

TOWN OF AUSTERLITZ

Columbia County
New York

Robert Lagonia

Supervisor

**Regular Meeting
January 16, 2024
7:00 p.m.**

*****AGENDA*****

Please understand that this agenda is provided at an early date to provide the public with as much information as possible, but it is also subject to change as meeting material is often not available until the very day of the meeting.

1.) Regular Meeting Called to Order

2.) Moment of Silence, Followed by the Pledge of Allegiance

3.) Roll Call

4.) Minutes

5.) Budget Amendment/Auditing of Accounts and Claims

6.) Reports

- A.) Monthly Cash Disbursements
- B.) Supervisor
- C.) Highway Superintendent
- D.) Town Clerk/Tax Collector
- E.) Planning Board
- F.) Comprehensive Plan Oversight Committee
- G.) Building Inspector
- H.) Justice Court
- I.) Dog Control Report
- J.) Climate Smart Cmt Report

7.) Correspondence

- A.) NYS Department of Ag and Markets: Municipal Shelter Inspection Report
- B.) NYS Department of Ag and Markets: Dog Control Officer Inspection Report

8.) Unfinished Business

- A.) Window Replacement: Historical Center

9.) New Business

- A.) 2022 Tax Collector/Town Clerk Audit
- B.) 2022 Supervisor Audit
- C.) 2024 Emergency Medical Services Agreement: Chatham Rescue Squad
- D.) Devine and Bruno, LLP Contract

10.) Public Comment

11.) Adjournment

Next Regular Town Board Meeting February 15, 2024

Town of Austerlitz
Regular Town Board Meeting
December 21, 2023

Present: Robert Lagonia, Town Supervisor, Christopher Schober, Jere Wrightsman, Maureen Wilson (arrived at 7:02 pm), Town Board Members, Susan Haag, Town Clerk

Highway Superintendent Peter Fitzpatrick absent due to illness.

Regular meeting called to order at 7:00 p.m.

Moment of Silence followed by the Pledge of Allegiance.

Minutes

A motion to accept the November 16, 2023 Meeting minutes was made by C. Schober and second by J. Wrightsman

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: absent

J. Wrightsman: yes

Motion carried 4:1.

Reference Material
JAN 18 2024
For
Town Board Meeting

Town Board Member Wilson arrived at 7:02 p.m.

Auditing of Accounts and Claims

A motion to authorize payment of the December General Fund, #450-479 in the amount of \$147056.81 and Highway Fund, #215-243 in the amount of \$79785.24 was made by M. Wilson and seconded by J. Wrightsman.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

Reports

Supervisor's Report

Supervisor Lagonia thanked outgoing Town Board Members Maureen Wilson and Jere Wrightsman for their years of service to the Town, noting it takes a lot of guts, determination and time to be a Town Board Member. Over their tenure much was accomplished because it was a great board to work with.

Town Board Member Wrightsman reflected on the work done for the Town Centennial and broadband.

Monthly Cash Disbursement Report for the Month of November 2023 submitted. There is roughly \$2.1 million in the bank. Supervisor Lagonia noted that the financials are looking really good, over budget in reference for revenue. Accountant for the Town, Bryon Sherman, will give the Town a report as to where we are headed. Accountant Sherman audited the Town Clerk and Tax Collector books for 2022 and 2023. He will be auditing the Court records as well.

Supervisor Lagonia noted that Zoning Board of Appeals Member Gerald Seligman resigned. Supervisor Lagonia interviewed Betsy Hess and feels she will be the right fit for the Zoning Board of Appeals. This appointment will be made at the organizational meeting in January.

The updated Comprehensive Plan is in draft form and out for review by the Town Board, Planning Board, etc. After this review, it will be distributed to the public. Supervisor Lagonia noted that this was an amazing job and was pleased with the outcome.

On a County level, Supervisor Lagonia noted that he has met with the new District Attorney who he believes will do a good job even though there will be some staffing challenges when he starts in January. New judges will be starting at the County as well.

Highway Report:

And Christmas is here already. Time is flying by.

We have had our first small snows of the year with minimal issues. Haven't had much cold yet leaving the ground pretty soft.

An extremely large amount of rain for this time of year. Especially this last rain storm, an amazing amount of rain in a day. We have some cleanup work ahead of us from it. However, it has shown the worth of the new leaf blower already and the worth of the tree cutting we recently had done. We had many trees and debris down and ditches overflowing with water. There is damage and some overflows, but most are from the sheer volume of water or older partly crushed or damaged pipes. Much fewer leaf backups. Also, the sections we cut had noticeably less debris and tree damage in the road, both very noticeable improvements!

We have been working on some of our housekeeping projects like fall yard cleanup and organization, as well as, some yearly cleaning and organizing in the shop.

We have also started on some of our more involved maintenance and repair items, including fixing worn moldboards and adding disconnect switches to some of our equipment that didn't already have them.

We constructed a new headwall on Pratt Hill that was desperately needed, as well as, fixing a few other erosion issues and damaged culverts.

We will continue on our winter maintenance projects and begin brush mowing/trimming soon.

Hope everyone has a Happy Healthy Holiday Season, enjoy!!

Reference Material
JAN 18 2024
For
Town Board Meeting

End of Report

Supervisor Lagonia noted that the last storm created quite a mess with roads being washed out. There would have been more damage if the Town had not trimmed trees and taken out dead ones earlier in the year. The Town needs to continue this practice. Supervisor Lagonia thanked Highway Superintendent Fitzpatrick and the Highway Crew for their hard work.

Town Clerk Report for the month of November, 2023 submitted.

Planning Board Report for the month of November, 2023 submitted.

No Comprehensive Plan Advisory Committee Report.

Building Inspector/Code Enforcement Report for the month of November, 2023 was submitted.

Justice Cassuto Justice Court Report for the month of November, 2023 submitted.

Justice Grubin Justice Court Report for the month of November, 2023 submitted.

Dog Control Report for the month of November, 2023 submitted.

Climate Smart Report for the month of December 2023 submitted.

Town Board Member Wrightsman noted parts of the report. Member Wilson mentioned the work done with Cornell noting that she did reach out to the Austerlitz Fire Company in reference to being a shelter for people when storms hit. No one from the Fire Company has gotten back to her. Supervisor Lagonia advised that the Austerlitz Fire Company is open for sheltering.

A motion was made to accept the monthly reports by J. Wrightsman and seconded by G. Vogler.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

Correspondence

None

Unfinished Business

BAR Member

The Town Board will continue to look for someone to fill this position.

Town Website/Civic Plus Agreement

This was sent in error so there is nothing the Town needs to do. Residents have to sign up again to receive emails.

Reference Material
JAN 15 2024
For
Town Board Meeting

New Business

Columbia County Climate Smart Community Task Force-Town Representative

A motion to have Lisa Bouchard-Hoe represent the Town of Austerlitz on the Columbia County Climate Smart Community Task Force was made by J. Wrightsman and seconded by C. Schober.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

2024 Columbia County MIS Agreement

A motion to authorize Supervisor Lagonia to sign the 2024 MIS Agreement with Columbia County was made by G. Vogler and seconded by M. Wilson.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

2024 AOT Annual Meeting Voting Delegate

A motion for Susan Haag to be the Town of Austerlitz' voting delegate at the Association of Towns Annual Business Meeting held on February 21, 2024 was made by G. Vogler and seconded by M. Wilson.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

A motion for Ken Kaplan to be the Town of Austerlitz' alternate voting delegate at the Association of Towns Annual Business Meeting held on February 21, 2024 was made by G. Vogler and seconded by M. Wilson.

R. Lagonia: yes

G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0.

Reference Material
JAN 18 2024
For
Town Board Meeting

2024 Columbia Greene Humane Society Animal Shelter Contract

A motion to authorize Supervisor Lagonia to sign the 2024 Columbia Greene Humane Society Animal Shelter Contract was made by J. Wrightsman and seconded by C. Schober.

R. Lagonia: yes

G. Vogler: yes
C. Schober : yes
M. Wilson: yes
J. Wrightsman: yes
Motion carried 5:0.

Speed Reduction Request: Harlemville Road

The Columbia County Highway Department has received a request for a lowered speed limit on Harlemville Road from the Taconic State Parkway east to the Town of Ghent line. This road runs through 3 townships; Ghent, Austerlitz and Hillsdale. The Columbia County Highway Department is asking that Austerlitz and Hillsdale also submit a request for a lowered speed limit to expedite the original request the Town of Ghent submitted.

The Town Board noted that no speed was actually mentioned.

A motion to authorize the submission of a lowered speed limit on the Town of Austerlitz portion of Harlemville Road to Columbia County and New York State was made by M. Wilson and seconded by G. Vogler.

R. Lagonia: yes
G. Vogler: yes
C. Schober : yes
M. Wilson: yes
J. Wrightsman: yes
Motion carried 5:0.

2024 Organizational Meeting Date

No final date set.

Reappointment of Town Assessor

A motion to reappoint Pamela Cook as the Town of Austerlitz Sole Assessor with a term beginning October 1, 2023 and ending September 30, 2028 was made by C. Schober and seconded by J. Wrightsman.

R. Lagonia: yes
G. Vogler: yes
C. Schober : yes
M. Wilson: yes
J. Wrightsman: yes
Motion carried 5:0.

Public Comment

None

Adjournment

A motion to adjourn was made by G. Vogler and seconded by M. Wilson.

R. Lagonia: yes

Reference Material
JAN 10 2024
For
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G. Vogler: yes

C. Schober : yes

M. Wilson: yes

J. Wrightsman: yes

Motion carried 5:0. Meeting adjourned at 7:25 p.m.

Respectfully Submitted,
Susan Haag, Town Clerk

Reference Material
JAN 14 2024
For
Town Board Meeting

Town Of Austerlitz
Organizational Meeting
January 2, 2024

Present: Robert Lagonia, Town Supervisor, Greg Vogler, Christopher Schober, Cara Humphrey, Ken Kaplan, Town Board Members, Peter Fitzpatrick, Highway Superintendent, Susan Haag, Town Clerk.

Regular meeting called to order at 10:03 a.m.

Moment of Silence followed by the Pledge of Allegiance

2024 Policies

2024 Policies were reviewed.

The investment policy will mark TD Bank with a \$1.5 million in the maximum amount line.

A motion to accept the 2024 policies with the addition to TD Bank was made by G. Vogler and seconded by C. Schober.

R. Lagonia: yes

G. Vogler: yes

C. Schober: yes

C. Humphrey: yes

K. Kaplan: yes

Motion carried 5:0.

Reference Material

JAN 16 2024

For
Town Board Meeting

2024 Organizational Resolutions

RESOLUTIONS 1-2024

Be it resolved that the Town Board hereby appoints Joseph Catalano as Attorney for the Town for a term beginning January 1, 2024 and ending December 31, 2024 on a time and materials basis at a rate of \$150 per hour.

RESOLUTION 2-2024

Be it resolved that Greene County Bank and Community Bank are hereby designated as the official depositories for all town funds for the year 2024 and other secondary financial institutions for investment purposes may be chosen at the discretion of the Supervisor. The Town Supervisor and the Deputy Supervisor will be designated as signatories for Supervisor's Accounts.

RESOLUTION 3-2024

Be it resolved that the Register Star newspaper, having circulation in the Town of Austerlitz, is hereby designated as the official newspaper of the Town of Austerlitz for the year 2024.

RESOLUTION 4-2024

Be it resolved that the Town Board hereby appoints the Town Supervisor, Robert Lagonia, as the budget officer and is hereby authorized to invest idle funds of the Town of Austerlitz in those investments as approved by law, the State Comptroller, and the Investment Policy of the Town

of Austerlitz as it becomes apparent that such funds will not be required to meet immediate commitments of the Town.

RESOLUTION 5-2024

Be it resolved that after the audit of properly submitted claims to the Supervisor, the Supervisor, the Town Clerk/Tax Collector, Assessor, Justices, Justice's Clerk, Councilpersons, Planning Board, Assessor's Clerk, Zoning Board of Appeals, Animal Control Officer and Code Enforcement Officer, may request mileage and tolls reimbursement for the use of privately owned vehicles on official town business, such expenses, will be made at the rate that is promulgated by the Federal Government and provided that funds are available in the budget. Be it further resolved that with the exception for the Code Enforcement Officer, Assessor, and Animal Control Officer, mileage shall not be paid for normal travel within the Town of Austerlitz in ordinary performances of duties of the office held or for the travel to and from meetings of the Town Board, Planning Board, Zoning Board of Appeals or committees thereof. Daily automotive log must be submitted with vouchers and substantiated.

RESOLUTION 6-2024

Be it resolved that the Superintendent of Highways is authorized to advertise for sealed bids for the furnishing of road materials and highway supplies, including but not limited to calcium chloride, culvert pipe, sand, gravel, shale, salt, crushed stone, fuel oil, diesel fuel, and gasoline, that may be required for the year 2024. Be it further resolved that if a state or county bid for the foregoing materials is available to the Town, the Superintendent of Highways may elect to purchase such supplies and/or materials under such contract rather than by competitive bidding, pursuant to State Law. All purchases shall be made in accordance with the Town Procurement Policy.

RESOLUTION 7-2024

Be it resolved that the Town Board of the Town of Austerlitz shall meet on the third Thursday of each month for its regular monthly meetings for the 2024 year and said Board meetings will be commenced at 7:00 p.m. and held at the Town Hall, 816 Route 203, Spencertown, NY, and

Be it further resolved that the regular monthly meetings of the Town of Austerlitz Planning Board are hereby designated to be held on the first Thursday of each month in 2024; the Zoning Board of Appeals regular monthly meetings are hereby designated to be held on the second Thursday of each month in 2024; the Comprehensive Plan Oversight Committee regular monthly meetings are hereby designated to be held on the third Monday of each month in 2024; The Climate Smart Communities Committee regular monthly meetings are hereby designated to be held on the second Wednesday of each month in 2024; with all meetings to be held at the Town Hall, 816 Route 203, Spencertown, NY and commence at 7:00 p.m. The Comprehensive Plan Advisory Committee will hold its monthly meetings the second Thursday of the month commencing at 6:30 p.m. and held at the Town Hall, 816 State Route 203, Spencertown, NY

RESOLUTION 8-2024

Be it resolved that pursuant to section 29, subdivision 10a, of Town Law that the Supervisor is directed to submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report sent to the State Comptroller which is required by section 30 of the General Municipal

Reference Material

JAN 15 2024

For
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Law, and the Town Clerk shall cause a summary of such report to be published in the Town's official newspaper within ten days after receipt thereof; this shall be in lieu of preparation of the report required by subdivision 10, section 20 of Town Law.

RESOLUTION 9-2024

Be it resolved that the Town Board hereby affirms the following Planning Board members with term dates expiring December 31st of each respected year and hereby appoints Eric Sieber to a term ending December 31, 2028

Steve Lobel: 2024

Deborah Lans: 2025

Dale Madsen: 2026

Chris Ferrone: 2027

RESOLUTION 10-2024

Be it resolved that Deborah Lans, a member of the Planning Board, is hereby designated as Chairman of the Town of Austerlitz Planning Board for the 2024 year.

RESOLUTION 11-2024

Be it resolved that the Town Board hereby re-appoints to the Comprehensive Plan Oversight Committee the following members with term dates expiring December 31, 2024:

Barbara Smith,

Timothy Stalker

RESOLUTION 12-2024

Be it resolved that Timothy Stalker, a member of the Comprehensive Plan Oversight Committee, is hereby designated as Chairman of the Town of Austerlitz Comprehensive Plan Oversight Committee for the 2024 year.

RESOLUTION 13-2024

Be it resolved that the Town Board hereby affirms the following Zoning Board of Appeals members with term dates expiring December 31st of each respected year and hereby appoints Loren Brink to a term ending December 31, 2028 and Betsy Hess to an unexpired term ending December 31, 2025.

Karl Gabosh: 2024

David Voremberg: 2026

Stephen Pearlman: 2027

Reference Material

JAN 16 2024

For
Town Board Meeting

RESOLUTION 14-2024

Be it resolved that Karl Gabosh, a member of the Zoning Board of Appeals, is hereby designated as Chairman of the Town of Austerlitz Zoning Board of Appeals, for the 2024 year.

RESOLUTION 15-2024

Be it resolved that J Lotus is hereby appointed as the Property Clerk (Planning Board, Zoning Board of Appeals, Building Inspector Clerk)/Typist for a term that runs from January 1, 2024 to December 31, 2024.

RESOLUTION 16-2024

Be it resolved that the 2024 salaries for the following elected officials and appointees, and the schedule of payment of such salaries, shall be as follows:

Supervisor	\$ 8033.00 per year payable monthly
Budget Officer	\$ 2783.00 per year payable monthly
Councilpersons (4 each)	\$ 2578.50 per year payable monthly
Town Clerk/Tax Collector	\$ 36012.00 per year payable bi-weekly
Registrar of Vital Stats	\$ 450.00 per year payable annually
Deputy Town Clerk	\$ 25.00 per hour payable biweekly
Superintendent of Highways	\$ 63882.00 per year payable bi-weekly
Highway Superintendent Clerk	\$ 25.00 per hour payable bi-weekly
Justices (2 each)	\$ 11818.00 per year payable monthly
Justice's Clerk	\$ 14265.00 per year payable monthly
Justice's Deputy Clerk	\$ 5905.00 per year payable monthly
Town Assessor	\$ 25841.00 per year payable monthly
Code Enforcement Officer	\$ 18115.00 per year payable monthly
Historian	\$ 2060.00 per year payable monthly
Planning Board Chairman	\$ 3116.40 per year payable monthly
Planning Board Members (4 each)	\$ 1018.40 per year payable monthly
Clerk/Typist (Taker of the Minutes)	\$ 50.00 per meeting payable monthly
Animal Control	\$ 2636.00 per year payable monthly
Clerk/Typist (Blding Insp/Plan Bd/ZBA)	\$ 25.00 per hour payable bi-weekly
Custodian	\$ 9171.12 per year payable bi-weekly

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JAN 16 2024
For
Town Board Meeting

RESOLUTION 17-2024

Be it resolved that the Supervisor is authorized to pay certain regularly occurring invoices, such as utility, telephone, health insurance premiums, postage and Town Visa credit card, without prior audit, and said audit to occur at the next regular Town Board meeting.

RESOLUTION 18-2024

Be it resolved that the Town Clerk is hereby appointed to the position of Records Access Officer for a term beginning January 1, 2024 and ending December 31, 2024.

RESOLUTION 19-2024

Be it resolved that all diesel fuel, heating oil, and furnace maintenance will be purchased under state and/or county contract for the period of January 1, 2024 and ending December 31, 2024 unless such products and services are subject to competitive bidding.

