

TOWN OF BETHLEHEM

TOWN BOARD AGENDA

Wednesday, December 22, 2010
6:00 PM



Town Supervisor

Sam Messina

Town Board Members

Joann Dawson

Mark Hennessey

Mark Jordan

Kyle Kotary

Public comments on agenda items

Approval of Town Board Minutes for December 8, 2010

Approve issuance of renewal of Trailer Camp Permit for Breckinridge Village, Selkirk

Approve issuance of renewal of Trailer Camp Permit for Shady Grove West, Selkirk

Request for the setting of a Public Hearing on Proposed Local Law amending The Code of the Town of Bethlehem, Chapter 97, Solid Waste, Section 97-18, Definitions and 97-19, Mandatory Recycling Requirements

Presentation by the Director of Economic Development and Planning on the status of Major Planning Initiatives currently underway within the Town

Request from the Administrator of Parks and Recreation for approval of seasonal/part-time personnel

10 month interim financial update and expected year-end results from the Comptroller's Office

Request from the Comptroller's office for authorization to approve 2010 Budget Transfers to reclassify under/over expended categories

Town Board Agenda (continued)

Request from the Comptroller to set a Public Hearing on January 12, 2011 for the purpose of allowing the public the opportunity to voice their opinion on whether or not the Town allow Verizon to provide competing video services to the current cable provider, Time Warner Cable

Request from Town Engineer to award a contract to DeBrino Caulking and approve a task order to Town Designated Engineer, Clough, Harbour and Associates for services related to structural repairs of the Kenwood Ave water tank

Request from the Commissioner of Public Works for the Town Board to award the purchase of a new Combination Sewer Cleaner Truck to William H. Clark Municipal Equipment of Rensselaer, NY. This new truck will be for the Sewer Maintenance Section in the DPW Field Operations Divisions and will replace a 1992 Sewer Jet Truck

Acknowledge Receipt of the Management Information Services (MIS) 2010 RFP Exception Report

New Business

Public comments on non-agenda items

NEXT TOWN BOARD MEETING – Wednesday, January 12, 2011

Disabled individuals who are in need of assistance in order to participate should contact the Town Clerk's Office at 439-4955 Ext. 1183. Advanced notice is requested.

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**Town Board
December 8, 2010**

DRAFT

A regular meeting of the Town Board of the Town of Bethlehem was held on the above date at the Town Hall, 445 Delaware Avenue, Delmar, NY. The meeting was called to order by the Supervisor at 6:00PM.

PRESENT: Samuel Messina, Supervisor
Joann Dawson, Councilwoman
Mark Hennessey, Councilman
Mark Jordan, Councilman
Kyle Kotary, Councilman
Nanci Moquin, Town Clerk
James T. Potter, Esq., Town Attorney

Supervisor Messina called the meeting to order and lead the Pledge of Allegiance.

PUBLIC COMMENTS ON AGENDA ITEMS

None

APPROVAL OF TOWN BOARD MINUTES FOR NOVEMBER 23, 2010

A motion to approve the Town Board minutes of 11/10/10 was offered by Councilwoman Dawson, seconded by Councilman Kotary:

Discussion: Supervisor Messina said he had spoken to Mr. Lutz and he told the Supervisor that he had misspoken at the last meeting and a correction was needed to the minutes. The ambulance districts did not want to be a part of the study.

The aforementioned motion was approved with the correction with the following vote:

AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey, Councilman Jordan, Councilman Kotary

NAYES: none

ABSENT: none

REQUEST BY THE SUPERVISOR TO APPOINT JOHN GUASTELLA TO THE 20/20 IMPLEMENTATION COMMITTEE

A motion to appoint John Guastella to the 20/20 Implementation Committee was offered by Councilman Kotary, seconded by Councilman Jordan and approved with the following vote:

46 AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey,
47 Councilman Jordan, Councilman Kotary
48 NAYES: none
49 ABSENT: none

50

51 **REQUEST BY TOWN ENGINEER TO APPROVE TERM AGREEMENT WITH**
52 **INDUSTRIAL INSTRUMENTATION, INC. FOR INSTRUMENTATION AND**
53 **CONTROL SERVICES AND TO AUTHORIZE SUPERVISOR TO SIGN AGREEMENT**

54

55 A motion to approve the term agreement with Industrial Instrumentation, Inc. for
56 Instrumentation and Control Services and authorize the Supervisor to sign the
57 agreement was offered by Councilman Hennessey, seconded by Councilman Kotary
58 and approved with the following vote:

59

60 AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey,
61 Councilman Jordan, Councilman Kotary
62 NAYES: none
63 ABSENT: none

64

65 **REQUEST FROM THE ADMINISTRATOR OF THE PARKS AND RECREATION**
66 **DEPT. FOR APPROVAL OF SEASONAL PERSONNEL**

67

68 A motion to approve the seasonal personnel on the 12/9/10 list submitted by the
69 Administrator of the Parks and Recreation Dept. was offered by Councilman Jordan,
70 seconded by Councilwoman Dawson and approved with the following vote:

71

72 AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey,
73 Councilman Jordan, Councilman Kotary
74 NAYES: none
75 ABSENT: none

76

77 **NEW BUSINESS**

78

79 Councilman Hennessey acknowledged the passing thirty years ago of John Lennon, a
80 great musician and advocate for peace.

81

82 **PUBLIC COMMENT ON NON-AGENDA ITEMS**

83

84 Marie Capone – She said the Supervisor Messina said somewhere that if the
85 sidewalk plow left snow on the sidewalk that the homeowner should shovel it off.
86 She said she would not because she would be liable if someone fell. Mr. Potter said
87 some municipalities had ordinances that required homeowners to clear their the
88 sidewalk in front of their home. Bethlehem did not have such an ordinance.

89

90 Ms. Capone thought Supervisor Messina should publically acknowledge the good
91 work that Deputy Chief Beebe did on the Cherry Arms case. Mr. Potter had advised
92 him not to make any public comments on cases that were pending.

93

94 **ANNOUCEMENTS**

95

96 A motion to adjourn into executive session for the purpose of collective bargaining
97 and potential litigation was offered by Councilman Kotary, seconded by
98 Councilwoman Dawson and approved with the following vote:

99

100 AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey,
101 Councilman Jordan, Councilman Kotary

102 NAYES: none

103 ABSENT: none

104

105 A motion to adjourn the Town Board meeting was offered by Councilman Jordan,
106 seconded by Councilman Kotary and approved with the following vote:

107

108 AYES: Supervisor Messina, Councilwoman Dawson, Councilman Hennessey,
109 Councilman Jordan, Councilman Kotary

110 NAYES: none

111 ABSENT: none

112

113 The meeting adjourned at 6:15PM.

114

115 **EXECUTIVE SESSION**

116

117 A motion was made by Councilman Kotary and seconded by Councilman Hennessey
118 to accept the recommendations of the Human Resources Committee, as described in
119 its December 8, 2010 memorandum, to increase specific titles of occupied positions
120 as follows:

121 ▪ Recreation Maintenance Person (grade 12) to Recreation Maintenance Person II (grade
122 13)

123 ▪ Account Clerk II (grade 11) to Personnel Assistant I (grade 12)

124 ▪ Senior Planner (grade 17) to Assistant Planner (grade 19)

125 These changes are effective January 1, 2011. However, no salary increases will be
126 associated with these position title changes during 2011, due to budgetary
127 constraints, unless and until the Town Board takes action to approve salary changes.

