

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, April 15, 2014
7:00 p.m.**

WORKSHOP

1. Stormwater ordinance
2. Permission for Dog Control Officer to attend Conference
3. Kent Library's proposed use of Town Hall June 7, 2014 for Kids' Day
4. Budget transfer
5. Merritt change orders #4 and #5
6. Putnam County Real Property Tax Service Contract
7. East of Hudson Corporation legal fees
8. Cleanup of 24 Chauncey Road
9. Highway Department equipment purchase
10. Highway Department request to hire summer personnel
11. Website bids
12. Bids for sand for Lake Carmel Park District
13. Hiring Lake Carmel Park District summer personnel
14. Kent Cleanup Day
15. DEC Stakeholder meeting
16. Putnam County Medication Take Back Day
17. Putnam County Household Hazardous Waste Collection Day
18. Public comment

MEETING

1. Salute to Flag
2. Roll call
3. Award website development and maintenance contract
4. Vote on adding roads delineated by Highway Department
5. Vote on Highway Department equipment purchase
6. Vote on Merritt change order #4 and #5
7. Resolution to authorize Putnam County Real Property Tax Service Contract
8. Authorize the Town Clerk to advertise for requests for proposals for garbage removal on Chauncey Road (Property Map# 33.56-1-20)
9. Authorize Highway Department to hire summer personnel
10. Resolution to authorize budget transfer
11. Award bid for sand for Lake Carmel Park District
12. Resolution to authorize payment of East of Hudson legal fees
13. Resolution to set date for public hearing on Stormwater Ordinance
14. Authorize hiring of Lake Carmel Park District summer personnel
15. Approve list of LCFD members who qualified for the Service Awards Program for 2013
16. Vote on Kent Library's use of Town Hall on June 7, 2014
17. Vote on Dog Control Officer's attendance at conference
18. Approval of vouchers and claims
19. Correspondence
20. Public comment

RESOLUTION

_____, introduced the following proposed local law, which was seconded by _____, to be known as Local Law No. ___ of 2014, entitled A LOCAL LAW OF THE TOWN OF KENT, PUTNAM COUNTY, NEW YORK AMENDING VARIOUS PROVISIONS OF CHAPTER 66 OF THE KENT TOWN CODE PERTAINING TO STORMWATER MANAGEMENT AND EROSION CONTROL.

BE IT ENACTED by the Town Board of the Town of Kent that the Town Code is amended as follows:

Section 1: The definition of LAND DEVELOPMENT ACTIVITY within Section 66-4, is amended as shown below (deleted material is stricken through and added material is underscored):

LAND DEVELOPMENT ACTIVITY - Construction activity including clearing, grading, excavating, soil disturbance or placement of fill that results in land disturbance of equal to or greater than ~~one acre~~5,000 square feet, or activities disturbing less than ~~one acre~~5,000 square feet of total land area that is part of a larger common plan of development or sale, even though multiple separate and distinct land development activities may take place at different times on different schedules.

Section 2: The definition of SPDES GENERAL PERMIT FOR CONSTRUCTION ACTIVITIES within Section 66-4, is amended as shown below (deleted material is stricken through and added material is underscored):

A permit under the New York State Pollutant Discharge Elimination System (SPDES) issued to developers of construction activities to regulate disturbance of ~~one or more acres of~~ 5,000 square feet or more of land, or as such permit standards may be hereafter amended or revised.

Section 3: Subsection 66-5(A)(1) is amended as shown below (deleted material is stricken through and added material is underscored):

- (1) Any disturbance involving ~~one or more acres~~ 5,000 square feet or more of land area;

Section 4: Subsections 66-11(C), (G), (H), (J), (K) are amended as shown below (deleted material is stricken through and added material is underscored):

a) C. Routine maintenance activities that disturb less than ~~one acre~~ 5,000 square feet of land area, to be determined in consultation with the Stormwater Management Officer, and are performed to maintain the original line and grade, hydraulic capacity or original purpose of a facility.

b) G. The construction of cemetery graves that disturb less than ~~one acre~~ 5,000 square feet of land area.

c) H. The installation of fence, sign, telephone, and electric poles and other kinds of posts or poles which disturbs less than ~~one acre~~ 5,000 square feet of land area.

d) J. Activities of an individual engaging in home gardening by growing flowers, vegetable and other plants solely for use by

that person and his or her family, and which disturbs less than ~~one~~
aere5,000 square feet of land area.

e) K. Landscaping and horticultural activities in connection
with an existing structure which disturb less than ~~one-acre~~5,000
square feet of land area.

Section 5: Subsection 66-14(A) (2) is amended as shown
below (deleted material is stricken through and added material is
underscored):

(2) Condition B: stormwater runoff from land development
activity disturbing between one and five acres of land
during the course of a project,~~exclusive of the~~
~~construction of single-family residences and construction~~
~~activities at agricultural properties; or~~

Section 5: The following subsection 11 is added to
Subsection 66-14(B):

(11) Land development activities as defined in §66-4 of this
chapter that disturb one or more acres of land shall also include
water quantity and water quality controls (post-construction
stormwater runoff controls) designed in conformance with the
enhanced phosphorus removal design standards in the most current
version of the technical standards of the New York State Stormwater
Management Design Manual.

Section 6: This local law shall be effective upon filing
with the New York State Secretary of State.

RESOLVED, that a public hearing shall be held in relation to the proposed local law as set forth in the form of notice, hereinafter provided, at which hearing parties of interest and citizens shall have an opportunity to be heard, to be held at the Town Hall, 25 Sybil's Crossing, Kent Lakes, New York 10512, on _____, 2014, at __ o'clock p.m., Prevailing Time, and that notice of said meeting shall be published in the official newspaper of general circulation in the Town of Kent, by the Town Clerk, at least five (5) days before such hearing and that notice shall be in the following form:

NOTICE OF PUBLIC HEARING

TAKE NOTICE, that the Town Board of the Town of Kent will hold a public hearing at the Town Hall, 25 Sybil's Crossing, Kent Lakes, New York 10512 on _____, 2014 at ___ o'clock, p.m., on Local Law No. ___ of the Year 2014, amending various provisions of Chapter 66 of the Kent Town Code pertaining to stormwater management and erosion control.

TAKE FURTHER NOTICE, that copies of the aforesaid proposed local law will be available for examination at the office of the Clerk of the Town of Kent, at the Town Hall, 25 Sybil's Crossing, Kent Lakes, New York 10512 between the hours of ___ a.m. and ___ p.m. on all business days between the date of this notice and the date of the public hearing.

TAKE FURTHER NOTICE, that all persons interested and citizens shall have an opportunity to be heard on said proposal at the time and place aforesaid.

DATED: Kent Lakes, New York
April __, 2014

LANA CAPPELLI
TOWN CLERK

The foregoing resolution was voted upon with all councilmen voting as follows:

Supervisor Fleming	_____
Councilman Tierney	_____
Councilman Denbaum	_____
Councilwoman Osborn	_____
Councilman Huestis	_____

DATED: Kent Lakes, New York
April __, 2014

LANA CAPPELLI
TOWN CLERK

5TH ANNUAL DCO/ACO CONFERENCE ITINERARY

TUESDAY MAY 6TH

8:00 am – 8:45 am REGISTRATION,
COFFEE, JUICE & SNACKS

8:45 am – 9:00 am WELCOME!!!

9:00 am – 9:50 am Article 7 & DCO
Record Keeping Requirements –
Annette Holowka, LVT/AHI 2 NYS
Dept. of Ag and Mkts

9:50 am – 10:45 am Community Outreach
and Education: How to Develop &
Promote Educational Programs - Jim
Fitzgerald, ACO

10:45 am – 12:00pm ACES Equipment-
Hands on Demos w/ Chama Gomez

12:00 pm – 1:00 pm LUNCH BREAK

1:00 pm – 3:00 pm Behavioral
Assessments - Kelley Bollen, MS, CABC
Behavior Consultant for Maddie's
Shelter Medicine Program @ Cornell
Univ. College of Veterinary Medicine

3:00 pm – 4:30 pm Stress Reduction in
Animals- Understand where it comes
from, what it looks like and how to
avoid it. Kelley Bollen, MS, CABC



WEDNESDAY MAY 7TH

7:30 am – 8:00 am Coffee & Doughnuts

8:00 am – 9:00 am DCO Protocol for
Preparing and Protection during Dog
Seizures - Jim Fitzgerald, ACO

9:00 am - 10:00 am Sgt. Doug Wildermuth
NYS Police CCSERT Coordinator - Meth
Labs and Drugs: Is it in your
Community?

10:00 am – 12:00 pm Dangerous Dog
Paperwork - Preparing Your Case:
Hon. Jean O. Gagnon, Town of Knox
Hon. Denise M. Randall, Guilderland
Hon. Andrew C. Somers, Colonie

12:00 pm– 12:45 pm LUNCH BREAK

12:45 pm– 1:45 pm Overheated Dogs in
Cars: Officer Don Jones – Guilderland
Police Department

1:45 pm – 2:45 pm Intro to Pet CPR and
First Aid, Tom Davis Pet Tech Instructor

2:45 pm - 3:15 pm Closing Remarks,
Surveys, Certificates, Door Prizes, etc.

For more information call or e- mail:

Gail Van Patten

vanpatteng@guilderlandpd.org

Phone: 518-356-1980 ext.1081

OR

Elizabeth Holmes, LVT/AHI 1

Elizabeth.holmes@agriculture.ny.gov

Phone: 518-321-5002





Town of Guilderland
Animal Control Unit
In Cooperation with
NYS Department of
Agriculture & Markets
PRESENTS:

**The 5th Annual
ACO/DCO
Conference 2014**

**May 6th – May 7th 2014
8:00am – 4:30pm**

**Western Turnpike Golf
Course
2350 Western Ave.
Guilderland, NY 12084
(518) 456-1803**

**Space is limited -
Please Submit
Registration Form
Before
May 1, 2014**

**Lodging is available at
the Holiday Inn
Express
1442 Western Ave.
Albany, NY 12203
Contact Evan at
(518) 438-0001 ext. 528
Ask for the Animal
Control rate of
\$111/night ****

****To guarantee rate &
availability rooms must be
reserved by April 15th**

*Registration fee: \$50.00 per
person includes: Morning coffee,
snacks and complimentary lunch
from Mallozzi's for both days.*

*Please make Checks/ Money
Orders payable to the:
Town of Guilderland*

*Mail completed registration form
to: **Town of Guilderland**
PO Box 339
Guilderland, NY 12084
Attn: Animal Control
Registration Form:*

Name: _____

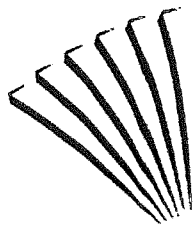
Agency: _____

Address: _____

Town: _____

Phone: (____) _____

E-Mail: _____



Kent Public Library

17 Sybils Crossing
Kent Lakes, NY 10512
845.225.8585
www.kentlibrary.org

W 43

April 10, 2014

Supervisor Maureen Fleming
Kent Town Hall
25 Sybil's Crossing
Kent Lakes, NY 10512

Dear Maureen,

I just wanted to check back with you about the library's request to use town hall for a couple of programs. You and the town board already kindly gave the library permission to use the town green for children's fun day on June 7th. Just in case of rain, could our "scienceteller" present his program in the courtroom from 1 to 3:30 pm as part of our children's fun day on Saturday, June 7th? If the weather is good he will do his program outside. This may be included in the permission you already gave, but I just want to clarify.

The Kent Library summer reading program, which usually begins with a program for children which attracts an audience too big to fit in our small program room. In the past, we've held it in the town hall courtroom. Last year it held on Monday, June 24 at 4 pm in the town hall. Might the library be able to use the town hall courtroom on Monday, June 30th this year in the late afternoon? Might it be possible to continue with this, perhaps if the time were changed to 4:30 or 5? We are grateful for all you do for the library, and would just like to get this firmed up so that we can change the arrangements with the performer. Thank you.

Sincerely,

Carol Donick, Director, Kent Public Library

WHEREAS, the Town Board approved has requested a budgetary amendment to cover the transfer to capital projects, and now therefore be it RESOLVED that the following budgetary amendment be made:

Increase appropriation

A.9950.500	Transfers to Capital Projects	\$31,690
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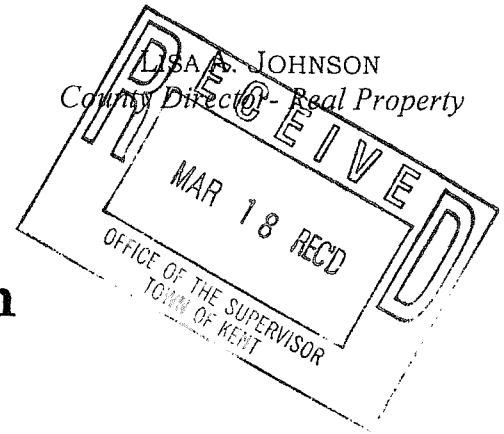
Decrease Appropriation

A.8020.100	Planning Personnel Services	-\$10,100
A.7110.802	Parks. Hospital/Medical	-\$14,750
A.7110.140	Parks. Winter Payroll	-\$6,840

2014 Fiscal impact \$0

"THE GUARDIANS OF FAIRNESS"

MARYELLEN ODELL
County Executive



Memorandum

DATE: March 14, 2014
TO: Town Supervisors, School Superintendents, & Village Mayors
FROM: Lisa A. Johnson -County Director of Real Property
RE: 2014 Contracts

Please sign enclosed contracts and **return all 3 originals with resolution attached** to:

Putnam County Real Property
40 Gleneida Ave.
Carmel, NY 10512

A completed signed original will be returned for your records.

If you have any questions please call.

PUTNAM COUNTY REAL PROPERTY TAX SERVICE CONTRACT

AGREEMENT MADE THIS 14th DAY OF MARCH BETWEEN: THE TOWN OF KENT REFERRED TO AS THE TOWN AND THE COUNTY OF PUTNAM HAVING ITS PRINCIPAL PLACE OF BUSINESS AT 40 GLENEIDA AVENUE, CARMEL, NEW YORK 10512, HEREINAFTER REFERRED TO AS COUNTY.

THE PARTIES HEREIN AGREE AS FOLLOWS:

- 1) THE COUNTY SHALL PREPARE THE TENTATIVE ASSESSMENT ROLL, FOR THE CALENDAR YEAR OF 2014 AND HAVE IT AVAILABLE ON THE COUNTY WEBSITE TO COMPLY WITH RPTL §1591
- 2) EVERY TRANSFER OF PROPERTY, CHANGE OF ADDRESS, DESCRIPTION OR VALUATION, SPECIAL FRANCHISE, PUBLIC UTILITY, SHALL BE DATA ENTERED BY ASSESSOR OF TOWN OR DESIGNATED STAFF MEMBER.
- 3) AFTER CLOSING OF THE BOOKS ON MARCH 1st, ALL CHANGES SHALL BE ENTERED ON OR BEFORE APRIL 18th BY THE TOWN, THIS IS ESSENTIAL SO THAT THE TENTATIVE ASSESSMENT ROLL IS RUN FOR THE MAY 1st DEADLINE.
- 4) ALL GRIEVANCE CHANGES, CORRECTION OF CLERICAL ERRORS, & UNLAWFUL ENTRIES SHALL BE APPROVED BY THE BOARD OF ASSESSMENT REVIEW AND ENTERED BY THE TOWN INTO THE REAL PROPERTY SYSTEM, BACKED UP AND BROUGHT TO THE REAL PROPERTY TAX SERVICE AGENCY NO LATER THAN JUNE 16th. FOR FINAL ROLL PROCESSING.
- 5) ALL CHANGES FOR THE SCHOOL TAX PROCESSING SHALL BE SUBMITTED BY AUGUST 8TH.
- 6) ALL CHANGES FOR COUNTY AND TOWN TAX ROLLS SHALL BE SUBMITTED BY THE TOWN ON OR BEFORE NOVEMBER 17th.
- 7) ALL UNPAIDS TO BE MANUALLY ENTERED BY THE COUNTY MUST BE SUBMITTED BY **NOVEMBER 1ST**, RPSV4 MERGEABLE FILES MUST BE SUBMITTED BY **NOVEMBER 17TH**.
- 8) A SEPARATE AGREEMENT SHALL BE NEGOTIATED FOR THE PROVISIONS OF RPTL §1537, OPTIONAL COUNTY SERVICES.

PRICE FOR THE PREPARATION OF THE FOLLOWING IS \$ 0.50 PER PARCEL:

- 1) TENTATIVE ASSESSMENT ROLL (2 COPIES*) AND ASSOCIATED REPORTS, COA'S
- 2) FINAL ASSESSMENT ROLL (2 COPIES*)
- 3) TAX ROLL (2 COPIES*)
- 4) HARD & SOFT BINDERS FOR ROLLS
- 5) BANK CODE LISTINGS
- 6) APPORTIONMENT OF SPECIAL FRANCHISE
- 7) 1 SET OF TAX BILLS IN ENVELOPES
- 8) RPS 145D1, 155D1 & 160D1 TAX EXTRACTS
- 9) DATA ENTRY FOR PRO-RATAS
- 10) 1 SET TAX MAPS 24" x 36"

UNPAID WATER, SEWER, OR OTHER UNPAIDS WILL BE CHARGED A FEE IN THE AMOUNT OF 50.00 PER HUNDRED IF THE DATA HAS TO BE MANUALLY ENTERED, OR IF TAX MAP NUMBERS PROVIDED IN COMPUTER FORMAT ARE INVALID.

IF ANY ADDITIONAL SPECIAL DISTRICT ROLLS ARE REQUIRED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER PARCEL.

IF ANY INSERTS ARE REQUESTED THE TOWN WILL BE CHARGED A FEE OF 0.01 PER ENVELOPE.