RESOLUTION 20-2024

Be it resolved that the Town Board of the Town of Austerlitz hereby authorizes attendance for schooling and annual conferences for officials and/or employees of the Town. Be it further resolved that the Town Board hereby authorizes the payment of said officials or employees' actual and necessary expenses incurred at each school or conference in so much as said expenses have been included in the annual budget and if meals are not included in the price of such school or conference the NYS per diem rates per day will be provided upon submission of receipts. If

an official or employee resigns within 3 months of attendance of such school or conference, said official or employee shall reimburse the Town 75% of the cost of attendance of such school or conference and if resignation occurs within 6 months of such attendance, reimbursement shall be up to 50% of the cost of attendance.

RESOLUTION 21-2024

Be it resolved that the Town Board hereby appoints Smith Watson & Co. LLP. as Accountant for the Town to perform accounting services and Adirondack Payroll Services beginning January 1, 2024 and ending June 30, 2024.

RESOLUTION 22-2024

Be it resolved that the Town Board will retain an engineer or engineering firm from time to time to provide engineering services for specific Town projects as authorized by the Town Board beginning January 1, 2024 and ending December 31, 2024.

RESOLUTION 23-2024

Be it resolved that the Town Board hereby appoints Kyle Miller, as Dog Control Officer to perform those duties as outlined in Article 7 of the Ag and Market Law, beginning January 1, 2024 and ending December 31, 2024.

RESOLUTION 24-2024

Be it resolved that the Town Board hereby appoints Erin Reis, as the Code Enforcement Officer, for a term beginning January 1, 2024 and ending June 30, 2024 to perform building and code enforcement services under the New York State Building Code and Town Local Laws.

RESOLUTION 25-2024

Be it resolved that the Town Board hereby appoints the following as members of the Climate Smart Community Task Force for a term beginning January 1, 2024 and ending December 31, 2024:

Paige Ruane
Jeffrey O'Donnell
John Miller
Tim Stalker
Michael Segell
Jennifer Thompson
James Oates
Lisa Bouchard Hoe
Jere Wrightsman
Cara Humphrey
Christ Schober
Kathryn Bielke

Reference Material
JAN 16 2024
For
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RESOLUTION 26-2024

Be it resolved that the Town Board hereby appoints Cara Humphrey as Climate Smart Community Task Force Chair for a term beginning January 1, 2024 and ending December 31, 2024.

RESOLUTION 27-2024

Be it resolved that the Town Board hereby appoints Kathryn Bielke as Climate Smart Community Task Force Coordinator for a term beginning January 1, 2024 and ending December 31, 2024.

RESOLUTION 28-2023

Be it resolved that the Highway Superintendent shall present the section 284 Highway Agreement to the Town Board for review and approval no later than the February 15, 2024 regular Town Board Meeting.

RESOLUTION 29-2024

Be it resolved that all policies previously adopted by the Town Board are hereby ratified and shall be in full force and effect in the year 2024.

RESOLUTION 30-2024

Be it resolved that the Town Board hereby consents and authorizes the following Department Head appointments as follows:

Supervisors Appointments

The Supervisor hereby appoints Greg Vogler to serve as Deputy Supervisor without pay for a period of one year beginning January 1, 2024 and ending December 31, 2024. In the position of Deputy Supervisor, Greg Vogler can act as Supervisor when the incumbent Supervisor is unreachable, unavailable or not capable of performing the duties of Supervisor. Be it noted that said Deputy Supervisor can attend Columbia County Board of Supervisors meetings in the absence of the Supervisor or as his designee but does not have voting power on Columbia County affairs.

Town Historian

The Supervisor hereby appoints Tom Moreland, as Town Historian, for a term beginning January 1, 2024 and ending December 31, 2024.

Court Clerk Appointment

The Town Justices hereby appoints Kate Pulver, as Court Clerk for a term beginning January 1, 2024 and ending December 31, 2024.

The Town Justices hereby appoints Kelly Baccaro, as Deputy Court Clerk for a term beginning January 1, 2024 and ending December 31, 2024.

Highway Superintendent Appointment

The Highway Superintendent hereby appoints J Lotus to serve as the Highway Clerk for a period beginning January 1, 2024 and ending December 31, 2024.

A motion to adopt Resolutions #1-30, 2024 was made by C. Schober and seconded by K. Kaplan.

R. Lagonia: yes

Reference Material

JAN 16 2024

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G. Vogler: yes
C. Schober: yes
C. Humphrey: yes
K. Kaplan: yes
Motion carried 5:0.

2024 Contracts

2024 Contract list was given to the Town Board by the Town Clerk noting expiration dates. The agreement with Columbia Memorial Hospital will be removed as the Town Highway Department no longer uses this service.

2023 Schooling

2023 Schooling list was given to the Town Board by the Town Clerk.

Window Replacement-Historical Center

Town Board Member Schober noted that there is grant money available to purchase windows for the Historical Center. A verbal quote was received, as was a written quote from Window Depot. After discussion of monies available, the Town Board tabled this until the January 16, 2024 Town Board meeting.

Town Assessor

It was noted that the term for the Assessor for the Town, Pamela Cook, did not expire as originally thought at the December 21, 2023 meeting. The original term that runs until September of 2025 will stand.

Adjournment

A motion to adjourn was made by G. Vogler and seconded by K. Kaplan.

R. Lagonia: yes
G. Vogler: yes
C. Schober: yes
C. Humphrey: yes
K. Kaplan: yes

Motion carried 5:0. Meeting adjourned at 10:51 a.m.

Reference Material
JAN 10 2024
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TOWN OF AUSTERLITZ

Budget amendment
HIGHWAY FUND 2023

Date: 1/18/2024

		Increase to Appropriations	Decrease to Appropriations
Highway Fund			
DA9010.8	RETIREMENT		17,300.00
DA5110.41	HIGHWAY REPAIRS & MAINT	17,300.00	
DA5142.1	SNOW REMOVAL (PAYROLL)		3,990.00
DA5140.1	BRUSH & WEEDS	3,990.00	
DA9060.8	HOSPITALIZATION		2,010.00
DA9090.8	UNIFORMS	2,010.00	

The Town Board authorizes the Supervisor to make the preceeding budget adjustments in the Budget

Supervisor	Robert Lagonia	
Town Board	Gregory Volger	
Town Board	Ken Kaplan	
Town Board	Cara Humphrey	
Town Board	Christopher Schober	
Town Clerk	Susan Haag	
Date	18-Jan-24	

Reference Material
JAN 18 2024
For
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Budget amendment
GENERAL FUND 2023

1/18/2024

Reference Material
June 1, 2024
For
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General Fund	Increase to Appropriations	Increase in Revenue	
			based on actual data
TOTALS	\$ 68,538.14	\$ 68,538.14	

Supervisor Robert Lagonia _____

Town Board Gregory Volger _____

Town Board	Ken Kaplan	<hr/>
Town Board	Cara Humphrey	<hr/>
Town Board	Christopher Schober	<hr/>
Town Clerk	Susan Haag	<hr/>
Date	18-Jan-24	<hr/>

Reference Material

JAN. 10 2024

FOR
Town Board Meeting

TOWN OF AUSTERLITZ SUPERVISOR'S REPORT December 31, 2023										ELLSWORTH GRANT						
AT THE END OF DECEMBER THE CASH BALANCES WERE:						TD Bank		SPECIAL	A3004				SPECIAL	TOTALS		
GENERAL						Cerificates	HIGHWAY	HIGHWAY	SPECIAL	TOWN	SALT		TRUST &	CAPITAL		
General						of Deposit		RESERVE	GRANTS	HALL	SHED	HEALTH	AGENCY	RESERVES		
General Money Market						\$ 457,783.35	\$ 29,823.69	\$ 1,126,484.63	\$ 298,213.22	\$ 64,426.93	\$24,939.41	\$ 7,806.52	\$ 12,778.39		\$ 280,000.00	\$ 2,302,256.14
Escrow Savings													\$ 1,881.90		\$ 1,881.90	
Trust & Agency Checking													\$ 6,698.20		\$ 6,698.20	
Checking												\$ 4,122.81			\$ 4,122.81	
Petty Cash						\$ 200.00									\$ 200.00	
TOTAL ALL ACCOUNTS						\$ 457,983.35	\$ 29,823.69	\$ 1,126,484.63	\$ 298,213.22	\$ 64,426.93	\$24,939.41	\$ 7,806.52	\$ 12,778.39	\$ 4,122.81	\$ 8,580.10	\$ 2,315,159.05
AT THE DATE OF THIS REPORT, COLLATERAL AT THE BANK IS SUFFICIENT WHEN COMPARED WITH BANK BALANCES																

Reference Material

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TOWN OF AUSTERLITZ BANK ACCOUNT ACTIVITY AND BALANCES FYE 12/31/2023										
	GENERAL MONEY MARKET			KINDERHOOK		KELLY GRANT	SALT SHED	HEALTH	ESCROW	Y&A
	TOTAL	GENERAL	HIGHWAY	SPEC CAPITAL RESERVES	SPEC HIGHWAY RESERVES	TOWN HALL				CHECKING
Bal 1/1/2023	\$ 2,212,770.92	\$ 1,416,553.21	\$ 431,214.87	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 6,999.67	\$ 1,981.66	\$ 7,112.14
Interest	1,494.91	1,494.91						0.05	0.02	0.07
Receipts	1,128,879.04	447,657.04	681,222.00							44,538.82
Trans out	(347,117.23)	(290,470.29)	(50,646.94)					(545.91)		(45,967.06)
Balance 1/31/2023	\$ 2,996,036.64	\$ 1,569,234.67	\$ 1,061,789.93	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 5,453.81	\$ 1,981.68	\$ 5,669.07
Interest	\$ 5,441.72	5,441.72						0.03	0.02	0.06
Receipts	183,181.84	183,181.84								39,004.61
Trans out	(88,315.41)	(48,677.68)	(39,637.73)					(2,419.12)		(39,004.61)
Interfund Transfer	-									
Balance 2/28/2023	\$ 3,096,344.76	\$ 1,709,180.75	\$ 1,022,152.20	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 3,034.72	\$ 1,981.70	\$ 5,689.13
Interest	5,857.80	5,857.80						0.01	0.02	0.08
Receipts	25,931.00	25,931.00								41,272.86
Trans out	(74,061.69)	(39,760.43)	(34,301.26)					(1,837.80)		(41,272.86)
Interfund Transfer	-									
Balance 3/31/2023	\$ 3,054,072.00	\$ 1,701,209.22	\$ 987,850.94	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 1,196.93	\$ 1,981.72	\$ 5,689.21
Interest	5,664.99	5,664.99						0.01	0.02	0.07
Receipts	168,053.01	118,053.01	50,000.00							38,693.50
Trans out	(91,492.25)	(55,173.53)	(36,318.72)					(29.92)		(38,686.93)
Interfund Transfer	-									
Balance 4/30/2023	\$ 3,136,297.75	\$ 1,769,753.69	\$ 1,001,532.22	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 1,167.02	\$ 1,981.74	\$ 5,695.85
Interest	5,949.33	5,949.33						0.02	0.02	0.08
Receipts	75,795.03	75,795.03								53,162.28
Trans out	(111,429.35)	(61,673.81)	(49,755.54)					(757.21)		(51,206.12)
Interfund Transfer	(5,000.00)		(5,000.00)					5,000.00		
Balance 5/31/2023	\$ 3,101,612.76	\$ 1,789,824.24	\$ 946,778.68	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 5,409.83	\$ 1,981.76	\$ 7,652.09
Interest	5,709.89	5,709.89						0.04	0.02	0.08
Receipts	37,956.43	37,956.43								40,319.79
Trans out	(124,826.45)	(86,850.25)	(37,976.20)					(887.64)		(42,275.76)
Interfund Transfer	100.00	100.00							(100.00)	
Balance 6/30/2023	\$ 3,020,552.63	\$ 1,746,740.31	\$ 908,800.48	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,522.23	\$ 1,881.78	\$ 5,698.20
Interest	5,624.97	5,624.97						0.04	0.02	0.10
Receipts	27,115.25	27,115.25								49,560.83
Trans out	(1,486,588.94)	(1,219,835.24)	(266,753.70)					(383.44)		(49,826.22)
Interfund Transfer	-									
Balance 7/31/2023	\$ 1,566,703.91	\$ 559,645.29	\$ 642,046.78	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,138.83	\$ 1,881.80	\$ 5,430.91
Interest	3,221.67	3,221.67						0.04	0.02	0.09
Receipts	173,619.60	173,619.60								50,435.01
Trans out	(129,949.47)	(62,824.91)	(67,124.56)					(16.20)		(50,195.15)
Interfund Transfer	-									
Balance 8/31/2023	\$ 1,613,595.71	\$ 673,661.65	\$ 574,922.22	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,122.87	\$ 1,881.82	\$ 5,670.86
Interest	3,747.32	3,747.32						0.03	0.02	0.10
Receipts	59,448.56	59,448.56								40,539.23
Trans out	(290,125.13)	(221,524.80)	(68,600.33)							(40,539.23)
Interfund Transfer	-									
Balance 9/30/2023	\$ 1,386,668.46	\$ 515,332.73	\$ 506,321.89	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,122.70	\$ 1,881.84	\$ 5,670.96
Interest	4,125.93	4,125.93						0.04	0.02	0.08
Receipts	194,504.15	194,504.15								53,897.80
Trans out	(103,516.96)	(52,828.67)	(50,688.29)							(38,897.82)
Interfund Transfer	-									
Balance 10/31/2023	\$ 1,481,779.58	\$ 661,134.14	\$ 455,633.60	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,122.74	\$ 1,881.86	\$ 20,671.12
Interest	3,996.44	3,996.44						0.03	0.02	0.07
Receipts	54,124.10	54,124.10								39,842.28
Trans out	(532,155.03)	(212,376.77)	(319,778.26)							(54,842.34)
Interfund Transfer	-									
Balance 11/30/2023	\$ 1,007,745.09	\$ 506,877.91	\$ 135,855.34	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,122.77	\$ 1,881.88	\$ 5,671.11
Interest	3,760.93	3,760.93						0.04	0.02	0.10
Receipts	281,910.75	47,727.50	234,183.25							42,500.17
Trans out	(117,645.26)	(45,819.89)	(71,825.37)							(41,473.18)
Interfund Transfer	-									
Balance 12/31/2023	\$ 1,175,771.51	\$ 512,546.45	\$ 298,213.22	\$ 280,000.00	\$ 64,426.93	\$ 7,806.52	\$ 12,778.39	\$ 4,122.81	\$ 1,881.90	\$ 6,658.20

Reference Material

JAN 10 2024

For
Town Board Meeting

TOWN OF AUSTERLITZ														
GENERAL FUND ESTIMATED REVENUES														
FYE DECEMBER 31, 2023														
			2023									2023		
		ORIGINAL	BUDGET	ADJUSTED	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	BALANCE
REVENUES														
Local Sources														
1001	REAL PROPERTY TAXES	-		-									-	-
1005 1	INTERFUND TRANSFER													
1081	OTHER PAYMENTS IN LIEU OF TAXES							4,692.92					5,139.68	
1089	OTHER TAX ITEMS			-									1,340.29	(1,340.29)
1090	INTEREST ON TAXES	8,000.00		8,000.00		5,142.71							5,142.71	2,857.29
1120	SALES TAX	300,000.00		300,000.00				119,551.04		130,486.78			355,701.72	(55,701.72)
1170	FRANCHISE TAX	3,000.00		3,000.00									7,634.77	(4,634.77)
Local Sources		311,000.00	-	311,000.00	-	5,142.71	-	124,243.96	-	130,486.78	-	-	374,959.17	(58,819.49)
Departmental														
1255	CLERK FEES	2,000.00		2,000.00	33.36	186.94	71.25	57.50	176.56	177.38		36.90	1,035.14	964.86
1550	DOG CONTROL FEES					155.00							255.00	(255.00)
1570	CHARGE FOR DEMO OF BLDGS			-									-	-
2001	PARK/RECREATION FEES	5,000.00	-	5,000.00	1,800.00	3,925.00	2,975.00	225.00		3,000.00			15,525.00	(10,525.00)
2110	ZONING FEES												100.00	(100.00)
2115	PLANNING	500.00		500.00	600.00	200.00		272.60				50.00	2,022.60	(1,522.60)
2189	OTHER HOME & COMM SERV INC (EV CHARGE \$)				51.88								120.46	(120.46)
2360	LIBRARY SERV- OTHER GOV FEES												92.00	(92.00)
2389	LOCAL MUNICIPAL AID	16,000.00		16,000.00									-	16,000.00
2410	RENTAL OF PROPERTY			-									-	-
2440	RENTAL TOWN HALL			-									-	-
				-									-	-
Total Departmental		23,500.00	-	23,500.00	2,485.24	4,466.94	3,046.25	555.10	176.56	3,177.38	-	86.90	19,150.20	4,349.80
Use of Money														
2401	INTEREST & EARNINGS	2,000.00		2,000.00	5,949.35	5,873.61	5,624.97	3,890.73	3,747.34	4,125.93	3,996.46	29,576.54	81,244.49	(79,244.49)
Licenses														
2544	DOG LICENSES	500.00		500.00	30.00		105.00	60.00	40.00	50.00	210.39	65.00	620.39	(120.39)
2555	BUILDING PERMITS	40,000.00		40,000.00	6,869.00	10,163.00	690.00	5,245.30	9,956.00	28,861.00	607.00	10,585.00	90,478.74	(50,478.74)
2590	SEARCH FEES	3,000.00		3,000.00	300.00	200.00	50.00	250.00	200.00		200.00	300.00	1,950.00	1,050.00
Total Licenses		43,500.00	-	43,500.00	7,199.00	10,363.00	845.00	5,555.30	10,196.00	28,911.00	1,017.39	10,950.00	93,049.13	(49,549.13)
Fines														
2610	FINES & FORFEITURES	165,000.00		165,000.00	20,614.00	18,645.00	14,877.00	17,812.00	21,018.00	17,846.00	20,058.00	22,318.00	228,717.00	(63,717.00)
		165,000.00		165,000.00	20,614.00	18,645.00	14,877.00	17,812.00	21,018.00	17,846.00	20,058.00	22,318.00	228,717.00	(63,717.00)
Miscellaneous														
2650	MINOR SALES												-	-
2680	INSURANCE RECOVERIES												(4,250.00)	4,250.00
2705	GIFTS & DONATIONS		-	-									-	-
2701	REFUND OF PRIOR YR EXP	-											-	-
2750	AIM RELATED PAYMENTS												-	-
2770	MISCELLANEOUS			-									-	-
Total Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	(4,250.00)	-
State Aid														
3001	S/A REVENUE SHARING	2,000.00		2,000.00					5,394.00				5,394.00	(3,394.00)
3004	NYSERDA & CLIMATE SMART GRANT FD			-					10,000.00				26,472.00	(26,472.00)
3005	S/A MORTGAGE TAX	120,000.00		120,000.00	33,060.78						20,965.71		54,026.49	65,973.51
3389	S/A OTHER STIMULUS MONEY			-									-	-
3820	S/A YOUTH			-									-	-
3840	S/A PROP TAX SERV			-									-	-
3880	S/A ARCHIVES			-									-	-

