



Information and more

CHANGE ORDER No. 1

Date: June 20, 2012
Client: Town of Poestenkill, New York
Contact: Susan Horton, Clerk
Project: Codification
Contract Date: October 25, 2010

The contract is updated as follows:

	Description	Price
1	Draft. The Town has requested a Draft to review prior to final publication. Draft review is not intended to be a thorough review. If the Town requests substantial revisions that we could not have anticipated, additional charges may be imposed.	\$350
2	Remainder of 2010 Contract. The remainder due under the 2010 contract is 25% of the contract price, to be invoiced upon delivery of the Code to the municipality.	\$2,460
Total to Complete Project		\$2,810

Additional Terms:

- A. The pricing in this Change Order shall be valid for 30 days. Price includes 1 printed and 1 PDF version of Draft.
- B. The original contract cutoff for legislation included in the Code was Local Law No. 2-2009. Based on our review of legislation adopted since that time, additional charges will be imposed at the end of the project for only the following local laws: 5-2010; 6-2010; 8-2010; and 2-2011. Note that anything adopted after L.L. No. 2-2011 and included in the Code may also be subject to additional charges. (An estimate for additional charges is available upon request.)
- C. Performance Schedule (Time frames reflect business days, excluding legal holidays.):
 - 1) Submission of Draft for review by Town: within 90 days of receipt of Editorial Analysis decisions and additional technical revisions requested by Town. Town will have 45 days to review.
 - 2) Delivery of Code volumes: within 30 days of approval of the Draft.
- D. Payment Schedule: 50% of the total price above shall be invoiced upon submission of the Draft; 50% of the total price above shall be invoiced upon delivery of the Code volumes.

Accepted by:

The above prices and specifications of the Change Order are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

TOWN OF POESTENKILL, RENSSELAER COUNTY, NEW YORK

Signature: _____

Title: _____

Print Name: _____

Date: _____

At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Poestenkill Town Hall at 7:00 P.M. on the 19th day of July, 2012.

RESOLUTION # ____ - 2012

IN THE MATTER OF THE ADOPTION BY THE TOWN OF POESTENKILL OF THE RENSSELAER COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN AS THE TOWN'S NATURAL HAZARD MITIGATION PLAN

WHEREAS, the Town of Poestenkill, with assistance from URS, has gathered information and reviewed the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan; and

WHEREAS, the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Town of Poestenkill is a local unit of government that has afforded its citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the Town of Poestenkill has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

WHEREAS, Rensselaer County has determined that there is no significant negative environmental impact as so stated in the Rensselaer County Legislature's resolution G/305/12 due to the following reasons:

- (a) the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan provides a framework for Rensselaer County and its local municipalities to plan and prepare for natural disasters to reduce the impacts, damage and destruction from these disasters; and
- (b) the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan will reduce the risk of toxic releases during a natural disaster, reduce hazards exacerbated by man-made actions, and lessen the amounts of man-made debris from natural hazards; and
- (c) the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan will improve community and cultural resources by providing guidance for the retrofit of existing facilities and buildings, proper siting and design of future buildings;

NOW, THEREFORE, BE IT

RESOLVED, that parking for participation in or attendance at funeral and/or burial services shall be exempt from the aforesaid prohibition; and it is further

RESOLVED, that parking in contravention of the aforesaid prohibition shall constitute a violation and subject the offender to such fine as may be set forth in the Town's schedule of fees; and it is further

RESOLVED, that, in addition to assessment of the aforesaid fine, and pursuant to the authority granted by Vehicle and Traffic Law §1660(a)(8), the Town may cause any vehicle parked in violation of this prohibition to be removed and stored with responsibility for the payment of any reasonable charges for such removal and storage and for the redemption of such vehicle to be borne by the vehicle owner; and it is further

RESOLVED, that the Town Superintendent of Highways be and hereby is authorized and directed to erect appropriate signage giving notice of this parking prohibition as well as the vehicle owner's responsibility for the payment of any reasonable charges for the removal, storage and redemption of any unlawfully parked vehicle.