*.02 PER PARCEL WILL BE DEDUCTED IF ONE (1) COPY OF EACH ROLL IS REQUESTED INSTEAD OF TWO (2)

THE TOWN OF KENT HEREBY REPRESENTS THAT THE AGREEMENT HEREIN HAS BEEN APPROVED BY RESOLUTION OF THE TOWN BOARD, A COPY OF WHICH IS ANNEXED HERETO AND MADE A PART HEREOF:

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT IN NEW YORK, ON THE DATE HEREIN ABOVE SET FORTH.

READ AND APPROVED BY:

MaryEllen Odell
County Executive

DATE: _____

Lisa A. Johnson DATE: 3/14/14
Lisa A. Johnson
County Director, R.P.T.S.A.

William J. Carlin
Commissioner of Finance

DATE: _____

Jennifer S. Bumgarner
County Attorney

DATE: _____

Adrienne Spadaccini
Risk Manager

DATE: _____

Maureen Fleming DATE: _____
Maureen Fleming
Town Supervisor

W 4-7

LAW OFFICES OF
RAPPORT MEYERS LLP
20 SPRING BROOK PARK
RHINEBECK, NEW YORK 12572
(845) 473-7766
(845) 473-7790 FAX

VICTOR M. MEYERS
CARL G. WHITBECK, JR.
GEORGE A. RODENHAUSEN
CHRISTINE M. CHALE
VIRGINIA D. BENEDICT

(Service by Fax Not Accepted)

CARMİ RAPPORT
SENIOR COUNSEL

www.rapportmeyers.com

VICTORIA L. POLIDORO
JESSICA DIFIORE

HUDSON OFFICE:
436 UNION STREET
HUDSON, NY 12534
(518) 828-9444
(518) 828-9719 fax

February 18, 2014

Michael Griffin, Chair
EOH Coalition
Patterson Town Hall
1142 Route 311, PO Box 470
Patterson, NY 12563

Re: 2014 Legal Budget for EOH Coalition

Dear Mike:

Following is a proposed legal budget for the EOH Coalition. It is difficult to predict with any accuracy what meetings will occur, what direction the talks with DEC and DEP will take, and what legal services the Coalition will need. Nonetheless, I have done my best to make a reasonable estimate of services by quarter, with the assumption that the most intense work will be in the 3rd and 4th quarters.

Special Condition 34(d) of the 2010 Water Supply Permit requires DEP to begin discussions with DEC and the EOH Watershed Communities by January 1, 2014, and to complete those discussions by December 31, 2014. We are now in year 5 of the regional retrofit plans. The focus of the discussion is clearly what changes will be made in the phosphorus reduction requirements for the next five years and how the retrofits will be funded. As over a hundred retrofit projects may be constructed in Years 1 through 5, O&M funding will be a critical part of the discussion.

First Quarter – Estimated time – 30 hours. Estimated fees and expenses -- \$6,000

Participate in 5 meetings in Patterson, including those already held, to lay out positions and possible avenues of research, including review of EOHWCs lessons learned. I anticipate relatively minimal preparation required outside of meetings. I would review the 2010 file on potential litigation and develop an updated analysis to share with Board. I would expect a number of telephone conferences and email correspondence with members of executive committee.

Second Quarter -- Estimated time – 20 hours. Estimated fees and expenses -- \$4,000

RAPPORT MEYERS LLP
Letter to Michael Griffin
February 18, 2014

Participate in 4 meetings in Patterson, possibly 2 meetings of Coalition Board and 2 negotiating meetings with DEC and DEP. At this point I would develop our analysis of regulatory options for the stormwater retrofit program and prepare a memorandum on Coalition negotiating position.

Third Quarter -- Estimated time -- 35 hours. Estimated fees and expenses -- \$7,000

Participate in 6 meetings in Patterson, possibly 2 meetings of Coalition Board and 4 negotiating meetings with DEC and DEP. Preparatory work outside of meetings will include refining our analysis of regulatory options and our statement of the Coalition negotiating position. I anticipate increased numbers of telephone conferences with Coalition, DEC and DEP.

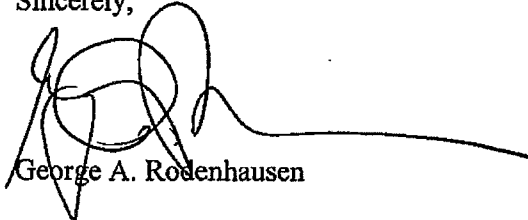
Fourth Quarter -- Estimated time -- 80 hours. Estimated fees and expenses -- \$16,000

Participate in 3 meetings in Patterson with Coalition Board and 8 days of negotiating meetings with DEC and DEP, with multiple telephone conferences. It is possible we would get into serious negotiating mode with a couple of meetings a week. I would prepare proposed permit amendments, regulatory amendments, a settlement agreement, and related documents as needed.

Obviously the above timeline is premised on the assumption all sides work in good faith to a negotiated solution. This schedule could be thrown off considerably if, for example, DEP were to take the position that the only funds they can supply are bond proceeds and therefore that they cannot in any way fund O&M. The O&M issue alone could take more time than I've allocated above.

Given these caveats, I will bill only for actual work performed and advise the Chair and, if requested, the Executive Committee on monthly time charges to be sure we are staying within the understood budget. If you need any further information, please do not hesitate to contact me.

Sincerely,



George A. Rodenhausen

GAR/dnb

EOH COALITION
FUNDING ALLOCATION TABLE
#####

		Balance
Rapport Meyer 2/18/14 Pr	\$33,000.00	Due From
Dutchess County's Percent	6.2340%	\$2,057.24
Putnam County's Percent	42.0322%	\$13,870.62
Westchester County's Perc	51.7338%	\$17,072.14
Total	100.0000%	\$33,000.00

Municipality	Municipal Area Croton Watershed (AC)	Putnam County Percentage of Watershed	Hired Phosphorus Reduction (5-yr)	Putnam/Dutch Percent Contribution	Putnam County Contribution	Westchester County % Phosphorus	Westchester County % Land Area	Dutchess County % Phosphorus	Dutchess County % Land Area	Dutchess Contribution	Total Municipal Contribution
						\$10,243.28	\$6,828.86	\$1,234.34	\$822.89		
Brewster	286	0.1305%	9.2	0.1105%	\$36.46						\$36.46
Carmel	24,264	11.0751%	72.0	9.3732%	\$3,093.15						\$3,093.15
Kent	22,994	10.4955%	33.6	8.8827%	\$2,931.28						\$2,931.28
Patterson	20,902	9.5406%	17.2	8.0745%	\$2,664.59						\$2,664.59
Putnam Valley	2,161	0.9865%	1.0	0.8349%	\$275.53						\$275.53
Southeast	21,479	9.8039%	31.1	8.2973%	\$2,738.12						\$2,738.12
Putnam County	0	0.0000%	30.9	6.4591%	\$2,131.49						\$2,131.49
Bedford	21,647	9.8805%	32.2			\$1,284.90	\$1,304.23				\$2,589.13
Cortlandt	3,765	1.7185%	11.6			\$462.88	\$226.84				\$689.72
Lewisboro	14,181	6.4728%	35.5			\$1,416.58	\$854.41				\$2,270.99
Mount Kisco	1,974	0.9010%	18.7			\$746.20	\$118.93				\$865.13
New Castle	9,442	4.3097%	25.1			\$1,001.58	\$568.88				\$1,570.46
North Castle	219	0.1000%	1.0			\$39.90	\$13.19				\$53.10
North Salem	14,685	6.7028%	19.1			\$762.16	\$884.77				\$1,646.93
Pound Ridge	6,047	2.7601%	9.5			\$379.09	\$364.33				\$743.42
Somers	20,499	9.3566%	50.0			\$1,995.19	\$1,235.06				\$3,230.25
Yorktown	20,883	9.5318%	54.0			\$2,154.80	\$1,258.20				\$3,413.00
Pawling, Town of	13,117	5.9871%	3.5	5.9871%	\$1,975.75			\$553.87	\$790.30	\$1,975.75	\$1,975.75
Pawling, Village of	541	0.2469%	4.3	0.2469%	\$81.49			\$680.47	\$32.60	\$81.49	\$81.49
Total	219,087	100.0000%	459.5		\$15,927.86	\$10,243.28	\$6,828.86			\$2,057.24	\$33,000.00

¹ Putnam and Dutchess County land areas from NYC DEP Impervious Coverage Study
Westchester Land area from Westchester GIS

Dutchess County Alternate Met
By land area and phosphorus reduction
Town of Pawling \$1,344.17
Village of Pawling \$713.07
Total \$2,057.24

By Phosphorus
Town of Pawling \$923.12
Village of Pawling \$1,134.12
Total \$2,057.24

w#8


CODE ENFORCEMENT
OF
TOWN OF KENT, PUTNAM COUNTY, NEW YORK
845-306-5598

Supervisor Fleming:
Town Board Officials of the Town of Kent:
Putnam County, N.Y.

April 4, 2014

Enclosed please find violation notice issued to respondents Zdzislaw and Beata Jarzebiak the owners of record of property located at 24 Chauncey Road in the Town of Kent. This site has been the subject of enforcement and cleanup in the past and has once again become a source of concern to surrounding neighbors who are requesting that the town address the issue once again. The undersigned acting as an agent for the Town of Kent in the role of Zoning Enforcement Officer respectfully requests that the Supervisor and Town Board Officials of the Town of Kent review this matter and present the cleanup task for bidding at the earliest opportunity. Based on past experience with this location this problem will only grow if not addressed as time goes on.

Respectfully,



William Looney,
Zoning Enforcement Officer,
Town of Kent.

c/c Michael Tierney, Councilman.

Paul Denbaum, Councilman.

Penny Ann Osborn, Councilwoman.

William Huestis, Councilman.

CODE ENFORCEMENT
OF
TOWN OF KENT, PUTNAM COUNTY, NEW YORK
845-306-5598

COPY

ORDER TO REMEDY VIOLATION

Location: 24 CHAUNCEY ROAD, CARMEL, N.Y. 10512
Map NO: 33.56-1-20

Date: April 4, 2014

TO: ZDZISLAW JARZEBIAK
BEATA JARZEBIAK

Address/Owner/Agent: 24 CHAUNCEY ROAD, CARMEL, N.Y. 10512,

PLEASE TAKE NOTICE THERE EXISTS A VIOLATION OF: **PROPERTY MAINTENANCE FOUND IN SECTION 55A-11 SUB B. (1) (a) OF THE TOWN ORDINANCES OF THE TOWN OF KENT.**

The State Building Construction Code
Zoning Ordinances

 X

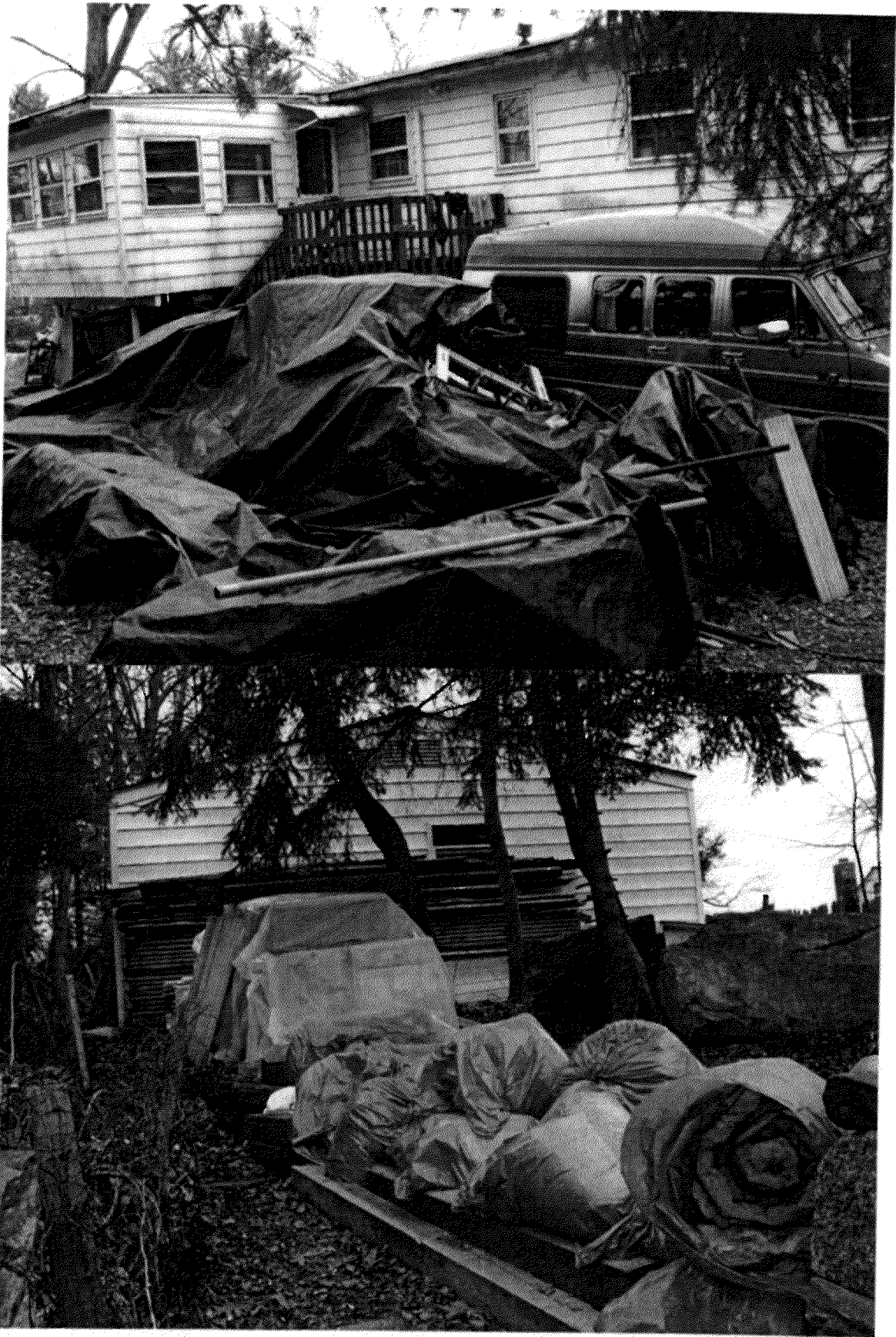
Other Applicable Laws, Ordinances or Regulations

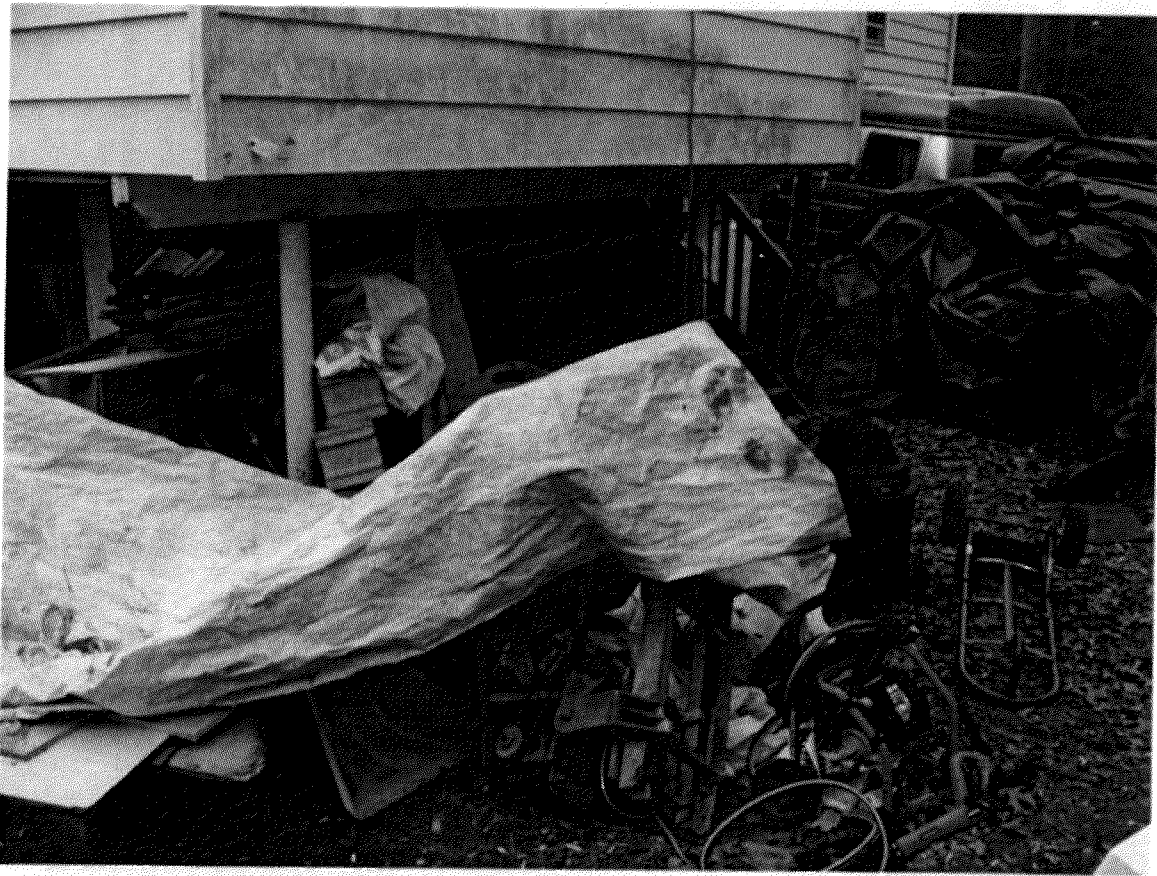
at premises hereinafter described in that:

OWNERS HAVE FAILED TO KEEP THE EXTERIOR AREA OF SITE FREE OF REFUSE OR RUBBISH AS DESCRIBED BY CODE AND DEPICTED IN ENCLOSED PHOTOS.

OWNERS MUST REMOVE ALL BUILDING MATERIALS, INSULATION, WOOD, PLASTIC AND METAL DEBRIS AND AN ABANDONED VEHICLE (UNLICENSED) FROM SITE.