GENERAL FUND ESTIMATED REVENUES FYE DECEMBER 31, 2023		2023												
		BUDGET												
		ORIGINAL	ADJ	ADJUSTED	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	BALANCE
3889	S/A OTHER			-									-	-
3890	S/A TOBACCO SETTLE			-				15,166.24					15,166.24	(15,166.24)
				-			-						-	-
Total State Aid		122,000.00	-	122,000.00	33,060.78	-	-	15,166.24	15,394.00	-	20,965.71	-	101,058.73	#VALUE!
TOTAL REVENUES		667,000.00	-	667,000.00	69,308.37	44,491.26	24,393.22	167,223.33	50,531.90	184,547.09	46,037.56	62,931.44	893,928.72	#VALUE!
Unexpended Balance				-									-	-
Grand Total available funds		667,000.00	-	667,000.00									893,928.72	#VALUE!
*Sales tax, net of amount reported on 2021 AUD report														

Reference Material

JAN 16 2024

For
Town Board Meeting

% Rec'd
#DIV/0!
n/a
64 28%
118 57%
254 49%
0 00%
51 76%
#DIV/0!
#DIV/0!
310 50%
#DIV/0!
404 52%
#DIV/0!
0 00%
#DIV/0!
81.49%
4062 22%
124 08%
226 20%
213 91%
138 62%
0 00%
#DIV/0!
#DIV/0!
#DIV/0!
#DIV/0!
n/a
#DIV/0!
269 70%
#DIV/0!
45 02%
n/a
n/a
n/a
n/a

Reference Material

JAN 16 2024

For
Town Board Meeting

% Rec'd
n/a
n/a
n/a
82.84%
134.02%

Reference Material

JAN 15 2024

For
Town Board Meeting

TOWN OF AUSTERLITZ GENERAL FUND FOR YEAR ENDING 12/31/2023		2023 BUDGET		2023 ACTUAL								2023
APPROPRIATIONS		ORIGINAL	ADJ	ADJUSTED	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
General Government Support												
1010.1	TOWN BOARD	9,734.00		9,734.00	811.20	811.20	811.20	811.20	811.20	811.20	811.20	811.20
1010.4	TOWN BOARD	2,500.00		2,500.00	80.26		678.06	110.00		43.45	92.39	
1110.1	TOWN JUSTICE	23,636.00		23,636.00	1,969.68	1,969.68	1,969.68	1,969.68	1,969.68	1,969.68	1,969.68	1,969.68
1110.11	JUSTICE - CLERK	13,458.00		13,458.00	1,121.50	1,121.50	1,121.50	1,121.50	1,121.50	1,121.50	1,121.50	1,121.50
1110.12	JUSTICE - CLERK	5,571.00		5,571.00	464.25	464.25	464.25	464.25	464.25	464.25	464.25	464.25
1110.4	TOWN JUSTICE	9,100.00		9,100.00	74.00	1,281.41	307.58	756.00	584.16		167.49	1,137.34
1220.1	SUPERVISOR	7,578.00		7,578.00	631.50	631.50	631.50	631.50	631.50	631.50	631.50	631.50
1220.11	BUDGET OFFICER	2,625.00		2,625.00	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75
1220.4	SUPERVISOR	1,000.00		1,000.00				45.71		550.20		
1320.4	ACCOUNTANT	15,500.00		15,500.00	531.25	1,234.50	1,254.00	1,236.75	1,234.50	1,332.00	1,270.50	1,288.00
1355.1	ASSESSOR	24,378.00		24,378.00	2,031.50	2,031.50	2,031.50	2,031.50	2,031.50	2,031.50	2,031.50	2,031.50
1355.4	ASSESSOR	1,815.00		1,815.00	62.50			75.68	168.94	289.96	24.26	
1410.1	TOWN CLERK	33,974.00		33,974.00	2,613.40	2,613.40	2,613.40	2,613.40	2,613.40	3,920.10	2,613.40	2,613.40
1410.11	TOWN CLERK-DEP	1,696.00		1,696.00							662.50	87.50
1410.4	TOWN CLERK	8,740.00		8,740.00	1,735.54	715.88	602.01	392.35	210.00	618.75	590.31	65.00
1420.4	ATTORNEY	25,000.00		25,000.00			5,115.00		6,030.00	80.00	8,144.00	
1440.4	ENGINEER	3,000.00		3,000.00								
1460.4	RECORD	3,000.00		3,000.00								
1620.1	BUILDING	8,652.00		8,652.00	665.54	665.54	665.54	665.54	665.54	998.31	665.54	665.54
1620.4	BUILDING	40,000.00		40,000.00	15,437.51	2,495.66	972.91	9,769.01	5,382.86	5,416.57	4,100.22	10,146.53
1910.4	INSURANCE	37,000.00		37,000.00	2,021.05	985.00				34,261.76	1,884.30	
1920.2	DUES	1,000.00		1,000.00	800.00							
1990.4	CONTINGENT	70,000.00		70,000.00					600.00			
Total General Gov't Support		348,957.00	-	348,957.00	31,269.43	17,239.77	19,456.88	22,912.82	24,737.78	54,759.48	27,463.29	23,251.69
Public Safety												
3120.4	POLICE	30,000.00		30,000.00		3,465.06	4,500.42	4,499.54	3,474.59	4,220.38	3,338.62	4,975.89
3310.1	TRAFFIC CONTROL			-								
3310.4	TRAFFIC CONTROL	500.00	-	500.00							4,025.00	
3510.1	DOG CONTROL	2,487.00		2,487.00	207.25	207.25	207.25	207.25	207.25	207.25	207.25	207.25
3510.4	DOG CONTROL			-			70.00			105.00		
3620.1	BUILDING INSPECTION	17,090.00		17,090.00	1,314.62	1,314.62	1,314.62	1,314.62	1,314.62	1,971.93	1,314.62	1,314.62
3620.11	BLDG INSPECTOR CLERK	7,632.00		7,632.00								
3620.4	BUILDING INSPECTOR	3,000.00		3,000.00		28.03	522.00		178.34	11.07	1,504.40	815.88
Total Public Safety		60,709.00	-	60,709.00	1,521.87	5,014.96	6,614.29	6,021.41	5,174.80	6,515.63	10,389.89	7,313.64
Health												
4020.1	REGISTRAR	450.00		450.00	34.62	34.62	34.62	34.62	34.62	51.93	34.62	34.62
Total Health		450.00		450.00	34.62	34.62	34.62	34.62	34.62	51.93	34.62	34.62
Transportation												
5010.1	HIGHWAY SUPER	60,266.00		60,266.00	4,635.86	4,635.86	4,635.86	4,635.86	4,635.86	6,953.80	4,635.86	4,635.86
5010.4	HIGHWAY SUPER	3,500.00		3,500.00	300.00	53.93	203.68	179.20		455.07	108.87	61.87
5132.4	GARAGE	19,000.00		19,000.00	606.41	2,367.75	1,250.18	5,530.53	1,171.79	250.72	1,090.74	292.69
5182.4	STREET LIGHTING	2,000.00		2,000.00		304.63	226.92	245.07	167.14	160.57	154.67	152.36
Total Transportation		84,766.00	-	84,766.00	5,542.27	7,362.17	6,316.64	10,590.66	5,974.79	7,820.16	5,990.14	5,142.78
Economic Assistance and Opportunity												
6772.4	AGED PROGRAMS	750.00	-	750.00			26.20	99.56	39.30		96.29	
Total E A & O		750.00	-	750.00	-	-	26.20	99.56	39.30	-	96.29	-

[illegible]

				2023		
				ACTUAL		
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	BALANCE	% USED
811.20	811.20	811.20	811.20	9,734.40	(0.40)	100.00%
	239.25		20.00	1,263.41	1,236.59	50.54%
1,969.68	1,969.68	1,969.68	1,969.68	23,636.16	(0.16)	100.00%
1,121.50	1,121.50	1,121.50	1,121.50	13,458.00	-	100.00%
464.25	464.25	464.25	464.25	5,571.00	-	100.00%
952.11	41.78	1,384.38	187.83	6,874.08	2,225.92	75.54%
631.50	631.50	631.50	631.50	7,578.00	-	100.00%
218.75	218.75	218.75	218.75	2,625.00	-	100.00%
				595.91	404.09	59.59%
1,268.00	1,250.50	1,341.50	1,280.50	14,522.00	978.00	93.69%
2,031.50	2,031.50	2,031.50	2,031.50	24,378.00	-	100.00%
		100.00		721.34	1,093.66	39.74%
2,613.40	2,613.40	3,920.10	2,613.40	33,974.20	(0.20)	100.00%
				750.00	946.00	44.22%
130.75		727.99	735.35	6,523.93	2,216.07	74.64%
7,370.00	3,490.00	80.00	4,590.00	34,899.00	(9,899.00)	139.60%
				-	3,000.00	0.00%
			79.89	79.89	2,920.11	2.66%
665.54	665.54	998.31	665.54	8,652.02	(0.02)	100.00%
2,481.99	2,307.65	3,380.27	2,229.75	64,120.93	(24,120.93)	160.30%
			(314.60)	38,837.51	(1,837.51)	104.97%
				800.00	200.00	80.00%
				600.00	69,400.00	0.86%
	-					
22,730.17	17,856.50	19,180.93	19,336.04	300,194.78	48,762.22	86.03%
4,437.45	4,702.02	4,096.05	3,536.82	45,246.84	(15,246.84)	150.82%
				-	-	0.00%
				4,025.00	(3,525.00)	805.00%
207.25	207.25	207.25	207.25	2,487.00	-	100.00%
				175.00	(175.00)	#DIV/0!
1,314.62	1,314.62	1,971.93	1,314.62	17,090.06	(0.06)	100.00%
				-	7,632.00	0.00%
177.74	65.50	219.90	54.01	3,576.87	(576.87)	119.23%
6,137.06	6,289.39	6,495.13	5,112.70	72,600.77	(11,891.77)	119.59%
34.62	34.62	51.93	34.62	450.06	(0.06)	100.01%
34.62	34.62	51.93	34.62	450.06	(0.06)	100.01%
4,635.86	4,635.86	6,953.79	4,635.86	60,266.19	(0.19)	100.00%
52.94	50.87	50.87	50.91	1,568.21	1,931.79	44.81%
166.32	524.02	951.53	1,990.95	16,193.63	2,806.37	85.23%
202.39	218.37	251.20	286.97	2,370.29	(370.29)	118.51%
5,057.51	5,429.12	8,207.39	6,964.69	80,398.32	4,367.68	94.85%
	82.53	165.06		508.94	241.06	67.86%
-	82.53	165.06	-	508.94	241.06	67.86%

Ref: ...
 ...
 Town ...

				2023		
				ACTUAL		
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	BALANCE	% USED
				-	-	#DIV/0!
	287.69	22.11		4,478.92	(2,478.92)	223.95%
	(1,974.00)			15,983.10	1,016.90	94.02%
				-	500.00	0.00%
2,169.44				5,381.96	(1,381.96)	134.55%
161.92	161.92	161.92	161.92	2,853.64	(910.64)	146.87%
				2,031.96	(31.96)	101.60%
			44.85	1,668.53	(1,168.53)	333.71%
2,331.36	(1,524.39)	184.03	206.77	32,398.11	(4,455.11)	115.94%
				-	788.00	0.00%
	100.00			318.09	(68.09)	127.24%
565.28	565.28	565.28	565.28	6,703.29	79.71	98.82%
2,043.75	562.50	1,418.74	668.75	11,836.31	(7,384.31)	265.87%
				-	600.00	0.00%
(92.35)	46.41			1,784.72	(34.72)	101.98%
1,929.21	225.71	1,137.67		12,379.39	17,620.61	41.26%
				-	-	0.00%
				-	-	0.00%
4,445.89	1,499.90	3,121.69	1,234.03	33,021.80	11,601.20	74.00%
		19,629.87		19,629.87	13,370.13	59.48%
1,491.00	1,377.68	1,797.53	1,385.79	19,156.63	897.37	95.53%
				-	-	#DIV/0!
633.19	725.19	633.19	50.31	7,475.40	1,524.60	83.06%
		42,000.00		85,000.00	-	100.00%
		14,322.00		28,166.01	126.99	99.55%
2,124.19	2,102.87	78,382.59	1,436.10	159,427.91	15,919.09	90.92%
42,860.80	31,770.54	115,788.75	34,324.95	679,000.69	64,544.31	

Reference to
JAN 18 2023
For
Town Board 1, 2

TOWN OF AUSTERLITZ HIGHWAY FUND I FOR YEAR ENDING DECEMBER 31, 2023																			
		2023			2023												ACTUAL		
		BUDGET			ACTUAL												2023		
		ORIGINAL	ADJ	ADJUSTED	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD	BALANCE	% REC'D
REVENUES																			
1001	PROPERTY TAXES	681 222.00		681 222.00	681 222.00												681 222.00	-	100.00%
1120	SALES TAX	50 000.00		50 000.00				50 000.00									50 000.00	-	100.00%
2401	INTEREST	-		-		0.03	0.01	0.01	0.02	0.04	0.04	0.04	0.03	0.04	0.03	0.04	0.33	(0.33)	0.00%
2655	SALE OF EQUIPMENT	-		-													-	-	0.00%
2801	INTERFUND TRANSFER	23 455.00	-	23 455.00													-	23 455.00	0.00%
3501	S/A CHIPS	291 000.00		291 000.00												234 183.25	234 183.25	56 816.75	80.48%
5031	OTHER INCOME	-		-													-	-	0.00%
TOTAL REVENUES		1 045 677.00	-	1 045 677.00	681 222.00	0.03	0.01	50 000.01	0.02	0.04	0.04	0.04	0.03	0.04	0.03	234 183.29	965 405.58	80 271.42	92.32%
UNEXPENDED BALANCE																			
TOTAL AVAILABLE FUNDS		1 045 677.00	-	1 045 677.00	681 222.00	0.03	0.01	50 000.01	0.02	0.04	0.04	0.04	0.03	0.04	0.03	234 183.29	965 405.58	80 271.42	92.32%
APPROPRIATIONS																			
5110.1	GEN REPAIRS (PAYROLL)	157 000.00		157 000.00	4 540.85	399.00	1 372.24	8 805.92	14 563.72	24 135.49	14 601.00	16 174.50	17 648.30	24 219.30	10 712.52	5 286.20	142 459.04	14 540.96	90.74%
5110.11	GEN REPAIRS (CLERK)	11 000.00		11 000.00		212.50	175.00	350.00	50.00	1 056.25	456.25	193.75	293.75	737.50	918.75	708.25	5 150.00	5 850.00	46.82%
5110.41	HIGHWAY REPAIRS & MAINTEN	165 000.00		165 000.00	1 125.20	1 578.99	3 177.12	4 510.98	11 288.59	12 986.76	4 859.71	37 603.81	28 463.06	13 853.84	35 135.09	26 315.54	180 898.69	(15 898.69)	109.64%
5110.42	DUST CONTROL	15 000.00		15 000.00						229.99							229.99	14 770.01	1.53%
5112.2	CHIPS I	291 000.00		291 000.00	219.58	1 114.74	65.50	393.00			234 248.75				216 703.91		452 745.48	(161 745.48)	155.58%
5130.1	MACHINERY	55 000.00		55 000.00	1 913.68	5 454.20	3 262.60	1 060.77	1 729.96	287.12	210.00	1 190.30		336.00	2 871.56	2 233.96	20 550.15	34 449.85	37.36%
5130.4	MACHINERY	60 000.00		60 000.00	1 364.33	5 600.27	4 920.14	6 656.00	973.01	273.27	1 782.87	923.43	3 360.62		15 587.64	13 699.06	57 954.11	2 045.89	96.59%
5140.1	BRUSH & WEEDS	25 000.00		25 000.00	2 604.72	5 671.98	3 322.70	7 546.11	1 085.30	420.00	2 903.37			1 491.90	3 178.60	756.00	28 980.68	(3 980.68)	115.92%
5142.1	SNOW REMOVAL(PAYROLL)	66 000.00		66 000.00	10 374.24	6 778.68	11 360.27								602.12	406.24	29 521.55	36 478.45	44.73%
5142.4	SNOW REMOVAL	50 000.00		50 000.00		6 613.65	357.27	5 602.62	297.99	1 091.43	3 667.36	5 950.19	13 819.09		691.85	3 144.80	41 236.25	8 763.75	82.47%
9010.8	RETIREMENT	50 000.00		50 000.00											30 703.13		30 703.13	19 296.87	61.41%
9030.8	SOCIAL SECURITY	25 000.00		25 000.00	1 792.66	1 416.50	1 491.20	1 358.82	1 333.32	1 981.24	1 390.16	1 343.11	1 372.56	2 049.30	1 398.68	718.24	17 645.79	7 354.21	70.58%
9060.8	HOSPITALIZATION	69 877.00		69 877.00	5 325.83	7 216.34	6 635.02	64.42	10 334.40	5 258.73	3 327.28	3 452.06	3 642.94	4 495.16	17.25	443.36	50 212.79	19 664.21	71.86%
9089.8	OTHER EMP BENEFITS-LONGEVITY	4 000.00		4 000.00													4 000.00	-	100.00%
9090.8	UNIFORMS	1 800.00		1 800.00											1 949.00	1 853.66	3 802.66	(2 002.66)	211.26%
TOTAL APPROPRIATIONS		1 045 677.00	-	1 045 677.00	33 261.09	42 056.85	36 139.06	36 348.64	41 656.29	47 720.26	267 446.75	66 831.15	68 600.32	50 688.32	319 778.25	55 563.31	1 066 090.31	(18 410.65)	101.95%

Reference Material

JAN 16 2024

For
Town Board Meeting

TOWN OF AUSTERLITZ
Broadband Project
FYE 12/31/2023

Broadband	ACTIVITY	BALANCE IN FUND
Description		
ARPA Balance forward January 1 2023		\$ 80,823.69
1/6/2023 Donation from Ellsworth Kelly Foundation	\$ 200,000.00	\$ 280,823.69
9/25/2023 Consolidated Communications	(166,000.00)	114,823.69
11/27/2023 Consolidated Communications	(85,000.00)	29,823.69

Reference Material
JAN 16 2024
For
Town Board Meeting

SPECIAL GRANTS A3004
FYE 12/31/2023

BALANCE

NYSERDA Grants

12/31/2022	Balance Forward	\$	4,480.00
4/3/2023	Grant Recvd	\$	5,000.00

\$ 9,480.00

RSF Social Finance (Scout Grant) Note: 2021 grant of \$16,000 fully expended in 2021

2/11/2022	Grant Rec'd	\$	16,000.00
2/17/2022	K BEILKE		(330.00)
4/14/2022	K BEILKE		(968.00)
6/16/2022	K BEILKE		(1,738.00)
7/14/2022	K BEILKE		(990.00)
8/15/2022	K BEILKE		(1,122.00)
9/15/2022	K BEILKE		(1,870.00)
10/19/2022	K BEILKE		(1,430.00)
11/21/2022	K BEILKE		(1,672.00)
12/14/2022	K BEILKE		(1,540.00)

12/31/2022	Balance Forward	\$	4,340.00
1/1/7/23	Kathryn Bielke		(1,232.00)
2/16/2023	Kathryn Bielke		(528.00)
2/17/2023	Grant Rec'd		12,000.00
3/16/2023	Kathryn Bielke		(792.00)
3/16/2023	Johnson Newspaper		(95.09)
5/11/2023	Kathryn Beilke		(1,705.00)
5/11/2023	Intl Council for Local Environ Initiatives		(600.00)
6/14/2023	Kathryn Beilke		(616.00)
7/18/2023	Austerlitz Historical Society		(60.00)
7/18/2023	Kathryn Beilke		(1,023.00)
8/21/2023	Kathryn Beilke		(627.00)
9/21/2023	Grant Rec'd		10,000.00
10/18/2023	Kathryn Beilke		(1,523.50)
11/14/2023	Kathryn Beilke		(1,331.00)
12/19/2023	Kathryn Beilke		(748.00)

\$ 15,459.41

Grand Total

\$ 24,939.41

Additional Notes

Grants from Nyserderda for solar panels and from DEC for a charging station were obtained and fully expended in prior years. They have a zero balance.

