

**Village of Cambridge  
Board Meeting**

**January 8, 2014  
Agenda**

**Review of the Statement of Unpaid Vouchers for January**

- Motion to approve January abstract of unpaid vouchers, contingent on Board Auditors approval

**Board Packet:** Would anyone like a copy of the Board packet?

**Resignation of Planning Board Member/Appointment of Planning Board Member**

**Community Events:** Christmas Tree Bonfire January 11, 2014

- Motion to approve Cambridge Connects use of Durrin Park for the Bonfire on January 11, 2014.

**Public Comment** – the public is welcome to comment on any issue they may have and/or any agenda item.

**Report on Past Events and Other Community Activities:**

**Department Reports:**

- Fire Department
  - Report highlights
  - Roof repairs needed – status – DPW review and bid specifications
- DPW
  - Report/Activities for past the month
  - Status of lighting changes at Library entrance
- Police
  - Report/Activities for the past month
- Youth
  - Report highlights
- Assessor
  - Report highlights
  - Renewal of Senior Housing PILOT for the first senior housing building built in 1998 - status report
- Zoning Enforcement
  - Report highlights
- Zoning Board of Appeals
  - Report highlights
  - Resignation of Stephan Deibel
    - Motion to accept Stephan Deibel's resignation effective February 2, 2014
    - Need to contact Alan Dupuis to see if he is interested in joining the ZBA

- Need to appoint a new Chair at our February meeting
- Review of ZBA minutes and records
- Historic Building Ordinance - hold
- Planning Board
  - Report highlights
  - Review of Planning Board minutes and records
  - Status of current members who do not reside in the Village
    - Resignation of Stephan Aalderink
      - Motion to accept Stephan Aalderink's resignation effective immediately
- Note: Saratoga Planning and Zoning Conference is January 29<sup>th</sup>. Mayor encourages all Planning Board, Zoning Board of Appeals and the Zoning Enforcement Officer to attend. For the PB and ZBA this conference fulfills the required four hours of training needed for 2014.
  - Status of registration forms and payment
- Attorney
  - Erica Sellar-Ryan will be attending Board meetings
  - Report
- Historian
  - Report highlights
- Library
  - Report highlights
  - Letters from the Library - Safety changes at the Library – lighting and pavement
- Clerk
  - Clerk's report – job description
  - Job Posting in Eagle, Post Star, On-line, Village website, Village Facebook page
  - Registrar for Vital Statistic and Deputy Registrar

**Change in Zoning Law – Nursing home added to Village Residential and Residential Transition**

- No final decision on the amendment can be made until the Village gets a response from the County or the County's 30 day review period has expired
- Report on County's response
- Board action

**Change in Zoning Law – Sign zoning re-write**

- Committee met again on January 7. Sending proposed changes for review to ZBA, Planning Board, and several community members.

**Village Elections**

- Need to publish and post a legal notice that the Election is March 18<sup>th</sup> and that there are two trustee positions up for election – the two trustee positions are currently filled by Scott Lucey and Jim Sweeney. Positions will run from April 1, 2014 to March 31, 2016
- Board Resolution – For the March 18, 2014 election, the Village Offices, at 56 North Park Street, Cambridge, NY will be the official polling place and the hours of polling will be noon to 9 pm.
  - Motion to approve

- The first day to file independent nominating petitions is February 4, 2014.
- The last day to file independent nominating petitions is February 11, 2014.
- At our February 5<sup>th</sup> Board meeting we must appoint election inspectors.
- The County Board of Elections is willing to help us with the election by providing signs indicating the polling place and a poll book, if needed.

**Mayor's Office:**

**Note: January 20<sup>th</sup> Martin Luther King Day, is a Village Holiday**

**Office Schedule for Month**

- The Mayor will be on vacation from January 9 through January 28<sup>th</sup>. Feel free to call on my cell phone 369-9347.
- January 30<sup>th</sup> – 8:00 am to noon
- January 31<sup>st</sup> – 8:00 am to noon
- The public is welcome to stop in during those office hours or feel free to call the Mayor at the office 677-2622 or cell 369-9347 to set up an appointment or discuss an issue.

**Priorities Workshop for Board**

- Setting up a priority setting workshop for the Board. Ask Joanne McDowell and Trustee Sweeney to set up the workshop in February. Board members should begin to think about what their priorities are or what they think the Village's priorities should be.