SEE FOLLOWING PAGES)





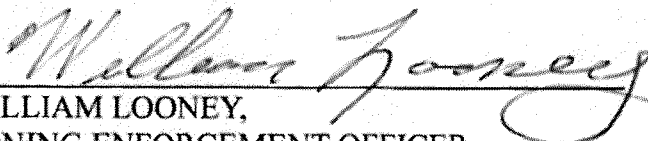


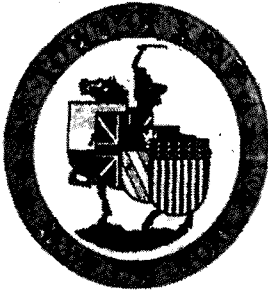
OWNERS HAVE TEN DAYS FROM THIS DATE OF SERVICE TO SUBMIT A WRITTEN REQUEST TO THIS OFFICE FOR A HEARING TO DISCUSS REMEDIAL ACTION TO ABATE THE STATED ISSUES.

IF THE ABOVE LISTED VIOLATIONS ARE NOT CORRECTED, NOR WRITTEN NOTICE RECEIVED, THE TOWN WILL CONTRACT WITH A VENDER TO ADDRESS THE ISSUES AND THE FEE THE COMPANY PRESENTS WILL BE CHARGED TO THE PROPERTY OWNERS. ADDITIONALLY IF THE PROPERTY OWNERS FAIL TO PAY THE TOWN BILL THE DEBT WILL BE ATTACHED TO THE OWNERS TAX BILL PAYABLE ON THE NEXT INSTALLMENT.

YOU ARE THEREFORE DIRECTED AND ORDERED

to comply with the law and to remedy the conditions above mentioned within the time constraints stated above. Failure to remedy the conditions aforesaid and to comply with the law may constitute an offense punishable by fine or imprisonment or both.


WILLIAM LOONEY,
ZONING ENFORCEMENT OFFICER,
TOWN OF KENT.



Town of Kent Highway Dept.
Richard T. Othmer, Jr., Highway Superintendent
62 Ludington Court
Kent Lakes, New York 10512
(845) 225-7172
Fax (845) 225-9464
E-mail: highway@townofkentny.gov

Date: April 1, 2014

Town of Kent Supervisor Maureen Fleming
Kent Town Board Members
25 Sybil's Crossing
Kent Lakes, NY 10512

Subject: Equipment Purchase

Dear Supervisor Fleming and Kent Town Board Members,

I would like to take this moment to thank the Town Board for organizing the Special Meeting that took place last night allowing me to present my case for the much needed equipment purchase. I would like to state that from the Highway equipment line I will make the following purchase for the Town of Kent Highway Department:

Dyna pac Roller/ DPCC 900 G / 2900 lb roller /Black top operation, NJPA contract price \$11,057.00
Felling Tilt Trailer/ FEFT-6 T-1 Designed to haul Dyna Pac Roller, NJPA contract price \$ 3,100.00
Felling Wide Deck /Drop Deck trailer/ FEFT-18-3 / 24 foot Heavy Duty Equipment Trailer,
NJPA contract price \$8,250.00

Refurbish 1998 Cat Loader 938 G that has a rotted cab and is no longer cab roll over protected
The machine to be refurbished by H.O.Penn Cat Machine Company, \$53,744.00

Total Equipment purchase from current Highway Budget= \$76,151.00

The remanding balance of the equipment budget line would be used for OSHA Training, NYS Department of labor violations, and other unforeseen expenditures.

Bob Cat Skid steer/ T750 with attachments (snow blower, and angle broom and planer) State contract price \$90,105.67

The skid Steer purchase should be paid by the fund balance of 2013. The reason being is this machine would be used for dual purposes, Highway maintenance during the spring and summer months and snow removal for the Town Hall.

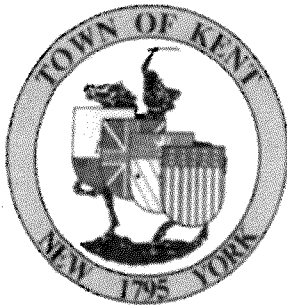
2014 International Terrastar 4x4 Dump/Sander/ Plow Truck with a Tenco Husky Sander Dump Body,
State contract Price \$112,883.00

Total Price from fund balance= \$202,988.67

The equipment listed above is desperately needed and will be an asset to the operations of the Highway Department.

Sincerely,

Richard T. Othmer, Jr.
Highway Superintendent



Town of Kent Highway Dept.
Richard T. Othmer, Jr., Highway Superintendent
62 Ludington Court
Kent Lakes, New York 10512
(845) 225-7172
Fax (845) 225-9464
E-mail: highway@townofkentny.gov

W F-10

April 7, 2014

Town of Kent Supervisor Maureen Fleming
Kent Town Board Members
25 Sybil's Crossing
Kent Lakes, NY 10512

Subject: Summer/Seasonal Laborers

Dear Supervisor Fleming and Kent Town Board Members,

I would like to request to have an item put on the agenda for the Town Board Meeting the second week of June.

I would like the Highway Department to hire three high school or college summer/seasonal laborers at \$10.00 an hour for a period of ten weeks. The fiscal impact would be \$4,500.00 per employee. I will find the money to cover this amount from my current budget.

I was made aware that there was a summer/seasonal program for high school and college kids in the past that was phased out. I consider this program to be important for the highway because when our highway crews are using vacation days during the summer our work crews are left short handed. Having the summer/seasonal employees will help to make these crews whole as well as give us the extra help needed to complete whatever additional work comes up. My only request is that the students that are hired are residents of the Town of Kent.

I spoke with the Town of Carmel and they hire ten high school or college kids per year during the summer months.

Please do not hesitate to contact me if there are any questions.

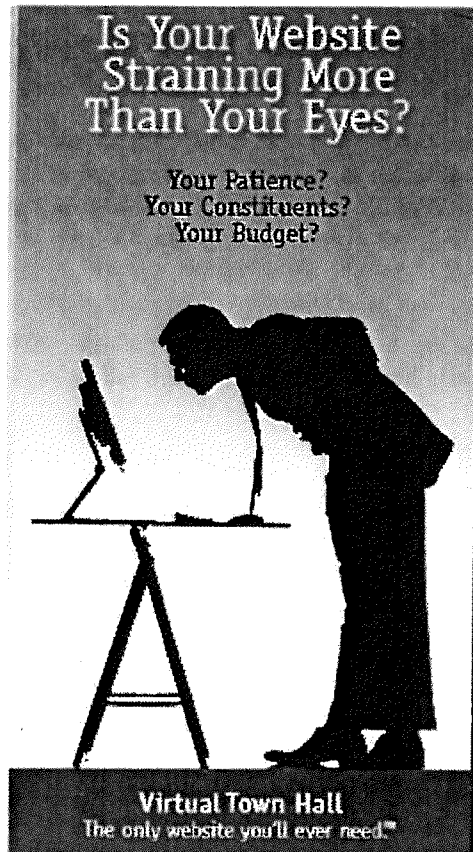
Sincerely,

Richard T. Othmer, Jr.
Kent Highway Superintendent

Town of Kent, NY Request For Proposals

FOR

Webmaster Services



Jonathan Falk

New York Market Manager

151 Oakbrook Commons

Clifton Park, NY 12065

jfalk@vt-s.net

(518) 878-0487

Executive Overview

Officials of the Town of Kent have determined that the Town website is no longer serving the needs of Town residents and businesses, and needs to be significantly upgraded.

Virtual Towns & Schools, through experience and expertise, is uniquely positioned to provide the Town with the website upgrades outlined in this RFP at a cost that provides the best value for the Town's taxpayers.

In 1998, Virtual Town Hall got its start in the early days of government websites and has steadily grown to become the largest provider of Local Government websites in the Northeast. In 2010, the company changed its name to Virtual Towns & Schools (VTS) as it expanded its presence in the K-12 market, and today we support 400+ Government/School clients.

Focusing exclusively on public sector clients, our tools and services are specifically designed to meet their unique needs. We understand needs evolve over time so our Content Management System (CMS) is continuously enhanced, and added features/functionality become available to all clients at no extra charge. The CMS is browser-based and user permissions are assigned on role-based, client determined parameters.

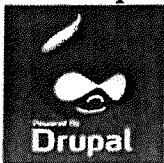
We understand you are exploring numerous vendor options. Aside from providing outstanding design, development, training, and hosting, we believe the following key points differentiate us.

1. Local by Choice

Our "Go-To-Market" strategy has always been to maintain a local presence in the markets we serve, providing onsite services for strategic meetings, Department planning sessions, and user training. Our Technical Center is located in Maine, our Headquarters is in Massachusetts, and our New York office is in Clifton Park. We are the leading provider of Local Government websites in the Northeastern United States, and our goals do not include becoming a national vendor, servicing clients from afar.



2. Open Source CMS

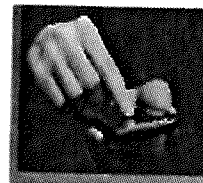


Our VTS Post & GO! Content Management System has been built using Drupal. Drupal is an open-source platform powering millions of websites and applications. This open development model means that programmers are constantly working to make sure Drupal is a cutting-edge platform that supports the latest technologies the Web has to offer. Millions of sites have been built upon the Drupal platform, including the White House, the House of Representatives, the NY State Senate, the New York State Office of the Governor, and even the Office of the Chief Information Officer of the State of New York.



3. "M-Government"

With the evolution of mobile hand-held devices, the public expects instantaneous access to information. VTS believes this access should include Local Government sites. In the years ahead you will be interacting more and more with constituents via mobile devices. VTS understands this trend, and has created services internally as well as developed an extensive network of contracted business partners who are "Best of Breed" in their respective sectors. VTS can be your "Go-To" resource for all web-based services.



4. Constituent Communications

The internet has become the primary source of information for your constituents. As such, expectations of Local Government websites continue to grow, as the public wants to obtain more information and conduct more business online – with quick access via computers, tablets, and smart phones. Your website would include the following features designed to enhance communications between the Village and those you serve.

- Email Notifications
- Urgent Alert Banners
- RSS Feeds
- Rotating Bulletin Boards

- Embedded Videos
- Two-way Blogging
- Web Forms
- "Share This Page" Options

5. Users Love Us

VTS not only continues to add new NY clients (bringing our total NY client count to over 40), we also maintain many NY clients that have been with us for over 10 years. Our reputation for providing prompt and actionable Customer Service is unparalleled. Our Customer Support Team thoroughly understands both the municipal sector and the likely skill sets of the municipal employees who are seeking assistance. Our underlying goal is to make website editing a positive and enjoyable experience so your users will want to do more over time.

BIDDER INFORMATION FORM

LEGAL NAME OF PERSON/FIRM/CORP.

BY: Virtual Tamitall Holdings, LLC
4 Clock Tower place Suite 400
STREET

90-5257865
Federal Employers ID No.

Maynard
CITY

MA
STATE

01754
ZIP CODE

888-785-2611
TELEPHONE NUMBER

978-461-5899
FAX NUMBER

If the Bidder is a Corporation, List the following:
Names of Officers:

Legal Residence:

If the Bidder is a firm or Partnership, List the following:

Names of Members of Partners:

Legal Residence:

Millard Rose
William Letsky

167 Kelleher Street, Marlborough, MA 01752
10 Blackberry Lane, Andover, MA 01810

If the Bidder is an Individual, List the following:
Name:

Legal Residence:

GENERAL MUNICIPAL LAW: Section 103(d)
"NON-COLLUSIVE BIDDING CERTIFICATE"

1. By submission of his bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint bid, each party thereto, certifies as to its own organization under penalty of perjury that to the best of their knowledge and belief:
 - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to include any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

LEGAL NAME OF PERSON/FIRM/CORP.

BY: Virtual Tam Hall Holdings, LLC

4 Clock Tower Place Suite 400
STREET

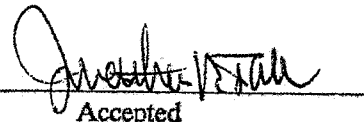
Maynard
CITY

MA
STATE

01754
ZIP CODE

888-785-2611
TELEPHONE NUMBER

978-461-5899
FAX NUMBER


Accepted

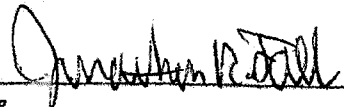
4/2/2014
Date

HOLD HARMLESS AGREEMENT

Except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town of Kent, Virtual Town Hall Holdings, LLC, the Contractor shall indemnify and hold harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Contractor or third parties under the direction or control of the Contractor.

CONTRACTOR: Virtual Town Hall Holdings, LLC

Dated: 4/2/2014


Signature

Jonathan R. Falk
Printed Name

New York Market Manager
Title

**BID PROPOSAL
IN ACCORDANCE WITH SPECIFICATIONS
FOR
WEBMASTER SERVICES**

TO: TOWN OF KENT, NEW YORK

THE UNDERSIGNED HAVING A PRINCIPAL PLACE OF BUSINESS AT:
4 Clock Tower Place, Suite 400, Maynard, MA 01754 AND BEING
RESPONSIBLE AND EXPERIENCED FOR THE PERFORMANCE OF SAME, AGREES TO
FURNISH WEBMASTER SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS
CONTAINED IN THE BID DOCUMENTS AND SCHEDULE A ATTACHED HERETO.

BID AMOUNT (IN NUMBERS) \$ 13,450.00

BID AMOUNT (IN WORDS) Thirteen thousand, four hundred fifty
dollars and zero cents

* INDICATE ANY AND ALL VARIANCES WITH THE SPECIFICATIONS
(ATTACH AN ADDITIONAL PAGE IF REQUIRED)

1. Please see attached Schedule A for cost breakdown
2. _____
3. _____

UPON ACCEPTANCE OF THIS PROPOSAL, BIDDER AGREES TO COMPLY IN ALL
RESPECTS WITH THE SPECIFICATIONS AS INDICATED.

DATED: 4/2/2014

Virtual Town Hall Holdings, LLC
LEGAL NAME OF PERSON/FIRM/CORP.

BY: [Signature]

4 Clock Tower Place Suite 400
STREET

Maynard
CITY

MA
STATE

01754
ZIP CODE

558-785-2611 or 518-878-0487
TELEPHONE NUMBER

978-461-5899
FAX NUMBER



Town of Kent Website Proposal

References

The following clients have agreed to provide the Town of Kent with references, upon request:

Ms. Joan Maybury, Supervisor, Town of Mount Pleasant – (914) 742-2301 or
jmaybury@mtpleasantny.com

Ms. Patricia Dwyer, Village Manager, Village of Pleasantville – (914) 769-1900 or
pdwyer@pleasantville-ny.gov

Mr. Abraham Zambrano, Village Manager, Village of Croton-on-Hudson – (914) 271-4848 or
azambrano@crotononhudson-ny.gov

Similar Projects/Client List

Following is a table of current Virtual Towns & Schools clients in New York State. Those highlighted are some of our more recent Drupal designs:

Town of Charlton	Town of Niskayuna	Town of Glenville
Town of Guilderland	Village of Altamont	Town of Cairo
Town of Kinderhook	Town of Lloyd	<u>Town of North Castle</u>
<u>Town/Village of Harrison</u>	Village/Town of Mt. Kisco	Town of Mt. Pleasant
City of Newburgh	Town of Somerset	<u>Town of Forestburgh</u>
Village of Pleasantville	Village of Mamaroneck	Village of Elmsford
Village of Briarcliff Manor	Village of Tarrytown	Village of Port Chester
Village of Mineola	Village of Roslyn	Village of Cold Spring
Village of Hastings-on-Hudson	Village of Croton-on-Hudson	Town of Southeast
<u>Village of Bronxville</u>	Town of Pawling	City of Auburn
Town of New Paltz	Town of Somers	<u>City of Batavia</u>
Town of Carmel	Village of Sleepy Hollow	<u>Village of Ardsley</u>

Keeping You Ahead of Rising Expectations

In addition, the following Municipalities have awarded contracts to VTS; their websites are currently in development:

Town of Halfmoon (in Design Phase)	Village of Pelham Manor (in Design Phase)
Town of Binghamton (in Design Phase)	Village of E. Syracuse (in Design Phase)
Town of Mamaroneck (in Design Phase)	Town of Big Flats (in Content Development Phase)



SCHEDULE A

One-Time Expenses

Phase 1: Website Design

- One Day for Online Strategic Design Meeting
- Create Site Homepage Design & Layout
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation & Related Links
- Implement Design within VTS Content Management System
- Create Department/Board Home Pages
- Load VTS Departmental "Best Practices"

Phase 3: Content Development

- Two Days of Onsite Department Planning Meetings
- Implementation of Department-Specific Requested Modules
- Migrate All Existing Web Pages as Identified by Client
- Create All New Pages to Support New Content Developed by Client

Phase 4: User Training

- Two Days of Onsite User Training Sessions, including Separate Sessions for Site Administrators and Department Users

Phase 5: Website Deployment

- Final Site Review and Link Checking
- Install & Activate Related Modules
- DNS Activities
- Assistance in Marketing Your New Site to the Community

Total Project Cost:

\$9,950.00

(3-year "spread cost" option - FY 1 - \$3,316.67; FY 2 - \$3,316.67; FY 3 - \$3,316.66)

Keeping You Ahead of Rising Expectations

Annual Expenses *

Hosting

- Secure Hosting in Data Center
- Shared Web/SQL Server
- Redundant ISP
- 24/7 Monitored Facility
- Redundant Power Supplies with Backup Generator
- Daily Backups
- 99.999% Uptime
- Intrusion Detection & Prevention

Support

- 24/7 Emergency Support
- 10 Designated Supported Users
- Unlimited User Support, 9 am to 5 pm, Monday – Friday
- Personnel Dedicated Solely to User Support
- Same Day Response (24 Hour Window)
- Online Training Documentation
- Monthly User Tutorials

CMS Application & Modules

- Annual CMS Usage License
- Periodic CMS Upgrades
- Core Drupal Upgrades, as Applicable
- Periodic Module Upgrades
- Install Service Patches, as Applicable

**Total Annual Cost:
(10 Designated Supported Users)**

\$3,500.00

* Annual expense is a 12 month charge commencing on initial GO Live date; expense may be pro-rated to match fiscal year, if desired.