128

129 The vote taken:

130 Yeas: Supervisor Messina

131 Councilwoman Dawson

132 Councilman Hennessey

133 Councilman Kotary

134 Nays: Councilman Jordan: It is duly noted that Councilman Jordan voted no because
135 he believed it was appropriate to grant commensurate salary adjustments at this
136 time.

137

138 A motion was made by Councilman Kotary and seconded by Councilman Dawson to
139 adjourn the executive session at 7:18 p.m.

140

141 The vote taken:

142 Yeas: Supervisor Messina

143 Councilwoman Dawson

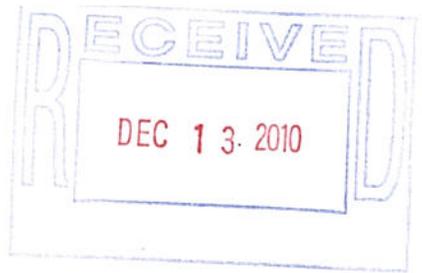
144 Councilman Hennessey

145 Councilman Jordan

146 Councilman Kotary

147 Nays: none

Town of Bethlehem
Bldg. Dept.
445 Delaware Ave.
Delmar, NY 12054



TOWN OF BETHLEHEM
APPLICATION FOR TRAILER CAMP PERMIT

NAME OF APPLICANT: GARDEN HOMES MANAGEMENT CORP.

ADDRESS OF APPLICANT: 29 KNAPP STREET, P.O. BOX 4401, STAMFORD, CT 06907

NAME AND ADDRESS OF EACH PARTNER, IF A PARTNERSHIP:

NAME AND ADDRESS OF EACH OFFICER AND DIRECTOR, IF A CORPORATION:

RICHARD FREEDMAN, PRESIDENT 115 HAVILAND RD., STAMFORD, CT 06903

JOEL FREEDMAN, V. PRESIDENT 26 BROOKDALE DR., STAMFORD, CT 06903

KEN WHITE, V. PRESIDENT 49 HEDGEBROOK LN., STAMFORD, CT 06903

DESCRIPTION OF PREMISES ON WHICH CAMP IS TO BE LOCATED:

~~BRECKENRIDGE VILLAGE~~

MANUFACTURED HOUSING COMMUNITY

OLD TOWN RD

NAME AND ADDRESS OF OWNER OF PREMISES:

GARDEN HOMES MANAGEMENT CORP.

29 KNAPP ST., P.O. BPX 4401, STAMFORD, CT 06907

NUMBER OF CAMP UNITS TO BE PROVIDED: 70

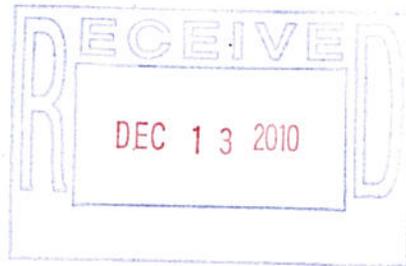
DATED: 12-10-10

Richard Freedman
Applicant RICHARD FREEDMAN

FEE: \$5.00 per unit in the park
\$350.00

pd.

Town of Bethlehem
445 Delaware Ave.
Bldg. Dept.
Delmar, NY 12054



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JOEL FREEDMAN, V. PRESIDENT 26 BROOKDALE DR., STAMFORD, CT 06903

KEN WHITE, V. PRESIDENT 49 HEDGEBROOK LN., STAMFORD, CT 06903

DESCRIPTION OF PREMISES ON WHICH CAMP IS TO BE LOCATED:

SHADY GROVE WEST

MANUFACTURED HOUSING COMMUNITY

RT 9W, SELKIRK, NY 12158

NAME AND ADDRESS OF OWNER OF PREMISES:

GARDEN HOMES MANAGEMENT CORP.

29 KNAPP STREET, P.O. BOX 4401, STAMFORD, CT. 06907

NUMBER OF CAMP UNITS TO BE PROVIDED: 50

DATED: 12-10-10

Richard Freedman
Applicant RICHARD FREEDMAN

FEE: \$5.00 per unit in the park

\$250.00
pd.

TOWN OF BETHLEHEM

Sam Messina
Town Supervisor

Dan Rain
Recycling Coordinator

Albany County - New York
RECYCLING OFFICE
74 ELM AVENUE EAST
SELKIRK, NEW YORK 12158
(518) 439-4955 x 1510
Fax: (518) 767-9245
Email: drain@townofbethlehem.org



December 16, 2010

MEMO

TO: Supervisor Messina and Town of Bethlehem Board Members

FROM: Dan Rain, Recycling Coordinator

I would like to propose several changes to the language of the Town Code as it pertains to recycling, specifically sections 97-18: Definitions, and 97-19: Mandatory Recycling Requirements.

These changes have been reviewed and approved by Gregg Sagendorph.

I have attached a copy of the final version of the proposed Town Code language, per legal requirements. If it would be useful to you, I can also forward you a version of the document which highlights the new language and shows which specific existing language has been removed for the new wording.

These code changes are requested for the following reasons:

- 1) An update of recyclable materials listed in the Definitions section to reflect innovations in recycling since the last writing of this section of code.
- 2) Updates in the Mandatory Recycling Requirements section to accommodate new recycling systems and procedures, such as Single Stream recycling.
- 3) Updates in the Mandatory Recycling Requirements section to reflect our current reporting policy regarding waste haulers (i.e. changing "30" to "90" days), and
- 4) Updates in the Mandatory Recycling Requirements section that attempt to clarify the confusing nature of the current code language to match existing policies/code interpretations with respect to the mandatory recycling requirement for businesses as well as residents.

Thank you,
Dan

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

~~County~~
~~City~~ of Bethlehem
Town
~~Village~~
Local Law No. of _____ 2011

A local law Amending the Code of the Town of Bethlehem, Chapter 97, Article III, Section 97-18, Definitions, and 97-19, B, C, D, F, Mandatory recycling requirements.

Be it enacted by the Town Board of the _____

~~County~~
~~City~~ of Bethlehem as follows:
Town
~~Village~~

ARTICLE III – Mandatory Recycling

The Code of the Town of Bethlehem, Chapter 97, Solid Waste, § 97-18. Definitions is hereby amended as follows:

Section 97-18: Amend the following definitions:

CORRUGATED CARDBOARD – Cardboard containers, boxes and packaging which is cleaned of contamination (i.e. food wastes, metals, plastics, excess tape) and which has been flattened or baled for transport. It excludes cereal or food type packaging (see paperboard).

METAL CANS – Bi-metal, aluminum or other ferrous or nonferrous or composite cans and containers used for food or beverages. All-metal cans shall be cleaned of contaminants, with labels removed.