Reference Material
JAN 16 2024
For
Town Board Meeting

	TOWN OF AUSTERLITZ					
	ELLSWORTH KELLY GRANT					
	FYE 12/31/2023					
	TOWN HALL		ACTIVITY		BALANCE IN	
					FUND	
	Description					
	Balance forward January 1 2023				\$ 7,806.52	

Reference Material
JAN 16 2024
For
Town Board Meeting

TOWN OF AUSTERLITZ
Highway Salt Shed
FYE 12/31/2023

		A/C #		ACTIVITY	BALANCE IN
Description		K105	Funds In		FUND
					\$ 12,778.39
January				\$ -	\$ 12,778.39

Reference Material
JAN 16 2024
For
Town Board Meeting

**Austerlitz TA Payroll
Reconciliation Detail
T&A Checking, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,995.39
Cleared Transactions						
Checks and Payments - 11 items						
Check	11/27/2023	75206	Duane Hotaling	X	-1,324.28	-1,324.28
Check	12/12/2023	DM	Adirondack Payroll	X	-9,567.91	-10,892.19
Check	12/12/2023	DM	Adirondack Payroll	X	-3,986.40	-14,878.59
Check	12/12/2023	75207	Duane Hotaling	X	-1,278.28	-16,156.87
Check	12/12/2023	1040	Teamsters Local 294	X	-238.00	-16,394.87
Check	12/12/2023	DM	Adirondack Payroll	X	-88.50	-16,483.37
Check	12/22/2023	DM	Adirondack Payroll	X	-18,363.16	-34,846.53
Check	12/22/2023	75210	Adirondack Payroll	X	-6,392.79	-41,239.32
Check	12/22/2023	75208	Duane Hotaling	X	-1,369.88	-42,609.20
Check	12/22/2023	DM	Adirondack Payroll	X	-167.00	-42,776.20
Check	12/22/2023	75209	Duane Hotaling	X	-21.26	-42,797.46
Total Checks and Payments					-42,797.46	-42,797.46
Deposits and Credits - 5 items						
Transfer	12/12/2023			X	5,525.64	5,525.64
Transfer	12/12/2023			X	10,106.89	15,632.53
Transfer	12/22/2023			X	12,022.79	27,655.32
Transfer	12/22/2023			X	14,844.85	42,500.17
Deposit	12/31/2023			X	0.10	42,500.27
Total Deposits and Credits					42,500.27	42,500.27
Total Cleared Transactions					-297.19	-297.19
Cleared Balance					-297.19	6,698.20
Register Balance as of 12/31/2023					-297.19	6,698.20
Ending Balance					-297.19	6,698.20

Reference Material

JAN 15 2024

For
Town Board Meeting

Austerlitz Highway Reconciliation Detail

BGC Highway Checking, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						143,477.40
Cleared Transactions						
Checks and Payments - 18 items						
Check	11/14/2023	3188	BOB BOLL EXCAV...	X	-4,470.02	-4,470.02
Check	11/14/2023	3205	NAPA AUTO PARTS	X	-1,835.89	-6,305.91
Check	11/14/2023	3202	MOORADIAN HYD...	X	-1,028.00	-7,333.91
Check	11/14/2023	3186	Airgas USA LLC	X	-288.15	-7,622.06
Transfer	11/30/2023			X	-3,625.69	-11,247.75
Transfer	12/12/2023			X	-10,106.89	-21,354.64
Transfer	12/19/2023			X	-426.11	-21,780.75
Transfer	12/19/2023			X	-359.94	-22,140.69
Check	12/20/2023	3260	Town & County Brid...	X	-4,797.00	-26,937.69
Check	12/20/2023	3258	Northern Supply, Inc.	X	-3,144.80	-30,082.49
Check	12/20/2023	3246	COLARUSSO QUA...	X	-2,158.80	-32,241.29
Check	12/20/2023	3252	J.C. Smith Inc.	X	-1,352.92	-33,594.21
Check	12/20/2023	3244	COLARUSSO QUA...	X	-1,097.50	-34,691.71
Check	12/20/2023	3247	COLARUSSO QUA...	X	-880.36	-35,572.07
Check	12/20/2023	3245	COLARUSSO QUA...	X	-715.40	-36,287.47
Check	12/20/2023	3261	Shawn Williams	X	-300.00	-36,587.47
Check	12/20/2023	3251	Duane Hotaling	X	-293.72	-36,881.19
Check	12/20/2023	3243	CHATHAM HARDW...	X	-173.43	-37,054.62
Total Checks and Payments					-37,054.62	-37,054.62
Deposits and Credits - 1 item						
Deposit	12/12/2023			X	234,183.25	234,183.25
Total Deposits and Credits					234,183.25	234,183.25
Total Cleared Transactions					197,128.63	197,128.63
Cleared Balance					197,128.63	340,606.03
Uncleared Transactions						
Checks and Payments - 15 items						
Check	12/20/2023	3239	BOB BOLL EXCAV...		-8,792.98	-8,792.98
Check	12/20/2023	3248	Finch Services Inc		-7,200.00	-15,992.98
Check	12/20/2023	3238	Bemiss Trucking Se...		-4,004.52	-19,997.50
Check	12/20/2023	3254	Long Energy		-3,868.98	-23,866.48
Check	12/20/2023	3253	Kimball Midwest		-3,145.68	-27,012.16
Check	12/20/2023	3256	NAPA		-828.71	-27,840.87
Check	12/20/2023	3259	S & S Fabrication, Inc		-374.34	-28,215.21
Check	12/20/2023	3242	CHATHAM AUTO P...		-317.82	-28,533.03
Check	12/20/2023	3240	James Casey		-300.00	-28,833.03
Check	12/20/2023	3249	David Gile		-300.00	-29,133.03
Check	12/20/2023	3255	Robert Miller		-300.00	-29,433.03
Check	12/20/2023	3241	CHATHAM AUTO P...		-207.92	-29,640.95
Check	12/20/2023	3257	NAPA		-88.34	-29,729.29
Check	12/20/2023	3250	Health Equity		-17.25	-29,746.54
Check	12/20/2023	3237	Airgas USA LLC		-9.90	-29,756.44
Total Checks and Payments					-29,756.44	-29,756.44
Total Uncleared Transactions					-29,756.44	-29,756.44
Register Balance as of 12/31/2023					167,372.19	310,849.59
Ending Balance					167,372.19	310,849.59

Reference Material
JAN 10 2024
For
Town Board Meeting

10:22 AM

01/03/24

**Austerlitz General Fund
Reconciliation Detail**
Bank of Greene County checking, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						664,244.52
Cleared Transactions						
Checks and Payments - 21 items						
Check	10/18/2023	3127	Michele Quigley	X	-82.53	-82.53
Check	11/14/2023	3171	Howes Horticultural	X	-1,220.00	-1,302.53
Check	11/14/2023	3181	Smith Watson & Co ...	X	-1,025.00	-2,327.53
Check	11/14/2023	3178	Postmaster - Spenc...	X	-792.00	-3,119.53
Check	11/14/2023	3184	VISA	X	-735.64	-3,855.17
Check	11/14/2023	3175	New York State Dep...	X	-675.00	-4,530.17
Check	11/14/2023	3166	Pam Cook	X	-100.00	-4,630.17
Check	11/14/2023	3167	Crystal Rock	X	-24.98	-4,655.15
Check	11/20/2023	3208	STATE COMPTROL...	X	-12,083.00	-16,738.15
Check	11/27/2023	3210	Consolidated Comm...	X	-85,000.00	-101,738.15
Check	11/27/2023	3209	CDPHP, INC	X	-4,258.88	-105,997.03
Check	11/28/2023	3211	NYS & Local Emplo...	X	-50,333.00	-156,330.03
Check	11/30/2023	3212	NYSEG	X	-22.11	-156,352.14
Check	12/06/2023	3213	Guardian Dental	X	-476.42	-156,828.56
Check	12/11/2023	3214	STATE COMPTROL...	X	-14,058.00	-170,886.56
Check	12/11/2023	3215	NYSEG	X	-286.97	-171,173.53
Transfer	12/12/2023			X	-5,525.64	-176,699.17
Check	12/19/2023	3216	VISA	X	-783.07	-177,482.24
Check	12/19/2023	3232	Erin Reis	X	-34.06	-177,516.30
Check	12/20/2023	3262	Susan Haag	X	-20.96	-177,537.26
Transfer	12/27/2023			X	-14,231.30	-191,768.56
Total Checks and Payments					-191,768.56	-191,768.56
Deposits and Credits - 8 items						
Deposit	12/06/2023			X	10,885.00	10,885.00
Deposit	12/11/2023			X	16,186.00	27,071.00
Deposit	12/13/2023			X	20,291.90	47,362.90
General Journal	12/19/2023	353	HIGHWAY	X	359.94	47,722.84
General Journal	12/19/2023	354		X	4,051.80	51,774.64
Deposit	12/22/2023			X	50.00	51,824.64
Deposit	12/22/2023			X	314.60	52,139.24
Deposit	12/31/2023			X	3,760.93	55,900.17
Total Deposits and Credits					55,900.17	55,900.17
Total Cleared Transactions					-135,868.39	-135,868.39
Cleared Balance					-135,868.39	528,376.13

Town Board Meeting

JAN 10 2024

Reference Material

10:22 AM

01/03/24

Austerlitz General Fund
Reconciliation Detail
Bank of Greene County checking, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						664,244.52
Cleared Transactions						
Checks and Payments - 21 items						
Check	10/18/2023	3127	Michele Quigley	X	-82.53	-82.53
Check	11/14/2023	3171	Howes Horticultural	X	-1,220.00	-1,302.53
Check	11/14/2023	3181	Smith Watson & Co ...	X	-1,025.00	-2,327.53
Check	11/14/2023	3178	Postmaster - Spenc...	X	-792.00	-3,119.53
Check	11/14/2023	3184	VISA	X	-735.64	-3,855.17
Check	11/14/2023	3175	New York State Dep...	X	-675.00	-4,530.17
Check	11/14/2023	3166	Pam Cook	X	-100.00	-4,630.17
Check	11/14/2023	3167	Crystal Rock	X	-24.98	-4,655.15
Check	11/20/2023	3208	STATE COMPTROL...	X	-12,083.00	-16,738.15
Check	11/27/2023	3210	Consolidated Comm...	X	-85,000.00	-101,738.15
Check	11/27/2023	3209	CDPHP, INC	X	-4,258.88	-105,997.03
Check	11/28/2023	3211	NYS & Local Emplo...	X	-50,333.00	-156,330.03
Check	11/30/2023	3212	NYSEG	X	-22.11	-156,352.14
Check	12/06/2023	3213	Guardian Dental	X	-476.42	-156,828.56
Check	12/11/2023	3214	STATE COMPTROL...	X	-14,058.00	-170,886.56
Check	12/11/2023	3215	NYSEG	X	-286.97	-171,173.53
Transfer	12/12/2023			X	-5,525.64	-176,699.17
Check	12/19/2023	3216	VISA	X	-783.07	-177,482.24
Check	12/19/2023	3232	Erin Reis	X	-34.06	-177,516.30
Check	12/20/2023	3262	Susan Haag	X	-20.96	-177,537.26
Transfer	12/27/2023			X	-14,231.30	-191,768.56
Total Checks and Payments					-191,768.56	-191,768.56
Deposits and Credits - 8 items						
Deposit	12/06/2023			X	10,885.00	10,885.00
Deposit	12/11/2023			X	16,186.00	27,071.00
Deposit	12/13/2023			X	20,291.90	47,362.90
General Journal	12/19/2023	353	HIGHWAY	X	359.94	47,722.84
General Journal	12/19/2023	354		X	4,051.80	51,774.64
Deposit	12/22/2023			X	50.00	51,824.64
Deposit	12/22/2023			X	314.60	52,139.24
Deposit	12/31/2023			X	3,760.93	55,900.17
Total Deposits and Credits					55,900.17	55,900.17
Total Cleared Transactions					-135,868.39	-135,868.39
Cleared Balance					-135,868.39	528,376.13

Reference Material
JAN 16 2024
For
Town Board Meeting

From: Peter Fitzpatrick
Sent: Friday, January 12, 2024 1:52 PM
To: SHaag; J Lotus
Subject: January 2024 Highway Report

Reference Material
JAN 16 2024
For
Town Board Meeting

Just like that, Another year has passed,
January is here and will soon be gone too!!

Temperatures have continued to be a rollercoaster, up and down.
The lack of frost, high winds and abundance of rain has been challenging, and left us with several messes to clean up.
All things considered we have faired rather well and gotten most of the damages cleaned up.
Had minimal snowfall so far, a couple snow events that went smoothly. One of the older plow blades did break and will need some welding, nothing we can't handle fixing and we do have a spare so minimal time was lost.

We were able to get a couple more compromised culverts changed out due to the warm winter we've had so far.

We did finish one of our projects fixing a worn plow moldboard and rebuilding the shoes, it's back in service plowing and we're Very pleased with the outcome.

The boom mower has been mounted to the tractor and is ready to start the winter brush cutting season.

We have continued with cutting of dead ash and other trouble trees along another section of Fog Hill rd. This is a long term project with very noticeable results, it's amazing the difference in the amount of debris and tree damage along the sections we've done compared to where we haven't after the storms we have had.

We got several battery disconnect switches installed so now most of our fleet has them, this is a new requirement of our insurance carrier for our heavy trucks, though we have always had them on much of our heavy equipment and some of the trucks.

The new grader tires performed very well after the last snow storm and will serve us well. We have some worn out pins to replace and rebush on the blade frame, this is one of our more involved winter maintenance projects we will be starting soon.

The next month we expect to be divided mostly between trimming brush and equipment maintenance between winter storms.

Thank You,
Stay warm and well,, Longer days are ahead!

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Certified Copies	Marriage	1	10.00
	Conservation	Conservation	2	8.80
	Solid Waste	55 Gallon Garbage Bags	20	8.00
		Recycling Stickers - Resident	2	10.00
		Recycling Stickers - Senior	1	5.00
	Sub-Total:			\$41.80
A2544	Dog Licensing	Female, Spayed	1	5.00
		Male, Neutered	2	10.00
	Sub-Total:			\$15.00
Total Local Shares Remitted:			\$56.80	

Amount paid to: Columbia County Solid Waste _____ 277.00
Amount paid to: NYS Ag. & Markets for spay/neuter program _____ 3.00
Amount paid to: NYS Environmental Conservation _____ 151.20

Total State, County & Local Revenues: \$488.00

Total Non-Local Revenues: \$431.20

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, Susan Haag, Town Clerk, Town of Austerlitz 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.

Supervisor

Date

Town Clerk

Date

Reference Material
JAN 16 2024
For
Town Board Meeting

Town of Austerlitz
Planning Board Report
January 4, 2024

A regular meeting of the Planning Board was held on January 4, 2024. Present were: Deborah Lans, Chair, Chris Ferrone, Steve Lobel, Dale Madsen and Eric Sieber, Planning Board Members. Also present: Planning Board Clerk, J Lotus.

The meeting was called to order at about 7:00 p.m.

There was no old business.

In new business the Board had a preliminary conversation about the draft Comprehensive Plan, the Board's role in reviewing the draft and the areas of the draft most pertinent to the Board's work. All members will carefully review the first section of the draft and the audit of the current town laws on zoning and subdivisions, as well as generally considering the other contents, with an eye to a full discussion at the February meeting.

There being no members of the public present and no other business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Deborah E. Lans, Chair

Reference Material
JAN 16 2024
For
Town Board Meeting

DECEMBER & YEAR END 2023 REPORT

Payments received	\$10,401.30
2023	\$105,164.60

Permits issued/Renewed	12
2023	101

CO Searches	3
2023	39

CO/CC Issued	15
2023	56

Inspections completed	4 Complaint and 12 Construction
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Complaints	<ul style="list-style-type: none">- 2 New Complaints/1 Unfounded and closed- 1 working with DEC and another working on remediation
------------	---

Sending out notices for permits that expired in 2023 to renew if work is incomplete or schedule final inspections.

Spoke with Phelps Brothers Roofing after noticing no permits on file – Austerlitz was on file as not requiring a permit with them. NYS Code requires a permit for re-roofing and it has been rectified as well as other roofing companies.