MOVED BY: _____

Prepared and approved as to form by:
Patrick J. Tomaselli, Esq., Town Attorney

SECONDED BY: _____

VOTED UPON AS FOLLOWS:

- Councilman Bayly: _____
- Councilwoman Bentley: _____
- Councilwoman Cropsey: _____
- Councilman Slavin: _____
- Supervisor Jacangelo: _____

RESOLVED, by the Poestenkill Town Board that the Town of Poestenkill adopts the Rensselaer County Multi-Jurisdictional Natural Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and further resolves to execute the actions in said Plan.

MOVED BY: _____

SECONDED BY: _____

Prepared and approved as to form by:
Patrick J. Tomaselli, Esq., Town Attorney

VOTED UPON AS FOLLOWS:

- Councilman Bayly: _____
- Councilwoman Bentley: _____
- Councilwoman Cropsey: _____
- Councilman Slavin: _____
- Supervisor Jacangelo: _____

At a duly convened meeting of the Town Board of the Town of Poestenkill in the County of Rensselaer conducted at the Poestenkill Town Hall at 7:00 P.M. on the 19th day of July, 2012.

RESOLUTION # _____ - 2012

**IN THE MATTER OF THE SEASONAL PROHIBITION OF
PARKING OF VEHICLES IN THE VICINITY OF
BARBERSVILLE FALLS**

WHEREAS, there has throughout the years occurred continuing trespass upon the lands containing and surrounding Barbersville Falls, particularly in the summer months when use of the Falls and the waters of the Poestenkill Creek is most popular; and

WHEREAS, such activity has on numerous occasions resulted in peril as well as actual injury to the safety, health and welfare of such trespassers as well as to the safety, health and welfare of those seeking to assist and/or rescue said trespassers; and

WHEREAS, use of said area by such trespassers has been primarily achieved by vehicular access from vehicles parked in the public rights-of-way of Blue Factory Hill Road, Plank Road and Banner Hill Road or the lands immediately adjacent thereto; and

WHEREAS, such parking of vehicles in the public right-of-way has also threatened the safety of the motoring public legally travelling the aforesaid public highways; and

WHEREAS, it is the desire of the Town Board to prohibit parking in the area of Barbersville Falls during the summer months in order to diminish the aforescribed threats to the public health, safety and welfare;

NOW, THEREFORE, BE IT

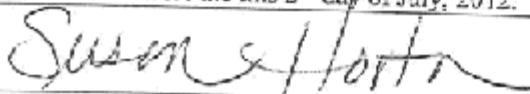
RESOLVED, by the Poestenkill Town Board that, pursuant to the authority granted by Vehicle and Traffic Law §1660(a)(18) the Town of Poestenkill does hereby prohibit the parking of motor vehicles (1) on Blue Factory Hill Road from its intersection with Plank Road and proceeding easterly therefrom a distance of six hundred feet (600'); (2) on Banner Hill Lane from its intersection with Blue Factory Hill Road and proceeding southerly therefrom a distance of two hundred feet (200'); and (3) on Plank Road commencing at a point six hundred feet (600') west of its intersection with Blue Factory Hill Road and running thence generally northerly and westerly therefrom a distance of two thousand, three hundred feet (2,300'), with such parking prohibition to be in effect from the twenty-fifth day of May each year through the eighth day of September each year; and it is further

**TOWN CLERK'S MONTHLY REPORT
TOWN OF POESTENKILL, NEW YORK**

June 2012

TO THE SUPERVISOR:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the payment of which is otherwise provided for by law:

Conservation Fees to the Town:	\$ 9.88
Marriage License No. 4 through No. @ \$ 7.50 each	\$ 7.50
Marriage Certificate 1 @ \$10.00 each	\$ 10.00
Marriage Transcript @ \$10.00 each	\$
A1255 Total Town Clerk Fees	\$ 27.38
A2530 Games of Chance Town's Share Peddlers Fee	\$
A1289 Registrar	\$
Junkyard License	\$
A2544 Local Fee for 7 dogs	\$ 56.00
A2115 Planning Board Fees/ZBA fees	\$
A2555 Building Permits	\$ 305.00
A2655 Minor Sales -Certified copy	\$
A2268 Impoundment fees from Creekside Kennel	\$
Water Meter Fee	\$ 450.00
Water Benefit Charge	\$ 542.69
Water Permit Fee	\$
Water billing	\$ 1,126.27
REVENUE TO SUPERVISOR	\$ 2,507.34
Amount paid to State Comptroller for Games Chance License	\$
Amount paid to DEC for Conservation Licenses	\$ 169.12
Amount paid to AG. And Markets for fee for unsprayed/unneutered Dog program	\$ 14.00
Amount paid to State Health Dept. for Marriage Licenses	\$ 22.50
TOTAL DISBURSED	\$ 205.62
July 2, 2012 Dominic Jacangelo, Supervisor	\$
TOTAL AMOUNT RECEIVED BY CLERK	\$ 2,712.96
State of New York, County of Rensselaer, Town of Poestenkill, Susan Horton, being duly sworn says that she is the Clerk of the Town of Poestenkill the foregoing is a full and true statement of all Fees and Moneys received by her during June being only such Fees the application and payment of which are otherwise provided by law subscribed and sworn to before me this 2 nd day of July, 2012.	
	



OFFICE OF THE
ASSESSOR

Town of Poestenkill

38 Davis Drive | P.O. Box 216
Poestenkill, NY 12146
518.283.5100 (Phone)
518.283.7550 (Fax)

TO: POESTENKILL TOWN BOARD
FROM: JEFFRY A. JACKSON, ASSESSOR
ASSESSOR'S REPORT FOR JUNE 2012

The 2012 Town of Poestenkill Final Assessment roll has been filed and is available for viewing on the Town's website. The final assessment roll reflects changes approved by the Board of Assessment Review.

Sales continue to be received and processed by this office. Based on trends provided by the State as well as real estate information in the local press, it would appear that a level of stability can be found in the respective market values.

Constituent relations are considered good during the report period.

Respectfully submitted,

Jeffrey A. Jackson
Assessor
Town of Poestenkill

cc: Town Board
Susan Horton, Town Clerk



TOWN OF POESTENKILL

38 Davis Drive, P.O. 210
Poestenkill, NY 12140

Office of the
Building Inspector/
Code Enforcement Officer/Water Manager

July 10, 2012

TO: DOMINIC JACANGELO - SUPERVISOR

FROM: ROBERT L. BRUNET, P.E. - BUILDING INSPECTOR/
CODE ENFORCEMENT OFFICER/WATER MANAGER

RE: WORK ACTIVITIES FOR JUNE 2012

In this month's report the standard results are reviewed and a detailed summary of our status of connections to the Poestenkill municipal water supply are presented. A brief overview of our water hookup status is as follows: (7/9/2012)

- 1) Permits issued to hookup - 317
- 2) Final testing, water flushing, meter installation and plumbing connection inspections (fully hooked-up residences/businesses/schools to water)-294
- 3) Certificates of Compliance issued - 269
- 4) Physical site inspections for hookup - 540

The overview of our standard items reveals that new building work is increasing, pool installations are increasing, inspections for MS4 issues, and for construction and property maintenance issues are continuing with corrective actions being taken where warranted. Office visits and telephone calls remain high due to resident, contractor, and government agency queries.

The following specific work was accomplished by the Building Inspector / Code Enforcement / Water Manager Office during the month of June 2012.

- I Work Permits: 9
- III Certificate of Occupancy Issued: 1
- IV Certificate of Compliance Issued: 2
- V Assisted:
 - a) Phone Calls - over 300
 - b) Office Meetings - over 40

- VI Site Inspections: 64
- VII Complaints Received: 8
- VIII Fees collected for the month of June: \$ 765
- IX MS4 Construction / SWPPP Inspections: 10
- X DIG SAFELY N.Y. (811) - Daily Audits (7days/week). Situations handled: 6
- XI June hours worked - (excluding lunch, evening meetings, computer work done at home):

WEEK	6/1 - 6/2	3.0 hours
WEEK	6/3 - 6/9	48.5 hours
WEEK	6/10 - 6/16	44.5 hours
WEEK	6/17 - 6/23	49.5 hours
WEEK	6/24 - 6/30	44.5 hours
TOTAL	6/1 - 6/30	190 hours