PLASTIC CONTAINERS – All plastic containers clean of contaminants, with a few exception*.
*Containers made of Styrofoam/polystyrene are NOT recyclable. All plastic film (i.e .shrink wrap, dry cleaning bags, etc.), plastic bags, vinyl, and very small items(straws, utensils, pens, etc.) are also excluded.

RECYCLABLE MATERIALS – Those materials specified by the Town of Bethlehem or the State of New York by law, ordinance, rule or regulation which are to be separated from the waste stream and held for reuse or which have, or may have in the future, market or other value. These materials

(If additional space is needed, attach Pages the same size as this sheet, and number each.)

shall include but not be limited to glass containers, plastic containers, corrugated cardboard, paperboard, newspapers, office, school and home paper, metal cans, as defined herein. The Superintendent of Highways may, with the approval of the Town Board, designate other kinds of solid wastes that shall constitute recyclable material.

REPEAL – OFFICE PAPER

ADD the following definitions:

OFFICE, SCHOOL and HOME PAPER – All bond paper, including computer printout, stationery, photocopy and commercial wastepaper; school paper, envelopes; store receipts; magazines, catalogs and junk mail. Staples and windowed envelopes are acceptable, but paper must be free of tape, rubber bands, paper clips, binders and other contaminants. This term excludes carbon paper, chemical transfer paper, and non-paper materials such as Tyvek envelopes or plastic bubble wrap-padded envelopes.

PAPERBOARD- All single layer cardboard, often coated with kaolin clay, typically found as packaging including cereal or other food boxes, laundry or dishwashing detergent containers, shoe boxes, tissue container, poster board, etc. Paperboard must be clean, dry and free of contaminants.

Article III – § 97-19 Mandatory recycling requirements -

B. As a condition for obtaining any permit required by this chapter or for the use of any solid waste facility within the Town, or for the collection of waste from residences, businesses, organizations, and industries within the Town, all commercial waste collectors shall have filed a recycling plan with and obtained the approval of the Superintendent of Highways. This plan shall set forth the procedures, means and methods by which said commercial waste collector shall perform or require the separation from the solid waste so collected of recyclable materials. Each plan must require that recyclables from residential waste will be collected as often and on the very same day as the other residential waste collected by said commercial waste collector. Such plan shall also provide a schedule for the regular collection of recyclables from commercial waste.

C. In all instances, except where the commercial waste collector shall itself perform waste separation as defined herein, said commercial waste collector shall require its customers to separate recyclable waste at its source or generation point. Each commercial waste collector shall provide its residential customers with at least one Town-approved plastic bin or container, minimum 14 gallons in capacity, for the placement of recyclables prior to their collection by the commercial waste collector. Each commercial waste collector shall provide its commercial customers with Town-approved and appropriately sized dumpster(s) for the placement of recyclables prior to their collection by the commercial waste collector; these dumpsters must be physically separate from, and clearly labeled and distinguished from dumpster(s) designated for the collection of other solid waste.

D. Each commercial waste collector shall, as a condition of maintaining a permit required by this chapter, file with the Superintendent of Highways written reports, at least every 90 days, containing any requested amendments to the collector's recycling plan, which shall be subject to the approval of the Superintendent of Highways, and also report concerning the amount of solid waste collected or

(If additional space is needed, attach Pages the same size as this sheet, and number each.)

transported by the commercial waste collector and further quantifying the amount of each recyclable collected and the location and manner of the disposal of such recyclable materials.

F. No solid waste will be accepted by any solid waste management facility within the Town of Bethlehem, nor shall any solid waste generated within the Town of Bethlehem be transported for disposal outside of the Town, if it contains recyclables which are mixed or commingled with other solid waste.

SEVERABILITY

If any clause, sentence, paragraph, section, article or part of this chapter shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such judgment shall have been rendered.

EFFECTIVE DATE:

This local law shall take effect immediately upon filing with the Secretary of State.

TOWN OF BETHLEHEM

Albany County - New York

ECONOMIC DEVELOPMENT AND PLANNING

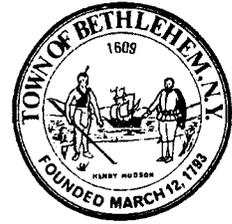
445 DELAWARE AVENUE

DELMAR, NEW YORK 12054

(518) 439-4955 x129

Fax: (518) 439-5808

Email: mmorelli@townofbethlehem.org



Sam Messina
Town Supervisor

Michael Morelli
Director

MEMORANDUM

To: Supervisor Sam Messina & Town Board Members

From: Michael Morelli - Director 

Subject: Status of Major Planning and Economic Development Initiatives

Date: December 14, 2010

Outlined below is the status of the various major planning and economic development initiatives. It is recognized that individually and collectively, these projects, reports and ongoing studies are the drivers of key planning and economic development work that should proceed as high priorities.

As part of this status report, I have attempted to be responsive to the following considerations:

- What needs to move forward now;
- What resources are necessary to move the targeted items forward; and
- What are the anticipated time frames to achieve the stated "Mission" which are defined as follows: "Short" term – within 6 months; "Medium" term 6 to 12 months; "Long" term – more than 12 months.

The following critical projects are presented for your review and discussions in the form of Mission, Status and Recommended Action Plan. As part of the Action Plan, I have outlined the next logical steps to achieve outcomes vital to project mission, or actions that can be implemented now regarding process or operational issues.

I. PATHs 4 Bethlehem Committee

Mission: Implement recommendations in the 2005 Comprehensive Plan regarding pedestrian and bicycle connectivity throughout the Town.

Status: Established 2/11/09; ongoing

Recommended Action Plan:

At the Town Board meeting of August 25, 2010 the Committee presented their accomplishments to date which included a presentation of the Town of Bethlehem Draft Bicycle and Pedestrian Priority Network map and the Evaluation Process for New Pathway Investment Guide. At that meeting, the Board also unanimously approved the Short Term Recommendations as follows:

- 1) Schedule a Public Meeting this Fall, to present the new pathway investment evaluation process and priority network map to the public in an effort to receive public comment. Note: this meeting was held on Wednesday, October 7th.

- 2) Charged the committee to prepare a resolution for the Town Board's consideration establishing the PATHS4Bethlehem as a Standing Committee. Note: At the Town Board meeting of November 23, 2010 the Board adopted a resolution establishing the PaTHs Committee as a standing committee with its purpose in part "to provide advisory information to the Town Board with regards to development and implementation of a program addressing safe and efficient

bicycle and pedestrian mobility in the Town including, but not limited to, Engineering, Education, and Enforcement...” The Town Board’s resolution also required Town Departments to use the Town’s Bicycle and Pedestrian Priority Network during development of bicycle and pedestrian grant applications and addressing the Town’s Complete Streets Resolution. The resolution also requires the Planning Board to refer to the Town’s Bicycle and Pedestrian Priority Network as a “planning tool to assist in determining the need for bicycle and pedestrian accommodations during it review of site plan and subdivision applications”.

Long Term initiatives:

1. Establish a Bicycle and Pedestrian Program addressing the 3 E’s, Engineering, Education and Enforcement, for bicycle and pedestrian mobility as follows:

Engineering-

- Establish a process for investment in the maintenance of existing pathways.
- Research the establishment of a pathways fund associated with the land use review process.