Options

Virtual Towns & Schools markets exclusively to the public sector; therefore, we are acutely aware of the fiscal issues many Municipalities throughout the Northeast are facing. While we strongly feel that a custom-designed site, with face-to-face planning and training sessions, is the most desirable way for a Municipality to employ a new website, we also offer the following options to reduce "one-time" expenses:

Option 1 – In lieu of a custom design, the Town would select from among five pre-designed templates. VTS would then customize the design as to color, fonts, photos, and navigation labels. To view the templates, please go to http://www.towns.vt-s.net/pages/VTSTowns_stop/attractive

To exercise Option 1, deduct.....-\$500.00

Option 2 – In lieu of an onsite Planning Meeting, the meeting would be conducted online.

To exercise Option 2, deduct.....-\$750.00

Option 3 – In lieu of onsite Content Editor training, the training would be conducted online.

To exercise Option 3, deduct.....-\$750.00

NOTE: These options apply to the one-time Design & Development fee; they do not affect the Annual Expenses.



**Superior Web Design and
Content Management**

Proposal Created Exclusively For:

Town of Kent, New York

RFP – Development and Maintenance of Town
Website – Webmaster Services

Revize Municipal Website Design & Content
Management System

www.townofkentny.org

March 28, 2014

This proposal is valid for 60 days

By: Revize LLC
Joseph J. Nagrant
Phone: 248-766-9562
Fax: 866-346-8880 or 206-350-0163
e-mail: joseph.nagrant@revize.com
www.revize.com

Dear Town of Kent Website RFP Committee:

Thank you for considering the Revize web development team as your partner online. Our technology is designed for municipalities just like yours, and our team has the experience to develop a highly capable, unparalleled web presence that will meet the innumerable pressing demands placed on your municipality. Current Municipal Clients include College Park MD, City of Birmingham MI, and South Boston VA just to name only a few!

What will we do for you?

We will enable your municipality to take control of your digital presence by building a website that has dynamic functionality accompanied by a seamless administrative interface that will make content creation and editing a snap! We will place you in the driver's seat and supply you with the technical skills and knowledge that will empower you to confidently utilize the website to tackle the loftiest of Internet goals. To name a few, our technology will absolutely increase communication—between your municipality and your residents, businesses, intergovernmental partners and more—by increasing the control you have over your message, the medium and method of its delivery. Our technology will increase municipal productivity and decrease costs by reducing off-line departmental operations. A Revize website will provide site users with the tools to independently download, fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions, as well as perform a suite of other governmental services that formerly required municipal staff assistance.

Municipal clients like to select Revize website designs and content management solutions because:

- They want to increase their Web Presence and build an On-line Government Communication Centers
- They want to effectively engage the residents with two way communication
- They want to train their non-technical web content editors and administrators in a few hours.
- They want an appealing, engaging website that loads quickly and allows web visitors to get information quickly.
- They want a scalable content management solution built only for government that allows them to grow their web presence for years, affordably.
- They want to get a better quality website than many of their peers at an average 30% less investment

How will we do it for you?

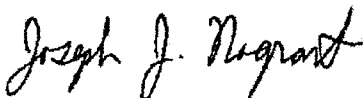
First, we listen. We will work with you to identify comprehensive solutions to your complex problems and then develop a custom-made web presence that responds to your needs directly. Our technical and creative teams have already begun collaborating on ways to meet these needs and desires—but you're in the driver's seat. You select the course and the destination, and then we build the dream vehicle to get you there.

Who are we?

We are Revize and we have been providing successful government web solutions for over 14 years. Yes, that makes us a pioneer. Revize has experience with over 800 government organizations—from rural to urban America—so you can feel confident from day one that your project will be successful.

By selecting Revize as your Web Design & e-Gov Content Management Partner, you will significantly improve your ability to provide quality and timely web communications to everyone, achieve enviable technological advancements, and save you significant labor costs in doing so.

Please contact me if you have any questions at all. Sincerely,



Joseph J. Nigrant
Sales and Business Development Director
Revize Government Websites, Office: 1-248-766-9562

November 19, 2013

Mr. Joseph Nagrant
Revize Software Systems
Forbes-Haffey Building
1890 Crooks Rd, Suite 340
Troy, Michigan 48084

Dear Mr. Nagrant,

On behalf of the Town of West Hartford, Connecticut, I am writing this letter to express our complete satisfaction with our experience and service with Revize Software Systems.

Our web site was long overdue for a facelift but the major obstacle standing in our way was the enormous price tag. Then you approached the Town of West Hartford offering a simple, easy-to-use content management system and a new, professional redesign that would capture the essence of our Town at a fraction of the cost of other web design companies. Feeling a bit skeptical, I had that old adage, "If it is too good to be true, then it is" running through my mind. But Revize delivered on all of its promises, and my dream of a new web site for the Town of West Hartford came true with no glitches or unexpected surprises.

Revize designers and IT technicians listened to our needs and ideas and turned them into a new web design featuring beautiful photography, colors and formatting, and streamlined our functionality under three logical categories: Living Here, Doing Business and Visiting. The web site offers many opportunities to ask questions through user forms found throughout the web site.

Akshaya Ray, our project manager, was patient, knowledgeable and a wonderful asset to us. He answered all of our questions, which were daily at the beginning, and fixed minor problems in a timely manner. He continues to be our go-to guy.

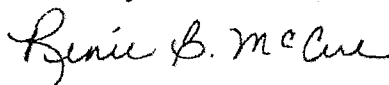
Revize's content management system is intuitive and easy-to-use. My training occurred on the telephone and then I trained 40 others. At the end of each training session, I could see how proud and empowered employees became when they discovered how simple it was to create and edit web pages. They felt good about taking charge of their content and I felt good about lifting the responsibility off my shoulders and sharing it with 40 others. I should point out that, while I am the web master, I am a public relations professional, not an IT specialist.

The Town of West Hartford's web page went live on January 2, 2012. We have received so many positive comments from the community on how fantastic the web site looks and how well information is organized. Now our web presentation matches our community's image.

I would highly recommend Revize, LLC to any organization. I give it high marks for its design capability, content management system and highly-skilled staff.

The dream of a new web site can come true for you too!

Sincerely,



Renée B. McCue
Public Relations Specialist, Web Master
Town of West Hartford

**BID PROPOSAL
IN ACCORDANCE WITH SPECIFICATIONS
FOR
WEBMASTER SERVICES**

TO: TOWN OF KENT, NEW YORK

THE UNDERSIGNED HAVING A PRINCIPAL PLACE OF BUSINESS AT:
1890 Crooks Rd #340, Troy, MI 48064 AND BEING
RESPONSIBLE AND EXPERIENCED FOR THE PERFORMANCE OF SAME, AGREES TO
FURNISH WEBMASTER SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS
CONTAINED IN THE BID DOCUMENTS AND SCHEDULE A ATTACHED HERETO.

BID AMOUNT (IN NUMBERS) \$ 8,400.00

BID AMOUNT (IN WORDS) Eight Thousand Four Hundred dollars & 00/100s

* INDICATE ANY AND ALL VARIANCES WITH THE SPECIFICATIONS
(ATTACH AN ADDITIONAL PAGE IF REQUIRED)

1. 4 hour Content Editor/Admin Training - ~~Very~~ Very Easy to use CMS - 2 days not needed
2. One day Design Discovery Department Planning Meetings - We will leverage our Best Practices Survey Results
3. We will use the Renze Government CMS - ~~in~~ in use by over 800 cities.

UPON ACCEPTANCE OF THIS PROPOSAL, BIDDER AGREES TO COMPLY IN ALL
RESPECTS WITH THE SPECIFICATIONS AS INDICATED.

DATED: 3-31-14

Renze LLC
LEGAL NAME OF PERSON/FIRM/CORP.

BY: Joseph J. Magliah
1890 Crooks Rd #340
STREET

Troy
CITY

MI
STATE

48064
ZIP CODE

248 269 9263 x16
TELEPHONE NUMBER

206 350 0163
FAX NUMBER

SCHEDULE A

One-Time Expenses

Phase 1: Website Design

- One Day for Online Strategic Design Meeting
- Create Site Homepage Design & Layout
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation & Related Links
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- Load VTS Departmental "Best Practices"

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Phase 5: Website Deployment

- Final Site Review and Link Checking
- Install & Activate Related Modules
- DNS Activities
- Assistance In Marketing Your New Site to the Community

Annual Expenses

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- Secure Hosting in Data Center
- Shared Web/SQL Server
- Redundant ISP
- 24/7 Monitored Facility
- Redundant Power Supplies with Backup Generator
- Daily Backups
- 99.999% Uptime
- Intrusion Detection & Prevention

Support

- **24/7 Emergency Support**
- **10 Designated Supported Users**
- **Unlimited User Support, 9 am to 5 pm, Monday – Friday**
- **Personnel Dedicated Solely to User Support**
- **Same Day Response (24 Hour Window)**
- **Online Training Documentation**
- **Monthly User Tutorials**

CMS Application & Modules

- **Annual CMS Usage License**
- **Periodic CMS Upgrades**
- **Core Drupal Upgrades, as Applicable**
- **Periodic Module Upgrades**
- **Install Service Patches, as Applicable**

(10 Designated Supported Users)

BIDDER INFORMATION FORM

LEGAL NAME OF PERSON/FIRM/CORP.

BY: Revize LLC

20 5000179
Federal Employers ID No.

1890 Crooks Rd. #340
STREET

Troy
CITY

MI
STATE

48084
ZIP CODE

248 269 9243 X16
TELEPHONE NUMBER

206 350 0163
FAX NUMBER

If the Bidder is a Corporation, List the following:
Names of Officers:

Ash Akshaya Ray
Joseph Magrath

Legal Residence:

Troy, MI USA
Bloomfield Hills, MI USA

If the Bidder is a firm or Partnership, List the following:
Names of Members of Partners:

Legal Residence:

If the Bidder is an Individual, List the following:
Name:

Legal Residence:

HOLD HARMLESS AGREEMENT

Except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town of Kent, Reviz LLC, the Contractor shall indemnify and hold harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Contractor or third parties under the direction or control of the Contractor.

CONTRACTOR:

Dated: 3-31-14

Joseph J. Nagrant
Signature

Joseph J. Nagrant
Printed Name

Sales Director
Title

GENERAL MUNICIPAL LAW: Section 103(d)
"NON-COLLUSIVE BIDDING CERTIFICATE"

1. By submission of his bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint bid, each party thereto, certifies as to its own organization under penalty of perjury that to the best of their knowledge and belief:
- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to include any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

LEGAL NAME OF PERSON/FIRM/CORP.

BY: Revize LLC

1890 Crooks Rd #340
STREET

Troy,
CITY

MI
STATE

48084
ZIP CODE

248 269 9263 x16
TELEPHONE NUMBER

206 350 0163
FAX NUMBER

Accepted

3-31-14

Date

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Thank you for considering Revize for your New Website Project. We understand this is a very important project that you are about to undertake and it is important to select the right vendor that will work with you through all the details of building a new website and so that you may provide high quality on-line services to the users of your website.

Revize Software Systems has been building government websites and content management systems for **over 14 years** and although we are growing with over 800 municipal clients nationwide; when you work with Revize, you're not just a client, you are part of the Revize family and will receive the service and support you expect! We are the government website experts and we will stand by our work.

Through our many years of working with municipal leaders, as well as surveys conducted nationwide, we have learned that the key ingredient in choosing a solution is the right *balance between the total cost of the solution, the quality of design, online tools and user functionality.*

Revize is able to provide high quality design, functionality, and ease of use for a price point that is unmatched in the industry today. We are able to do this because we have built *extremely efficient and streamlined processes* to design, develop and enable our websites with our award winning government content management software called Revize e-Gov CMS.

Revize is able to roll-out websites in less time than our competitors and we are able to train our clients *in less than half the time that it takes our competitors.*

We have all seen the power of a vibrant and dynamic web presence in creating the desire to visit again and again. The **key to such vibrancy** is the ability to easily and quickly add and change the **website's content**, for it is the content that drives the success of any website!

Through the implementation of a new e-Gov CMS and redesigned website powered by Revize, you will not only improve the websites look, layout and navigation, but also provide a 24/7 Government Communication Center for residents, business and visitors equipped with the communication tools you need such as:

- Citizen Request Tracker
- Calendar of Events
- E-Notification
- On-Line Payment Portal
- Facilities & Reservations
- News Center Platform
- Emergency Alerts
- Forms / Survey Tools
- E-Newsletter Application

"We considered many solutions. We looked at Contribute but it was more of a web page editing tool for small web sites use rather than a web content management system for a city. We also looked at other larger solutions but all of them were too complex for the non-technical end users. Most of them, including Contribute, had training sessions that started from 45 minutes and up. Revize® was the only solution where I was able to train the non-technical content editors in approximately 15 minutes with Word-like editing environment that the content editors were already used to. The common sense approach Revize uses to edit web content has proven itself because I rarely get a support call from the end users."

*An Interview with Nina McNeilly,
Director of Web Communications,
City of High Point, NC*

"Feeling a bit skeptical, I had that old adage, "If it is too good to be true, then it is" running through my mind. But Revize delivered on all of its promises, and my dream of a new web site for the Town of West Hartford came true with no glitches or unexpected surprises". Renée B. McCue, Public Relations Specialist, Web Master, Town of West Hartford, Connecticut

Company Profile

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM and in video productions. In September, 1996 as the Internet was just becoming a world-wide reality, Revize began developing a Web content management system (CMS) for Government market to enable non-technical contributors to quickly and easily update content on Websites. The result was "the now state-of-the-art" **Revize e-Gov CMS**.

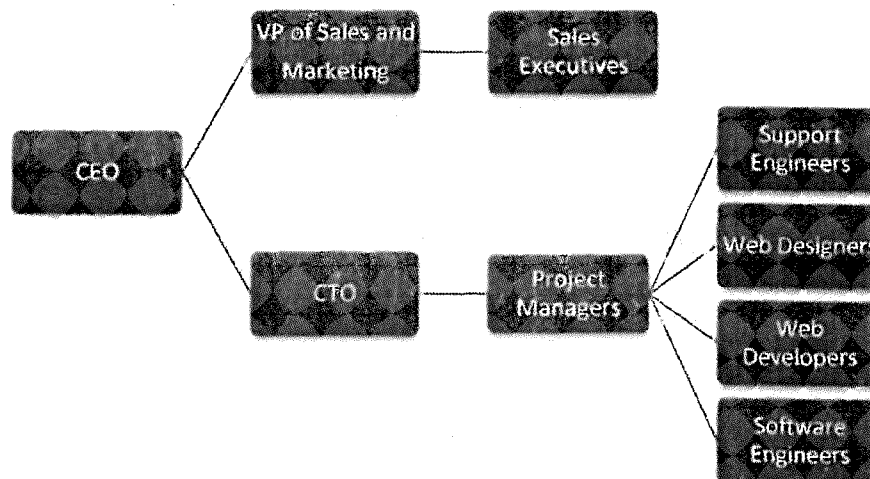
Today, our mission remains the same: to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads "The empowerment of people through simplified information management technologies."

Focused exclusively on Creative Web Design and Government Web Content Management technologies, Revize continues to invest in its technology continually adding new capabilities and features that embody our vision.

While each year many municipalities choose Revize to design and cost-effectively manage the Web Site content, more and more clients are using Revize as an information-sharing platform. Our suite of Revize e-Gov Web-based Solutions is proving valuable as a powerful Web technology that assists clients to build and maintain sophisticated web sites. All this while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring the right people have the right information at the right time.

We are proud of our technologies and capabilities. And we are committed to continuing the evolution of both to provide increased value to our government clients and that means "You".

Organization Chart:





Superior Web Design and
Content Management

Why Choose Revize?

We have Government Specific Experience and Outstanding Client Testimonials

With more than 14 years of experience working with municipal clients of all sizes, you can rely on Revize to deliver. We will provide a customized site design that improves layout, navigation, usability and content. Your website will be reliable, W3C and ADA compliant, and enable **easy integration with existing or future web applications and third-party software.**

We Build a Government Communication Center for your Community!

The Revize e-Gov CMS and interactive tool sets are developed exclusively for our Government clients to help them effectively communicate with their key target audiences like residents, businesses and visitors. Some of the most popular e-Gov features and modules include: new and improved Online Calendar, the comprehensive Forms Center, and News Center with real-time social media connectivity, Emergency Alerts, E-Notification, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

Superior Technology built into our e-Gov CMS for Website Performance & Reliability

What is the single factor that sets Revize apart from other companies? The Revize technical architecture and publishing engine provides our Government clients with the most reliable website solution on the market today. By ensuring our client's data security and providing a redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate and our clients can be assured that they will never have to worry about data loss or data corruption because of our instantaneous back-up process; in addition to our daily center center's tape back-up processes. Revize believes that by investing a higher percentage of its profits into our technology and security makes it easy for clients to see why Revize is the best value for their community's government website.

Friendly and Responsive Service!

All this, and a reliable IT partner too! Our e-Gov CMS is easy to learn and administer, but our **24/7 technical support** will be there for you to help get over the hurdles! We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus, regular updates and improvements ensure that your site will keep up with industry standards and keep running smoothly for years to come.

With a Higher Benefit to Cost Ratio...a Clear and Easy Choice!

Revize understands the financial and manpower resource constraints on most municipalities today! During these difficult economic times, we must be willing and able to deliver a government communication solution that provides the most benefits at a cost that community board leaders can justify to their resident and business tax payers. After all, the goal of all government websites is to increase communications, provide government transparency, and extend services on-line to make lives easier and government more accessible.

The Client Owns the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% No Way! As our client you own the template source code and any data that you put onto the website. We understand that from time to time clients come and they go, but we always make sure they know they are just as important to us at the end as they are at the beginning.