**Focus on Finances:**

- Financial Restructuring Board for Local Governments
  - Request for assistance on hold
- Internal Controls for Village Credit Cards
  - Review proposal
  - Motion to approve, if ready
- Treasurer's Report - Les Losaw
  - Need motion to provide the Treasurer, Lester Losaw, with health insurance benefits, 2 member family coverage starting February 1, 2014.
    - Motion to approve
  - Board Reports - routine financial reports that the Board needs to perform their financial responsibilities are needed on a monthly basis. These reports should come from the Village's accounting software, Enhanced Business System.
    - Operating Statement which should include year-to-date expenditures compared to the budget;
    - Balance Sheet which should indicate the Village's cash level, with due to accounts, due from accounts and fund balance;
    - Payroll report which should include a trial balance for each payroll.
    - Treasurer's report which should give the Board the fund balance amount
  - Operating Statement – review highlights
- AUD (Annual Update Document) – status of 2013 preparation – Treasurer has asked for an extension

- Preparation of the AUD is contingent on the having the 2012-2013 financial records complete and accurate. The Treasurer has made this a priority now that the 2013-2014 financial records are set up.
- Change signatures authorized to sign Village checks – remove Bethany Witham
  - Signature cards need to be signed – there will be 3 people authorized to sign with all checks requiring two signatures
- Designate Les Losaw as the Glens Falls National Bank on-line super user. Need to remove the former Clerk as the super user. Board resolution needed and forms need to be signed
  - Motion to designate Les Losaw as super user.

#### **HCC Risk Assessment**

- Review of progress report from Joanne McDowell

#### **Ackley Building**

- Status report
  - Asbestos report sent to Bill Cottrell,
  - Mayor had long conversation with Mr. Cottrell about the need for the bid specifications to have direction on safety concerns of adjoining buildings and to incorporate the asbestos report findings
  - Next steps – Go to bid for demolition proposals? How do we select a firm to oversee the demolition? Greenwich used HRP to coordinate and oversee the demolition contractors.
  - Safety steps for the winter – response from Mr. Cottrell?

#### **Approval of Minutes:**

- December 4, 2013 – review and approve
- December 18, 2013 – review and approve

#### **2012-2013 Fiscal Year Budget - Hold**

#### **Amendment Request to the Municipal Agreement – Police Agreement with Greenwich**

- Status report

**Main Street Pedestrian Project** - Progress report on submitting the final grant paperwork

**Bennington Heating and Cooling** - Proposal for work – review and approve

**Washington County DSS** - Worksite sponsor contract

**Public Service Commission's winter outreach and education campaign** – last month the Board agree to order materials to distribute around the community – need someone to take the lead on this.

**Storage of Birth Certificates** – recommendation from 2011, need fire-proof, lockable cabinet.

PERMIT #

VILLAGE OF CAMBRIDGE

56 North Park Street  
Cambridge, NY 12816  
(518) 677-2622  
fax: (518) 677-3916  
clerk@cambridgeny.gov

PARADE/EVENT PERMIT APPLICATION

CONTACT NAME:

Heather Sweet

ADDRESS:

P.O. Box 297

Cambridge NY 12816

PHONE/EMAIL:

677-7069

NAME OF ORGANIZATION/EVENT:

Cambridge Connects

ADDRESS:

Annual Community Bonfire

PHONE/EMAIL:

DATE(S) OF EVENT:

1/11/14

TIME/DURATION:

3 - 7 pm (event runs 4-6)

TYPE OF EVENT (i.e.: parade, block party, sporting event, etc.):

Tree Bonfire / Snow party

NUMBER OF ATTENDEES ANTICIPATED:

~ 50

*If more than 5000 anticipated to attend, please contact the NYS Department of Health: (518) 474-3074*

ALCOHOLIC BEVERAGES PRESENT (circle one):

YES

NO

VILLAGE SERVICES REQUIRED:

- PARKING FOR BUSES    NUMBER OF BUSES: \_\_\_\_\_
- REFUSE COLLECTION
- STREET SWEEPING
- BARRICADES
- POLICE
- TRAFFIC CONTROL
- FIRE/SUPPRESSION (MANDATORY FOR FIREWORKS)
- FIRE/EMS DEDICATED UNITS: \_\_\_\_\_
- NON-DEDICATED UNITS: \_\_\_\_\_

*(If overtime personnel are required for an event, the village reserves the right to charge the organizer for all related costs)*

LOCATION OF EVENT OR PARADE ROUTE (all parades, marches, runs/walks, etc. shall submit map of proposed event which includes anticipated areas in need of traffic control):

Bob Durrin Park, Ave B

EQUIPMENT TO BE USED DURING EVENT: (equipment not supplied by village)  
Items: provide number and description as necessary

SOUND EQUIPMENT: \_\_\_\_\_  
TABLES AND CHAIRS: \_\_\_\_\_  
LIGHTING: \_\_\_\_\_  
PORTABLE RESTROOMS: \_\_\_\_\_  
EXTENSION CORDS: \_\_\_\_\_  
PRIVATE SECURITY: \_\_\_\_\_  
PLATFORMS AND/OR STAGES: \_\_\_\_\_

NA

\*\*PLEASE PROVIDE CERTIFICATE OF INSURANCE FOR THIS EVENT WITH COMPLETED APPLICATION TO VILLAGE CLERK'S OFFICE. PERMIT WILL NOT BE APPROVED WITHOUT CERTIFICATE OF INSURANCE.