Education-

- Conduct/Promote education activities regarding bicycle and pedestrian mobility.

Enforcement-

- Assign a representative from the Police Department to the Committee.
- Revisit the Bicycle and Pedestrian Priority Network Map on a yearly basis.

As noted in the report to the Town Board, when employed together, a program that considers engineering, education, and the enforcement of the rules of the road, will further help the Town of Bethlehem to distinguish itself as a welcoming community for safe and efficient pedestrian and bicycle travel.

- 2) Next Steps:

At the first available Town Board meeting in 2011, the Board should appoint the existing Committee members to the terms listed in the memo from the PaTHs Committee to the Town Board, dated November 17, 2010. In addition, the Board should conduct the appropriate process to fill the three (3) vacant positions.

As a proposed Standing Committee, we see the PATHS4Bethlehem as a long term commitment: 12+ months.

II. Bethlehem 20/20; Planning for a Sustainable Community

Established: January 2008 (initial committee report made in June 2009); re-established by the Town Board in July 2010 with Terri Egan and George Leveille named as co-chairs.

Mission: To involve community stakeholders in a community-wide conversation focused on the long-term strategic direction of the Town and to make recommendations with regard to the economic and environmental sustainability of the Town. In today’s world, sustainability begins at home and includes a variety of elements including, among other things: jobs; a balanced tax base; open space, parks and farmland protection; pedestrian amenities; community services and efficient and effective governmental entities.

Recommended Action Plan:

- 1) As directed by the Town Board, the new 20/20 Implementation Committee is charged with advising the Town Board on specific actions to implement 20/20 Committee Final Report Recommendation. 20/20 Final Report Recommendations provide the foundation that will guide the work of the 20/20 Implementation Committee, which will clearly impact planning and economic development. Therefore, the 20/20 recommendations are worth highlighting here:

1. With the assistance of the 20/20 Implementation Committee, assess opportunities for improving the Town's organization and operations:
 - i. Identify specific ways to improve the Town's organization and operations;
 - ii. Commence monthly meetings in July 2010 and produce recommendations for Town Board consideration by June, 2011
 - iii. Potential Outcomes:
 1. Identify opportunities for consolidation of Town departments and functions
 2. Distinguish between essential and non-essential Town services
 3. Assist the Town in developing a comprehensive financial strategy and capital plan
2. Develop and Implement a Town-Wide economic development strategy that considers environmental sustainability:
 - i. Encourage responsible and balanced economic growth that is consistent with the Town's Comp Plan and sensitive to the natural environment;
 - ii. Draw upon the BIDA, Town elected officials and staff as well as other 20/20 Implementation Committee volunteers to lead the strategy development;
 - iii. Commence periodic meetings in July 2010 and provide recommendations by June, 2011; and,
 - iv. Potential Outcomes:
 1. Retention and expansion of existing business base;
 2. Attraction of new business and non-residential investment;
 3. Attraction of new employment opportunities for Town residents;
 4. Participation in the Region's technology growth sector;
 5. Prioritize and key in on economic infrastructure needs to advance major initiatives like the Vista Technology Campus and the proposed Clapper Road Thruway interchange;
 6. Develop resources to support protection of undeveloped lands and natural resources and to mitigate negative environmental impacts associated with new development.
3. Establish an Intergovernmental Working Group to pursue opportunities for more efficient and effective service delivery and to integrate financial and capital planning.
 - i. Engage the Town's major taxing jurisdictions to find opportunities for more efficient service delivery and expanded tax base;
 - ii. The effort should be led by Senior management of the Town, Albany County, and the Town's principal school districts;
 - iii. As a first initiative, the Working Group should consider a joint approach to economic development and community sustainability whereby all jurisdictions share in the burdens and benefits of community growth;
 - iv. Commence periodic meetings in September 2010 and maintain as ongoing process; and,
 - v. Desired Outcomes:
 1. Integrate financial and capital planning

2. Implement a joint approach to economic development
3. Identify opportunities to share or consolidate services and facilities

In summary, the 20/20 Implementation Committee is now charged with advancing all of the 20/20 Committee Report recommendations, and this will have a significant positive impact on planning and economic development.

We anticipate that the 20/20 co-chairs will provide periodic updates to the Board and also see the 20/20 Implementation Committee as a long-term commitment (i. e. 12 – 18 months).

III. Citizen Advisory Committee on Conservation (CACC)

Mission: The Comprehensive Plan suggests the purpose of the CACC is to:

- (a) Explore conservation projects and opportunities with willing landowners, as identified by the Town Board.
- (b) Provide advisory information to the Town Board, as requested.
- (c) Assist with longer-term activities at the Town Board's request, such as exploration of open space funding opportunities, working to develop an inventory of open space resources and open space protection program,

An 8/24/05 resolution "defining the limits of power of any CACC" adopted by the Town Board, requires that "the CACC have a defined mission as adopted by the Town Board". However, the "Mission" defined above is the only mission reference that could be located and is very general in nature.

Status: Established January, 2006, compiled Open Space Protection Programs – Funding and Tools in October 2008. Recommendations of the Open Space Needs and Opportunities Report accepted by the Town Board on 10/14/09

Recommended Action Plan:

1. One of the recommendations of the 10/14/09 report was to have the Department of Economic Development and Planning (DEDP) provide the Town Board with a memorandum recommending that the Town Board task the CACC with "Developing Land Feature Criteria to Rate Preservation Opportunities". This step, although feasible, would involve a long process, requiring extensive staff and volunteer effort that would not result in the most useful product.

One approach that has been discussed is the development of an Open Space plan. Bethlehem Tomorrow (BT) recently submitted a draft white paper titled Developing an Open Space Program in the Town of Bethlehem. The white paper acknowledged the fact that there are many different ways to protect open space but the BT focus was on one particular strategy, "which is to either buy land or development rights, such that land is protected forever". Their open space program recommends the creation of an advisory committee to provide input and oversight; a new staff position; and adequate and dedicated funding to administer the program to acquire land or development rights. The white paper also included an attachment that shows for every dollar in taxes generated by residential property; these same properties require more than a dollar of services for schools, infrastructure, water, sewer, etc while for every dollar in taxes generated by open space and commercial property, less than a dollar of public services is required. While that summary of the cost of community services is generally true, it assumes the residential land use is for single family detached homes only and does not recognize that other types of residential uses such as townhomes, senior housing and multifamily housing may have just the opposite impact.

It is also important to note that looking only at the fiscal impacts on local governments and school districts may be too limited in scope. New housing units create jobs, benefit the economy, including sales tax revenues, and new residents contribute in a variety of ways to the community.

They work and earn money, much of which is spent locally, thereby contributing to the economic base of the community. Discouraging new construction and population growth by limiting the amount of land available for development can limit supply which can increase housing prices with resulting costs and benefits for the community.