Town of Poestenkill Dog Control
June 2012

- 1st Resident has had "feral" cat that she has been taking care of since March. Now the cat has a litter of kittens so she wants "something done about it"
- 2nd Lost dog Later found
- 20th Sent 6 tickets for unlicensed dogs appear July 23rd in court
- 20th Resident saw a dog
- 23rd Police report that dogs being walked on a leash attacked by loose neighbor dog
Complaint forms sent
-
- 24th More info from dog owner and complainant on dog on dog attack
- 25th Info from Town Clerk on dog license for dog involved in attack



Town of Poestenkill
Office of the Highway Superintendent
P.O. Box 210
Poestenkill, NY 12140
(518) 283-4144

To: Town supervisor- Dominic Jacangelo
Town Board Members Bayly, Bentley, Cropsey, Slavin

From: Highway Superintendent- Toby Chadwick

Date: July 19, 2012

RE: Highway Activities
June 21, 2012-07/18/2012

1. Crew been out Paving & chip sealing roads
2. Mowing sides of roads
3. Crew been out picking up brush & bags of leaves
4. Crew been screening gravel
5. Crew been out fixing the dry hydrants damaged from Irene. Also we put in a new Hydrant on Jones Road.



STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION
REGION ONE
ALBANY, NY 12232
www.dot.ny.gov

JOAN McDONALD
COMMISSIONER

MARY E. IVEY
REGIONAL DIRECTOR

July 5, 2012

**RE: Safe Routes to School
Workshop Announcement**

Dear Municipal Official:

We are pleased to announce the availability of funding for the Safe Routes to School Program.

The Safe Routes to School program was authorized by Congress in 2005 through the passage of the ~~Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users~~ (SAFETEA-LU). In 2008, the New York State Department of Transportation (NYSDOT) awarded \$27.4 million to municipalities and school districts in the first round of the program, to support school-based transportation infrastructure improvements and public education campaigns across the state to promote safe routes to school.

Through extensions of SAFETEA-LU, NYSDOT has additional funds available for the Safe Routes to School program, to continue to provide communities and schools with the critical resources necessary to make walking and bicycling to school safer for our children. Not only does the program encourage healthy habits, it also helps reduce traffic, fuel consumption and air pollution near schools and increases awareness of transportation alternatives.

The Safe Routes to School program is a reimbursement program, with 100 percent reimbursement of eligible project costs for successful applicants. **Infrastructure applications** (evaluated based on the criteria identified in the guidebook) must be submitted by Friday October 5, 2012 to:

Ms. Karen Hulihan
Safe Routes to School Coordinator
NYSDOT Region One
Regional Programming Office, Suite 1850
50 Wolf Road
Albany, NY 12232

Ms. Hulihan will be your Regional liaison throughout the process, and can provide you with the guidebook and application, which is also available electronically at <https://www.dot.ny.gov/safe-routes-to-school>.

You may submit your application package to the Regional Coordinator for a preliminary review for completeness, if submitted prior to August 31, 2012.

The guidebook also provides information on eligible non-infrastructure activities, sponsor responsibilities and how to apply. **Non-infrastructure only** applications (also evaluated based on the application elements identified in the guidebook) must be submitted by October 5, 2012 to:

NYSDOT Main Office
Safe Routes to School Program
50 Wolf Road
Albany, NY 12232 (note the differing address)

I encourage you to attend one of the informational workshops being offered –

July 23, 2012 at 2:00 pm Crandall Public Library
(in the Community Room – Lower level)
251 Glen Street
Glens Falls, NY 12801

July 26, 2012 at 2:30 pm Greene County Emergency Operations & Training Center
(look for signs in the lobby)
25 Volunteer Drive
Cairo, NY 12413

If you plan on attending, or have any questions, please contact me, Susan Olsen, Region One Bike/Ped Coordinator, at 457-8197 (e-mail at susan.olsen@dot.ny.gov) or your SRTS Coordinator, Karen Hulihan at 485-7734 (e-mail at karen.hulihan@dot.ny.gov). Mary Harding, the Statewide Safe Routes to School Program Coordinator, is also available to answer questions at 518-485-9959, or by email at mary.harding@dot.ny.gov.