CAMBRIDGE-GREENWICH POLICE DEPT APPROVAL: \_\_\_\_\_

CAMBRIDGE FIRE DEPT APPROVAL: \_\_\_\_\_

Heath Green  
APPLICANT'S SIGNATURE

Jan 1 2014  
DATE

By signing this document, I accept responsibility on behalf of myself and/or the organization for the clean up of the right-of-way, street, public place or public park, and that I/the organization will pay all costs for said cleanup and will reimburse the village if it is found necessary.

MUNICIPAL USE ONLY:  
APPROVED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_



# COMMUNITY BONFIRE



Saturday, January 11, 2014



4-6pm



Robert Durrin Memorial Park

Ave B, Cambridge



Refreshments will be available



Bring your Christmas Tree to the  
park or village residents can



leave it for curbside pickup

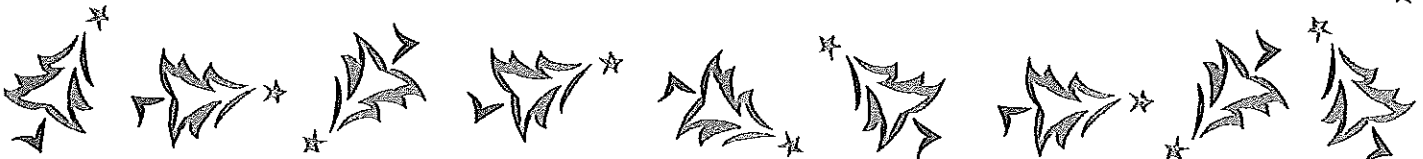


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Cambridge Connects is a community group, working

with the Village of Cambridge, dedicated to  
providing family friendly events and activities

Find us on Facebook or email  
[Cambridgeconnects@gmail.com](mailto:Cambridgeconnects@gmail.com)



# Monthly Report

December 2013

## TOTAL VEHICLE MILEAGE:

Unit 111 2006 Jeep Grand Cherokee 123,001 miles

Unit 110 2010 Jeep Grand Cherokee 49,283 miles

Unit 112 2011 Ford Crown Victoria 68,225 miles

Unit 113 2013 Ford Police Interceptor 24,112 miles

## CASE LOAD:

*Officers handled Twenty Eight (28) reportable cases from December 1, 2013- December 31, 2013. This brings the total criminal cases handled from January 1 2013 to December 31, 2013, to Three Hundred Sixty Five (365).*

*A total of Eleven (11) individuals were arrested and charged with a total of Twenty (20) various charges.*

*A total of Two Hundred Three (203) people have been arrested so far this year.*

*Officers also handled Thirty Three (33) calls for service from December 1, 2013 – December 31, 2013 over and above the Twenty Eight (28) reportable cases that are reported to the Division of Criminal Justice Service.*

*There was (0) Driving While Intoxicated arrest in December 2013*

*There was Two (2) property damage accident investigated during the Month of December 2013*

*A total of Fifty (50) traffic tickets were issued between December 1, 2013 and December 31, 2013.*

*Total of 623 Traffic tickets were issued in 2013*

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*file in Planning Bd*

**Scott Smith**

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**From:** Stephen Aalderink [sdaalderink@gmail.com]  
**Sent :** Wednesday, December 11, 2013 10:08 AM  
**To:** scottsa@nycap.rr.com  
**Subject:** Planning Board Formal Resignation letter

December 10, 2013

To my chairman and fellow board members,

Please accept my formal resignation from the Village of Cambridge Planning board effective immediately, due to my change of residence.

It was a pleasure serving with all of you and I wish to extend my best wishes as you move forward.