There can be common ground on this issue that does not have to be an "either/or" type of scenario where it becomes a choice between development vs. open space. As an example, many development proposals can provide a balance between both, with open space being set aside at little or no cost to the community. In addition, there are a number of land use tools in our Zoning Code that can be utilized to protect lands of high conservation value including but not limited to conservation subdivisions, average density subdivisions, parkland set asides or a fee in lieu of, subtracting "constrained" lands on the parcel which reduces density etc. As the Board is aware, much of the remaining undeveloped land in Town is constrained with wetlands and steep slopes which would impact the amount of development that could occur on these lands.

The July 2009 Recommendations on Open Space Needs and Opportunities states that approximately 1,846 acres of recreation, conservation, and education lands are currently located within the Town of Bethlehem. This represents about 6% of the Town's total land area of 30,933 acres.

2. The current CACC chairman has indicated her desire to step down as chair, but is willing to continue her service as a member of the CACC, should that committee continue. Additionally, four other members' terms expired on April 30, 2010, five members' terms will expire April 8, 2011 and there are two vacant seats.
3. Both the Open Space Needs and Opportunities Report, and the Agriculture and Farmland Report provide recommendations and discuss addressing violations on property, trespassing and property encroachment matters. These matters are certainly important, but do not fit squarely in the CACC mission. Therefore, we recommend that the Town Board consider the policy and legal issues involved and reassign this task to legal, code enforcement and police, as appropriate.
4. Lastly, at the November 23, 2010 Town Board meeting, the Board supported the application by the Mohawk Hudson Land Conservancy in conjunction with Saratoga PLAN in seeking a grant to study the implications of a transfer of development rights (TDR).
5. Next Steps:

Recommend that a meeting be scheduled with applicable Town staff, representatives of Bethlehem Tomorrow, the Mohawk Hudson Land Conservancy, and large land owners to discuss practical ways of reaching common ground on an action plan that advances CACC's mission.

Long Term Commitment: 12+ months.

IV. Agricultural and Farmland Protection Plan

Mission: To work with individuals involved in the Town's agricultural industry to establish strategies that will result in the enhancement, management and continued viability of agriculture and farmland areas and lands in the Town of Bethlehem.

Status: Created May, 2008; The Agricultural and Farmland Protection Plan was approved by the Town Board on 11/24/09 which culminated an eighteen month public process and conversation regarding the future of agriculture and farmland in the Town of Bethlehem.

Recommended Action Plan:

The Plan described a short-term recommendation of establishing an Agricultural Advisory Committee. Although DEDP staffing abilities are somewhat limited due to commitments with the number of planning initiatives, we feel that the implementation items as outlined below are doable as follows:

Short Term Implementation-

1. Identify a member of the Agricultural and Farmland Protection Plan Study Advisory Committee as an agricultural representative to be the point of contact for the Town's Development Planning Committee review of proposed projects to determine potential impacts on agriculture.
2. Adopt the New York State Department of Agriculture and Markets definition of "agri-tourism" and include the term as an "Agricultural Use" as defined in the Zoning Law. This can be completed in 2011 as part of the zoning revisions.
3. Increase the temporary off-site signage allowed for farms. This can be completed during the 2011 zoning revisions.

Long Term Implementation-

1. Draft and adopt a resolution in support of the Albany County Right to Farm Law.
2. Further review the Zoning Law Schedule of Use Table Regulations to determine complimentary uses that support agriculture and farmland, and prepare recommendations for the Department of Planning and Economic Development.
3. In conjunction with the Bethlehem Industrial Development Agency, (BIDA), explore options to retain or advance agricultural businesses within Town.

Long term commitment: 12+ months.

V. Delaware Avenue Hamlet Enhancement Study

Mission: The study seeks to strengthen the main street characteristics of a portion of the Delmar and Elsmere hamlet areas along the Delaware Avenue (NYS Route 443) corridor from Elsmere Avenue (NYS Route 335) to Adams Street, including the area north to Hallwood Place. More specifically, the study will look at:

- Urban design guidelines/standards including building scale, massing, design and setbacks
- Streetscape guidelines including a typical street cross-section
- Parking and circulation for vehicles and bicycles
- Access management

Status: Created by the Town Board 8/1/08

Recommended Action Plan:

1. Both the draft report of Streetscape and Hamlet Design Guidelines and the draft Transportation Improvement Plan have been completed. These draft plans have been reviewed by the Department of Planning and Economic Development and by the Study Advisory Committee.
2. A public workshop was held on **Monday, November 15, 2010 at 7:00 PM** at Bethlehem Town Hall to solicit comments before the Plan is submitted to the Town Board for review.
3. Approximately 60 people attended the workshop and an effort was made to involve the business community and property owners along the study corridor.
4. Following the workshop, the final draft report would be submitted to the Town Board for their review and referral to the Planning Board pursuant to Section 128-93 of the Zoning Code.
5. Upon receipt of the Planning Board comments a public hearing should be held by the Town Board to solicit public comment on the draft report.

6. Once the final versions of the Streetscape and Hamlet Design Guidelines and the Transportation Improvement Plan are adopted by the Town Board, staff will incorporate those guidelines and standards as an overlay component of the Town's Zoning Code.

Mid-term commitment: It is anticipated that the Delaware Avenue Hamlet Study will be completed and could be approved by the Town Board in the early part to mid part of 2011 and then incorporated into the Zoning Code in mid to late 2011.

VI. Local Waterfront Revitalization Program (LWRP)

Mission: The LWRP study area for the Town of Bethlehem stretches from its northern boundary with the City of Albany to its southern boundary with the Town of Coeymans, a distance of approximately 10 +/- miles. The LWRP seeks to establish a vision and policies to appropriately guide future investments and development, both public and private.

Vision Statement of the LWRP: In the year 2020, Bethlehem's Riverfront areas, as defined by the Town's Local Waterfront Revitalization Program, are a peaceful, safe and desirable destination that provide enhanced connectivity and access to the riverfront for all people to live, work, recreate, and experience history, culture and the environment in beautiful and inspiring spaces that respect our natural resources and heritage for future generations.

Status: The Committee was established by the Town Board in May of 2006.

1. The original draft LWRP was submitted to the NYS Department of State in December of 2007.
2. Various delays have occurred, but extensive work is now advancing with The Town of Bethlehem, Saratoga Associates and the Department of State (DOS) as active partners.
3. The final draft LWRP was completed by Saratoga Associates in October of this year which reflected the technical changes recommended by the Department of State. The final revisions have been reviewed by Town staff before it is forwarded to the Department of State for their review.

Recommended Action Plan

1. Saratoga Associates and the Department of Economic Development and Planning recommend that the final draft be forwarded to the Department of State for review. That would commence their 90 day public comment period during which time the final draft would be provided to the Board, the LWRP Study Advisory Committee and published on the Town's website.
2. Upon completion of the 90 Day Public Comment Period and anticipated approval by the Department of State the LWRP would be presented to the Town Board for possible adoption.

Mid-term commitment: It is anticipated that the LWRP could obtain approval from the NYS Department of State by mid-2011.