Sincerely,

for 

Susan C. Olsen
Region One Bike/Ped Coordinator (Planning)

/s/c/unnllr3:



July 2, 2012

Town of Poestenkill
P.O Box 210
Poestenkill, New York 12140

RE: Dog House Adoptions
Waiver of Dog License Fees

Dear Supervisor Dominic Jacangelo
Councilman Thomas Slavin Jr.
Councilman Robin Bayly
Councilwoman Gail Bentley
Councilwoman Amanda Crospey

I am writing on behalf of the Board of Directors to thank you for your recent unanimous vote authorizing the waiver of dog license fees for Dog House Adoptions (DHA) dogs. DHA was formed to offer a comprehensive solution to the abundance of stray dogs in our community by caring for dogs who need our help now, educating the public to protect dogs of the future, allowing dogs to give back as they do best – with their whole hearts, and accomplishing each stage with a sense of humor. Your remarkable action clearly demonstrates that we are indeed all in this endeavor together. Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy A. Clune", is written over a faint, larger version of the signature.

Timothy A. Clune, Esq.
Board President

Board file

Michelle Asquith

From: Immel, Brenda [brenda.immel@twcable.com]
Sent: Tuesday, July 17, 2012 2:05 PM
To: 'masquith@poestenkillny.com'
Subject: Programming Notice - July 17, 2012

July 17, 2012

VIA e-mail: masquith@poestenkillny.com; and/or Fed Ex

The Honorable Dominic J. Jacangelo
 Supervisor
 Town of Poestenkill
 38 Davis Drive
 P.O. Box 210
 Poestenkill, NY 12140

Dear Supervisor Jacangelo:

I am writing to you as part of our ongoing efforts to keep you apprised of developments affecting Time Warner Cable subscribers in the Capital District/Berkshires/Essex County areas.

Time Warner Cable's agreements with programmers and broadcasters to carry their services and stations routinely expire from time to time. We are usually able to obtain renewals or extensions of such agreements, but in order to comply with applicable regulations, we must inform you when an agreement is about to expire. The following agreements are due to expire soon, and we may be required to cease carriage of one or more of these services/stations in the near future.

WFNY-CA, Gloversville, NY, WRNN, Kingston, NY (other than Kinderhook), WSHM-LP, Springfield, MA, Style, Current TV, Encore, Encore Action, Encore HD, Encore Drama, Encore Love, Encore Mystery, Encore WAM, Encore Westerns, Starz!, Starz Cinema, Starz Comedy, Starz Comedy HD, Starz Edge, Starz Edge HD, Starz HD, Starz in Black, Starz Kids & Family, Starz Kids & Family HD, Zee TV, BBC America SD/ HD/VOD, Sprout VOD, NECN, NHL Network, NHL Center Ice, Cooking Channel HD, DIY SD/HD/VOD, Music Choice (Channels 601-646), Music Choice VOD, Game Show Network SD/HD, GOL TV, Food Network SD/HD/VOD, Great American Country, Fox News SD/HD, Food Network SD/HD/VOD. Please note some channels listed may not be available in your service area.

In addition, from time to time we make certain changes in the services that we offer in order to better serve our customers. The following changes are scheduled to take place: MLB Strike Zone to be added; TWC Extra Sports overflow channels to be added; ESPN 3D SVOD to be added to channel 1507; RT TV (Russia Today) Spanish language version to be added to channel 196; TV Japan HD, Mediaset Italia and Neo Cricket to be added; Filipino on Demand to be added to channel 927; Olympic HD channels to be added to channel 1550 and 1551 on July 28, 2012; TWC Sports SD/HD/VOD moves from Basic to CPST on August 31, 2012; MTV 2 HD, TV Land HD, and Nicktoons to be added July 31, 2012; Music Choice Mix Tape channel 1232 becomes Music Choice University on August 1, 2012; and PAC 12 Network SD/HD to be added to Time Warner Cable Sports Pass on channels 687 and 1848 on August 15, 2012. The new services listed above cannot be accessed on CableCard-equipped Unidirectional Digital Cable Products purchased at retail without additional, two-way capable equipment.