Kind regards,

Stephen D. Aalderink

RESOLUTION # \_\_\_\_\_

DATE: \_\_\_\_\_

**VILLAGE OF CAMBRIDGE**

**VILLAGE BOARD OF TRUSTEES**

56 NORTH PARK STREET CAMBRIDGE, NY 12816

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

AYE:

NAY:

MAYOR: Valerie Raegan

\_\_\_\_\_

\_\_\_\_\_

TRUSTEE: Richard Lederer-Barnes

\_\_\_\_\_

\_\_\_\_\_

TRUSTEE: Sara Kelly

\_\_\_\_\_

\_\_\_\_\_

Trustee: Scott Lucy

\_\_\_\_\_

\_\_\_\_\_

Trustee: James Sweeney

\_\_\_\_\_

\_\_\_\_\_

Be it resolved that the Village of Cambridge Village Board does hereby appoint Treasurer, Lester Losaw to be designated the Super-User in regards to the Internet banking for the Glens Falls National Bank.

Subject **Resigning from the ZBA**  
From Stephan Deibel <sdeibel@wingware.com>,  
<mayorreagan@cambridgeny.gov>, jczba@redgreen.net  
<jczba@redgreen.net>, Kibbe Caroline <cfkibbe@verizon.net>,  
To james griffith <griffithj40@hotmail.com>, izzyzpop  
<izzyzpop@yahoo.com>,  
Cc Dani Robertson <danisdaycare2007@yahoo.com>, Dani  
Roberston <pbzbaclerk@cambridgeny.gov>, Gina Deibel  
(Hubbard Hall) <gina@hubbardhall.org>,  
Date 01/02/2014 11:27 am



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Hi,

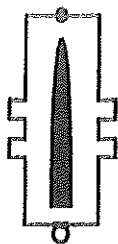
As some of you may already know I've been struggling w/ my health for the past 3+ months. While I'm slowly improving, there is still no known cause and I feel it is time that I reduce my commitments and concentrate on healing. As a result, I plan to resign from the ZBA one month from today, February 2nd 2014. That will be pretty close to my 5 1/2 year anniversary on the board.

I will not be attending the annual planning & zoning conference on January 29th but will be available for the ZBA meeting on January 22nd and any other meetings between now and February 2nd. We should definitely meet on Jan 22nd even if there is no other business, so I can pass the materials that I have on to the next chair.

I'm not sure who will replace me as chair... there's some chance Alan Depuis will return to the board and he might be a good candidate since he has served before and is experienced. Otherwise, I think any of you who are willing would do a fine job as well.

Thank you all for serving on the board. It has been a pleasure and an honor to serve with you, and I'm very glad I did it.

- Stephan



# BENNINGTON COOLING & HEATING

303 DEPOT ST. BENNINGTON, VERMONT 05201 - (802) 442-3519

Village of Cambridge  
P.O. Box 271  
Cambridge, NY 12816

November 11, 2013

**Attn: Bethany Witham**  
Re: Preventative maintenance contract

To all concerned,

In the interest of the proper operation of the town's heating equipment for the 2013 heating season, we have listed an outline of equipment and tasks to be performed.

The equipment that we have covered in the contract is as follows:

LOCATION	MANUFACTURER
Cambridge Firehouse. 11 West Main St	Buderus hot water boiler M# G215
Cambridge Library 21 West Main St.	Olsen warm air furnace M#BCL-190 S#1006A011678
Department of Public Works 6 Memorial Dr.	H.B. Smith hot water boiler M# S/W-5 S# D85-5602P
Village Office 56 North Park St.	Weil-McLain hot water boiler M# P-WGO-3

It would include:

1. Cleaning and brushing of the heating surfaces of furnace or boiler
2. Inspect the ignition transformer, nozzle, electrode assembly fuel pump, relief valve and water feeder.
3. Set all operating controls with adjustment
4. Lubricate all motors and bearings
5. Perform efficiency test
6. Report any defective conditions for itemized pricing

It would not include:

1. Time and materials over and above to correct defective conditions found during visit.

"Specializing In Refrigeration"

This single heating PM visit would be performed during the month of November.

The price to perform this PM visit would be \$1,648.

Our company has staff on call 24 hours a day to handle any emergency. And can be reached simply by calling our company phone at: 1-802-442-3519 anytime during the day or night.

Please contact me if you have any questions regarding this quote.

**Village of Cambridge**

Accepted By: \_\_\_\_\_

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

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

**Bennington Cooling & Heating**

Proposed By: *Michael Albert*

Title: *CEO/Service Manager*

Date: *11-11-13*

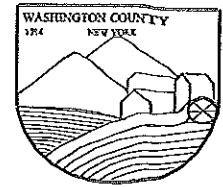
Terms: Upon Completion

**WASHINGTON COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**

333 Broadway, Fort Edward, New York 12828

Telephone (518) 746-2300

Fax (518) 746-2355



Tammy L. DeLorme, Commissioner

November 21, 2013

Village of Cambridge  
56 North Park Street  
Cambridge, NY 12816

Dear Sirs:

Enclosed is a signed copy of the Agreement with Worksite Sponsor Agency Contract and a Work Site Participant Incident / Injury Reporting form. The Injury Report Form must be completed and returned to this Agency whenever a Washington County worksite participant incurs an injury while participating in their work assignment at your Agency.