VII. Route 9W Corridor Study

Mission: The purpose of the US 9W Study is to:

- (a) Identify the transportation infrastructure improvements that will be needed along US 9W to support planned development in the corridor and accommodate traffic (vehicular and non-vehicular) from future development as envisioned in the Comprehensive Plan
- (b) Work toward development of a financial plan for implementation of recommended improvements
- (c) Explore opportunities to improve the look of the roadway and curb appeal of roadside development
- (d) Review the feasibility of a northern alignment alternative for the Selkirk Bypass

Status: The Committee was established by the Town Board in February of 2006.

Recommended Action Plan:

The Study Advisory Committee (SAC) recommendations were presented to the Town Board in June 2009. We propose to incorporate the recommendations in the zoning revision updates (see item VIII below) as new design guidelines for the Route 9W study area. The Town Board would be in a position to consider these guidelines as part of their comprehensive review of the zoning revision process.

Recommended Action Plan:

1. The Department of Planning and Economic Development (DPED) should implement any short-term recommendations that provide guidance for development projects that are being considered, before the overlay district is adopted.
2. Consideration should be given to implementing recommendations in the study by establishing design guidelines in the Zoning Code to be considered for development proposals within the study area. These guidelines are expected to be presented to the Town Board (as part of the larger zoning revision updates as outlined in item VIII below).

Mid-term commitment. The recommendations are incorporated into the proposed Zoning revision updates as described in item VIII below.

3. Continue to work with involved agencies including the Town of Bethlehem, NYS Thruway Authority, NYS Department of Transportation, Federal Highway Administration, and the Capital District Transportation Committee, to further explore the potential of developing a new Thruway interchange in the vicinity of Clapper Road. If it is determined that if this is feasible, the next step would be to explore the concept and financial opportunities for preparing a Generic Environmental Impact Statement and Master Plan for the land area generally along Route 9W from Wemple to Clapper Roads.

Long-term commitment: This involves an extensive undertaking with a number of involved and interested agencies.

VIII. Zoning Revision Updates

Mission: The purpose of the Zoning Revisions is to:

- (a) Identify and correct deficiencies and/or internal inconsistencies in the language of the Zoning Law and clarify ambiguities.

Status:

1. The zoning code was last comprehensively updated in August of 2006.
2. Amendments were incorporated into the zoning code in October of 2008.
3. The process for the next update started in December 2009. Comments have been received from staff members of the DEDP, Building Division and Engineering Division. These comments are being incorporated into a draft revision plan and are expected to be completed in the early part of 2011.

Recommended Action Plan:

1. A goal has been set to have the first draft of revisions finalized by December, 2010. Following that, proposed zoning changes will be presented to the Town Board for consideration, prior to public hearing and possible SEQR approvals.
2. The Department of Planning and Economic Development will provide a draft of changes to the Town Board in the early part of 2011. Pursuant to Section 128-93 of the Zoning Code, the draft changes should then be referred to the Planning Board (and Zoning Board) to solicit their recommendations.

Mid-term commitment: It is anticipated that Zoning Revision process will be completed by the early to mid part of 2011.

IX. Comprehensive Plan Oversight Committee (CPOC)

Mission: The Comprehensive Plan Oversight Committee (CPOC) was charged with preparing a status report on comprehensive plan implementation progress and with developing recommendations for consideration by the Town Board.

Status: CPOC was created in April 2007 by the Town Board and directed to assess implementation progress to date. The Town Board also requested that CPOC develop recommendations regarding further implementation activities. The Town Board accepted the CPOC report on September 12, 2007.

Recommended Action Plan:

1. The Department of Planning and Economic Development has reviewed the recommendations in the CPOC report (Section 5) and will provide the Town Board with: a) A status report on all recommendations, and b) Follow up with implementation action recommendations, presented in terms of priority. This presentation is likely to occur once the proposed zoning revision updates have been approved by the Town Board.

Mid-term commitment: 6 – 12 months.

This analysis is intended to provide an overview on the status of the various planning initiatives currently underway within the Town of Bethlehem. The areas addressed cover all of the major project areas that need to be advanced and brought to resolution including the anticipated timeframes to bring them to completion.

We will provide a brief power point presentation to the Board at the December 22nd meeting.

Please feel free to contact me in the meantime if you have any questions or would like to discuss any of the above referenced initiatives.

Cc: Nanci Moquin, Jim Potter, George Leveille, John Smolinsky

TOWN OF BETHLEHEM
Agenda Attachment Release Exemption Checklist

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- _____ **Law Enforcement Documents** – Information that is compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures

- _____ **Life or Safety** – Information that could endanger the life or safety of any person, entity or critical infrastructure.

- _____ **Examination questions** – Examination questions or answers which are requested prior to the final administration of such questions.

- _____ **IT Security Reasons** – Information that would jeopardize the Town’s capacity to guarantee the security of its information technology assets, with such assets encompassing both electronic information systems and infrastructures.

Item on the Agenda

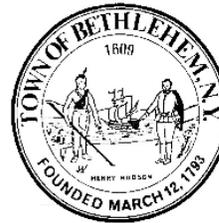
Department Head

Sam Messina
Town Supervisor

Suzanne Traylor
Comptroller

TOWN OF BETHLEHEM

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MEMORANDUM

TO: Supervisor Messina & Members of the Town Board

FROM: Suzanne Traylor

DATE: 15 December 2010

SUBJECT: 10 month interim financial update and expected year-end results

The attached reports provide an interim financial update for the Town Board, as per the established schedule.

Revenue and Expenditure Highlights

- **Sales tax revenue:** Third quarter sales tax revenue came in at \$2,365,829, approx. \$78,807 more than last year's amount. 2010 sales tax revenue to date is approx. \$37,232 more than 2009 revenues. The trend analysis below shows a steady increase each quarter since the drop in revenue the Town experienced during the third quarter of 2009 – all positive indicators that 4th quarter sales tax should be higher than 4th quarter results of 2009.

% Change in Sales Tax for each quarter since June 30, 2009:

2nd qtr 2009	2,347,464	
3rd qtr 2009	2,287,022	-2.6%
4th qtr 2009	2,304,292	0.8%
1st qtr 2010	2,322,102	0.8%
2nd qtr 2010	2,350,260	1.2%
3rd qtr 2010	2,365,829	0.7%

- **Mortgage tax:** Mortgage recording tax of \$498,303 for the first half of 2010 was \$22,757 higher than the 2009 revenue for this same period. Mid-year analysis predicted mortgage tax to be close if not equal to the \$1,200,000 budgeted for 2010. However, Albany County recently reported the Town's mortgage tax share for the second half of 2010 to be \$492,892 which is 14.8% less than 2009 revenues and \$208,805 less than the 2010 budget. Please refer to the chart on the next page

Mortgage Tax Trends since 2007:

1st half 2007	539,073		
2nd half 2007	699,156		
Total		1,238,229	
1st half 2008	697,799		
2nd half 2008	603,015		
Total		1,300,814	5.05%
1st half 2009	475,546		
2nd half 2009	687,065		
Total		1,162,611	-10.62%
1st half 2010	498,303		
2nd half 2010	492,892		
		991,195	-14.74%

- The Town recognized approx. \$144,000 in additional revenue from Time Warner Cable for past “fee for fee” revenue not previously awarded the Town.
- Other major revenues appear to be within the ranges we anticipated for the 2010 budget year. Third quarter trends appear to support the assumptions made during the 2011 budget workshop process.
- Expenditures in most departments are within budget as Town departments have continued to reign in discretionary spending.