Reference Material
JAN 16 2024
For
Town Board Meeting

Permit Status Report

12/01/2023 - 12/31/2023

Permit Type: All

JAN 10 2024

For

Town Board Meeting

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
P05-69	Diane Glick	Glick 128 Stonewall Rd	78.-1-58.112	Guest Cottage	12/05/2023	Open
Description of Work: <i>NEW RESIDENCE</i>						
P23-120	Sasha Hare	Hare 168 Labranch Rd	106.-1-4.4	New Residence	12/05/2023	Open
Description of Work: <i>New Single-Family Residence, 1-story 1,935sqft, 3 bedroom, 3 bathroom, full unfinished basement and unfinished attic</i>						
P23-121	Steven Hay	842 Dugway Rd	86.-2-48.210	Res. Add/Alter	12/12/2023	Open
Description of Work: <i>Rebuild rear deck on same footprint</i>						
P23-122	Fredda Brown	248 Stonewall Rd	78.-1-52.120	PVA Solar Panels	12/12/2023	Open
Description of Work: <i>replace existing inverter and battery</i>						
P23-123	Jeffrey West	Harvey Mtn Rd	88.-2-43	Residential Alteration	12/12/2023	Open
Description of Work: <i>Renovate windows, doors plumbing and electrical</i>						
P23-124	Matthew Keffer	41 Chicory Ln	77.-1-76	PVA Solar Panels	12/12/2023	Open
Description of Work: <i>Install 37 rooftop solar panels 15.17kW</i>						
P23-125	JORDAN AND MEGAN MCCOMB	McComb 79 Stever Hill	77.-1-69.11	New Residence	12/12/2023	Open
Description of Work: <i>Single-Family home 1,922sqft, 1-story, 3 bedroom, 3 bath with full unfinished basement</i>						
P23-126	5100 South Street LLC	5100 South St	86.-2-36.100	traffic bridge	12/14/2023	Open
Description of Work: <i>Pedestrian Bridge - prior to construction a memorandum of understanding to be executed with the County of Columbia, and a Highway work Permit from the CC Highway Dept and all conditions to be complied with in the NYSDEC stream disturbance permit</i>						
P23-127	Steven Pinto	29 Higgins Rd	87.-1-43.2	Accessory	12/19/2023	Open
Description of Work: <i>12'x20' shed</i>						
P23-128	Peter Primamore	21 Harvey Mtn Rd	88.-2-10.100	C/O Search	12/19/2023	Completed
Description of Work: <i>Colonial 3 bedroom, 2 Full bath, 2,240sqft, with finished basement built in 1985 with a garage with apartment</i>						
P23-129	Donald Baechler	1119 Route 203	76.-1-7.2	Deck/Porch	12/19/2023	Open
Description of Work: <i>Replace existing deck and porch on same footprint per plans</i>						
P23-130	Municipal Data Services	1870 Red Rock Rd	67.-1-18	C/O Search	12/19/2023	Completed
Description of Work: <i>Old Style 1,185sqft, 1.5 story, 3 bedroom, 1 full & 1 Halfbath built in 1830 with a detached garage</i>						
P23-131	Municipal Data Services	644 Stonewall Rd	68.-1-13	C/O Search	12/21/2023	Completed
Description of Work: <i>Ranch 3 bedroom, 2 fullbath, 2,140sqft, 1-story built in 1973 with an attached garage</i>						
P23-132	Lena Bell	39 Harvey Mtn Rd	88.-2-10.200	Residential Alteration	12/21/2023	Open
Description of Work: <i>Remove and replace 3 Windows</i>						
P23-133	Terry Acree	11463 Route 22	97.-1-3	Residential Alteration	12/21/2023	Open
Description of Work: <i>Open ceiling and doing a Vaulted ceiling - interior renovation</i>						

Total #	15
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Completion Issued Report

12/01/2023 - 12/31/2023

Contact Type: Applicant

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P20-106	95.-1-2	CC Issued	CC23-33	John McDonald	4755 Crow Hill Rd	12/26/2023
PVA Solar Panels # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-011	86.-1-10	CO Issued	CO23-19	Allan Phillips	825 Route 203	12/12/2023
Commercial Alteration # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-017	88.-1-29	Closed	P21-017	Whitbeck, Benedict and Smith LLP	33 East Hill Rd	12/19/2023
C/O Search # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-033	94.-1-9.12	CC Issued	CC23-30	SunCommon	44 Spring Hill Ln	12/21/2023
P21-039	88.-2-26	CC Issued	CC23-38	Empire Solar Solutions	32 Harvey Mtn Rd	12/28/2023
PVA Solar Panels # of CC/CO : Issued : <u>2</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-043	87.-1-43.12	CC Issued	CC23-36	Kiah Pinto	287 Fire Hill Rd	12/28/2023
Wood Stove # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-057	77.3-1-8.100	CC Issued	CC23-35	Christine Mottau	6 Angell Hill Rd	12/28/2023
Accessory # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-065	97.-1-37.12	CC Issued	CC23-32	Greenberg Lee LLC	890 Bald Mountain Rd	12/26/2023
Residential Alteration # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-074	88.-2-26	CC Issued	CC23-37	Empire Solar Solutions	32 Harvey Mtn Rd	12/28/2023
PVA Solar Panels # of CC/CO : Issued : <u>1</u>						
Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P21-091	96.-1-12.111	Closed	P21-091	brothers landscaping and contracting	50 Blueberry Ln	12/26/2023

Logging # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P22-108	106.-1-4.120	CC Issued	CC23-34	Eric Dimenstein	263 Dugway Rd	12/26/2023

Accessory # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P22-109	77.3-1-16	CC Issued	CC23-26	Jennifer Thompson	857 Route 203	12/05/2023

Plumbing/HVAC # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P23-012	76.-1-21.111	CC Issued	CC23-29	Marie & Richard Beaven	157 Nettleton Road	12/14/2023

Accessory # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P23-017	96.-2-80.2	CC Issued	CC23-28	Madeline Dymling	76 Harrington Dr	12/14/2023

PVA Solar Panels # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P23-027	86.-2-48.210	CC Issued	CC23-27	Steven Hay	842 Dugway Rd	12/14/2023

Accessory # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P23-039	77.-2-5	CC Issued	CC23-31	Gloria Oleynek	18 Indian Trl	12/21/2023

Demolition # of CC/CO :Issued : 1

Permit #	SBL	Completion Type	Completion Number	Applicant	Location	Completion Date
P23-128	88.-2-10.100	Closed	P23-128	Peter Primamore	21 Harvey Mtn Rd	12/19/2023
P23-130	67.-1-18	Closed	P23-130	Municipal Data Services	1870 Red Rock Rd	12/19/2023
P23-131	68.-1-13	Closed	P23-131	Municipal Data Services	644 Stonewall Rd	12/21/2023

C/O Search # of CC/CO :Issued : 3

Grand Total: 19

Reference Material
only for
Town Board Meeting

Inspection Search Report

By Reference #

Ref #	Inspection Date/Time		Type		Result	Inspector	Parcel Location	Identifier
P23-010	12/05/23	9:00AM	BP	Final Inspection	Passed	Erin Reis	1324 Route 203 STOP 7	66.-1-13
P23-010	12/05/23	9:00AM	BP	Insulation Inspection	<none>	Erin Reis	1324 Route 203 STOP 7	66.-1-13
2023-0006	12/05/23	12:02PM	CT	Driveway	Partial	Erin Reis	147 Mallory Rd	105.-1-15.111
Note: NO EXCAVATION CURRENTLY OR EVIDENCE OF A CONSTRUCTION BUSINESS								
FORWARDING INFORMATION TO DEC ON PAST EXCAVATION AND POND AND CAMP SET UP								
P23-051	12/12/23	9:43AM	BP	Plumbing before enclosing	Passed	Erin Reis	Talmadge Tpk	68.-1-12
Note: need fire stop								
P23-006	12/12/23	12:30PM	BP	Framing before enclosing	Passed	Erin Reis	87 Amy's Ln	87.-2-62
P22-060	12/14/23	8:48AM	BP	Insulation Inspection	Passed	Erin Reis	76 Harrington Dr	96.-2-80.2
P23-126	12/14/23	9:20AM	BP	Footing before pouring concrete	Passed	Erin Reis	5100 South St	86.-2-36.100
P23-081	12/19/23	9:00AM	BP	Framing before enclosing	Passed	Erin Reis	Tishler 423 Mercer Mountain	69.-1-2.211
2021-0022	12/19/23	12:37PM	CT	Driveway	In Violation	Erin Reis	626 Route 203	86.-2-14.1
Note: affixing letter to door								
2023-0012	12/21/23	8:11AM	CT	Driveway	Failed	Erin Reis	434 Route 203	77.3-1-18
Note: For rent sign up								
2023-0018	12/21/23	9:09AM	CT	Driveway	Passed	Erin Reis	Girardi 321 Pratt Hill Rd	86.-1-19
Note: Signs are still up, house is complete, the pool permit is still open and not expired								
P23-133	12/22/23	9:30AM	BP	Framing before enclosing	<none>	Erin Reis	11463 Route 22	97.-1-3
P21-055	12/26/23	12:30PM	BP	Final Inspection	Partial	Erin Reis	249 Route 203	87.-2-39

Reference Material
JAN 17 2024
Town Board Meeting

Austerlitz
Inspection Schedule
 12/01/2023 - 12/31/2023

Inspection Date/Time	Inspection Type	Inspector	Location	Identifier	Permit Type	Permit #
12/5/2023 9:00 AM	Final Inspection	Erin Reis	1324 Route 203 STOP 7	66.-1-13	Res. Add/Alter	P23-010
12/5/2023 9:00 AM	Insulation Inspection	Erin Reis	1324 Route 203 STOP 7	66.-1-13	Res. Add/Alter	P23-010
12/12/2023 9:43 AM	Plumbing before enclosing need fire stop	Erin Reis	Talmadge Tpk	68.-1-12	Res. Add/Alter	P23-051
12/12/2023 10:15 AM	Final Inspection	Erin Reis	825 Route 203	86.1-1-10	Commercial Alteration	P21-011
12/12/2023 12:30 PM	Framing before enclosing	Erin Reis	87 Amy's Ln	87.-2-62	New Residence	P23-006
12/14/2023 8:48 AM	Insulation Inspection	Erin Reis	76 Harrington Dr	96.-2-80.2	New Residence	P22-060
12/14/2023 9:20 AM	Footing before pouring concrete	Erin Reis	5100 South St	86.-2-36.100	traffic bridge	P23-126
12/19/2023 9:00 AM	Framing before enclosing	Erin Reis	Tishler 423 Mercer Mountain	69.-1-2.211	New Residence	P23-081
12/22/2023 9:30 AM	Framing before enclosing	Erin Reis	11463 Route 22	97.-1-3	Residential Alteration	P23-133
12/26/2023 9:24 AM	Final Inspection Boiler installed and in use	Erin Reis	287 Fire Hill Rd	87.-1-43.12	Wood Stove	P21-043
12/26/2023 9:30 AM	Final Inspection	Erin Reis	6 Angell Hill Rd	77.3-1-8.100	Accessory	P21-057
12/26/2023 9:45 AM	Final Inspection	Erin Reis	19 Harrison Hill Rd	85.-1-5.112	Accessory/Addition	P21-058
12/26/2023 12:30 PM	Final Inspection	Erin Reis	249 Route 203	87.-2-39	Above Ground Pool	P21-055

Complaint Action Summary

12/1/2023 - 12/31/2023

Complaint #: <All>

Includes Voids

Owner: < All >

Complaint #: 2023-0018**Type:** Local Law**Status:** Completed**Location:** Girardi, 321 Pratt Hill Rd**Identifier:** 86.-1-19**Open Date:** 12/21/23**Owner:** Frederico Girardi**Complainant:****Nature Of Complaint:** Contractor's signage

Action Type	Action Date	Action Information	Inspector
Inspection	12/21/23	Type: Driveway Result: Passed	Erin Reis

Notes: Signs are still up, house is complete, the pool permit is still open and not expired

Reference Material
JAN 16 2024
For
Town Board Meeting

Justice Information	
Municipal Name	Town of Austerlitz
Justice ID	[REDACTED]
Justice Number	[REDACTED]
Justice Name	Sharon Grubin

Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

Submission Log
01/04/2024 04:05:54 PM / Sharon Grubin / Town of Austerlitz / Submitted Document

Report Certification	
Date Filed	01/04/2024
Report Period	12/2023
Report Amount	\$13,575.00
Date Check Sent to CFO	01/04/2024
AC-1030 Report File	[REDACTED]

Reference Material
JAN 16 2024
For
Town Board Meeting

Justice Information	
Municipal Name	Town of Austerlitz
Justice ID	[REDACTED]
Justice Number	[REDACTED]
Justice Name	David Cassuto

Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

Submission Log
01/04/2024 04:03:05 PM / David Cassuto / Town of Austerlitz / Submitted Document

Report Certification	
Date Filed	01/04/2024
Report Period	12/2023
Report Amount	\$13,340.00
Date Check Sent to CFO	01/04/2024
AC-1030 Report File	[REDACTED]

Reference Material
JULY 1 - 31 2024
For
Town Board Meeting

SHaag

From: Kyle Miller [REDACTED]
Sent: Friday, January 12, 2024 11:23 AM
To: SHaag
Subject: Monthly dog report

Hi Sue,

I have no entries for this past month.

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

Reference Material
JAN 16 2024
For
Town Board Meeting

Revised Climate Action Plan

While the Climate Committee anticipates a number of items of business coming before the board in the coming months, the Climate Action Plan being attached to the Comprehensive Plan which will soon be available for public comment necessitated the urgency to adopt a revised CAP due to an error that was discovered in the town's 2019 Greenhouse Gas Emissions Inventory (adopted in 2021). In November, the Climate Committee submitted its proposal to Partners for Climate Action to support air-to-water heat pumps and solar array expansion for the town highway garage. In the review process for the grant, an error was discovered that the 2019 GHG Inventory significantly overestimated the emissions resulting from the highway garage boiler. We do not believe this will affect grant eligibility.

The difference was due to an error in the formulas in the excel sheet used by the Climate Committee in 2021 to compile the inventory and was likely due to accidental interference with the formulas. Coordinators Kathryn Beilke and Haley Balcanoff reviewed the raw data and notified the grant reviewers in December 2023 of the changes being made. In January, Haley and Kathryn began to transfer all data from 2019-2021 to an entirely new updated inventory spreadsheet and plan to add years 2022 and 2023 to present to the board in an updated inventory hopefully in February of 2023.

The reason for this undertaking is that the 2019 Government Operations GHG Inventory used 2007 emissions factors. The latest version now uses 2021 and 2023 emissions data, with 2021 factors specific to grid subregion Upstate NY. Making this update will aid the town's ability to achieve CSC emissions reductions points. For example, DEC feedback on the towns CSC PE12 submission notes, "the town reduced their emissions by about 7.8% through replacing some of their electricity use with solar. The true reduction of 7.8% does not meet this Performance Action's required 10% threshold for points. Unfortunately, the already clean upstate grid makes reductions in electricity emissions difficult to meet this action. (Furthermore, this should be coupled with emissions information for 2021, not from a previous year, in order to mitigate possible rebound impacts.)

Executive Summary of All Changes to Climate Action Plan (page by page):

Page 5 - Updated with current CEC points to 3500. Deleted reference to 7.8% reduction. Warrants further calculation.

Page 6 and 7- Emissions table, percentages and graphs were all updated. Please note the subtle differences are a result of using updated emissions factors. But the major difference is in the fuel oil for the Town Highway Garage.

OLD DATA:

		Consumption (kWh and Gallons)			GHG Emissions (MTCO2e)				TOTAL
		Electricity (kWh)	Propane (gal)	Heating Oil (gal)	Electricity	Propane	Heating Oil	Diesel	
Facility / Group Name	ICLEI Category	2019	2019	2019	2019	2019	2019		
Town Hall	Administration Facilities	43,234			5.04	-	-		5.04
Town Park	Streetslights and traffic signals	223			0.03	-	-		0.03
Highway Garage	Garage	11,608		6211.60	1.35	-	71		72.22
Old Town Garage	Garage	21			0.00	-	-		0.00
Street Lighting #1	Streetslights and traffic signals	9,215			1.07	-	-		1.07
Austerlitz History Center (Old Town Hall)	Administration Facilities	4,814	1,072		0.56	6.65	-		7.21
Town Fleet	Vehicles							149.76	149.76
TOTALS		69,115.00	1,071.70	6,211.60	8.05	6.65	70.87	149.76	236.33

NEW DATA:

		Consumption (kWh and Gallons)			GHG Emissions (MTCO2e)				TOTAL
		Electricity (kWh)	Propane (gal)	Heating Oil (gal)	Electricity	Propane	Heating Oil	Diesel/Gasoline	
Facility / Group Name	ICLEI Category	2019	2019	2019	2019	2019	2019		
Town Hall	Administration Facilities	45,034			4.8	-	-		4.8
Town Park	Streetslights and traffic signals	223			0.02	-	-		0.02
Highway Garage	Administration Facilities	11,608		2612.30	1.23	-	26.62		27.85
Old Town Garage	Administration Facilities	21			0.00	-	-		0.00
Street Lighting #1	Streetslights and traffic signals	9,215			.97	-	-		.97
Austerlitz History Center (Old Town Hall)	Administration Facilities	4,812	1,072		0.51	6.16	-		6.67
Town Fleet	Vehicles							162.65	162.65
TOTALS		70,892	1,071.70	2612.30	7.53	6.16	26.62	162.65	203.06

Reference Material

JAN 12 2024

For
Town Board Meeting

We have no reason to believe the cost information was affected by the mistake in the GHG emissions

Page 10-Changed reference to fleet fuel percentage of overall emissions

Page 14- Changed percentages of the highway garage's contribution to overall emissions and emissions from facilities

Respectfully submitted,
Kathryn Beilke, CSC Coordinator



Reference Material

JAN 16 2024

For
Town Board Meeting

AUSTERLITZ TIME TO SHINE

CLIMATE ACTION PLAN FOR GOVERNMENT OPERATIONS

TO ACHIEVE NET ZERO BY 2050



PREPARED BY
THE REV. KATHRYN C BEILKE, CSC COORDINATOR
MALEY BALCANOFF, CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ON BEHALF OF
THE AUSTERLITZ CLIMATE COMMITTEE



ADOPTED ON
JUNE 15TH, 2023
REVISED JAN 2024

EFFECTIVE DATE
JUNE 15TH, 2023

ACKNOWLEDGEMENTS

SUSAN HAAG, TOWN CLERK

PETER FITZPATRICK, HIGHWAY SUPERVISOR

TIM STALKER, COLUMBIA COUNTY PLANNING BOARD

TOWN BOARD MEMBERS

ROBERT LAGONIA, SUPERVISOR

GREG VOGLER

JERE WRIGHTSMAN

MAUREEN WILSON

CHRISTOPHER SCHOBBER

OTHER CONTRIBUTORS

CARA HUMPHREY, COLUMBIA COUNTY EMC AND CLIMATE SMART LIASON

PAIGE RUANE, PARTNERS FOR CLIMATE ACTION

Reference Material

JAN 16 2024

For
Town Board Meeting

INTRODUCTION

The Town of Austerlitz' municipal Climate Action Plan (CAP) is a strategy document that sets goals and outlines a set of initiatives that reduce greenhouse gas (GHG) emissions resulting from government operations. This is an aspirational document, prepared by the Austerlitz Climate Committee, which expresses the motivations for the committee's work as well as identifies priority actions that will result in meeting the reduction targets defined therein. It should be noted that the town is not beholden to the strategy laid out here; this roadmap is subject to adjustment according to local developments, available resources, and evolving technologies. A Government Operations CAP is one small part of a broader strategy to both mitigate and adapt to climate change in our local context. Further pursuits beyond this plan will include a Climate Vulnerability Study and Adaptation Plan, a Community Greenhouse Gas Inventory and Community Climate Action Plan, Sustainability Elements for Comprehensive Planning, a Natural Resources Inventory and other pledge elements within the NYS Climate Smart Communities program.