Dollar for Dollar, you receive the Greatest Value!

1. Full functionality to update and manage your website
2. All the tools/apps to increase communications with citizens
3. Modern, progressive unique website design
4. On-time delivery
5. Responsible stewardship for the organization's stakeholders
6. An easy CMS to train employees quickly
7. Unparalleled phone and email support
8. A system built on open standards
9. You own the template source code and the content
10. Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

Awards & Accolades!



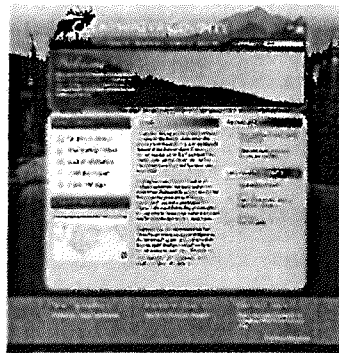
Populations of 30,000 or greater can participate and are rated on use of technology to increase operating efficiencies while realizing strategic cost savings

City of High Point, North Carolina
Digital Cities Survey Winner
105k pop.



The leading international creative awards program honouring creative excellence for communication professionals

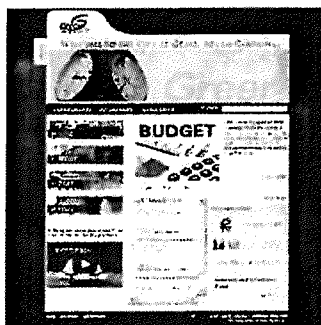
Clearwater County, Idaho
Communicator Award Winner 11K pop.



HORIZON INTERACTIVE AWARDS

Honors the most talented developers of interactive media internationally

City of Greer, South Carolina,
Horizon Interactive Award Winner
26K pop.



PRSA Public Relations Society of America

City of Covington, Washington,
Winner of Public Relations Society of America Award 17K pop.



Project Planning and Setup

What makes Revize unique in its project approach and experience is the range of website deployments that Revize has implemented. From small to large, the Revize project management process fits to the size of the deployment and the expectations of the client's level of engagement preferences. We don't provide a single "one size fits all approach" because it doesn't make sense, however we do use a standard process methodology. Each client is unique and we tailor our process to fit their unique needs. Thus, we will do the same for you. As long as you are a client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your specific dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your specific dedicated Project Manager will handle all issues related to the design, development, navigation, website content, training, timelines and deliverables as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one your project and on-going support is tracked in the Revize Redmine On-line project portal. The main customer point of contact for the project will receive an invitation to register, setting up a secure user name and password. The project portal serves as a communication tool for your website design, development and on-going support even after your website is launched.

Implementation Process

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Sales Executive will set up the initial Kick-Off Meeting where we talk about managing the project overall, establish a timeline, and establish a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases that those requirements will be addressed. Additionally, if content migration is requested, we review and discuss those requirements; after this meeting, Revize will develop a Statement of Work and provide it to the client.

Prior to the design kickoff meeting you will receive questionnaire to complete with various questions to help the designer gathering information on your likes and dislikes, and brainstorm with you during the meeting. The questionnaire includes various questions such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key areas you may want featured on the Home Page
- Do you need help with Logo Design? Image & Branding?

Phase 2: Discovery & Design

Once you have assembled your ideas and your team that will weigh-in on the design of the website, we will schedule a Design Kick-Off Meeting. A senior designer will conduct an in-depth interview, and brainstorm ideas with you about your vision of the look and feel of your Custom Website Design. Our efforts in this project will extend far beyond placement of

provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 12 years of web design and development expertise in the most effective ways of displaying that information and getting users to access your website and engage them. We will strive for nothing less than an award winning design!

Revize Design Principals

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website, they are also responsible for the security of the Web content and Web-based applications they create. They ensure that the code supports secure authentication, authorization, and provides access control mechanisms as required.

Good design principals are always based in readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper or maybe softer depending on the amount of shadow used.

Of course color cannot be overlooked; our designers first take the clients preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors and then use variants and hues to create visual appeal, contrast, pop and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as (call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas). The key is to provide a clean, easy to navigate webpage without so much going on that it becomes overwhelming, therefore it is the designers job to guide the client in making appropriate placement choices for these items.

Revize Design Trends for 2014

There are some excited new design trends this year, and Revize is on the cutting edge and implementing some of these already in newly developed websites. Revize is excited about the possibilities that new trends hold for increasing engagement on government websites.

#1 Responsive Web Design – This is the most important development in website design in years. With the vast number of devices with different screen sizes on the market today, users are no longer just visiting your website from their desktop computers. Responsive Web Design (RWD) automatically conforms and optimizes the website for any screen size. There is a substantial increase in smartphone and tablet users today and they range from teens to grandparents.

#2 Image Tiles – is a trend that enables developers to display content into a pin board style of display. Image tiles creates a very visually appealing display of content, such as pictures or social streams. Image tiles also helps promote engagement by encouraging site visitors to comment, like or reply to items from directly within the image tile. This is an interesting option for web pages promoting tourism.

#3 Parallax Scrolling – this is a highly advanced, innovative design technique for sophisticated websites that allows websites to be built in multiple layers, with content that moves across the screen at different speeds as visitors scroll. Sections of the website with parallax scrolling can be built either horizontally or vertically. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#4 Typography – this plays a very important role in website design, image and branding as well as especially important for the look and feel of the website when accessing the website from mobile devices. Our designers take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#5 Social Feeds – Social networks are continuing to deepen the connection between people and this is a wonderful opportunity for government organizations to increase community engagement and make government more accessible. One method already discussed for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest

Key Phase Objectives & Deliverables:

- **Establish Creative Direction:** Understand client's objectives, requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of the area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with client to establish a main-level navigational architecture and identify key items accessible from the client's home page. This establishes a baseline for the navigational structure as well as the preferred content structure (wireframe*) for the home page.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not have to include the final text nor final imagery for this phase.

- **Design Deliverable:** Revize will present the conceptual design options based on the findings and recommendations from client. The design concepts for this phase will be based on one (1) or possibly (2) Home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that the client have no more than three iterations of changes up till the point that the final concept is approved.
- **Final Home Page Sign Off:** When all changes have been made, Revize will present client with a final Home page design and layout for final approval. Customer approval is required to proceed to the next phase which is the Inner Page of the website and the process repeats itself before the actual HTML & CSS is written.

Phase 3 & 4: Build the Templates, Activate the CMS and Set-up eGov Modules

First, the Revize development team will transform the approved designs from a picture into HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow the customer to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided with the Advanced Training Program.

Next, all the features and modules that the client has requested will be set up, such as: calendar, document center, picture galleries, alert center, e-Notify etc....they are all brought to life and made functional as well as tested in the Revize CMS. Revize enhances/adds new modules continuously and you will receive all the future updates to modules at no additional cost.

Phase 5: Custom Development

In this phase and according to client specifications, custom functionality of existing CMS modules; database scripting and programing, as well as any custom application development will be done. The Revize developers will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap Phase 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase we ensure the website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, as well as any custom developed applications or modules. Additionally, through a series of testing we perform input validation to ensure security mechanisms cannot be bypassed if a malicious user tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce exposure of sensitive implementation information.

Phase 7: Content Migration / Development

Revize will develop a pre-defined number of pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest in standard formatting practices to develop the navigation and create the most effective content possible for your website. There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest trends in usability so your website visitors can find information fast. We will also assess your current website content and incorporate what you have existing with additional content to create interest and excitement for your readers. Our content experts are educated in proper writing and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the Web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the layout. Good use of typography also ensures that your website will look good from mobile and tablet devices and it is especially important when developing a website using responsive website design code.

Phase 8: Training on Your Website (In-person or web based training)

Once your website is ready for you to begin editing your content and making your final touch-ups before going live. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-line; however we can also provide on-site training for your staff as well. Training Materials can be downloaded from the Revize Website. After training, our friendly support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Administrator Training (How to)

- Sign-In
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics Reports

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert /update a table
- Spell check
- Save and Save as Draft

Content Editor Training (How to).....continued

- History of the page content (content archive)
- Create a survey form or any other types of online web form
- How to create navigation pages (top/left menus)
- Revize Web Calendar-how to create new calendar and how to create/edit calendar events
- Edit Meta Data

Training on use of specific Modules included, such as:

- Emergency Alert
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Request Center
- RSS
- etc..

Final Phase: Go Live

Once your website content is completed and your staff is trained the final phase is to redirect your website domain name from your old website to your new website. Once you let us know that is completed, Revize will monitor closely for the first 24 hours to ensure everything is working properly and address any issues immediately.

Typical Project Timeline

Phase I: Initial Meeting, Communication Strategy, SOW	2 weeks
Phase II: Discovery & Design	4 weeks
Phase 3 & 4: CMS Template Development & Module Set-up	2weeks
Phase 5: Custom Development	2 weeks
Phase 6: Quality Assurance Testing	1 week
Phase 7: Content Migration / Development	2 weeks
Phase 8: Training on Your Website (2 - 4 hour web based training)	½ day
Go-Live (Best Case Scenario)	14 weeks



**Superior Web Design and
Content Management**

Marketing & Ongoing Consultation:

Revize will continuously monitor the site after it goes live and submit your sites for different awards and recognition contest. We make every effort to make our client's sites highly visible.

Search Engine Registration and Marketing:

Revize will input all the targeted key words to make your web pages search engine friendly and in the process people can find more targeted information when they do a Google or Yahoo search on your site.

Technical Support & Hosting

Service Level Assurance

The Revize promise is that we aim at 100% uptime for your website in everything that we do. We constantly invest, where possible, into new equipment and innovations to ensure the smooth running of your website and historically have provided 99.9% uptime. However, in the event you find that your website is down for 2 hours or more, Revize will provide monthly prorated credit equal to 1 day of your annual service contract. (Example: Annual Service Contract divided by 12 months; monthly prorated amount divided by 30 days = daily credit). Each two hours increment will equal 1 daily credit.

Unlimited Technical Support

The Revize technical support staff supports calls for both content management and technical issues with business day support via phone and email. You can contact Revize support & customer service representatives for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Our friendly and knowledgeable support staff will assist you and solve any issue that may arise 24 hours a day, 7 days a week. Telephone support is available between 8AM-6PM EST and email support/customer online portal is available 24 hours.

Minimum Response Times:

- 1 hour for Critical Issues
- 4-6 hours for (Normal) critical issues
- 24 hours for normal issues

Revize Support Covers:

- 8 AM – 6PM EST (Monday thru Friday)
- Staff to provide assistance and answer all questions
- Dedicated Support Staffs
- New User Trainings
- Existing User Training / Training Refreshers
- Video Tutorials and Online Training Manual
- Automatic Integration of Enhancements
- E-Newsletter Module Support
- Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc...



**Superior Web Design and
Content Management**

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and 6 to 8 product updates every year. Revize CMS is continuously enhanced to stay ahead of cutting edge technologies and industry trends. As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge. When a software update or new version is rolled out, Revize will automatically update all the servers used by our subscription service clients.

Revize Maintenance Covers:

- 4 major CMS Upgrades per year
- Software & Modules Upgrades (Automatic Install)
- Server Hardware & OS Upgrades
- Immediate Bug Fixes / Patches
- Round the Clock Server Monitoring
- Data Center Network Upgrades
- Security and Antivirus Software Upgrades
- Firewall and Router Upgrades
- Bandwidth and Network Infrastructure Upgrades
- Remote Backup of all Website Assets
- Tape backup of all Website Assets
- Quarterly Newsletters on the major feature updates
- Regular Webinars on CMS Features and Usage
- Free Website Design Upgrade in Every 5th Year

Hosting Service

Revize has two state of the art physical data centers located in San Diego and Houston with round the clock (24/7/365) monitoring of all server activities; and remote data backups are scheduled nightly with Carbonite data backup service. Additionally, the Revize utilizes multiple Tier 1 bandwidth providers such as, Level 3, Wiltel, and Cogent for redundancy and continuous connectivity; providing our clients with up to 100Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 8GB RAM) servers in order to provide enhanced performance, security and data restoration for your website. The Revize technology architecture physically separates the CMS from the Website in order to provide another layer of redundancy. With this model, we keep an exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site in less than two hours as opposed to several hours or days.

Revize provides our clients up to 15GB of data storage server space for each website, and additional server space is available when needed for a nominal annual fee. Revize will host both your Extranet and Intranet; Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to; OS patches, intrusion prevention, antivirus; software upgrades

Security

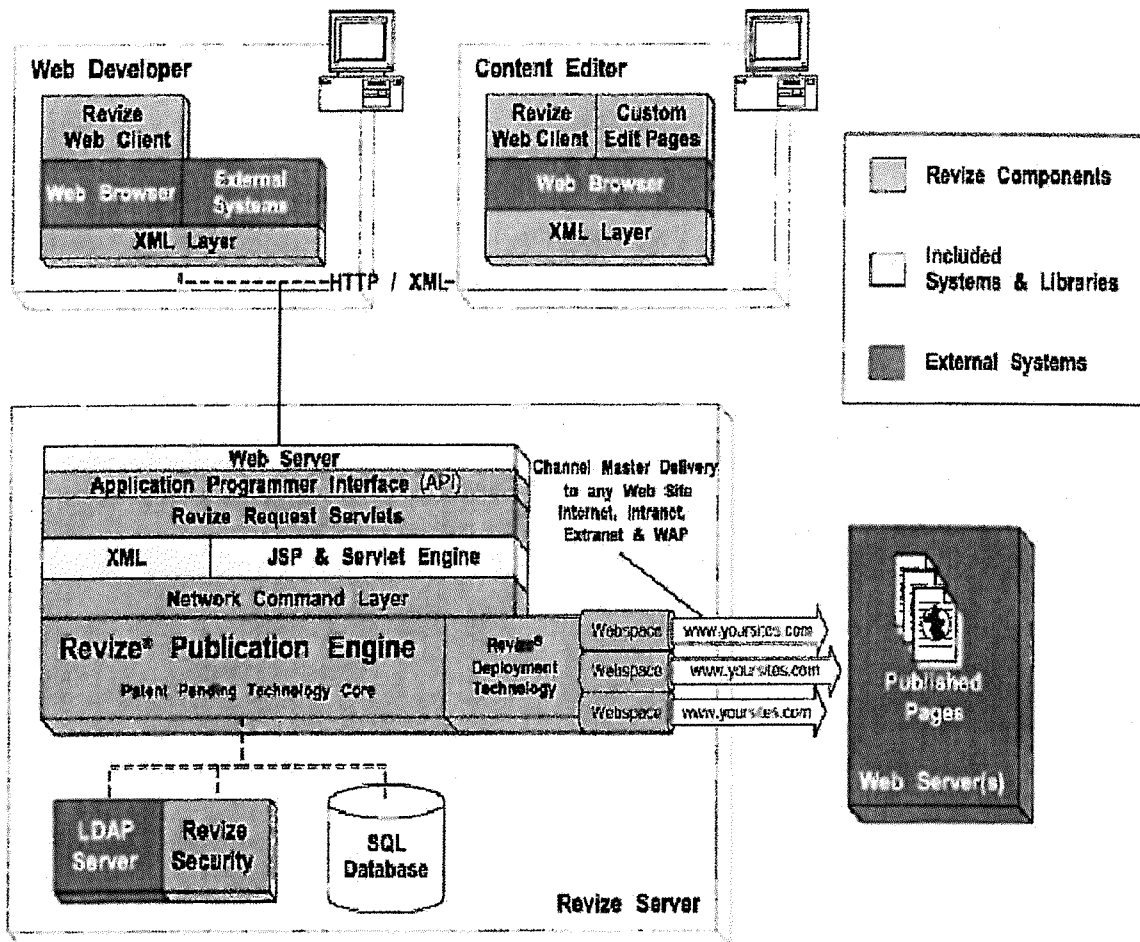
Revize takes your website security very seriously. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators are monitoring network activity 24 hours a day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls and Protocols

- Anti-malware software: such as antivirus software, anti-spyware software, and rootkit detectors
- Intrusion detection and prevention software (such as: file integrity checking software)
- Host-based firewalls to protect CMS server from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the Web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL (HTTPS)): Provides encryption and decryption for user page requests for more secure online transactions
- SSL (Secure Socket Layer): provides encrypted end-to-end data path between a client and a server regardless of platform or OS

Server Architecture Diagram



Project Team

Joseph J. Nagrant: Business Development Director:

Joseph is an accomplished professional internet consultant with over 19 years of excellent business development and account management leadership. He has worked with over 395 townships, cities, counties, educational institutions, and non-profits. He's an expert in translating technical solutions into compelling online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group, and participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective long lasting client relationships. Education & Expertise Includes: BS in Electrical Engineering, Lawrence Tech Univ, MS in Business, Central Michigan Univ, 25+ years of project, sales and marketing experience with government, education, corporate, and non-profits.

Ray Akshaya: Technical Director:

When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system. Ray has worked on numerous organization web sites over the last 15 years and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran to Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted in over 500 web sites. Education & Expertise Includes: Master of Science in Engineering, from Louisiana State University, Baton Rouge; Deploy Web Content Management and Web Hosting Solutions; Windows, Linux, Solaris, Java/JSP, Java Script, PHP, Oracle/MSSQL and SSL

Samir Alley: Creative Arts Director/Lead Designer

Samir has over 10 years of experience in managing web site design projects. He has deployed over 250 municipal websites and has a solid background in web design and latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web projects. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry. Education and Expertise Includes: BS Computer Science, Web Project Management Graphic Design; Adobe CS5: Photoshop, Illustrator, Dreamweaver, Flash, Cold Fusion, Fireworks; Strong HTML/CSS skills.