A summary of projected year-end results is attached – See Appendix A

Revenue and Expenditure Highlights – Highway Fund

The Highway Fund is expected to end in balance or with a slight surplus. Please refer to Appendix A.

Revenue and Expenditure Highlights – Water and Sewer Funds

- Water and sewer revenue is directly tied to weather activity. Wet years tend to lower utilization and cause water revenues to decline while at the same time increasing storm water run-off and water/sewer treatment costs. Likewise, dry years tend to increase utilization and cause water and sewer revenues to increase. Late summer and early fall of 2010 were warm months, and water consumption increased. The Water Fund is expected to end in balance and the Sewer Fund will end with a slight surplus.

Appendix A

Town of Bethlehem Fund Balance Projections as of October 31, 2010

	General	Highway	Water	Sewer
Budgeted Revenue	\$17,484,470	\$6,747,503	\$9,670,100	\$4,537,680
Budgeted Expenses	18,058,097	7,098,943	10,019,685	4,989,558
Budgeted Surplus (Shortfall)	(573,627)	(351,440)	(349,585)	(451,878)
Projected Revenue	16,272,119	6,644,770	9,003,187	4,484,871
Projected Expenditures	17,084,011	6,415,442	9,058,355	4,015,234
Estimated Surplus (Shortfall)	(811,892)	229,328	(55,168)	469,637
Beginning Fund Bal, 1/01/10	3,902,087	1,703,174	2,761,169	2,113,442
Projected Fund Bal, 12/31/10	\$3,090,195	\$1,932,502	\$2,706,001	\$2,583,079

Required Fund Balance (based on 15% budgeted appropriations)	2,708,715	1,064,841	1,502,953	748,434
Fund Balance Available	\$381,480	\$867,661	\$1,203,048	\$1,834,645

Note – the above schedule is an estimate of year-end surplus and/or shortfall. Final results will be presented with the year-end audited Financial Statements in June of 2011.

Should you have any questions, please do not hesitate to call.

TOWN OF BETHLEHEM

Sam Messina
Town Supervisor

Suzanne Traylor
Comptroller

Albany County - New York
Comptroller's Office
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Fax: (518) 439-5808

Email: straylor@townofbethlehem.org



MEMORANDUM

TO: Supervisor Messina & Members of the Town Board

FROM: Suzanne E. Traylor

DATE: 15 December 2010

SUBJECT: Budget Transfers for 2010

REQUESTED ACTION

The following list summarizes proposed budget transfers for year-end, for which your approval is required. All of the transfers are essentially reclassifications from under-expended to over-expended categories:

GENERAL FUND TRANSFERS

Town Board:	1010	110-1010-511-61-12	1,900.00	Printed Materials
	1010	110-1010-511-15-05	301.00	Employees Retirement System
Justice:	1110	110-1110-512-11-01	(6,080.90)	Full Time Salaries
	1110	110-1110-512-23-02	6,080.90	Equipment & Furniture
Comptroller:	1315	110-1315-515-23-02	(500.00)	Equipment & Furniture
		110-1315-515-23-03	515.00	Hardware/Software
	1315	110-1315-515-35-11	(15.00)	Other Contract Services
Tax Collector:	1330	110-1330-515-11-01	(12,752.00)	Full Time Salaries
	1330	110-1330-515-15-03	12,752.00	Health Insurance
Assessment:	1355	110-1355-515-33-40	23,300.00	Appraisers
Town Clerk:	1410	110-1410-511-11-01	(10,000.00)	Full Time Salaries

Town Clerk (cont.):	1410	110-1410-511-13-03	(2,000.00)	Health in Lieu
	1410	110-1410-511-23-03	1,836.00	Hardware & Software
	1410	110-1410-511-15-03	(4,000.00)	Health Insurance
	1410	110-1410-511-15-05	(11,620.00)	Employee Retirement System
Legal:	1420	110-1420-511-35-11	(8,000.00)	Other Contract Services
Human Resources:	1430	110-1430-515-34-12	(5,660.00)	Software Support Fees
	1430	110-1430-515-15-03	7,105.00	Health Insurance
Records Management:	1460	110-1460-511-61-13	26.00	Office Supplies & Misc.
Public Information:	1480	110-1480-513-61-12	6,031.00	Printed Materials
Shared Services:	1620	110-1620-517-11-01	28,000.00	Full Time Salaries
	1620	110-1620-517-62-11	(28,000.00)	Natural Gas
Signs & Signals:	5020	110-5020-525-35-11	(2,000.00)	Other Contract Services
	5020	110-5020-525-15-07	2,000.00	Workers Compensation
Sanitation:	5060	110-5060-578-35-11	(6,400.00)	Other Contract Services
	5060	110-5060-578-15-07	6,400.00	Workers Compensation
Senior Services:	6772	110-6772-561-11-01	(5,800.00)	Full Time Salaries
	6772	110-6772-561-61-20	5,800.00	Program Expenses
Youth Court:	7310	110-7310-552-35-11	<u>781.00</u>	Other Contract Services

Net Change to General Fund Budget

- 0 -

-

HIGHWAY FUND TRANSFERS

General Road Repair:	5011	210-5011-531-66-12	(12,825.00)	Road Materials
Permanent Improvements:	5012	210-5012-536-24-01	12,825.00	Roads & Bridges
Machinery:	5030	210-5030-533-23-02	7,500.00	Equipment & Furniture
	5030	210-5030-533-43-12	(7,500.00)	Vehicle Mtce incl car wash

Brush & Leaves:	5040	210-5040-534-35-11	(5,000.00)	Other Contract Services
	5040	210-5040-534-15-07	<u>5,000.00</u>	Workers Compensation

Net Change to Highway Fund Budget - 0 - -

WATER FUND TRANSFERS

Water Administration:	8510	220-8510-571-33-10	(27,000.00)	Attorneys
Planning Board:	8520	220-8520-572-23-02	(43,000.00)	Equipment & Furniture
	8520	220-8520-572-46-11	<u>70,000.00</u>	Taxes: Town New Scotland

Net Change to Water Fund Budget - 0 - -

SEWER FUND TRANSFERS

Sewer Treatment:	8545	230-8545-573-62-14	(5,000.00)	Oil
	8545	230-8545-573-15-03	<u>5,000.00</u>	Health Insurance

Net Change to Sewer Fund Budget - 0 - -

I expect there to be one final budget transfer request after year end numbers are determined. Feel free to contact me if you have any questions in this regard.