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EXECUTIVE SUMMARY

THINK GLOBALLY, ACT LOCALLY

A Climate Action Plan (CAP), as defined by the Department of Environmental Conservation, “is a strategy document that sets goals and outlines a set of initiatives that reduce greenhouse gas (GHG) emissions” (*Climate Smart Communities, PE2 Action: Government Operations Climate Action Plan*). This Climate Action Plan for the Town of Austerlitz will review the baseline established by the Town’s municipal GHG inventory, establish goals to reduce emissions from municipal operations and present a strategy for implementation moving forward. The overall goal is to mitigate emissions that have adverse effects on climate change, as well as pursue cost-effective and energy-saving strategies.

No longer is there any doubt that human-caused climate change is real and that its impacts - ecosystem collapse, species extinction, devastating weather events, loss of coastline, displacement of peoples due to extreme heat, drought, and famine - are being felt worldwide. The question now is how can we act and how quickly.

We in New York are already experiencing the impacts of climate change ourselves and New York State (NYS) has made climate mitigation one of the top priorities for the state. Given the overwhelming consensus that greenhouse gas (GHG) emissions are causing the climate to change, carbon drawdown is a major component of the global strategy to reverse these alarming trends. Every individual and community has a role to play in this undertaking. If local communities can work together to each reduce greenhouse gas emissions (GHG) in New York State, we can maximize our impact on our planet and lead the way for other states to follow suit. That is why 357 local governments have adopted the NYS Climate Smart Communities (CSC) Pledge to reduce GHGs.

By choosing to act now, the Town of Austerlitz is taking a leadership role in mitigating the impacts of climate change and aligning its goals with New York State's Climate Leadership and Community Protection Act (also known as the Climate Act). In alignment with the state's goals, the Town of Austerlitz intends to achieve an overall GHG emission reduction target of 40% percent below baseline 2019 by 2030 and an 85% reduction by 2040. The following plan will outline the progress Austerlitz is proud to have made to date, define a baseline of the town's current GHG emissions, establish goals to reduce those emissions, and present a strategy for implementation of the plan with further ideas for additional initiatives moving forward.

PLANNING PROCESS

The Austerlitz Climate Committee took the following steps, as outlined by DEC in CSC action description

1. Determined leadership and CAP framework
2. Developed a communication and engagement strategy
3. Completed and analyzed baseline assessments
4. Identified goals and reduction targets in two primary sectors
5. Identified existing and potential initiatives to meet targets
6. Prioritized initiatives in order of feasibility
7. Created a plan for implementing the chosen initiatives
8. Establish metrics
9. Produced this plan for Climate Committee feedback and a 1-month public comment period during which the plan was made publicly available
10. Updated the Austerlitz Town Board throughout the process and presented the plan to the Austerlitz Town Board for adoption

Reference Material

JAN 15 2024

For
Town Board Meeting

Outreach Statement

As this plan is a potential springboard for a community-wide Climate Action Plan, the Austerlitz Climate Committee is committed to informing and involving the broadest spectrum of our constituent base in Austerlitz in these efforts. The Austerlitz Climate Committee defined an outreach period between the Town Board's March to June 2023 meetings during which the CAP was circulated internally to town officials and stakeholders and other committees. The CAP was then revised according to feedback for a first reading at the Town Board's May meeting at which it would be approved to be uploaded onto the town website for public comment for a one month period before being voted on by the Town Board at its June meeting. The Climate Committee then reached out via numerous means to notify public that this plan would be available on the Town's website and at the Town Hall for a 1 month review period prior to its inclusion on the docket for a vote at the following Town Board meeting.

First Steps

The Town of Austerlitz completed a greenhouse gas (GHG) emissions inventory to identify the largest sectors of emissions. Based on the GHG baseline analysis and input from community stakeholders, focus areas were developed to streamline and cross-coordinate actions between the local government and the community to reduce emissions across these sectors. The Town of Austerlitz Climate Action Plan creates a framework for documenting and coordinating efforts by providing information about each initiative's estimated implementation timeframe and associated costs. These focus areas include a list of actions that will help to achieve the goals and reduction targets established during the climate action planning process.

BACKGROUND

The town of Austerlitz encompasses a rich and varied landscape that inspired writer Edna St. Vincent Millay and continues to engender reverence for nature amongst its current-day residents. The Town Board of Austerlitz, in its stewardship of the community's incredible natural resources, has a history of valuing sustainability and climate consciousness in its policymaking.

The Town of Austerlitz has made significant progress in reducing its greenhouse gas emissions without a formal plan yet in place. In 2018, the town installed an EV charging station as its first Climate Smart action and impetus for further momentum. The same year generous benefactor gifted the Town of Austerlitz with a historic building to be restored as its new town hall which the town took full advantage of in its sustainability journey.

Renovating an existing building in and of itself constituted savings in energy use, material fabrication, trucking, and waste hauling; but no stone was left unturned in the efficiency upgrades built into the new town hall. These included the most efficient HVAC system available on the market, two LG v5 air-source heat pumps to heat and cool the building, entirely electric, and able to be controlled individually in each room in accordance with their use. In addition, the installation of closed-cell foam insulation enabled a higher degree of air tightness along with energy-efficient windows and storms. The plumbing system was designed with a highly efficient water heater and specified with high-efficiency water consumption, with flow restrictors on toilets and faucets. Contractors also specified materials that were locally sourced and used a high degree of recycled material fabricated with processes that encourage the recycling of waste products. Lastly, all interior and exterior lighting installed was LED.

In August of 2017, The Town of Austerlitz unanimously voted to adopt the Climate Smart Communities pledge, and in 2019 Austerlitz became a Designated NYSERDA Clean Energy Community with technical support from Jill Henck of CDRPC. In April 2020, the Town established the Austerlitz Climate Committee, which focuses on the DEC Climate Smart Communities program and the NYSERDA Clean Energy Communities program. The committee currently includes Jere Wrightsman, Chair, who serves on the Austerlitz Town Board, Tim Stalker, who serves on the Columbia County Planning Board, Cara Humphrey, Austerlitz's representative on the Columbia County Environmental Management Council since March 2019 and Vice President of Sales at Neighborhood Sun (a community solar company), Christopher Schober, Town Board member, and Paige Ruane, Co-Founder of Partners for Climate Action and Co-Director of the Local Champions program.

Climate Smart Communities Bronze Certification was achieved due to the efforts of former Committee Chair, Greg Vogler, and DeeAnn Veeder, previous Sustainability Coordinator. The committee continues to be supported by a Sustainability Coordinator, currently, Kathryn Beilke who compiled this report in consultation with Haley Balcanoff, Sustainability Planner at the Capital District Regional Planning Commission.

The committee made significant progress in its CSC actions towards Bronze by adopting a Unified Solar Permit, creating a hazard mitigation plan, installing an electric car charging station in the town hall parking lot, and spearheading a Solarize Austerlitz campaign in which the response from residents was overwhelming! The committee also planted trees, conducted planning to right-size culverts, and initiated a composting campaign for residents. But perhaps the most significant achievement of the committee as it relates to this report is the Greenhouse Gas Emissions inventory for government operations which informs the forecasting and reduction targets laid out herein.

In 2018, the Town installed an EV charging station in the town hall parking lot which was the impetus for further energy reduction projects. On November 9, 2020, the Town's onsite remote meter solar array was turned on and operational. The size of the array is 22.12 kW STC, with 56 modules, and is located on the Town's Highway Garage. The Town purchased the array with help from a NYSERDA rebate. In 2021, the town converted 100% of all streetlights in its jurisdiction to LED.

At the time of this writing, the Climate Committee is currently hard at work pursuing a Natural Resources Inventory, Sustainability Elements for the Town's Comprehensive Planning process, a NYSERDA Community Clean Heating and Cooling Campaign. It is hoped that the passage of this CAP will be the impetus to energize a community-wide greenhouse gas inventory and provide a platform for engagement in a Community Climate Action Plan.

The culmination of Austerlitz' actions to date has resulted in the recognition of the town as a Bronze Certified Climate Smart Community. Austerlitz is also leading amongst Capital Region municipalities in NYSERDA's Clean Energy Communities program with 3500 points on the regional leaderboard.

Austerlitz is a historic town that is making significant strides in securing a better future for the next generation. We have a lot to be proud of, we have a lot to be hopeful for. This is truly our time to shine as we look forward to achieving a 10% reduction in GHG by the end of 2023!



ANALYSIS OF BASELINE GHG EMISSIONS

Reference Material

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A local government operations GHG Inventory was conducted for the Town of Austerlitz using 2019 as the baseline year. The assessment was completed in partnership with the Capital District Planning Commission and NYSEERDA, and accounts for emissions associated with facilities, vehicles, and other processes that are owned and operated by the Town. The below chart outlines the baseline for Scope 1 (direct GHG emissions: propane, heating oil) and Scope 2 (indirect GHG emissions: purchased electricity) GHG emissions from government-owned buildings and facilities. The total baseline measurement of GHG emissions for the year 2019 is 202.96 Metric Tons of Carbon Dioxide emissions (MTCO₂e).

			Consumption (KWh and Gallons)			GHG Emissions (MTCO ₂ e)				TOTAL
			Electricity (kWh)	Propane (gal)	Heating Oil (gal)	Electricity	Propane	Heating Oil	Diesel/Gasoline	
	Facility / Group Name	ICLEI Category	2019	2019	2019	2019	2019	2019		
	Town Hall	Administration Facilities	45,034			4.8	-	-		4.8
	Town Park	Streetlights and traffic signals	223			0.02	-	-		0.02
	Highway Garage	Administration Facilities	11,608		2612.30	1.23	-	26.62		27.85
	Old Town Garage	Administration Facilities	21			0.00	-	-		0.00
	Street Lighting #1	Streetlights and traffic signals	9,215			.97	-	-		.97
	Austerlitz History Center (Old Town Hall)	Administration Facilities	4,812	1,072		0.51	6.16	-		6.67
	Town Fleet	Vehicles							162.65	162.65
	TOTALS		70,892	1,071.70	2612.30	7.53	6.16	26.62	162.65	202.96

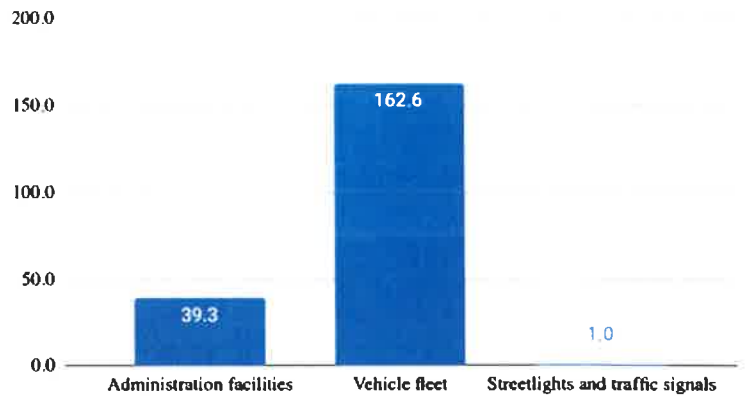
Austerlitz has four municipal buildings with a total of 15,384 square feet. In addition, the Town is responsible for the Town Park on Route 203 and has 19 streetlights within its jurisdiction. The Town government produced 202.96 MTCO₂e of greenhouse gas emissions in 2019. Municipal facilities account for 19.4% of GHG emissions, or 39.3 MTCO₂e. As the above chart shows, direct fossil fuel combustion (Scope 1) is responsible for 83% of greenhouse gas emissions in municipal facilities and 96.3% of all emissions. This fact informs us that the town's most immediate possibilities to significantly cut emissions is considering alternatives to onsite fossil-fuel combustion and replacing these systems with electric heating and cooling systems that can eventually be run off of clean power such as solar. However, the most significant emissions in Austerlitz result from vehicle diesel combustion to operate the town's fleet.

ANALYSIS OF BASELINE GHG EMISSIONS, CON'T

EMISSIONS BY FUNCTION

The largest contribution (80%) of the Town's greenhouse gas emissions was fuel for town vehicles at 162.6 MTCO₂e, followed by emissions from facilities at 39.3 MTCO₂e.

2019 GHG Emissions by Function

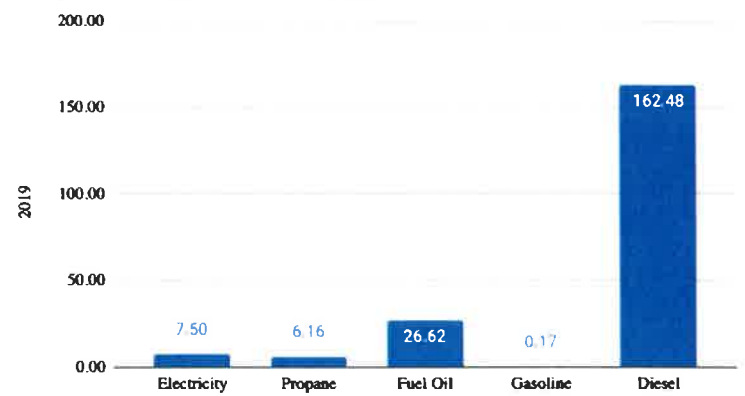


EMISSIONS BY TYPE

Electricity accounted for just .04% of the Town's GHG emissions, whereas direct combustion (source 1) from propane heating for the History Center (6.16 MTCO₂) and heating oil for the Town Highway Garage (26.62 MTCO₂) accounted for 16% of all emissions.

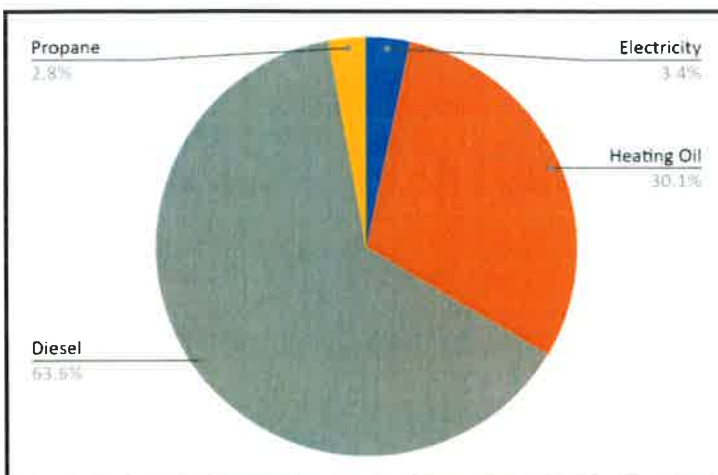
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2019 GHG Emissions by Energy Source



EMISSIONS AND COSTS BY ENERGY SOURCE

In terms of costs, the Town spent \$51,188.29 on energy usage in 2019. Below is breakdown of these costs by source:



Electricity	\$10,861.77 (21.2%)
Heating Oil	\$5,621.79 (11%)
Diesel	\$33,520.76 (65.5%)
Propane	\$1,183.97 (2.3%)
All Energy Sources	\$51,188.29

REDUCTION TARGETS

The Governor of New York signed the state's Climate Leadership and Community Protection Act (CLCPA) into law in July of 2019. Among the goals of the Act were to decrease the state's greenhouse gas emissions to 40% below 1990 levels by 2030 and 85% below 1990 levels by 2050; achieve net-zero emissions economy-wide by 2050.

Reference Material
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OVERALL GOALS

ELIMINATE ONSITE FOSSIL FUEL COMBUSTION
40% REDUCTION IN GHG EMISSIONS BY 2030
85% REDUCTION BY 2040

SHORT-TERM TARGETS

CUT GOVERNMENT EMISSIONS 10% BY JANUARY 1, 2024.
CUT GOVERNMENT EMISSIONS 20% BY JANUARY 1, 2025

INTERIM GOALS

PROGRESS REPORTING TARGETS
BEGIN DEVELOPING MORE AGGRESSIVE TARGETS
BASED ON EVOLVING TECHNOLOGY.

DEVELOP MID-RANGE TARGET FOR 2030
SUBMIT A PLAN TO ACHIEVE THE MID-RANGE TARGET
BY JANUARY 1, 2024.

LONG-TERM TARGET

OPERATE THE AUSTERLITZ GOVERNMENT WITH NET-ZERO
EMISSIONS PRIOR TO 2050 IN ADVANCE ALIGNMENT WITH THE
STATE'S CLCPA.

In alignment with the state's goals, the Town of Austerlitz aspires to remove all legacy onsite fossil-fuel combustion infrastructure for municipal buildings and achieving an overall GHG emission reduction target of 40% percent below baseline 2019 by 2030 and an 85% reduction by 2040. This Climate Action Plan is a critical component of a comprehensive approach to reducing the Town of Austerlitz' emissions. These reduction targets can be met if each focus area implements the list of recommended actions to achieve the reduction target set for that sector.

TIMELINE OF PROGRESS TO DATE

2018

Prior to the GHG Inventory, in 2018, the Town completed a complete renovation of the Town Hall, complete with two heat pumps, interior LED lighting, high efficiency ventilating system, high efficient water heating with low water consumption toilets and flow restrictors on faucets, closed cell foam insulation, advanced wall framing, energy efficient windows, locally-sourced building materials, and high-recycled material count.

2018

Town Installs EV charging station available for public use in Town Hall parking lot

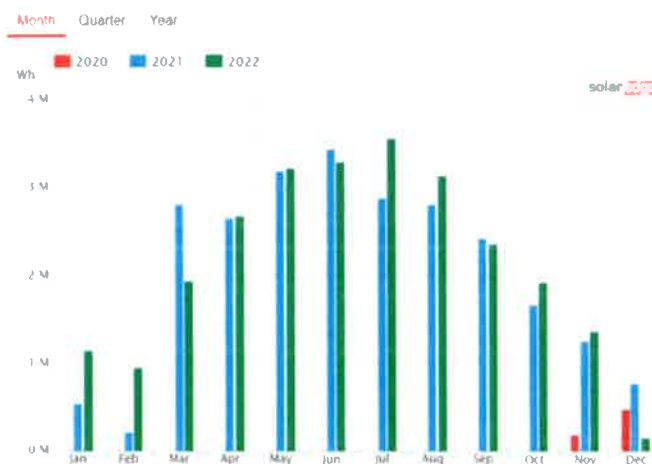
2019

Town of Austerlitz adopts Greenhouse Gas Inventory that constitutes the baseline GHG emissions levels for this plan

2020

The Town's onsite remote meter solar array was activated on November 9, 2020. The size of the array is 22.12 kW STC, with 56 modules, and is located on the Town's Highway Garage. The Town purchased the array with help from a NYSEERDA rebate. The Town uses SolarEdge to monitor the energy production of the system. In 2021, the system produced 24.74 MWh of energy. Comparative Energy generated in 2021 and 2022 is shown in the chart below:

Comparative Energy



Reference Material

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2021

Town converts 100% of all street lights in its jurisdiction to LED.