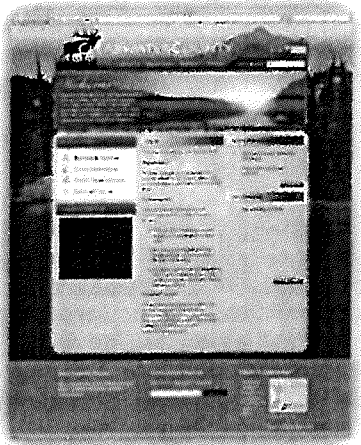
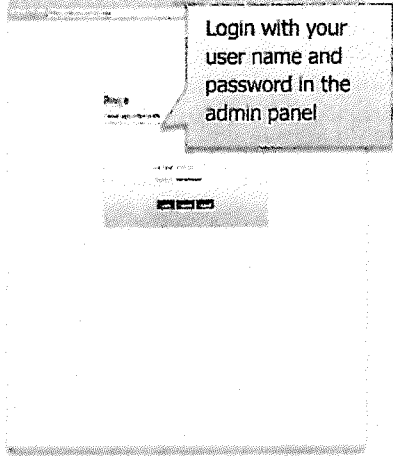
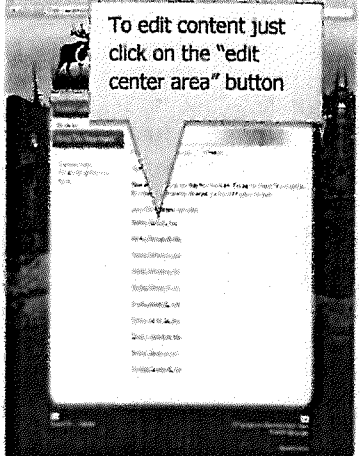
James Myers: Graphic Designer, Illustrator, and Website Developer:

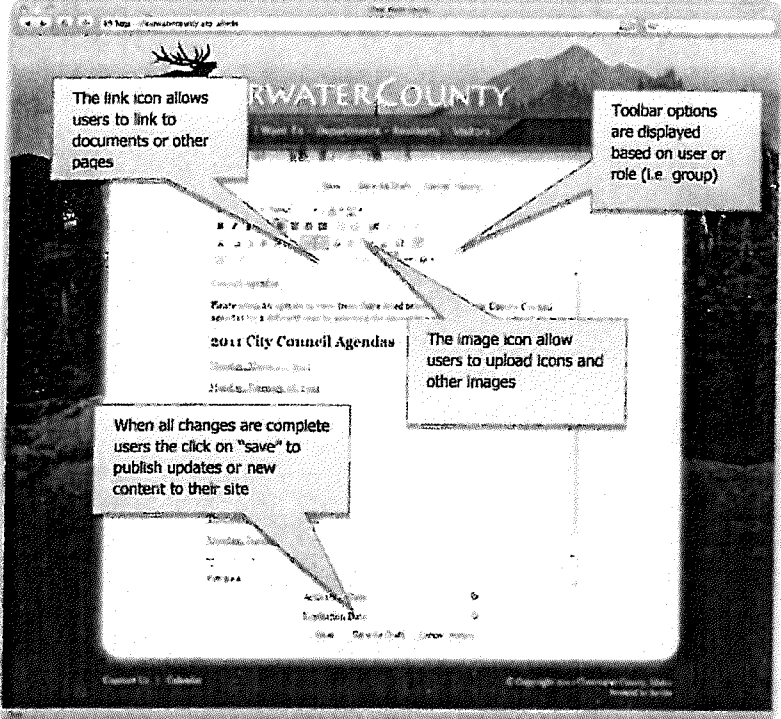
James is one of our young creative geniuses on staff at Revize and comes with 11 years of experience in Graphic Design including – Print, Illustration and Branding. James has designed numerous logos and marketing materials for Musicians/Artists, Record Labels, Small Businesses as well as Corporate. James is a perfectionist when it comes to his design and will stop at nothing less than complete customer satisfaction. Education & Expertise Includes: Associates Degree in Graphic Design, Schoolcraft College, Livonia MI; Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5

Denise Brazier: Project Manager / Trainer:

Denise is an educator by nature. Her twenty years of experience in the public school system has made Denise a master of engaging participants during training. She effortlessly builds relationship with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit, Government and Public Sectors. She has been appointed to the state's quality committee evaluating organization's policies and procedures for recognition. Education & Expertise Includes: Certification in Secondary Education; BS in Business and Marketing Education from Marygrove College; MS in The Art of Education from Marygrove College.

Revize e-Gov CMS User Interface

<p>Revize CMS User Interface Home Page</p>	<p>Users simply browse to a page that they want to edit and then go to a Login Screen as shown below.</p>	<p>Edit buttons appear on the page after the login. Only the buttons allowed, based on users role, are displayed.</p>
		
<p>The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.</p>		<p>Last Step....</p>



The link icon allows users to link to documents or other pages

Toolbar options are displayed based on user or role (i.e. group)

The image icon allow users to upload icons and other images

When all changes are complete users the click on "save" to publish updates or new content to their site

After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.



**Superior Web Design and
Content Management**

Government Account References

Client: City of High Point, NC

Nina McNeilly, Web Manager

Office: 336-883-3113,

Email: nina.mcneilly@highpointnc.gov

Website: www.high-point.net

Client: City of Wylie, TX

Craig Kelly, Public Relations Officer

Phone: (860) 561-7521

Email: craig.kelly@wylietexas.gov

Website: www.wylietexas.gov

Client: Charter Township of Oakland, MI

Terry Gonser, Supervisor

Office: 248-218-6958

Email: tgonser@oaklandtownship.org

Website: www.oaklandtownship.org

Client: City of Greer, SC

Contact: Steve Owens, Communications Manager

Office: (864) 416-0121

Email: sowens@cityofgreer.org

Website: www.cityofgreer.org

Client: City of College Park, MD

Sarah Price, IT Manager

Office: 240-487-3529

Email: sprice@collegeparkmd.gov

Website: www.collegeparkmd.gov

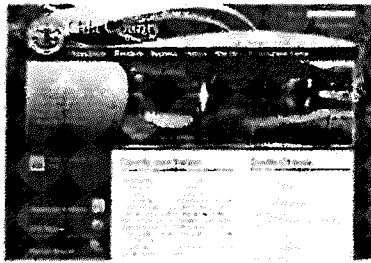
Government Project Experience:



Birmingham, MI – www.bhamgov.org

Responsive Web Design Details: Website Redesign to properly reflect the city's cosmopolitan character and increase prospective resident, family, and tourism interest. Also features a Social Media fly-Out menu.

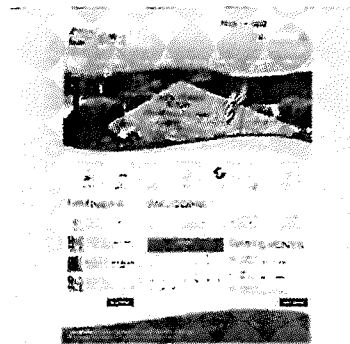
Feature Spotlight: Events Calendar, Document Center, Citizen Request Center, I Want To, Changeable Rotating Photo Gallery, FAQ, Chat Room, eNotify, Print This Page, Email This Page, Share this Content, etc.



Gila County, AZ – www.gilacountyaz.gov

Design Details: County website that shows the beautiful characteristics of the area and attracts new web visitors for economic development and tourism

Feature Spotlight: Rotating Photo Gallery, Business/Visitors, Up Coming Events and Permits/Forms Section, Topic Slider, etc.



College Park, MD – www.collegeparkmd.gov

Responsive Web Design Details: Municipal website design to make you feel like you are in the heart of the city. Also features a quick navigation topic slider for residents to get access to everyday information in One Click!

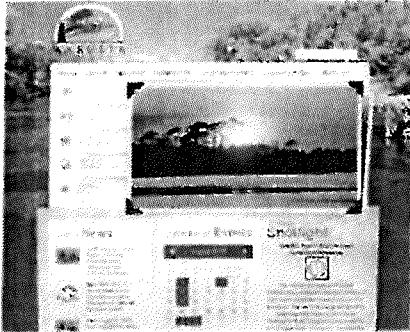
Feature Spotlight: Members Center, Event Calendar, Document Center, Quick links and On Line Bill Payment



High Point, NC – www.highpointnc.gov

Responsive Web Design Details: Municipal website with additional internet attraction for resident information, international business, and tourism

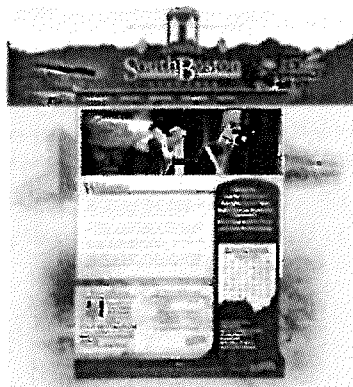
Feature Spotlight: Events Calendar, News Modules, Agendas & Minutes, Forms and Doc Center, E-Notify



Wakulla County, FL – www.mywakulla.com

Responsive Web Design Details: County Community look and feel with a special attraction to resident information and tourism

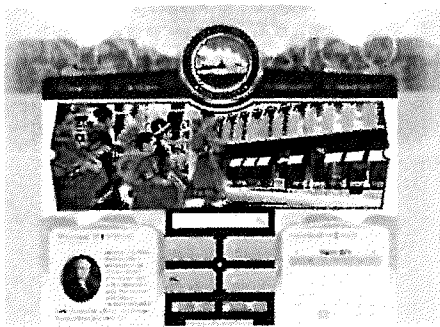
Feature Spotlight: Residents, Business, and Visitor Member Centers, Document Center, Events Calendar, Rotating Photo Gallery, How do I



South Boston, VA – www.southboston.com

Design Details: Historical government look with a reflection of their local ambience with an additional internet attraction for Economic Development and tourism

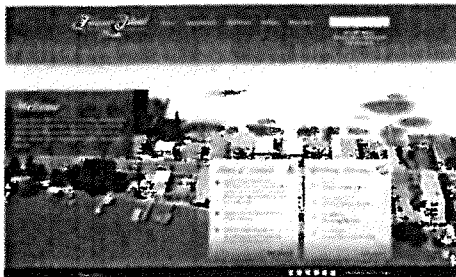
Feature Spotlight: Quick Links, Document Center, Events Calendar, Changeable Rotating Photo Gallery



Las Vegas, NM – Launching Soon!

Responsive Web Design Details: Professional City to high light the local Southwest atmosphere and the cities can do attitude.

Feature Spotlight: E-services, Member Center, How do I, Document Center, FAQ's, Calendar of Events, Quick Links menu, and Rotating Photo Gallery



Treasure Island, FL – www.mytreasureisland.com

Design Details: Municipal website that shows the beautiful characteristics of the city for fun as well as a communication portal for the residents

Feature Spotlight: Rotating Photo Gallery, Citizen Request Center, Business/Visitors, Up Coming Events and Permits/Forms Section



Superior Web Design and
Content Management

Quote For: Town of Kent, New York

Description of Services	Price
Phase 1. Project Planning and Analysis, SOW	\$500.00
Phase 2. Discovery & Design from scratch – One concept, three rounds of changes, Home Page Template and Inner Page Design and Layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,000.00
Phase 3 & 4: Revize Template Development; Set-up all CMS Modules listed on the following page with linking to any additional 3 rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship! And you own the technology, design and content!	\$2,800.00
Phase 5. QA Testing	\$800.00
Phase 6: Site Map Development and Content Migration "as is" from old website into new website– up to 25 webpages and 124 Documents (approximate number on your website today)	\$500.00
Phase 7. Content Editing and Site Administration Training (one 4hr session up to 10 attendees) – the CMS is so easy to use it may not even take 4 hours to train everyone!	\$600.00
Phase 8. Go Live	\$300.00
Annual Tech Support, Website Hosting (up to 10GB storage), Website Health Checks, and Maintenance Agreement (unlimited users):	\$1,900.00
Grand Total (1 st year)	\$8,400.00
Second year and onwards investment	\$1,900.00/year

Payment Options:

Revize provides a free website design after 4 years of service, if the client chooses to sign a locked-in rate contract for 5 years. Lifetime warranty. Revize will get the required insurance once awarded the order.

Additional Services (Optional – not required):

On-Site Training Program: \$2,900

One day on-site training, classroom style content editor and administrator training, all travel expenses

Content Migration:

If needed, additional Content Migration "as is" available at \$3 per web page or document

On-Site Consulting: \$4,200

On-site consulting and thought gathering sessions, requirements gathering, survey creation, all travel expenses

Content Copywriting: \$98 per hour

Design Services: \$75 per hour

Content Editing: \$50 per hour, 30 min minimum

Enhanced Content Editing Feature (Module)
Document Management Center
Form Builder
Menu Manager:
History
Content Scheduling
Image Manager
Link Checker:
Word Like Editor (WYSIWYG)

Navigation Feature (Module)
Dynamic Breadcrumbs
Menu Manager:
Quick Link Buttons

Site Administration and Security Feature (Module)
Audit Trail
Site map generator
Unique Login/Password for each Content Editor
Workflow Approval Process
History
Permissions
Roles and Permission-based Security Mode
Screen Size Compatibility
Secure Connection
Secure Site Gateway
Google Web Statistics and Analytics

New Design Option
Responsive Website Design – Latest Government Design Trend for 2014 to accommodate better viewing of text and graphics for any size screen, ie, SMART phones, PC Tablets, iPads , includes iPhone App

Interactive User Experience Feature (Module)
Document Management Center
Events Calendar
FAQs
I Want To ...
Font Size Adjustment
Form Builder
Photo Slideshows
Site Search
Where Do I
Bookmark Widget
Email This Page
Emergency / Community Alert Notification
News Center
Facebook/Twitter Widget Set-up
Online Credit Card Payment Processing
Photo Gallery Deluxe
Print This Page:
Citizen Request Center with CAPTCHA
Share This Widget
Sliding Feature Bar
Staff Directory



**Superior Web Design and
Content Management**

Revize Support Includes:

- | | |
|---|--|
| <ul style="list-style-type: none">• 8 AM – 6PM EST (Monday thru Friday)• Staff to provide assistance and answer all questions• Dedicated Support Staffs• New User Trainings• Existing User Training / Training Refreshers | <ul style="list-style-type: none">• Video Tutorials and Online Training Manual• Automatic Integration of Enhancements• E-Newsletter Module Support• Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc... |
|---|--|

Revize Maintenance Includes:

- | | |
|---|---|
| <ul style="list-style-type: none">• 4 major CMS Upgrades per year• Software & Modules Upgrades (Automatic Install)• Server Hardware & OS Upgrades• Immediate Bug Fixes / Patches• Round the Clock Server Monitoring• Data Center Network Upgrades• Security and Antivirus Software Upgrades | <ul style="list-style-type: none">• Firewall and Router Upgrades• Bandwidth and Network Infrastructure Upgrades• Remote Backup of all Website Assets• Tape backup of all Website Assets• Quarterly Newsletters on the major feature updates• Regular Webinars on CMS Features and Usage• Free Website Design Upgrade in Every 5th Year |
|---|---|

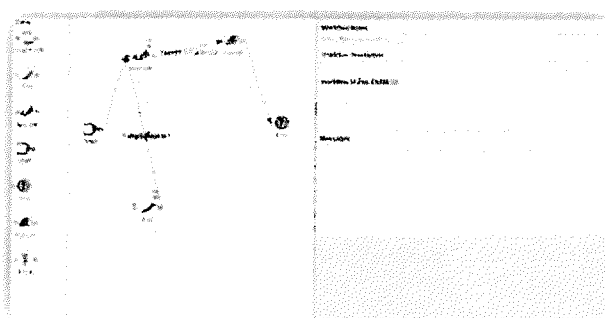
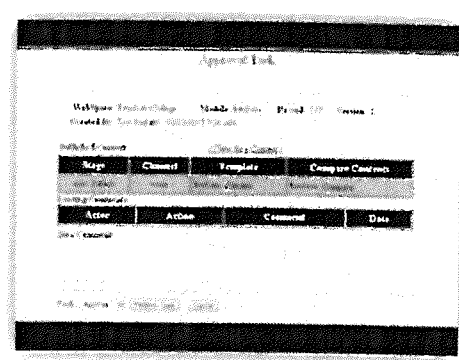
Revize Features & Modules Descriptions:

Revize Provides Dynamic Features (Modules) in following important areas:

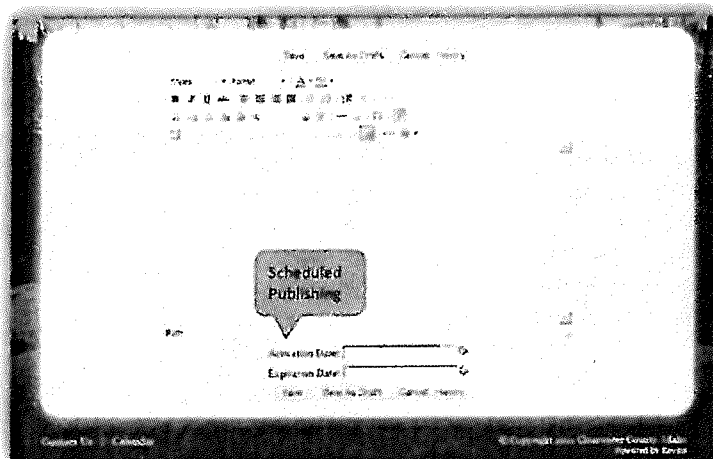
- Enhanced Content Editing
- Interactive User Experience
- Security
- Responsive Website Design (RWD)
- Navigation Management
- Site Administration
- Accessibility
- 3rd Party Application Integration

Enhanced Content Editing

The Revize CMS comes well-equipped with features to help Non-Technical Content Owners/Editors to update your website faster and easier with the use of easy-to-use Edit Forms, a MSWORD like WYSIWIG editor and Wizards that help add pages and control the navigation of web pages.

Feature	Functionality	Benefits / Uses
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side by side) for easy review and comparison.
		