Finally, we are currently involved in discussions regarding the services and/or stations listed below. While we cannot guarantee that we will reach agreement with the relevant programmers and/or broadcasters, we are listing these services/stations here in the event that those discussions lead to the dropping or addition of the following services/stations: none at this time

We will be providing you these notifications whenever there is a change in channel or programming service. You can also check our division website at <http://www.timewarnercable.com/northeast> if you would like more updated information.

If you have any questions, please contact me at 518-242-8830 or by email at john.mucha@twcable.com.

Sincerely,

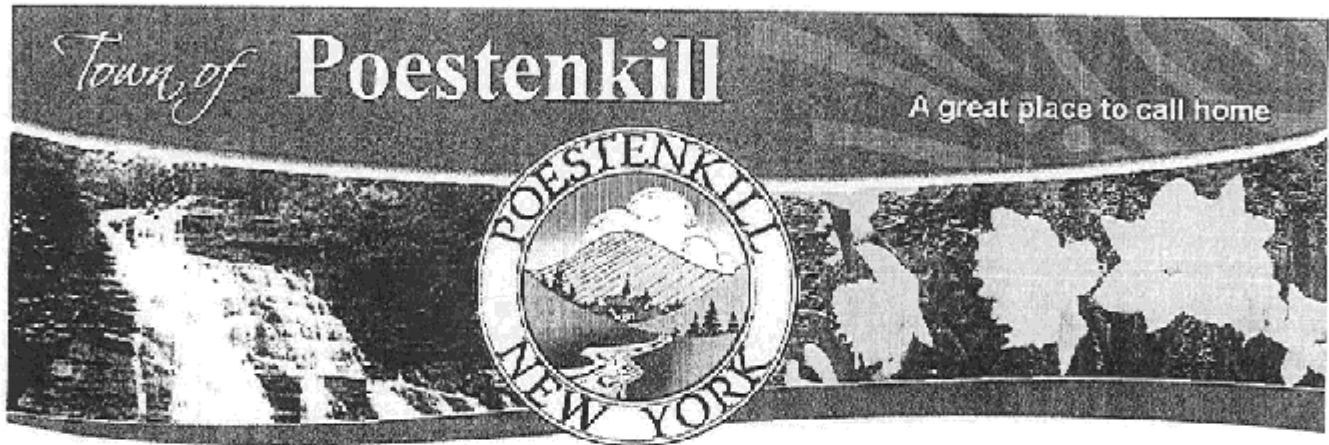


John S. Mucha
 Director, Government Relations

7/17/2012

Time Warner Cable, Northeast - Albany

...
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Records-focused Disaster Management Plan

Version 1.0

June 19, 2012

Town of Poestenkill	VERSION:	1.0
Records-focused Disaster Management Plan	DATE:	June 19, 2012

3. ANALYSIS & RECOMMENDATIONS

3.1 Primary Issues That Need to be Addressed

The Town's Records Management Program is mature and functions well, but faces the following disaster management-related challenges:

- The majority of the Town's records are maintained in hardcopy format (instead of digital)
- The Town currently has a limited ability to scan documents within current staffing and hardware constraints
- The vast majority of the Town's records are stored at Town Hall
- For the vast majority of records, there is no second copy secured elsewhere

3.2 High-level Goals For Enhancements

The following are the primary goals for the Town's efforts to advance its Records Management Program to address disaster management needs:

- Increasing the amount of Town records that are maintained and accessed digitally
- Building upon the Town's existing cloud-based remote backup configuration to incorporate and cover a wider range of records

Secondary goals that enhancement efforts could also support include:

- Making the Town's records more accessible to Town staff and the public
- Increase the efficiency of Town government's operations by reducing the time required to locate information
- Improving the security of Town records – having more records in digital form will allow appropriate security and access constraints to be applied and managed more effectively

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3.3 Recommendations

This subsection documents recommendations that, if implemented, will advance the current disaster management capabilities of the Town of Poestenkill.