2022

Energy Audit of Highway Garage is conducted to help identify energy efficiency and emissions reduction measures.

2023

Town adopts Government Operations Climate Action Plan committing to further reductions and associated actions to achieve targets laid out herein

REDUCTION TARGETS PER SECTOR

TRANSPORTATION

OVERALL TARGETS

Short Term Reduction Target: 25% GHG Reduction by 2030

Goals and Prioritization:

1. Annual update of fleet inventory and re-assessment of operations
2. Implementing anti-Idling measures and fleet rightsizing
3. Clean Vehicle Procurement Policy in place by 2024
4. Add EV Charging Infrastructure to Highway Garage by 2025
5. Electrify all gasoline-powered lawn equipment by 2025
6. Purchase and installation of battery storage/generator by 2027
7. 20% of the fleet to be transitioned to electric, fuel cell, or hybrid diesel-electric vehicles by 2028

Long Term Target: 85% GHG Reduction by 2040

Goals and Prioritization:

7. By 2050, remaining diesel vehicles either decommissioned, retrofitted for alternative fuel, or replaced with non-fossil fuel powered vehicles as new technologies come to market
8. Net Zero Emissions by 2050

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VEHICLE FLEET

Austerlitz maintains a 9 vehicle fleet of primarily heavy duty vehicles whose emissions constitute 80% of the municipality's GHGs. Thus, the fleet is a focal point and high priority of this plan. There are several measures that the Town of Austerlitz can take to reduce GHGs from engine combustion in municipal-owned vehicles. The Climate Committee in coordination with the Town Highway Supervisor will work together to continually re-assess fleet and operations of the entire fleet and take incremental steps to reduce emissions from town vehicles.

Prioritization of Implementation

Annually Updated Fleet Inventory

The Town Highway Department currently has an inventory template on file with make/year/model, fuel type and mpg rating for all town-owned vehicles. Keeping this updated annually is the first step to identifying vehicles which may no longer serve their intended purpose.

REDUCTION TARGETS PER SECTOR

TRANSPORTATION

Reference Material

DATE: 10/10/2024

For
Town Board Meeting

Reassessment of Operations

The Highway Department is already working to identify optimal routes, salt alternatives, driver training, and better fuel tracking to reduce diesel use and overall emissions from transportation. The Climate Committee is also in communication with the Highway Supervisor as to how the department could reduce the number of trips made, especially long-distance trips to Albany for parts. This reassessment will inform the evaluation and right-sizing of the future vehicle fleet.

Current Fleet Inventory for the Town of Austerlitz

Equipment Type:	Year	Year purchased	Make/Model	Condition	Fuel	Drivetrain type	MPG	Class	Vehicle function	GVW	OVER 8,5kGVWR	Cost	Notes	Disposition
TRUCK #1	2021	2022	Dodge RAM	New	diesel	4WD	8.80	MEDIUM	PLOW		YES		10' PLOW	97 km
TRUCK #2	1995	2014	INTERNATIONAL 2574	POOR	diesel	2-WHEEL		HEAVY	DUMP, PLOW, WING	45,000	YES	\$ 20,000.00	11' PLOW & WING	121 km
TRUCK #3	2003		INTERNATIONAL 2574	USED	diesel	2-WHEEL		HEAVY	DUMP, PLOW, WING	45,000	YES	\$ 60,000.00	11' PLOW & WING	84 km
TRUCK #4	2009		INTERNATIONAL 7500	USED	diesel	2-WHEEL	3.90	HEAVY	DUMP, PLOW	41,780	YES	\$ 83,163.00	11' PLOW	74 km
TRUCK #5	2020	2019	MACK GR42F	GOOD	diesel	2-WHEEL	3.90	HEAVY	DUMP, PLOW	45,300	YES	\$ 200,614.00	11' PLOW	13 km
TRUCK #6	1987	1987	INTERNATIONAL 2574	USED	diesel	TANDEM		HEAVY	DUMP		YES	\$ 64,040.00		417 km
TRUCK #7	2020	2019	MACK GR42F	GOOD	diesel	2-WHEEL	3.80	HEAVY	DUMP, PLOW	45,300	YES	\$ 200,614.00	11' PLOW	12 km
TRUCK #8	2002	2002	INTERNATIONAL 2674	USED	diesel	TANDEM		HEAVY	DUMP, PLOW, WING	66,000	YES	\$ 114,141.00	11' PLOW & WING	46 km
TRUCK #9	2016	2016	FORD F550	USED	diesel	4WD	6.80	MEDIUM	DUMP, PLOW	19,500	YES	\$ 20,000.00	10' PLOW	81 km

REDUCTION TARGETS PER SECTOR

TRANSPORTATION

Fleet Right-Sizing

The current fleet is mixed in terms of age however in terms of fuel efficiency, it is reported by the Highway Supervisor that newer does not necessarily mean more efficient; while newer models may feature particulate filters for emissions, older trucks can often get better fuel mileage and better reliability. Also, it is important to note that measuring efficiency in terms of miles per gallon (mpg), is not always appropriate as it relates to vehicles used for the fleet's purposes; gallons per hour is a more appropriate metric as often the usage of heavy duty trucks will operate at a low speed and cover very little ground. A snow plow for example could run 2-6 mpg depending on the day. Lastly, switching to smaller trucks has cost the town more due to having to make more trips. With this criteria in mind, the Town Highway Department is currently identifying vehicles that may be replaced in the next 2-5 years, with 20% conversion of fleet to EV by 2028.

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Anti-Idling Measures

Most town vehicles at the Highway Department have an anti-idling feature already built in wherein after 10 minutes the vehicle automatically shuts down. In some cases, idling is necessary for the functioning of a vehicle as a diesel engine often needs to idle to cool the engine to reduce wear on the engine. With these provisions in mind, the town of Austerlitz will consider policies ranging from a non-binding resolution to an enforced anti-idling law. See Appendix a. for proposal as a part of this plan.

Green Vehicle Procurement Policy

Discussions are currently underway between the Highway Department, Climate Committee, and Town Board to get an early start on tracking the availability of heavy-duty electric vehicles or plug-in hybrids. The Highway Department may also consider biodiesel as a potential fuel source if a hybrid is procured. It is recommended that the town codify its intentions to only procure only EVs or hybrids when replacing a diesel vehicle in the current fleet. See appendix b. for proposal as a part of this plan.

EV Charging Infrastructure

The first step in making it possible to build a green fleet is in the installation of EV charging stations at the Town Garage using funds from the Utility MakeReady Incentive, the DEC's Municipal Zero-emission Vehicle (ZEV) Infrastructure Grant Program, or from grants through NYSERDA's Clean Energy Communities program.

REDUCTION TARGETS PER SECTOR

TRANSPORTATION

Purchase and Installation of Battery Storage/Generator

Exploration of battery storage through NYSERDA's Energy Storage program is recommended with the intent to install backup support for the electrification of the municipal built environment and transportation infrastructure and to provide energy backup in the event of a power outage.

Vehicle Replacements

Diesel is the main contributor (64%) of the Town of Austerlitz's GHG Emissions. Heavy-duty vehicles, such as plows, are used during extreme weather events. As more highly efficient hybrid and electric vehicles come to the market each year, the Town can assess its fleet inventory and purchase or lease EV, hybrid or alternative fuel vehicles. According to the Highway Superintendent, two vehicles are almost ready for replacement.

As of 2023, there are several funding opportunities available to assist with short-term implementation:

- NY Green Bank's Tenet EV Auto Loan platform to help finance EVs and EV infrastructure in NYS; will also fund the deployment of other types of clean transportation projects in NYS
- NYS DEC ZEV Rebate Program (opportunity opens April 2023)
- Drive Clean Rebate
- NYSEG Fleet Assessment Services and Medium/Heavy Duty EV Pilot Program
- Joint Utilities EV Make-Ready Program
- NY Truck Voucher Incentive Program – pays up to \$220,000 of the incremental cost of purchasing a heavy-duty EV above the costs of purchasing a conventional diesel vehicle; models include garbage trucks, delivery vans, tractors, and more
- Ongoing participation in NYSERDA's Clean Energy Communities program will earn the Town additional grants that can also be used toward the purchase of an EV

Lawn Equipment

In the ongoing maintenance of town-owned lands, Austerlitz currently uses gasoline-powered chainsaws, leaf blowers, weed whackers, and lawnmowers. As a part of this plan, the climate committee will investigate electrification of all gas-powered tools and have already, in consultation with the Highway Department, considered particular models and sources of funding for these.

REDUCTION TARGETS PER SECTOR MUNICIPAL FACILITIES

OVERALL TARGETS

Short Term Target: 5% GHG Reduction by 2030

Goals and Prioritization:

1. Insulation improvements made to Highway Garage
2. Propane heating system at Town History Center converted to mini-split (2.8%)
3. All remaining facilities (highway garage and history center) interior and exterior lighting upgraded to LEDs

Long Term Target: 35% GHG Reduction by 2040

Goals and Prioritization:

1. HVAC System upgrade at Highway Garage
2. Scope 1 emissions eliminated (30%)

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TOWN HIGHWAY GARAGE

The Town Highway Department is the town's most significant source of emissions not only in the vehicle fleet but in the facility itself. The building generates 13.7% of the town's GHG emissions and 70.8% of all municipal facilities' GHG emissions. Thus, the town highway garage is the major focus within this category.

Insulation Improvements

The town highway garage is a 20-year-old steel building with fiberglass insulation. One of the lowest-hanging fruits in improving the efficiency of the Town Highway Garage is preventing warm air from escaping through leaks in the envelope itself. While necessary overhead doors are difficult to seal, the building also features exhaust pipes hanging from the roof for venting vehicle stacks. In the winter, these have been left uncapped which cools the building significantly. In the winter of 2022, these were capped as a part of the climate action planning process.

Energy Audit

In October of 2022, the town received a grant from NYSERDA to conduct an energy audit of the garage to determine the best reduction solution for the facility. The following recommendations were assessed:

REDUCTION TARGETS PER SECTOR MUNICIPAL FACILITIES

Interior and Exterior Lighting Retrofit to LED

The interior lighting consists of fluorescent and metal halide high bay fixtures. Each zone has low hourly usage per discussions with the site staff. The recommendation is metal halide high bay and mezzanine fixtures are not directly wired, rather they plug into receptacles. Replace these with new LED fixtures with the equivalent lumens and appropriate color temperature. The remaining fluorescent fixtures can be re-lamped with direct wire 4' LED tubes. The estimated savings to undertake this measure are \$1057 annually.

The exterior lighting is all 175 W mercury vapor wall-packs except for one LED in the front entrance that was replaced by the Supervisor. The recommendation is to replace them with LED equivalent wall-packs that are Energy Star labeled or listed with the Design Lights Consortium (DLC). The estimated annual savings to undertake this measure is \$445 annually.

Building Electrification, Boiler Replacement

The highway garage is currently heated by a fuel-oil-powered water boiler and hydronic radiant flooring system. The cast iron boiler is a high-efficiency unit with a six-pass coil system. Domestic hot water in the garage runs off the boiler in the winter and is switched to electric in the summer.

It is suggested that when the boiler is no longer functional, the Town look into an electric boiler or heat pump-powered water boiler for the existing radiant flooring system. This technology is still forthcoming however in order to meet a target of 85% reduction in GHGs by 2040, it would need to be replaced with a more efficient unit within 17 years.

TOWN HISTORY CENTER

The town history center, located adjacent to the new town hall is the site of the former town hall. The building is 965 sq. feet and is currently only operational for a few hours on Saturday when the museum is open to the public. The building is heated with propane which is especially wasteful considering the limited functionality of the building. This system will be replaced with an alternative non-fossil fuel heating and cooling system. To prevent leaks the town intends to tighten the envelope with the installation of new windows.

CONCLUSIONS AND FURTHER CONSIDERATIONS

CARBON SEQUESTRATION AND NATURE-BASED SOLUTIONS

As of 2023, the Town is developing a Comprehensive Plan and Natural Resource Inventory (NRI) to help identify and address priority natural areas within the jurisdiction. An NRI identifies and describes natural resources at the local scale, helping to create a strong foundation for future proactive planning, informed decision-making, conservation of priority habitats, and insight into areas that will be affected by climate change, such as flood-prone areas. For this reason, the NRI provides an invaluable resource for comprehensive land use and conservation planning.

Due to increasing extreme weather patterns, it is important for a community to carefully plan development and future land use to prevent unnecessary disturbance to natural areas. Between 2000 and 2050, the northeast is expected to have an overall decline in forest and cropland by 7% and 6%, respectively (USDA). Adaptation strategies, such as smart growth principles and green infrastructure, will help reduce damage to municipal infrastructure and relieve the burden on the highway department and fleet, thus reducing GHG emissions. These planning elements can be further explored in a future Community Climate Action Plan. Additionally, maintaining tree cover near municipal facilities will reduce cooling load and subsequent associated GHG emissions.

In 2023, the Town is taking part in a Vulnerability Assessment and Adaptation and Resilience Planning process that will help inform future risks and strategies. Steps will then be taken to determine how GHG Emissions from municipal operations could be reduced by implementing adaptation strategies.

MOVING FORWARD

This Climate Action Plan provides a roadmap to take action and make better energy choices that will make the Town of Austerlitz more stable and resilient in the future. Climate change mitigation may be a challenge, but it is also an opportunity to take action and make better energy choices that will make the Town of Austerlitz more stable and resilient in the future.

CONCLUSIONS AND FURTHER CONSIDERATIONS

This Climate Action Plan is a resource to municipal officials and all community stakeholders by offering a framework and resources needed to implement actions that will help the Town of Austerlitz achieve the goals established for the future of its government operations. The Town of Austerlitz's Climate Action Plan has set an ambitious goal to achieve 40% percent reduction of greenhouse gas (GHG) emissions by 2030 and an 85% reduction by 2040. Using the greenhouse gas emission inventory as a foundation, this Climate Action Plan has outlined a collection of measures and policies that reduce GHG emissions. To maximize success in implementing this plan, detailed information about the leadership and resources needed to take action is provided and initiatives are ranked according to our local priorities and feasibility. With the Climate Action Plan as a guide, Austerlitz can take effective action in climate change mitigation as we implement municipal projects and policies.

METHODS FOR ASSESSING PROGRESS

Since the Town's vehicle fleet is the greatest emitter of greenhouse gases, the Town intends to update and evaluate the fleet inventory and operations of the Highway Garage. Additionally, every three to five years, the Town of Austerlitz intends to update its Greenhouse Gas Inventory to assess progress in meeting the goals outlined in this Climate Action Plan.

Adjusting Local Strategy if GHG Targets are Surpassed or Not Fulfilled

As the Town updates its Greenhouse Gas Inventory periodically, municipal officials and stakeholder committees will be able to determine how to adjust the Climate Action Plan should targets be surpassed or not fulfilled. As such, the Town of Austerlitz is approaching this Climate Action Plan as a "living document" that can be periodically updated, allowing municipal officials to adjust the targets and strategy as new technologies are available and improvements to municipal operations are made. The Town plans to ensure alignment with the goals outlined in the NYS Climate Leadership and Community Protection Act.

Reference Material
JUN 13 2024
For
Town Board Meeting

CONCLUSIONS AND FURTHER CONSIDERATIONS

ONGOING WORK

Making strides in greenhouse gas reductions are one small part of Austerlitz' strategy to both mitigate and adapt to climate change in our local context. A government operations climate action plan is simply "doing our part," within our sphere of control to protect the planet we all share. Further pursuits beyond this plan will include a Climate Vulnerability Study and Adaptation Plan, a Community Greenhouse Gas Inventory and Community Climate Action Plan, Sustainability Elements for Comprehensive Planning, a Natural Resources Inventory and other pledge elements within the NYS Climate Smart Communities program.

LAND ACKNOWLEDGEMENT

It is with humility that the Austerlitz Climate Committee acknowledges the original stewards of this land, the Mohican people who hunted on these lands and fished these waters long ago. An Algonquian-speaking tribe, the Mohican people identified by the place they inhabited, which they called Muh-he-ka-neew (meaning "people of the continually flowing waters.")

To honor this land, we must honor the crucial role of indigenous knowledge plays in recovering a reciprocal relationship with the earth.

Reference Material
JAN 10 2024
For
Town Board Meeting



Agriculture and Markets

January 2, 2024

Robert Lagonia
Town Supervisor - Town of Austerlitz
PO Box 238
Spencertown, NY 12165

Rec 1/5/24
JAV

Enclosed is the **Municipal Shelter Inspection Report** completed on **12/26/2023**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated "Satisfactory". Please make note of any comments listed on the report.

Municipal dog shelters are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in municipal shelter services.

If you have any questions regarding this inspection, please call me.

Kim Volpe
Animal Health Inspector
(845) 325-3076

Reference Material
JAN 10 2024
For
Town Board Meeting

MUNICIPAL SHELTER INSPECTION REPORT - DL-90Rating: **Satisfactory365**Purpose: **Inspection**DATE/TOA: **12/26/23 11:45 am****COLUMBIA GREENE HUMANE SOCIETY
111 HUMANE SOCIETY ROAD
HUDSON NY 12534**Inspector: **Kim Volpe**Inspector #: **61**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|--|-----|
| 1. Shelter is structurally sound | Yes |
| 2. Housing area and equipment is sanitized regularly | Yes |
| 3. Repairs are done when necessary | Yes |
| 4. Dogs are handled safely | Yes |
| 5. Adequate space is available for all dogs | Yes |
| 6. Light is sufficient for observation | Yes |
| 7. Ventilation is adequate | Yes |
| 8. Drainage is adequate | Yes |
| 9. Temperature extremes are avoided | Yes |
| 10. Clean food and water is available and in ample amount | Yes |
| 11. Veterinary care is provided when necessary | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Yes |
| 17. Redeemed dogs are licensed before release | Yes |
| 18. Proper impoundment fees paid before dogs are released | Yes |
| 19. Written contract or lease with municipality | Yes |

Reference Material

JAN 13 2024

Town of ...
TOWN OF ...