Content Scheduling	When is planned obsolescence a good thing? When it ensures that your website is always 100% current and eliminates the potential embarrassment of having outdated information on your site, which can undermine your credibility. That's the inspiration behind Revize's automated activation/expiration module. A web page or block of content created today can be marked with any future date for publishing to the site. And this same content can be scheduled for removal, such as on the last day of an event... all automatically, so there's no chance of error. The Revize system handles these actions automatically at midnight Pacific Standard Time on the	This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

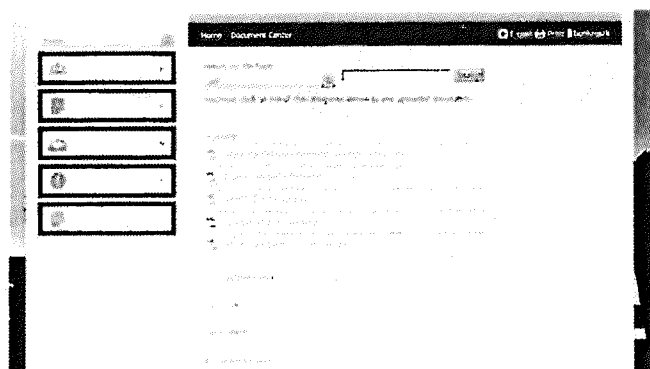
scheduled dates.



Document Management Center

This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links.

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks – and you won't incur any printing or postage costs. Because it frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.



Feature	Functionality	Benefits / Uses
Form Builder	<p>Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online-forms within any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.</p>	<p>Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.</p>

The screenshot shows the 'Form Builder' interface. On the left is a sidebar with a tree view containing 'Form Properties' (selected), 'Form Fields', 'Form Tools', and 'Help'. The main window is titled 'Creating New List Box'. It contains the following fields and controls:

- Unique Form Field Name:** A text input field.
- Height of List Box:** A numeric input field with the value '1' and a small tooltip that says '(Number of Items in List Box)'.
- Do You Want to Allow Multiple Selections?:** A radio button interface with 'Yes, If Selected' selected.
- Is this Field Required to Be Filled In?:** A radio button interface with 'Yes, If Selected' selected.
- Add/Edit Selectable Choices Below:** A section with a 'Choice Name:' label and a text input field. Below the input field are 'Add Value' and 'Delete Value' buttons.
- Current Selectable Choices in List:** A list box area.
- At the bottom are 'OK' and 'Cancel' buttons.

[illegible]

Navigation Management

Feature	Functionality	Benefits / Uses
Menu Manager	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
Dynamic Breadcrumbs	This feature shows the navigation trail of the current page relative to the home page. The Breadcrumb is automatically created each time a new web page is created and automatically placed in the page without the content editor having to do anything.	This features benefits the users who are navigating through your website and gives them another option to go-back to the previous page.
Quick Link Buttons	Large Button Display of Links to most frequently accessed pages in the web site	Helps focus the users attention to areas of information most commonly visited interactive functions like On-line Bill Pay

Accessibility

Revize has adopted the same standards as the Federal Government, 508 compliance. We have integrated many accessibility standards into our software, making it easy for users of Revize CMS to make their sites available to everyone.

Feature	Functionality	Benefits / Uses
Translator	Revize integrates the Google Translator into your website templates and translates from English to over 30 other international languages.	Provides users a large visual display at the top of the web page to choose any language to convert the text into.
Font Size Adjustment	Provides the ability for users to change font size by clicking button to reach their desired size	Helps those with vision related problems to read information on your website
Alt-Tags	Use of alt tags for images, a required part of the Revize CMS image manager feature.	Allows vision impaired individuals to understand the content of the image.
Plug-Ins	No required use of applets, plug-ins, or active scripting to allowing viewing of the site.	Reduces pop-ups and downloads that could be confusing to impaired individuals.

Interactive User Experience

The Revize CMS comes Well-Equipped with interactive features to help your website users find information more quickly and enhance the usability of your website with visual appeal and intuitive functionality.

Feature	Functionality	Benefits / Uses
Events Calendar	The Revize CMS is distinguished for many reasons including its ability to allow users to effortlessly create multiple web calendars for as many separate departments as they like. Single or recurring events can be placed on multiple calendars; recurring events can be placed on any selected day (such as every other Tuesday) or date of the month (such as 5 th and 15 th of each month). The system allows for the inclusion of web links, images, files and the insertion of videos, and a rich text content event description. Notable events can be highlighted in eye-catching colors for enhanced visibility; and online signup forms can be included with any listing. .	The Master/Sub Calendar provides an easy to use tool to enhance usability and encourage the communications of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. . The ability to insert recurring events saves our client time by creating the event once then repeating automatically; great for Board and City Council meetings.

Calendar Name: Master
Update Event Form (Required Fields)

* Event Name:

* Event Begin Date:

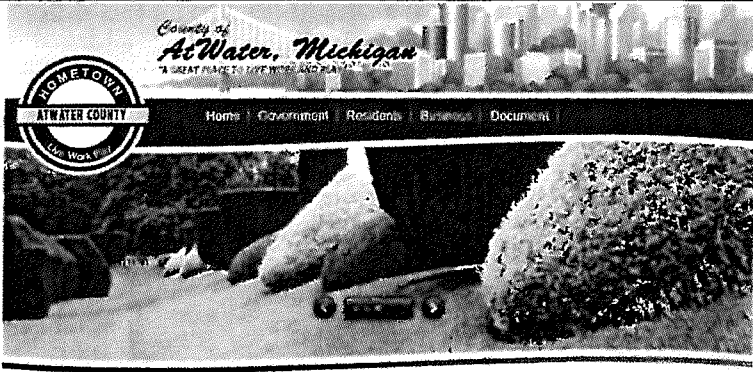
Start Time: Hour: Minutes:

Duration of Event: ☐ Minutes ☐ Hours ☐ Days

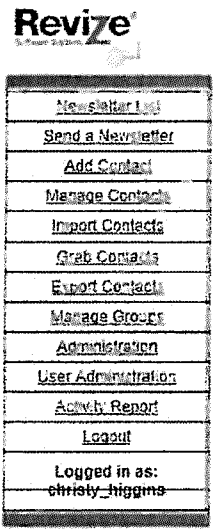
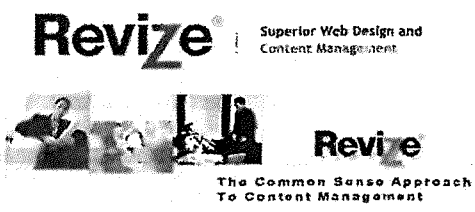
Recurring Event: ☐ None ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly

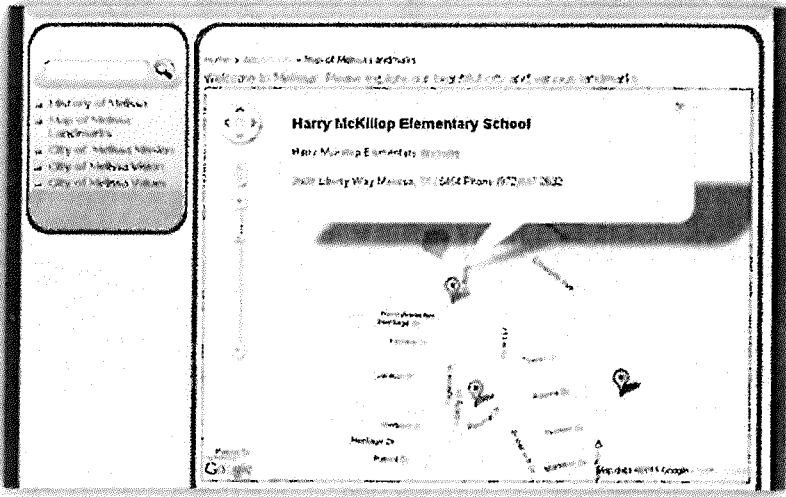
Event Ending Date:

<

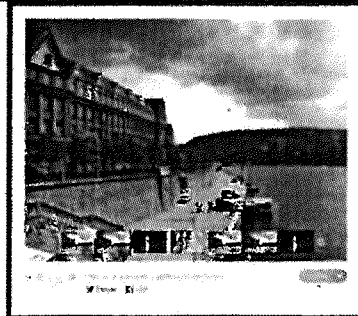
Feature	Functionality	Benefits / Uses
Photo Slideshows	Displays photos and descriptions in any web page in a scrolling slideshow format, typically on the home page. Photos are uploaded to a photo repository and can also include a description that will display as an overlay on the photo.	Provides visually appealing photo slide show that loads quickly for your users regardless of connection speed, and pictures are accessible by all devices and operating systems.
		
Form Builder	Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.	Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.
<p style="text-align: center;">Contact Us</p> <p style="text-align: center;">11246 N. Main Street Whitewater, WI 53190 Phone - 734.550.9575 Fax - 734.550.9599 E-Mail - info@atwatercounty.com</p> <p style="text-align: center;">If you have a question, would like to receive additional information from us, or wish to schedule a visit, please fill in the information below and click the "submit" button. Please note: do what you're interested in and someone from our school will be in contact with you soon!</p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City, State, Zip: <input type="text"/></p> <p>Phone: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>I'm interested in: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>		

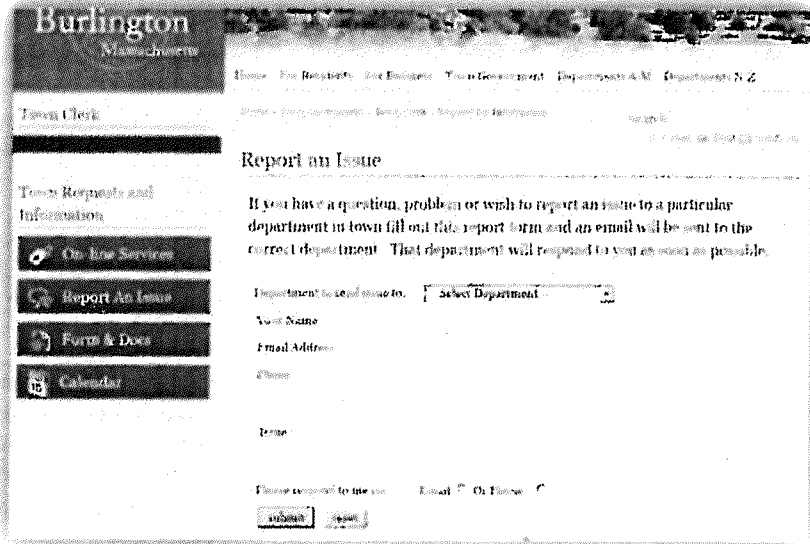
Feature	Functionality	Benefits / Uses
Site Search	Full searchability has become the standard for websites today. The Revize platform provides a custom search engine so that your site visitors can easily and quickly locate documents, images or content. The system integrates Google site search capabilities, as well.	Provides users with a high powered search engine to help them find exactly what they are looking for. Searches all indexes and directories.
Where Do I	Quick Links module that allows site visitors to navigate to their areas of interest, much like FAQ	Examples for users: Where do I...Get Registered for Summer Camp Where do I...Get a Marriage License
Document Management Center	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. It frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.
Bookmark Widget	User clicks on Bookmark Widget and saves page to their Favorites	Convenience for users
Email Notify	Keep me posted... it's easier than ever with our Email Notify module. Your site visitors can subscribe to any page of their interest to receive notifications any time there is a content update to that page. The email notification option can be turned off/on for any section of the site. When a page is updated, the content editor will have the option whether to send email notifications or not depending on the type of content change, such as a spelling or grammar correction, an email notification is not necessary and content editors can select the "no email notify" checkbox	Many of our municipal clients include an email notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates any time there is a new posting.
Frequently Asked Questions	You can set up your FAQs with Revize's FAQ module, which allows you to post Frequently Asked Questions on your site. When visitors click a question, the appropriate answer will be displayed at the top of the page. The FAQ module is very important to your site visitors and can be added quickly to any page as a simple hyperlink. It may also be configured as a dynamic page element. Your FAQs can even be set up to reflect department-specific categories.	FAQ's make it easy for site visitors to find answers to common questions will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!
Email This Page	Provides your web visitors with a convenience feature to Share a web page URL with a friend and include a specific message.	Both a convenience feature for the user to share information, plus it helps increase the number of people reading and visiting your website.

Feature	Functionality	Benefits / Uses
E-mail Newsletter	No news is definitely NOT good news. At least not when it comes to nurturing your relationship with your site visitors. Our commitment to one-stop services is evident in our Email Newsletter module. The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists (no limit), upload images (no limit), add groups, assign contact lists to groups, as well as export lists.	To further expand on the Newsletter's features & benefits, it provides websites users with the ability to sign-up for e-newsletters through an on-line form and choose a specific group that they may belong to so they only get the information they really need. Users also have the ability to unsubscribe automatically from any newsletter email.
  <p>Honored with Telen Award from PRSA Puget Sound Chapter for the City of Covington, WA. Website</p> <p>PR Puget Sound</p> <p>Communicator Awards</p> <p>Public First</p>		
Facebook / Twitter Integration with News Center	Place Facebook and Twitter Widgets on any page of your website; plus integrate your Daily News Updates for One-Push, Simultaneous updates.	Keeps all your media channels and followers up-to-date with less work on the part of the content editor.
Facebook / Twitter Widget Setup	Expand your audience with Social Media by placing Facebook and Twitter Widgets on any page of your website.	Provides users with one-click access to subscribe or like your social media applications and follow you.
GIS Integration:	Integrates GIS apps in the website	Integrates existing GIS apps in the website
Emergency / Community Alert Notification	You can't fool Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site. This module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.	Emergency Alert keeps visitors up-to-the-minute on emergencies like floods, hurricanes, tornadoes and earthquakes, plus other critical situations like amber/silver alerts and street closures.

Feature	Functionality	Benefits / Uses
Google Mapping Application	A Point of Interest display powered by Google, and fully customizable with information added, removed and updated by non-technical staff. Pinned points of interest can be customized as simple, clickable maps, or our staff or yours can create a more sophisticated JavaScript mapping application.	Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.
		
Intranet (Secure Area)	Provides a Dynamic CMS enable area with secure login to build out an entire Intranet for employee specific information only.	Benefits the employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.
I-Phone Calendar App	Mobile App for I-Phone that allows interactivity with the Revize Calendar	Calendar is downloaded on the users i-Phone for easy viewing.
I-phone Mobile App:	Citizen Request Tracker application on iPhone device	Gives citizens the ability to submit service requests from their i-Phone.
Job Posting:	Dramatically increasing the number of qualified candidates applying for your job openings has never been easier! Revize's job postings module allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as many details as you like and link to or upload any number of files that describe the job position in full detail. Best of all, with the form fill interface new openings can be posted in minutes by non-technical staff.	Options in this module allow site visitors to download a job application and email their resume to the person/department of your choice, or prospective employees can fill out the application form online. Site visitors can search for job by posting date or job type, and they can sign up to be notified of new jobs via email.

Feature	Functionality	Benefits / Uses
Multi-Use Directory (Members or Businesses)	Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.	The applicant can quickly browse through categories or input search words to locate a specific member/business all within the Client website. Input information directly into a form and submit immediately.
News Center (For News and Events)	Put all the news that's fit to print right on your website! Content editors can use this feature to create online news, event notifications and press releases with a link to a news detail page. Revize's system allows each section of your site to have its own News Center, or the entire site can feature global news items. The archive page keeps a running list as news is posted. Plus, This feature can be integrated with Social Media like Facebook, Twitter, or RSS Feeds for simultaneous One-Push updates.	Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of the news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.
Online Credit Card Payment Processing	3 Options: <ul style="list-style-type: none"> • <u>Pay Direct Merchant Service</u> - Merchant Service Agreement - Ongoing Cost to Municipality approx. 3% of payments made - No Setup charge - Online Pay Page and at counter acceptance • <u>Hosted Pay Page</u> - 'Host' Agreement with processor - Online Pay Page - Citizen Convenience Fee collected by Host - \$500 Setup Fee - \$240/year • <u>Expanded Hosted Pay Page</u> - All Hosted Pay Page items above - Integrates with accounting software - Online and Counter Payments Accepted. 	Allows client to set-up secure on-line payment processing for Credit Card transactions. Can be used for Utility and Tax Payments; Purchasing items on-line; or Making Donations to Non-Profit Organizations
Photo Gallery Basic	The Revize photo gallery module gives your staff the ability to easily add, remove and organize pictures/images into a thumbnail photo gallery and include descriptions under each photo; the photo gallery is typically placed on an inside page.	A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing pictures of events in and around the community.
Photo Gallery Deluxe	The Deluxe Module has it all and makes it incredibly easy to add, remove and organize pictures/images in your website's photo gallery. The Photo gallery has a slider to scroll photos and also music button that with On/Off features. The music, original photos and thumbnails may be edited by the authorized users through our CMS system.	Provides an organized and visually appealing way to browse through an on-line thumbnail photo gallery and listen to music. Clicking on a thumbnail will open the large size photo for better viewing.



Feature	Functionality	Benefits / Uses
Print This Page:	Feature which optimizes the page to print on standard size paper in a readable format.	Allows a user to print the page on a standard 8 1/2 x 11 size sheet of paper
Request Tracker	Ask and you shall receive. This module allows customers, residents, participants, students, or any site visitor to post requests online. Tracking those requests, along with your organization's response thereto, couldn't be easier using the Revize platform. Users can sign themselves up, create a Login Id and Password, then post a request and track the progress through completion. The request tracker can be used for any type of interactive communication where the client wants multiple individuals to be able to post, track, and resolve any type of request.	For example this feature is often used for Citizens of a community to report problems, such as potholes, burned out light fixtures, etc. The citizens benefit by having the ability to see the progress taking place to resolve the problem. The city benefits by having a convenient online notification system to for issues they may not know exist.
 <p>The screenshot shows the Burlington, Massachusetts Town Clerk website. The header includes the town name and navigation links like Home, For Residents, and Town Government. A sidebar on the left lists 'Town Requests and Information' with links for 'On-line Services', 'Report An Issue', 'Forms & Docs', and 'Calendar'. The main content area is titled 'Report an Issue' and contains a form with fields for 'Important to respond to', 'Select Department', 'Your Name', 'Email Address', and 'Phone'. There are also checkboxes for 'I want to respond to the issue' and 'Email' and buttons for 'submit' and 'cancel'.</p>		
RSS Feed	Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.	Visitors have the option of subscribing to your feed, which means that they automatically receive notifications of new postings to your site, such as press releases and pertinent news updates. RSS begins when visitors download a free reader, like those available on Google, MSN, and Yahoo, and then subscribe to your feed.
Scrolling News & Events:	The more things change... the more interesting your site will be and the more likely you are to entice visitors to return again and again. This module not only empowers content editors to create featured news and events with links to view all the news articles, it also allows for featured news articles to automatically rotate.	Provides the user with a visually stimulating and appealing feature and provides the most notable news and event features. Buttons enable visitors to navigate from one story to another.