Thank you for your participation in the Washington County Worksite program.

If you have any questions, you may contact me at 746-2300 x3423.

Sincerely,

A handwritten signature in cursive script that reads "Mary Cosey".

Mary Cosey

Welfare Employment Representative

Enc. Washington County Agreement with Worksite Sponsor Agency contract

Enc. Work Site Participant Incident / Injury Reporting Form

## Agreement with Worksite Sponsor Agency

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and Between Washington County Department of Social Services in THE COUNTY OF Washington, having its offices at 383 Broadway, Fort Edward, NY 12828, hereinafter designated the "social services district", and

Village of Cambridge  
56 North Park Street  
Cambridge, NY 12816  
677-2622 (FAX 677-3916)

hereinafter designated the "sponsor."

WHEREAS, the social services district is charged with receiving and administering federal Temporary Assistance for Needy Families (TANF) funds, state Safety Net funds and Food Stamp Employment and Training (FSET) funds to be used for work activities in accordance with State Social Services Law and its implementing regulations. TANF activities must be in accordance with the state plan filed with the U.S. Department of Health and Human Services under Title IV-A of the Social Security Act. The social services district may use federal and state funds for work activities as authorized under the TANF Program, the state-administered Safety Net Program, and FSET program to provide for the establishment of work experience projects, including any work experience that is part of a community service program, for persons in receipt of TANF, Safety Net and/or food stamp benefits. Such projects may include the performance of work experience activities in the public sector or non-profit sector, including activities associated with refurbishing publicly assisted housing. Work experience projects also may include the operation of an activity of a governmental unit, a non-profit agency, or an institution pursuant to an agreement with the social services district in accordance with state regulations; and

WHEREAS, the sponsor is a state or federal government institution, a municipality, a public agency, or a public or private nonprofit entity desiring to provide work experience activities for recipients of TANF, Safety Net, and/or food stamps under an agreement complying with such provision of law and regulations.

NOW, THEREFORE, it is agreed as follows:

1. The social services district shall assign to the sponsor recipients of TANF, Safety Net, and/or food stamps (hereinafter called "participants") to whom the sponsor shall assign work experience activities in accordance with the provisions of this Agreement and the applicable law and regulations.

2. Work experience activities shall be performed at the sponsor's office or at such other worksite locations as shall be mutually agreed upon between the social services district and the sponsor. The work experience assignment, however, must serve a useful public purpose in fields such as health, social services, environmental protection, education, urban and rural development and redevelopment, welfare, recreation, operation of public facilities, public safety, or child day care.
3. The assignment of a participant to work experience activity must not result in:
  - a. the displacement of any currently employed employee or loss of job or position, including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits, or result in the impairment of existing contracts for services or collective bargaining agreements;
  - b. the assignment of a participant to work experience activity when an employee is on layoff from the same or any equivalent position, or the employer has terminated the employment of any regular employee or otherwise has reduced its workforce with the effect of filling the resultant functional vacancy with such participant;
  - c. any infringement of the promotional opportunities of the sponsor's employees;
  - d. the performance, by such participant, of a substantial portion of the work ordinarily and actually performed by regular employee; or
  - e. the loss of a bargaining unit position as a result of the work experience participant performing, in part or in whole, the work normally performed by the employee in such position.
4. Work Experience assignments shall not be made at any worksite at which the regular employees are on a legal strike against the employer or are being subjected to a lock out by the employer.
5. No participant shall be assigned to a work experience activity that conflicts with his or her bona fide religious beliefs.
6. The social services district will advise the sponsor as to the number of mandatory hours for which each participant must participate in work experience activities each month. A participant may be assigned to work experience activities for a maximum number of hours calculated by dividing his or her public assistance grant and food stamps, if any, by the state or federal minimum wage, whichever is higher. The limitation of the number of hours of work experience activities to which a participant may be assigned is only a calculation of allowable hours in



work experience activity and does not mean that such participant is receiving a wage for the performance of such activities; the participant is not "working off" the grant, but is engaged in work experience activities as an element of his or her plan to become self-sufficient. In no event may a participant be required to work more than forty hours in any week.

