form and OPRHP later discovers that permission was not granted or necessary permits or agreements were not current and valid, funding for the trail(s) in question may be affected and this may be grounds for denial of future trail requests.

If the "Other Public Agency" line on the Landowner Permissions form (Page 37) has a number greater than zero, a copy of this form must be completed and submitted for each impacted landowner/agency. If the line reads zero, do not complete or submit this form.

I \_\_\_\_\_ of TOWN OF DEERARK have received and approved this  
(name) (please print or type agency name)

application for the use and maintenance of snowmobile trails by Barnes Corners Sno Pals Inc  
TME/Local Sponsor

on property under the ownership/management of this agency. This permission is valid for the period of time covering April 1, 2022 through March 31, 2023

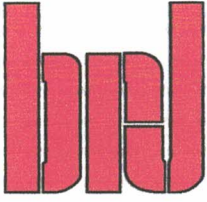
This is approved provided the following stipulations and conditions are met:

\_\_\_\_\_  
(Authorized Agency Representative Signature and Title) (Date)

Barnes Corners Sno Pals, Robert Williams Chairman BOD 8/9/22  
(TME or Local Sponsor Signature and Title) (Date)

\* It is incumbent upon the TME to obtain permission and permits or agreements. However, if the sponsor chooses to represent the TME(s) within his/her county and obtain all necessary permissions, permits, and agreements, they may do so.

REV. 4/18



# Quote

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

Quote # : 440254  
Quote Date : Sep 9, 2022  
Expiration Date : Oct 9, 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 : Bollard and Lockset

Purchase Order # :  
Shipped Via : Installer (AW)

<u>Qty</u>	<u>Product Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	MS SEDCO 608-R-GR-SM-NP-NR BOLLARD	00.00	00.00
1	Lockset B AU 5307LN 380AN 497 626	172.19	172.19
1	Field Service	0.00	0.00

### Description

Add Bollard to back door. Ue button we previously mounted on plywood wall. Cement marked with location. Inside button is not working. Please diagnose. Bring extra kit in case parts are needed. Change out lockset on garage.

Price  
0.00

Pre-Tax Total	:	172.19
NY30 - NY Jefferson County Tax	:	0.00
<b>Quote Total</b>	:	<b>172.19</b>

•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)

# SALES QUOTE

Sales Quote No: SQ1028

Date: 8/25/22

Account No: 68844740



22811 County Route 51  
 Watertown, NY 13601  
 315-788-7989  
 www.abscopiers.com

Bill To: DENMARK TOWN OF  
 3707 ROBERTS ROAD  
 CARTHAGE, NY 13619

Ship To: DENMARK TOWN OF  
 3707 ROBERTS ROAD  
 CARTHAGE, NY 13619

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Jesse Lennox		UPS	NET40	9/24/22

**Notes**

Item No	Description	Quantity	UM	Price	Disc	Amount
3XRX1	DELL OPTIPLEX 3000 - SFF - CORE I5 12500 3 GHZ - 16 GB - SSD 256 GB	1.00	EA	\$1,280.08	0.00	\$1,280.08
808-3178	Dell ProSupport Upgrade From 3 Years Next Business Day Onsite - Extended Service Agreement - 5 Years	1.00	EA	\$220.00	0.00	\$220.00
Setup	Setup Installation and Data Transfer	1.00	EA	\$0.00	0.00	\$0.00

Subtotal	\$1,500.08
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$0.00
<b>Sales Order Total</b>	<b>\$1,500.08</b>

Your acceptance of this quote and signature belows signifies acceptance of the above stated terms, items and prices. Pricing shown does not include sales tax. Hardware pricing is subject to change after fourteen days from the quote date.

If leasing or HaaR, a signed agreement will be required before your order is processed. If purchasing, a 50% deposit will be required before your order is processed. Any order cancellations will be subject to a 20% restocking fee and will be at the discretion of ABS.

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

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

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

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