Feature	Functionality	Benefits / Uses
Share This Widget	Provides a one click drop down to multi-social media and utility buttons	Common widget used on the web, intuitive and easy to use
Sliding Feature Bar	This feature is a mainly for visual appeal of a website and helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to.	For example: If your website is business, this slider bar may feature your main product categories with pictures. If the website is for a municipality or county you may want to feature Parks & Rec, Landmarks and Tourist Attractions.
<p>EXPLORE <i>the</i> CITY</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="display: flex; gap: 10px;"> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Education Residential Commercial Recreations </div>		
Staff Directory	Revize's Staff Directory module allows you to build a searchable, consistent looking staff directory in a table format and personalize your services with optional links to your staff members' 'details' pages. These individual pages can include any information you like, such as title, bio, photo, and contact links, and your directory can be set up so that site visitors can contact employees by phone, form or email (e-mail addresses are blocked from harvesting programs). The Staff Directory can also be linked to pages throughout your site, providing quick access to specific departments or employees.	The need for detailed contact information is among the most frequently cited reasons for website visits. Website users can search the directory for a specific employee by last name, first name or department and can also be found using Site Search if they are in the directory. A detailed staff directory saves you money by drastically reducing the number of calls that have to be routed through your main switchboard.
Streaming Video App	Provides Live Video and Archived Video Streaming up to 250 videos per month, each video size limited to 500 MB. Bandwidth usage limited to 100G/month. You can do both live streaming and archived video.	Streaming video is a must have for many users. Website users are becoming accustomed to video forms of getting their news whether it is on-line or on television. Residents are requesting to see the digital version of board and council meetings so they see and hear the conversations and decisions without having to read through a long formal documented account of the meeting.

New Design Trend - Responsive Web Design

Feature	Functionality	Benefits / Uses
Responsive Website Design	From mobile browsers to netbooks and tablets, users are visiting your sites from an increasing array of devices and browsers. Now with Responsive Website Design (RWD) your website can anticipate and respond to your users' needs, and deliver a quality experience to your users no matter how large or small their display.	RWD provides an optimal viewing experience—easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from desktop monitors to mobile phones). RWD provides flexible and fluid layouts that adapt websites to almost any screen.

Site Administration & Security

Feature	Functionality	Benefits / Uses
Permissions	Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update;	Reduces the number of unauthorized content changes
Manage Workflows by Department	Establish a multi-layer approval process system for each department where authorized personnel are designated to review and approve any content changes. Or use one global workflow where all the content changes will be routed through a central approver.	Provides site administration and security
Audit Trail	An administrative tracking tool that provides reports on the content change activities of any webpage within the system.	Administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side by side) for easy review and comparison.
Unique Login/ Password for each Content Editor	The Revize CMS is browser based and only designated content editors will have log-in and passwords to access the editable areas of the website	Security feature
Fast Download Time	Revize is a cross-platform, dynamic application that reconstructs Web Pages and republishes them only when content is changed, not on every page view.	By publishing pages to your Web Site when content is changed, rather than constructing pages every time they are viewed maximizes response time for visitors who browse your Web Sites. This strategy completely supports all Search Engines – even those that use "automated spider" technology to index your Web Site
History	Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.	This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips. The legal department can also benefit from this feature, should there ever be any dispute related to the website information.
Plug-Ins	Not used due to potential security threats	reduces the number harmful viruses that can infect users computers
Roles and Permission-based Security Mode	Our CMS uses role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow approvers etc. or you can add roles for each department and assign the department specific roles to the users	Provides functionality to properly administer your website and add levels of security.

Feature	Functionality	Benefits / Uses
Screen Size Compatibility	Optimized for all standard screen sizes	website will be displayed the same way regardless of size of screen
Secure Connection	HTTPS encrypts and decrypts user page requests as well as the pages that are returned by the Web server. The use of HTTPS protects against eavesdropping and man-in-the-middle attacks.	HTTPS is supported for your site to make online transactions more secure.
Intranet (Secure Area)	Provides a Dynamic CMS enable area with secure login to build out an entire Intranet for employee specific information only.	Benefits the employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.
Secure Site Gateway	Provides a secure login area for either users of an intranet or users to access information not available to the general public.	Once users are set-up with a secure login id, they can manage their own password changes as necessary
Web Statistics and Analytics	Revize will integrate the Google Analytics Dashboard software into your website to monitor site usage, such as number of unique visits, number of page views, average number of pages per visit, bounce rate, average time spent on the website, and most importantly the percentage of New "unique" visits. It provides information in graphical display such as pie charts and world maps, and also show referring websites, links and much more.	This module is a helpful tool for understanding how well your website is doing. Each time to make changes or improvements you can measure the changes with these analytics. You could learn important information about your website users that could help you improve the navigation of your website.

"Revize did a great job building our website design. Not only did Revize capture the character of our Southern city, but it has helped connect our citizens to their government. The City of Mansfield is booming from the exploration of shale gas, so we needed an economic development tool, and now we are actually reaching perspective businesses internationally." – Curtis W. McCoy, Mayor, City of Mansfield, Louisiana

Kent Cleanup Day

COME CELEBRATE EARTH DAY ON

Saturday, APRIL 26th

(RAIN DATE, MAY 3)

9:00-2:30

NEIGHBORHOOD CLEANUP OR

Route 52, Route 311, Route 301

OR YOUR CHOICE

ORANGE BAGS, VESTS CAN BE PICKED UP AT THE POLICE
DEPARTMENT AT KENT TOWN CENTER AT 9:00 AM.

RT. 52, 301, 311, LAKE CARMEL, CLEANUP AREAS-LEAVE
ORANGE BAGS AND THE KENT HIGHWAY DEPARTMENT
WILL PICK THEM UP.

NEIGHBORHOOD CLEANUP ENCOURAGED

BAGS WILL BE DISPOSED OF IN HOME GARBAGE PICKUPS.

**Help Keep Our Town
Litter Free!**

SPONSERED BY KENT BEAUTIFICATION

LAKE CARMEL PARK DISTRICT

SERGEANT KEVIN OWENS - KENT POLICE

(845) 494-8819



PUTNAM COUNTY COMMUNITIES THAT CARE COALITION
PUTNAM COUNTY DEPARTMENT OF HEALTH
PUTNAM COUNTY SHERIFF'S DEPARTMENT



PRESENTS:

MEDICATION TAKE BACK DAY

SATURDAY APRIL 26, 2014 ~ 9AM TO 2PM AT
Putnam Hospital Center Wagner Cancer Pavilion
at 670 Stoneleigh Ave. Carmel, NY 10512

**DON'T FLUSH YOUR DRUGS!
NO SYRINGES, LANCETS, OR
SHARPS OF ANY KIND WILL BE ACCEPTED!**

**HELP PROTECT OUR YOUTH &
NEW YORK'S WATERS**

Individuals can dispose of:

- Prescription Medication
- Over the Counter Medication
- Pet Medication

Please Remember:

- Keep medications in original package if possible
- Remove personal patient information
- To call for questions on items you are unsure of dropping off.

For more information please contact
Mary Rice at the Putnam County
Department of Health
at (845) 808-1390 x 43164

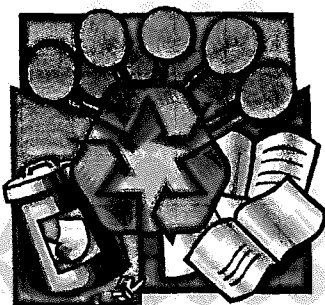
WWW.PUTNAMCOUNTYNY.COM/HEALTH
WWW.PUTNAMNCADD.ORG/HTML/CTC.HTML



SATURDAY-MAY 3rd, 2014

PUTNAM COUNTY HOUSEHOLD HAZARDOUS

Waste Collection Day



Our Household Hazardous Waste program is partially financed with a grant from the NYS Department of Environmental Conservation.

Location:

Fahnestock Park
Canopus Beach Parking Lot
Route 301
Kent, NY

Items Accepted: Drain/Oven cleaners, Rug & Upholstery cleaners, Polishes & waxes, Spot removers, Oil-based paints, Solvents, Thinners, Wood preservatives, Strippers, Mothballs, Rodent poisons, Insecticides, Herbicides, Flea powder, Antifreeze, Gasoline, Kerosene, Photo chemicals, Chemistry kits, Nail polish remover, Hair dyes, Hair sprays, Propane tanks up to 20 pound size.

Items Not Accepted: Electronic waste (e-waste), Used oil, Latex paint, Lead-acid batteries, Plastic bags, Tires, Unlabeled/unidentified containers, Batteries.

FOR ADDITIONAL INFORMATION ABOUT WASTE DISPOSAL OPTIONS, RECYCLING, AND MORE, PLEASE VISIT:

<http://www.putnamcountyny.com/green-putnam/>
or call (845) 808-1390 ext. 43164

Event Time: 9:00am—12:00pm

Pre-Registration Required. Call (845) 808-1390 x 43150.

Putnam County Residents Only—No Commercial Establishments

3 #7

TOWN OF KENT
Town Board Meeting – April 15, 2014
County of Putnam, State of New York

RESOLUTION _____

AUTHORIZING PUTNAM COUNTY REAL PROPERTY TAX
SERVICE CONTRACT

INTRODUCED BY: _____

SECONDED BY: _____

DATE OF CONSIDERATION/ADOPTION: _____

WHEREAS, Putnam County has offered to the Town a Shared Services Agreement in which the County would print, collate and mail all of the Town Tax Bills; and

WHEREAS, the Town Board of the Town of Kent wishes to enter into the Shared Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Town Supervisor to execute the Putnam County Real Property Tax Service Contract; and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to execute any and all documents necessary to give effect to this Resolution.

Resolution # _____

Motioned by: _____

Seconded by: _____

Roll call vote:

Supervisor Fleming: _____

Deputy Supervisor Huestis: _____

Councilwoman Osborn: _____

Councilman Tierney: _____

Councilman Denbaum: _____

VOTE: RESOLUTION CARRIED BY A VOTE OF ____ TO ____

STATE OF NEW YORK)
) ss:
COUNTY OF PUTNAM)

I, LANA CAPPELLI, the Town Clerk of the Town of Kent, does hereby certify that the above is a true and exact copy of a Resolution introduced by the Town Board of the Town of Kent at a meeting of said Board on April 15, 2014.

DATED: April 15, 2014

LANA CAPPELLI, Town Clerk

m #10

TOWN OF KENT
Town Board Meeting – April 15, 2014
County of Putnam, State of New York

RESOLUTION _____

BUDGETARY AMENDMENT

INTRODUCED BY: _____

SECONDED BY: _____

DATE OF CONSIDERATION/ADOPTION: _____

WHEREAS, the Town Comptroller has recommended a Budgetary Amendment to transfer funds from Planning Personnel Services, Parks.Hospital/Medical and Parks.Winter Payroll to Capital Projects; and

WHEREAS, the Town Board of the Town of Kent wishes to enact a Budgetary Amendment recommended by the Town Comptroller; and

WHEREAS, the Budgetary Amendment will have no physical impact on the 2014 Town Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Comptroller to increase the appropriation A.9950.500 Transfers to Capital Projects \$31,690.00; and

BE IT FURTHER RESOLVED, that the Comptroller decrease the appropriation A.8020.100 Planning Personnel Services \$10,100.00, A.7110.802 Parks.Hospital/Medical \$14,750.00 and A.7110.140 Parks.Winter Payroll \$6,840.00.

SO MOVED:

Resolution # _____

Motioned by: _____

Seconded by: _____

Roll call vote:

Supervisor Fleming: _____

Deputy Supervisor Huestis: _____

Councilwoman Osborn: _____

Councilman Tierney: _____

Councilman Denbaum: _____

VOTE: RESOLUTION CARRIED BY A VOTE OF ____ TO ____

STATE OF NEW YORK)
) ss:
COUNTY OF PUTNAM)

I, LANA CAPPELLI, the Town Clerk of the Town of Kent, does hereby certify that the above is a true and exact copy of a Resolution introduced by the Town Board of the Town of Kent at a meeting of said Board on April 15, 2014.

DATED: April 15, 2014

LANA CAPPELLI, Town Clerk

m-12

**TOWN OF KENT
COUNTY OF PUTNAM, STATE OF NEW YORK**

**RESOLUTION
FOR APPROVAL
OF
2014 LEGAL BUDGET
FOR THE EAST OF HUDSON COALITION**

R- _____

INTRODUCED BY: _____
SECONDED BY: _____

DATE OF CONSIDERATION/ADOPTION: _____, 2014

WHEREAS, the Town of Kent is a member of the East of Hudson Coalition (the "EOH Coalition"), an association of municipalities located in the New York City watershed east of the Hudson River; and

WHEREAS, the EOH Coalition municipalities are subject to heightened requirements because their surface waters feed the New York City drinking water system; and

WHEREAS, the EOH Coalition wishes to initiate discussions and negotiations with the New York City Department of Environmental Protection and the New York State Department of Environmental Conservation regarding future requirements for phosphorus reductions by EOH Coalition municipalities and relief to said municipalities from the financial burden of such requirements; and

WHEREAS, the EOH Coalition wishes to engaged the law firm of Rapport Meyers LLP to represent it and its municipal members with respect to the aforementioned discussions and negotiations; and

WHEREAS, the law firm of Rapport Meyers LLP has submitted a proposed 2014 Legal Budget for the EOH Coalition dated February 18, 2014, a copy of which is annexed hereto and hereby made a part hereof (the "Proposal"); and

WHEREAS, the Town Board of the Town of Kent wishes to approve the Proposal and engage the law firm of Rapport Meyers LLP to represent the EOH Coalition on the terms set forth in the Proposal; and

WHEREAS, the Proposal provides that each of the EOH Coalition municipalities will pay a portion of the legal fees incurred by the EOH Coalition based on the Allocation Schedule (the "Allocation Schedule"), a copy of which is annexed hereto and hereby made a part hereof; and

WHEREAS, based upon the estimated legal fees of \$33,000.00 set forth in the Proposal for calendar year 2014 and the Allocation Schedule setting the Town of Kent contribution percentage at 8.8827%, the Town of Kent would incur legal fees relating to the EOH Coalition in the amount of \$2,931.28; and

WHEREAS, for fiscal purposes, one of the members of the EOH Coalition will serve as the "lead municipality" by paying the law firm's vouchers as they are approved by the EOH Coalition, and seek reimbursement from members of the EOH Coalition according to the Allocation Schedule; and

WHEREAS, Putnam County has been designated to serve as the "lead municipality" for said purpose;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby approves the Proposal submitted by the law firm of Rapport Meyers LLP for representation of the EOH Coalition in calendar year 2014 and the payment of legal fees incurred thereunder pursuant to the Allocation Schedule either by reimbursement to Putnam County as the "lead municipality" or directly to Rapport Meyers LLP; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes and directs the Supervisor to execute any and all documents necessary to give effect to this resolution.

UPON ROLL CALL VOTE:

Supervisor _____:

Councilman _____:

Councilman _____:

Councilman _____:

Councilman _____:

VOTE: RESOLUTION CARRIED BY A VOTE OF _____ TO _____ ABSTAIN _____

State of New York)
County of Putnam) ss:

I, Yolanda Cappelli, Town Clerk of the Town of Kent, do hereby certify that the above is a true and exact copy of a Resolution adopted by the Town Board of the Town of Kent at a meeting of said Board on _____, 2014.

Dated: _____, 2014

Yolanda Cappelli, Town Clerk

00
65



LAKE CARMEL FIRE DEPARTMENT INC.

851 ROUTE 52, CARMEL, NY 10512-9953

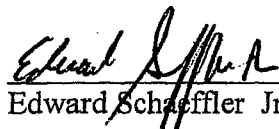
Yolanda D Cappelli
Town of Kent
25 Sybil's Crossing
Kent Lakes, N Y 10512
February 28, 2014

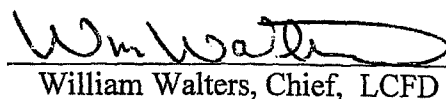
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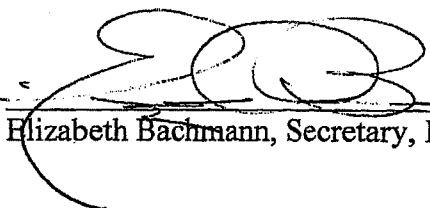
Ms Cappelli:

We the undersigned certify that the enclosed list includes all members who have successfully qualified for the Service Awards Program for the year 2013. Please have the list approved in writing by the town Supervisor and return all original documentation to the Lake Carmel Fire Department. It will then be forwarded to the plan administrators so that they can update their records.

Thank You


Edward Schaffler Jr., President, LCFD


William Walters, Chief, LCFD


Elizabeth Bachmann, Secretary, LCFD

As per town resolution adopted on _____
Service Awards Program for the year of 2012.

, the town of Kent accepts the enclosed list for the

I, Yolanda D Cappelli, Town Clerk of the Town of Kent, County of Putnam, State of New York, do hereby
certify that this list was accepted by the Town of Kent Board at their meeting of _____ 2013.

Yolanda D Cappelli, Town Clerk

Maureen Fleming, Town Supervisor