7. The social services district will advise the sponsor as to any limitations a participant may have with regards to the nature of work experience activities in which they may participate; participants will be required to perform only those activities that are within their physical capabilities.
8. The sponsor will maintain and provide to the social services district time records with respect to each participant, and shall ensure that such time records are adequate to meet the needs of the social services district. Such time records will include the sponsor's name and address, the participant's name, the hours during which the participant participated in work experience activities, and the period covered by the report. The sponsor will notify the social services district if a participant refuses and/or fails to perform assigned work experience activities.
9. The sponsor warrants that it will not discriminate on the grounds of age, race, color, religion, sex, national origin, or mental or physical disability.
10. Participants shall not be required to travel an unreasonable distance from their homes (generally a round trip lasting more than two hours) or to remain away from their home overnight for the purpose of participating in work experience activities.
11. Department of Social Services shall provide for each participant worker's compensation or equivalent protection for on-the-job injuries under the Washington County Self-Insurance, although not necessarily at the same benefit level as such protections are provided to the sponsor employees. The Department of Social Services will also provide tort claims protection for actions deemed to be the responsibility of Washington County pursuant to paragraph 20 of this agreement. The sponsor shall promptly notify the social services district of any injury to a participant using the form provided by the Department of Social Services.
12. The sponsor shall promptly notify the social services district of a participant's absence (whether for illness or otherwise), except when such absence is on a pre-planned basis approved by the social services district. Such notification shall include prompt telephone notice to the social services district followed by written confirmation if requested. Additionally, the sponsor shall report to the social services district any injury to or illness of any participant.

13. The sponsor shall provide adequate supervision to the participant. The sponsor will review the performance and attitude of all participants with a representative of the social services district at regular and mutually convenient intervals.
14. The sponsor will establish and maintain appropriate standards of health, safety, and other work conditions to ensure that participants are adequately protected against hazards or activities that may affect adversely their health or safety. Such standards shall meet or exceed those required by public employee safety and health standards as established in new York State Labor section 27-a.
15. The social services district will provide transportation or will meet the cost of transportation, provide necessary allowance for child care and provide other supportive services as may be required by participants.
16. The sponsor shall provide any special clothing, specific tools or equipment that may be required for the participants to perform work experience activities.
17. Participants may be required to operate a motor vehicle in the course of executing work experience activities. If so, the sponsor shall provide the motor vehicle, and also shall provide adequate liability insurance for such motor vehicle which shall cover the participant who may be operating the vehicle. Only properly licensed participants may be assigned such work experience activities.
18. The sponsor may terminate the work experience activities of any participant, provided that the sponsor shall promptly furnish the social services district with a written evaluation of the participant's performance and the reason for the termination.
19. The sponsor may offer full-time paid employment to any participant, provided the sponsor furnishes to the social services district written notice of such offer and the participant's acceptance or rejection thereof, including details as to the job description, wages and date of employment.
20. The sponsor agrees to indemnify and save harmless the State of New York and the County of Washington, their officers, employees and agents from and against all liability, loss or damage they may suffer as a result of any claims, demands, costs, judgments or damage to state or county property in the care, custody or control of the sponsor arising directly or indirectly out of this Agreement, including losses arising out of the negligent acts or omissions of the sponsor. The sponsor further agrees to provide defense for and defend any claims or causes of action of any kind or character directly or indirectly arising out of this Agreement at its sole expense and agrees to bear all other costs and expenses relating thereto. The foregoing provisions shall not be construed to cause the sponsor to indemnify the State and the County, their officers, agents or employees from its or their sole negligence. The sponsor affirms that it will comply in the performance of the Agreement with all applicable provisions of the Labor Law,

Worker's Compensation Law, State Employment Insurance Law, State General Obligations Law, Federal Social Security Law and any and all rules and regulations promulgated by the U.S. Department of Labor, the U.S. Department of Health and Human Services, the Commissioner of Labor of the State of New York, and any other applicable laws, rules and regulations.

21. This Agreement shall take effect as of \_\_\_\_\_, 20\_\_\_\_ and may be terminated at any time by either party upon thirty (30) days of written notice by registered or certified mail, return receipt requested.
22. This agreement shall not be modified except by a further written agreement signed by both parties.

In witness thereof, the parties have executed this agreement on the dates noted below.