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
1906	Town of Durham
1010	Town of Ghent
1001	Town of Ancram
1901	Town of Ashland
1902	Town of Athens
1002	Town of Austerlitz
1903	Town of Cairo
1003	Town of Canaan
1904	Town of Catskill
1004	Town of Chatham
1005	Town of Claverack
1007	Town of Copake
1905	Town of Coxsackie
3804	Town of Grafton
1011	Town of Greenport
1907	Town of Greenville
1012	Town of Hillsdale
1909	Town of Hunter
1910	Town of Jewett
1013	Town of Kinderhook
1911	Town of Lexington
1014	Town of Livingston
1015	Town of New Lebanon
1913	Town of Prattsville
1316	Town of Rhinebeck
1915	Village of Coxsackie
3814	Town of Stephentown
1016	Town of Stockport
1017	Town of Stuyvesant
1914	Town of Windham
1019	City of Hudson
3806	Town of Nassau
1912	Town of New Baltimore
1018	Town of Taghkanic

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Aaron Clause**
TITLE: **Admin Asst.**

REVIEWED BY: **Joyce Amels**
REVIEWED DATE: **12/27/2023**

Reference Material

JAN 16 2024

For
Town Board Meeting



**Agriculture
and Markets**

Rec 1/5/24
JLT

January 2, 2024

Robert Lagonia
Town Supervisor - Town of Austerlitz
PO Box 238
Spencertown, NY 12165

Reference Material

JAN 10 2024

For
Town Board Meeting

Enclosed is the **Dog Control Officer Inspection Report** completed on **12/26/2023**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, DCO services were rated "Satisfactory". Please make note of any comments listed on the report.

Dog control officer services are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in DCO services.

If you have any questions regarding this inspection, please call me.

Kim Volpe
Animal Health Inspector
(845) 325-3076

DOG CONTROL OFFICER INSPECTION REPORT - DL-89

Rating: **Satisfactory365**

Purpose: **Inspection**

12/26/23
11:00 am
[Signature]

DATE/TOA: 12/26/23 11:00 am

Kyle Miller
143 Washington Road
Copake NY 12516

Inspector: **Kim Volpe**

Inspector #: **61**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|---|----------------|
| 1. Equipment is available for proper capture and holding | Yes |
| 2. Dogs are held and transported safely | Yes |
| 3. Equipment maintained in clean and sanitary condition | Yes |
| 4. Veterinary care is provided when necessary | Yes |
| 5. Dogs are euthanized humanely | Yes |
| 6. Complete seizure and disposition records are maintained for all seized dogs | Yes |
| 7. Dogs transferred for purposes of adoption in compliance with Article 7
<i>Shelter handles</i> | Not Applicable |
| 8. Redemption period is observed before adoption, euthanasia or transfer
<i>Shelter handles</i> | Not Applicable |
| 9. Owners of identified dogs are properly notified | Yes |
| 10. Redeemed dogs are licensed before release
<i>Shelter and town clerks handle</i> | Not Applicable |
| 11. Proper impoundment fees paid before dogs are released
<i>Shelter and town clerks handle</i> | Not Applicable |

Reference Material
JAN 16 2024
For
Town Board Meeting

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
1010	Town of Ghent
1002	Town of Austerlitz
1005	Town of Claverack
1007	Town of Copake
1012	Town of Hillsdale
1018	Town of Taghkanic

Additional Information for Inspection:

Number of Dogs Seized:

Number of dogs seized since previous inspection: Austerlitz-4, Claverack-5, Copake-0, Ghent-3, Hillsdale-4, Taghkanic-2

Associated Municipal Shelter(s):

Name of Shelter(s): Columbia Greene Humane Society

Holding Facility:

Dogs held before transport to shelter? (Yes/No): No
Location(s): N/A

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: Kyle Miller
TITLE: DCO

REVIEWED BY: Joyce Amels
REVIEWED DATE: 12/27/2023

Reference Material
JAN 16 2024
For
Town Board Meeting

WINDOW★DEPOT^{USA}

Saving Americas Energy One Home at a Time

Window Depot USA of Capital District
71 Oliver Street | Cohoes, NY 12047
518-489-1625 | Fax 518-489-1628
www.WindowDepotAlbany.com

CHRIS SCHUBER

Customer: TOWN OF AUSTERLITZ

Phone (h) 518 821-1796

Install Address: 816 RT. 203, SPENCERTOWN

Phone (w) _____

Bill Address: _____

Email _____

DOUBLE HUNG DOUBLE PANE
ARGON FILLED, GRIDS UPPER SASH ONLY (INTERNAL)

9-WINDOWS @ \$700.00 EACH → \$6300.00

1-TRIP CHARGE → \$200.00

\$6500.00 TOTAL

DEPOSIT - \$3250.00

DUE AT INSTALL - \$3250.00

Reference Material

FOR EXTERNAL GRIDS - Add \$2340.00

JAN 16 2024

UPGRADE TO TRIPLE PANE - Add \$900.00

For
Town Board Meeting

PRICE INCLUDES:

WINDOWS + INSTALLATION

DISPOSAL OF OLD WINDOWS

MANUFACTURER'S LIFETIME WARRANTY

LIFETIME GLASS BREAKAGE WARRANTY

PENDING DOWN PAYMENT

You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.
Notice of cancellation must be in writing postmarked no later than midnight of the following third business day.

THIS IS A CUSTOM ORDER NOT FOR RESALE!

EACH WINDOW DEPOT IS INDEPENDENTLY OWNED AND OPERATED

518 522-4546

GARY GRIMALDI

Salesman

Date


Chris Schuber Board member

Owner

12-27-23

Date

Partners

Jeffrey D. Belair, CPA
Bryon M. Sherman, CPA
Colin H. Smith, CPA, MSPA

Principal

Karen M. Kowalczyk, CPA



December 19, 2023

Robert Lagonia, Town Supervisor
Members of the Town Board
Town of Austerlitz
812 Route 23
Spencertown, NY 12165

Reference Material
JAN 16 2024
For
Town Board Meeting

RE - Austerlitz – Review of Town Clerk and Tax Collector Records for the year 2022

On December 15, 2023, we reviewed the records for 2022 for the purpose of preparing the annual review of the Town Clerk and Tax Collector records and systems. As a guideline, I used the Office of the New York State Controller – Local Government Management Guide. This publication describes the policies and duties of the Governing Board and includes the record-keeping requirements for Town Officials.

Criteria

The Town Board is supplied with the “Local Government Management Guide”. Additionally, they are supplied with an annual checklist that provides them with the general tools to properly perform the annual audit, and provide reasonable assurance that work performed by those individuals, who handle moneys as part of their duties, are properly monitored and reviewed.

To assist with that required review, I used the “annual checklist for review of town clerk records” from Appendix D of the “Local Government Management Guide” and the “annual checklist for review of tax collector records” from Appendix E of the “Local Government Management Guide”. Please find attached the completed review.

No Findings or instances of noncompliance with record keeping requirements:

Town Clerk/ Tax Collector Susan Haag – I found no instances of noncompliance with the record keeping requirements as outlined in Appendix D or Appendix E.

I would like to thank the Town Clerk Susan Haag for her assistance with this review. I am available to answer questions at your convenience.

Sincerely

Bryon M. Sherman, CPA
Partner

Attachments

Partners

Jeffrey D. Belair, CPA
Bryon M. Sherman, CPA
Colin H. Smith, CPA, MSPA

Principal

Karen M. Kowalczyk, CPA



December 19, 2023

Robert Lagonia, Town Supervisor
Members of the Town Board
Town of Austerlitz
812 Route 23
Spencertown, NY 12165

RE - Austerlitz – Review of Town Supervisor Records for the year 2022

On December 15, 2023, we reviewed the records for 2022 for the purpose of preparing the annual review of the Town Supervisor records and systems. As a guideline, I used the Office of the New York State Controller – Local Government Management Guide. This publication describes the policies and duties of the Governing Board and includes the record-keeping requirements for Town Officials.

Criteria

The Town Board is supplied with the “Local Government Management Guide”. Additionally, they are supplied with an annual checklist that provides them with the general tools to properly perform the annual audit, and provide reasonable assurance that work performed by those individuals, who handle moneys as part of their duties, are properly monitored and reviewed.

To assist with that required review, I used the “annual checklist for review of town supervisor records” from Appendix C of the “Local Government Management Guide”. Please find attached the completed review.

No Findings or instances of noncompliance with record keeping requirements:

Town Supervisor Robert Lagonia – I found no instances of noncompliance with the record-keeping requirements as outlined in Appendix C.

I am available to answer questions at your convenience.

Sincerely

Bryon M. Sherman, CPA

Attachments

Reference Material

JAN 16 2024

For
Town Board Meeting

AGREEMENT TO PROVIDE EMERGENCY MEDICAL SERVICES

THIS AGREEMENT ("the Agreement") is between CHATHAM RESCUE SQUAD, INC., (CRS), a New York not-for-profit corporation with its principal place of business in the Village of Chatham, New York, and the TOWN OF AUSTERLITZ ("TOWN"), a "town" as defined in Section 2 of the New York Town Law, for the provision of emergency medical services ("EMS") within the geographical boundaries of the TOWN.

TERM

Reference Material

1. The term of this Agreement is from January 1, 2024 through December 31, 2024.

JAN 16 2024

SERVICES

For
Town Board Meeting

2. CRS maintains and operates an ambulance service as defined in Section 3001 of the New York Public Health Law ("PHL" pursuant to a valid operating certificate issued by the New York State Department of Health, Bureau of Emergency Medical Services, pursuant to PHL Section 3005.
3. In consideration of the financial agreements set forth herein, CRS agrees to provide emergency medical services and advanced life support care, as those terms are defined in Article 30 of the Public Health Law (referred to collectively in this Agreement as ("EMS")), on a 24-hour per day, 7 day per week basis, within the geographical boundaries of the TOWN in accordance with the provisions of this Agreement.
4. CRS shall retain complete direction and control over all aspects of its operations, and the provisions of EMS to TOWN, including but not limited to:
 1. Entering into mutual aid agreements with neighboring ambulance services and/or advanced life support first response services outside of the geographical boundaries of CRS' primary territory.
 2. Allocating CRS vehicles and personnel when there are multiple calls.
5. Subject to the provisions of Paragraph 3, CRS shall, when properly staffed, equipped and available, respond to all calls dispatched through the Columbia County Dispatch Center's E911 dispatch service to locations within the TOWN without delay and with suitable apparatus and equipment's in order to provide the appropriate level of emergency medical services.
6. CRS shall assume all obligations imposed by law for medical expense, compensation or other benefits or claims arising by reason of injury or death of any of its employees or members, which may be sustained while answering, attending or upon returning from any calls made pursuant to this Agreement.
7. Any loss or damage sustained by CRS with respect to its vehicles or equipment, together with the expenses of maintaining and operating the same in the performance of this contract shall be the sole and exclusive responsibility of CRS.

REIMBURSEMENT

8. The sums to be paid under this Agreement to CRS shall be a town charge and shall be levied against all the taxable property of the TOWN.
9. The sums to be paid under this Agreement to CRS shall be paid through the Columbia County chargeback system and funds will be dispersed by the Columbia County Treasurer. The County, in conjunction with the TOWN and CRS will determine the amount to be levied against all the taxable property of the TOWN.

10. In consideration of the services to be performed by CRS, the TOWN by and through the Columbia County chargeback system will pay CRS the sum of \$148,373 for EMS provided during the term of this agreement, which sum will be payable in monthly payments, without invoice by CRS.
11. As additional considerations for EMS provided by CRS, TOWN hereby assigns to CRS the right to bill and receive revenue from proceeds arising from services rendered by CRS within the TOWN pursuant to the schedule of fees or charges adopted by TOWN. The current fee schedule employed by CRS is attached to this Agreement, for informational purposes, as Exhibit A. CRS will adopt a charity care policy acceptable to TOWN providing for adjustments to the amounts owed for use of CRS services, which shall be based on Federal Poverty Guidelines as published annually in the Federal Register. Except as required by law or order of a court competent jurisdiction, CRS shall not amend its charity care policy except upon prior approval of the TOWN, which approval shall not be unreasonably withheld.

INDEPENDENT CONTRACTOR

12. CRS is an independent contractor; neither party to this Agreement shall be deemed to be the employer, agent, partner or fiduciary of the other, and neither is authorized to take any action binding upon the other. Nothing in this Agreement is intended to create an employer-employee relationship between TOWN and CRS or any employee or member of CRS. This means methods and practices used by CRS to provide EMS pursuant to this Agreement are solely within the control of CRS as governed by the law of the State of New York.

INDEMNIFICATION AND INSURANCE

13. CRS holds TOWN harmless and indemnified including and claims made against the TOWN, damages sustained by TOWN or any costs, expenses and/or reasonable attorneys' fees incurred by TOWN or claimed against TOWN by reason of any act or omission of CRS relating to or arising from this Agreement.
14. TOWN represents and warrants to CRS that it has taken the necessary actions in accordance with the General Municipal Law and the Town Law to authorize this contract and payment of the sums hereunder. TOWN shall indemnify and hold CRS harmless from any costs, expenses and/or reasonable attorney's fees incurred by CRS or claimed against CRS by reason of any act or omission of TOWN relating to or arising from this Agreement.
15. CRS, during the term of this Agreement, will maintain in full force and effect a policy of liability insurance with a limit of not less than ONE MILLION DOLLARS (\$1,000,000.00) with respect to bodily injury or death to any one person, and THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) with respect to property damage. CRS shall deliver an insurance binder or certificate of insurance to TOWN naming TOWN as an additional insured with respect to such liability and property damage insurance in such form as shall be acceptable to TOWN.

AMENDMENT

16. This Agreement may only be modified by a writing signed by both parties.

Reference Material
JAN 16 2024
For
Town Board Meeting

TOWN OF AUSTERLITZ BY:

Signature

Date

Printed Name/Title

CHATHAM RESCUE SQUAD, INC. BY:



Signature

1/4/2024

Date

Esperanza M Sanchez - President CRS

Printed Name/Title

Reference Material
JAN 15 2024
For
Town Board Meeting

EXHIBIT A
FEE SCHEDULE

ALS 1	\$1,800
ALS 2	\$2,000
BLS	\$1,400
MILEAGE	\$30.00/mile

EMERGENCY MEDICAL CARE REFUSAL

ALS NO TRANSPORT	\$400
BLS NO TRANSPORT	\$250



Devine & Bruno, LLP

Attorneys at Law

52 Corporate Circle
Suite 207
Albany, NY 12205

Telephone: (518) 464-0640
Fax: (518) 464-0200

www.devinebruno.com

Terence J. Devine
tdevine@devinebruno.com

Michael N. Bruno
mbruno@devinebruno.com

Morgan T. Lynk
mlynk@devinebruno.com

January 12, 2024

Town of Austerlitz
Attn: Robert Lagonia
Via Email Only

Re: Request for Legal Representation

Dear Mr. Lagonia:

Please accept this letter as a proposal for legal services. The firm of DEVINE & BRUNO, LLP, 52 Corporate Circle, Suite 207, Albany, New York (the "Firm"), would be honored to provide legal services to the Town of Austerlitz. The following is a basic overview of the firm structure and anticipated scope of representation:

Overview:

Devine & Bruno, LLP was established in Albany, NY in 2007 by a group of attorneys and legal staff who believe that a culture of professionalism and collegiality best enables our firm to provide excellence in personal service to our clients. The success of this premise has been overwhelming. Because of the boutique nature of our law firm, we are not – nor do we try to be – all things to all people; rather, our lawyers focus their legal practice on those areas of concentration in which their knowledge and experience redound to the benefit of our clients, whether it be business law, tax law, landlord/tenant, real-estate, land use, municipal law or litigation. The firm has offices in Albany and Chatham New York to serve our clients throughout the Capital Region.

Representation:

The Firm will represent the Town in various matters involving enforcement of the Municipal Code, including general legal counsel, interpretation, litigation and any other areas within the scope of our ability.

Devine & Bruno LLP has extensive practice experience in all matters noted above. Devine & Bruno LLP will customize your representation as you see fit.

Reference Material
JAN 16 2024
For
Town Board Meeting

JAN 16 2024

For
Town Board Meeting

Fee Structure:

The Firm's fee for legal services to be provided under this agreement shall be based on the time that our attorneys, assistants and staff devote to the particular matters, the experience and expertise of the individuals performing the services, the complexity of the matter and the results obtained. The Firm's standard hourly fees range from \$75 for legal assistants to \$350 per hour for Michael Bruno, Esq. and \$250 per hour for Morgan Lynk, Esq.

In addition to the fee for legal services, you will reimburse the Firm for any reasonable actual expenses or disbursements incurred by the Firm on your behalf, including filing fees, recording fees, fees for searches, investigative expenses, fees for stenographic transcripts of testimony, travel and lodging expenses, long distance telephone charges, photocopying charges, expert witness fees and any other reasonable expense incurred by the Firm in performing the services to be provided under this agreement. If requested, you will make payment directly to the provider of any such services. The firm will obtain your authorization for any one charge or expense that exceeds \$500.00.

The firm may assign responsibility for performance of services to be provided under this agreement to one or more attorneys, in accordance with the firm's professional judgment. Certain services may be performed by legal assistants or other staff under the supervision of an attorney.

The firm will send statements to you monthly detailing services rendered and for expenditures which we have made on your behalf. Charges for legal fees and expenses are payable within 30 days after the date of the invoice. A finance charge of 1% per month will be charged on any account balance not paid within 30 days of billing.

Miscellaneous Matters

The Firm reserves the right to withdraw from any case whenever withdrawal is required or permitted by ethical standards of practice. In the event that the substitution of attorneys becomes necessary you will provide the necessary consent for substitution of attorneys of your choice and cooperate fully in effecting such substitution.

The Firm will extend its best efforts on your behalf, but the Firm does not guarantee a favorable determination of litigation or other proceedings by any court, tribunal or government authority. Payment of legal fees in such matters is NOT contingent upon obtaining a favorable result or determination.

In the unlikely event that any dispute should arise concerning our fee, you may have the right to resolve the dispute under the New York State Fee Dispute Resolution Program. This is an optional program that provides for the informal and expeditious resolution of fee disputes between attorneys and clients through arbitration and mediation. This office will provide you with the necessary information regarding arbitration in the event of a fee dispute or at any time upon your request.

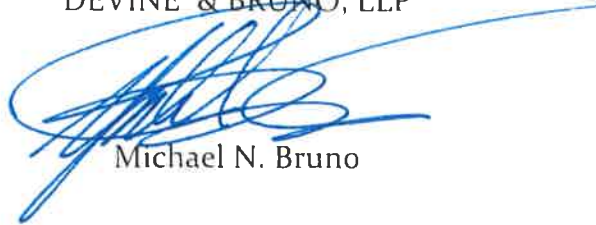
References:

References available upon request.

I would be happy to meet with you to discuss our potential representation in more detail.

Very truly yours,

DEVINE & BRUNO, LLP

A handwritten signature in blue ink, appearing to be "M. Bruno", is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael N. Bruno

Reference Material
JAN 10 2024
For
Town Board Meeting