Recommendation 1 - Scan and OCR

This would involve scanning and OCR-ing hardcopy documents into PDF format.

Potential solutions

1. Hire one or more interns¹ to scan and OCR hardcopy documents
2. Pay a company to do the same work offsite

NYSA should fund either, as long as it is sufficiently justified in writing in a LGRMIF grant application. This request should be submitted under the LGRMIF grant category "Document Conversion and Access".

Interns might take longer and cost a little more, but Town staff would be able to stay involved in the process by supervising their work and performing a quality review of the files they produce. They would also need to have access to a scanner to perform their work.

A company would probably do it quicker and cheaper, but Town staff may have little to no involvement, unless a quality control step is included (recommended if this option is selected).

The rest of this page has been intentionally left blank.

¹ It is not expected that any existing Town staff will be available to perform the scanning or OCR-ing of documents because they are expected to be busy with other work.

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Recommendation 2 – Protect the Records in the Inactive Records Storage Room

The Town's inactive records are stored in a room (the Inactive Records Room) that does not have a sprinkler system and has exposed water pipes overhead. Both of these present a potential risk to the records and the risk from both hazards can be proactively mitigated.

Potential solutions

1. Add a sprinkler system to the room
2. Insulate the exposed pipes and install a gutter system

The sprinkler system will suppress any fire that might break out in the room.

By insulating the exposed pipes, they will be protected from extreme hot and cold temperatures, which will reduce the chance that the pipes will crack or otherwise develop a leak. Installing a gutter system underneath these pipes will ensure that any water can be efficiently drained away to a sump pump or into the sewer system.

NYSA should fund both, as long as they are sufficiently justified in writing in a LGRMIF grant application. This request should be submitted under the LGRMIF grant category "Inactive Records".

The rest of this page has been intentionally left blank.

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Recommendation 3 – Protect the Town’s Key Information Systems to Ensure They Can be Brought Back Online Quickly

This would involve implementing a IT-based solution to ensure that the Town's key information systems – e.g. BAS, e-mail, others – are being backed up properly and are quickly recoverable in the event of any "disaster" or other unexpected interruption of normal operations.

Potential solution

There are many potential solutions, but key questions such as "how long could Town government operate without having access to one or more of these systems?" need to be answered as part of the planning effort.

Regardless of the answer to this question, it is expected that the technology solution used should involve having an offsite copy of the key systems and data. It is also recommended that this offsite backup be able to be operated independent of any Town computer so that there is no dependency on anything in Town Hall. This can be accomplished by implementing either of these two general recommendations:

1. Maintaining an up-to-date copy of installation CDs/DVDs, software licensing and data offsite for use by any authorized Town staff on a computer that is not kept in Town Hall
2. Using a cloud-hosted solution whereby current versions of the software and data are maintained on third party server(s) for access and use by any authorized Town staff that have internet access

NYSA should fund this via a LGRMIF grant, as long as it is sufficiently justified in writing in the grant application. This request should be submitted under the LGRMIF grant category "Disaster Management".

The rest of this page has been intentionally left blank.

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3.4 Potential External Funding Sources

The New York State Archive's LGRMIF Grant Program (http://www.archives.nysed.gov/a/grants/grants_lgrmif.shtml) is a viable source of funding for implementation. LGRMIF grants are competitive (award is not guaranteed) and can have a maximum value of \$150,000. In general² a municipality can submit only one LGRMIF grant application each year

The New York State Department of State's Local Government Efficiency Program (LGE) (<http://www.dos.state.ny.us/lg/lge-index.html>) is another potential source of funding for implementation. Like the LGRMIF Grant Program, grant applications must be made together by two or more government organizations. LGE grants are also competitive and can have a value of up to \$200,000 per applicant and up to \$1,000,000 for all co-applicants.

There are other grant programs that can be used to obtain funding for records management-related enhancements, but these are probably the two most relevant and available to New York municipal governments.

² The exception is that any municipality can submit a second LGRMIF grant application for up to \$10,000 in the category "Disaster Management".