By: \_\_\_\_\_,

Tammy DeLorme, Commissioner of Washington County Department of Social Services

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

By: \_\_\_\_\_,  
Village of Cambridge (Sponsor Organization)

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

**WASHINGTON COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**

383 Broadway, Fort Edward, New York 12828

Telephone (518) 746-2300

Fax (518) 746-2355



Tammy L. DeLorme, Commissioner

**Work Site Participant Incident / Injury Reporting Form**

Name of Work Site Participant: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_

Name of Work Site Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Site Supervisor: \_\_\_\_\_  
Date of Placement w/Worksite: \_\_\_\_\_

General Description of Daily Work Site Job Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Participant Began Work on Day of Incident/Injury: \_\_\_\_\_  
Time Incident/Injury Occurred: \_\_\_\_\_  
Location where the Incident/Injury Occurred: \_\_\_\_\_

Description of What Took Place:  
\_\_\_\_\_  
\_\_\_\_\_

Description of Injury (if any): \_\_\_\_\_

Is this a Reoccurrence of a Previous Injury or Illness?    Yes    No

Did anyone else see the incident/injury happen?    Yes    No  
If yes, please provide name and contact number: \_\_\_\_\_  
\_\_\_\_\_

Did the Work Site Participant Seek Medical Attention:    Yes    No  
If yes, please provide the name/address of physician: \_\_\_\_\_  
\_\_\_\_\_

Was the Work Site Participant in a Hospital:    Yes    No  
If yes, please provide the name/address: \_\_\_\_\_  
\_\_\_\_\_

Has the Work Site Participant missed any work time?    Yes    No  
If yes, how many days or hours? \_\_\_\_\_

Date Work Site Was Notified of the Incident/Injury: \_\_\_\_\_  
Date DSS Was Notified of the Incident/Injury: \_\_\_\_\_

Upon completion of this form, please forward to:

Washington County DSS  
Attn: Judy Taylor, Employment Programs Supervisor  
383 Broadway, Fort Edward, NY 12828  
Phone: (518) 746-2361 Fax: (518) 746-2362

**JORDAN & KELLY LLC**  
ATTORNEYS AT LAW  
4 FISHER STREET  
GREENWICH, NEW YORK 12834  
(518) 692-1200 or (518) 692-9441  
FAX: (518) 692-1222

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12 Circle Ave., Box 220  
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Please Reply to  
Greenwich Office

Dear Valued Clients and Friends:

As you may have heard, one of our founding partners, J. Anthony Jordan, has been elected as the Washington County District Attorney. Due to his new position, Tony will be withdrawing from the firm effective the 31<sup>st</sup> of December, 2013. The firm of Jordan & Kelly will continue to operate as Kelly & Sellar Ryan PLLC, which reflects Tony's withdrawal and our associate, Erika Sellar Ryan, becoming a partner.

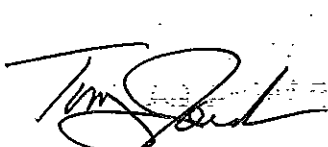
Kelly & Sellar Ryan PLLC hopes to retain your business and confidence. Andrew Kelly has practiced in New York for 18 years with a focus in civil litigation, trusts & estates, real estate and business law. Erika Sellar Ryan has been a practicing attorney for eight years, focusing in the fields of matrimonial and family, municipal and environmental and land use. Our competent staff, Vicki Hunter and Kathy Lewis, will remain with the partnership and will also be available to assist in any way during this transition.

For existing clients with work in progress, be advised that Kelly & Sellar Ryan PLLC will honor the terms of existing retainer agreements. All clients have the right to retain other counsel and take possession of their files, if they so choose. Kelly & Sellar Ryan PLLC will presume consent to transfer the file to the new arrangement unless we receive notice otherwise within ninety (90) days of receipt of this correspondence.

For those of you with whom we are not presently working, please know we continue to be open for business and available to assist with any and all legal needs. Any and all wills prepared by Tony, Andy or Jordan & Kelly will also be retained by Kelly & Sellar Ryan PLLC. Likewise, all Corporate books and records held by the firm will remain with Kelly & Sellar Ryan and will be managed as before. Again, if you choose to take possession of your files, please advise within ninety (90) days.

We are looking forward to continuing to do business with you. Wishing you a happy and healthy holiday season and a wonderful new year.

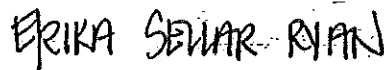
Warm Wishes,



J. Anthony Jordan



Andrew C. Kelly



Erika Sellar Ryan

**CAMBRIDGE**  
**FIRE DEPARTMENT**  
*Proudly Protecting The Cambridge Valley*

January 6, 2014

Mayor Valerie Reagan  
Village of Cambridge Trustees  
Cambridge, N.Y. 12816

Dear Mayor Reagan,

I was glad to see in the Dec. 31<sup>st</sup> edition of the Eagle a summary of a decade of planning toward building a new fire house.

As you and the Village Board set goals for 2014 I would be interested to know specifically what steps you intend to take to search for funds to construct the new facility. I am sure that the CFD membership would be encouraged by your effort and plan you might make to move the project along.

Thankyou for any particulars you might be ready to share with the Department.

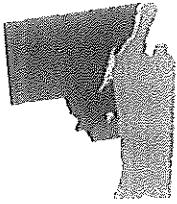
Sincerely,



Paul Baker+

Fire House Project Liaison

✓ c. Officers and Membership, CVFD



**Adirondack / Glens Falls Transportation Council**

11 South Street, Suite 203

Glens Falls, NY 12801

p: (518) 223 – 0086 f: (518) 223 – 0584

[info@agftc.org](mailto:info@agftc.org)

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

To: A/GFTC Municipalities and Partnering Organizations

From: Aaron Frankenfeld 

Date: December 5, 2014

Re: **Transportation Planning Program Solicitation**

The Adirondack/Glens Falls Transportation Council is currently developing its annual work program for the upcoming state fiscal year (April 2014 – March 2015). The goal of our program is to work with our member municipalities and the public to maximize the value and performance of our regional surface transportation system through the collaborative identification and implementation of plans, policies and improvements that consider all modes of travel.

For 2014-15, A/GFTC will continue to provide transportation planning and technical assistance to our communities and to the public. A/GFTC is requesting project candidates for the upcoming year under the following program tasks:

- **Corridor Studies:** These are typically conducted in conjunction with planned major investments in the highway system, in advance of either a significant reconstruction of an existing highway or the construction of a new facility. Recent efforts have focused on Exit 17, the Quaker Road to Queensbury Avenue Connector Road Corridor, the Exit 20 Corridor, Aviation Road, Hudson Avenue and Warren Street, Dix Avenue, and Route 4. While there are fewer opportunities to engage in major infrastructure replacement projects using federal and state dollars, the scarcity of capital funding should not impede the transportation improvement planning process.
- **Regional Studies:** Project candidates that seek to address transportation issues that have a regional impact will also be considered. Previous studies include the Transit Development Plan, the development of an Access Management Guide for local municipalities and planning boards, and the Glens Falls Transportation Center assessment.
- **Local Transportation Planning and Engineering Assistance Program:** A/GFTC can provide access to transportation planning and engineering consultants for eligible municipal transportation projects and proposals at no cash expense to the municipality. Under this program, contracts with consultants (retained and reimbursed by A/GFTC) cannot exceed \$20,000. Previous studies conducted have include intersection safety and operations analyses, conceptual designs of bicycle and pedestrian improvements, a residential traffic calming demonstration project, review and revision of municipal street and subdivision standard, school campus circulation studies for the Greenwich Central School District and Glens Falls School District and elementary school access plans for Abraham Wing and Big Cross Street Schools.

- **Road Safety Assessments (RSAs):** RSAs are examinations of how safely an existing or planned transportation facility (i.e. road, intersection, sidewalk, multiuse path, or land use development) performs. Safety issues are analyzed by peers and recommendations for improvements are made to the infrastructure owners. Upon request, A/GFTC will help municipalities identify potential candidates and provide staff resources and consulting engineering expertise as necessary to assist with analyses.
- **Local Bicycle and Pedestrian Plans:** A/GFTC has assisted Glens Falls, Queensbury, Greenwich, and, most recently, Warren County in identifying potential bicycle and pedestrian related improvements and strategies. Staff will work with interested municipalities to assess existing infrastructure and formulate municipal bicycle and pedestrian improvement plans.
- **Coordinated Public Transportation Plans:** Staff will work with municipal and human service agencies to identify potential improvements to public/human services transportation systems. This can include strategies to expand ridership or make more efficient use of existing transportation services, or to explore the feasibility of new services in areas not currently served by public transportation.
- **Transportation Sustainability Plans:** Staff will work with interested municipalities to identify potential sustainable initiatives related to transportation. This could include, but is not limited to: identifying transportation infrastructure that may be vulnerable to severe weather events; exploring the feasibility of innovative pavement materials and/or stormwater treatment for transportation facilities; review of municipal codes to bring those into alignment with "Complete Streets" principles or policies; or conceptual streetscape planning which integrates economic, environmental, and social issues across multiple transportation modes.

Please submit any requests or suggestions to A/GFTC staff by Friday, January 10, 2014. The Technical Advisory Committee will evaluate program requests for eligibility and consistency with A/GFTC's goals and Planning Principles prior to formulation of the draft work program. Project requests received after that time will only be considered as time and remaining resources allow. Thank you for your consideration.