TOWN OF BETHLEHEM
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Item on the Agenda

Department Head

Sam Messina
Town Supervisor

Josh Canler
Commissioner

Paul Penman, P.E.
Town Engineer

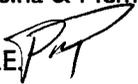
TOWN OF BETHLEHEM

Albany County - New York
DEPARTMENT OF PUBLIC WORKS
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
Engineering Division (518) 439-4955 x1135
Fax: (518) 439-5808
Email: ppenman@townofbethlehem.org



MEMORANDUM

TO: Supervisor Messina & Members of the Town Board

FROM: Paul Penman, P.E. 
Town Engineer

DATE: 15 December 2010

SUBJECT: Structural Repairs of the Kenwood Avenue Water Tank
Recommendation to Award Contract and Approve Task Order

Requested Action

1. Authorization to award a contract for the above referenced project to DeBrino Caulking and authorization for Supervisor Messina to sign a contract with DeBrino Caulking.
2. Authorization for Supervisor Messina to sign the task order from Town Designated Engineer, Clough, Harbour & Associates (CHA) for consulting services related to the above referenced project.

Background

At the August 25th 2010 Town Board meeting, the Town Board approved design services for structural repairs to the Kenwood Ave Water Tank. Since then, design was completed and the bids were received on December 9, 2010. The Town received eight (8) bids for this contract. The apparent low bidder is DeBrino Caulking, with a bid of \$152,000.

CHA and the Engineering Division have reviewed the submitted bids. Based on our review, DeBrino Caulking is the lowest responsible bidder. CHA has provided the Town with a letter recommending the contract award, which includes a summary of the bid results (attached hereto).

At the August meeting, the Board approved design services for this work. Construction related services were not included as part of that original task order since the extent of repairs required was not fully known. CHA has provided a task order in the amount of \$19,600, which includes services related to bidding; construction administration and observation; and concrete testing services.

FUNDING:

Money for this work was budgeted in the 2011 Water Operating Budget and is available for this contract and engineering task order.

RECOMMENDATION:

Based on our review and CHA's recommendation, we recommend that the Town Board award this contract to DeBrino Caulking for their bid price of \$152,000 and that the Board authorize Supervisor Messina to execute the contract with DeBrino Caulking for this project. For your reference, copies of the original bids are available in the Town Clerk's office.

Further, it is recommended that the Town Board approve CHA's Task Order in the amount of \$19,600 for construction related services related to the repairs of the Kenwood Ave Water Tank and authorize Supervisor Messina to execute the Task Order with CHA.

Please feel free to contact me if you have any questions in this regard.

Encl.

Cc: J. Cansler
C. Wickham
N. Moquin
J. Potter
S. Traylor



December 10, 2010

Mr. Paul Penman, P.E.
Town Engineer
Town of Bethlehem
445 Delaware Avenue
Delmar, New York 12054

**Re: Town of Bethlehem: Kenwood Ave Water Tower Foundation Repair Project
CHA Project No. 21074.1008**

Dear Paul:

As you are aware, the Town opened bids on December 9, 2010 for the foundation repairs at the Kenwood Avenue Water Tower. The bid results were as follows:

Bidder	Bid Price
DeBrino Caulking	\$152,000
VMJR Comp.	\$164,900
Pollard Excavating	\$167,900
Rozell East, Inc.	\$184,750
Eastern Bldg. & Rest.	\$201,336
PCC Contracting Inc.	\$205,360
Mid-State Industries	\$218,980
Trinity Construction	\$228,553

After reviewing the qualifications of the apparent low bidder (DeBrino Caulking), from aspects of financial responsibility and related work experience, we conclude that the bidder is qualified to perform their duties as outlined in the Contract Documents. Therefore, it is our recommendation that the Town award this contract to the apparent low bidder, DeBrino Caulking in the amount of \$152,000.

If you have any questions regarding our recommendation, please do not hesitate to call me at 453-2866 or mabatto@chacompanies.com.

Sincerely,

Matthew B. Abatto, P.E., Senior Associate
Project Manager

Cc: D. Degennaro, CHA

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Sam Messina
Town Supervisor

Josh Cansler
Commissioner

Erik T. Deyoe, P.E.
Deputy Commissioner

TOWN OF BETHLEHEM

Albany County - New York

DEPARTMENT OF PUBLIC WORKS

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1128
Fax: (518) 439-5808

Email: jcansler@townofbethlehem.org



To: **Members of the Bethlehem Town Board**

From: **Josh Cansler, Commissioner of Public Works**

Date: **December 16, 2010**

Subject: **Replacement of 1992 Sewer Jet Truck with new Combination Sewer Cleaner (vacuum/jet) Truck in DPW Field Operations Division.**

Requested Action

Request from the Commissioner of Public Works for the Town Board to award the purchase of a new Combination Sewer Cleaner Truck for the Sewer Maintenance Section in the DPW Field Operations Divisions. We are recommending purchase of a Vactor 2100 plus from William H. Clark Municipal equipment, Inc. in Rensselaer, NY for \$307,807.50. This truck will be funded from the proceeds of the August 6th, 2010 bond anticipation note. The bond resolution authorizing acquisition of various equipment for the Water and Sewer Districts, not to exceed \$545,000, was approved at the May 12th, 2010 Town Board meeting. Debt service will be through the Sewer Fund Budget.

Background

A combination sewer cleaner is a truck mounted, heavy duty industrial vacuum loader designed to pneumatically convey solids, liquids, sludge or slurry through suction lines. When a blockage occurs in a sewer main material will backup and eventually overflow the system. Streets, homes, and businesses can be damaged from the debris and raw sewage. Human health is threatened with unsanitary conditions and the spread of germs and disease.

Our current sewer jet truck that we are replacing is 18 years and is in need of major rehabilitation and overhaul. In addition the jet truck is only capable of jetting out lines and has no vacuum capability meaning it clears out the sewer lines with water under high pressure. The problem with this method is that with our old sewer lines we often damage the lines with the high pressure, plus the jetting action only pushes the problem further downstream.

The new combination cleaner has a vacuum feature which sucks up the debris clogging the lines and through which we can better control the stress on the sewer mains. The proposed new combination cleaner truck features better operator control, air routing and filtration efficiency, and fuel efficiency. It has internal monitoring systems that enable the operator to monitor and troubleshoot flow and pressure. It also includes blower temperature and oil level, drive system idle and open vacuum relief.

With the technology featured in the new combination sewer cleaner truck DPW will be able enhance our sewer maintenance program by:

- Increasing preventative maintenance throughout the wastewater collection system
- Minimizing the number of stoppages per mile of sewer pipe
- Reducing the number of odor complaints
- Increasing the efficiency of the sewer pump stations and minimizing pump station failures
- Improve intended flow throughout the wastewater collection system

Requests for Bid

Last month the Town advertised for bids to purchase a combination sewer cleaner truck. Five bids were received. Three of the bids did not meet all of the specifications advertised in the bid request. Of the two remaining bids, William H. Clark Municipal equipment, Inc. was the low bidder at \$307,807.50. We did review all of the bids to determine if other proposed models would still accomplish the desired tasks but the savings (less than 1%) did not justify accepting a model with less capability than specified. The Vactor 2100 plus meets or exceeds all of our required specifications.

Recommendation

Recommend award of this purchase from William H. Clark Municipal equipment, Inc. of a new combination sewer cleaner truck at a bid price of \$307,807.50.

Cc. S.Traylor, Comptroller
N. Moquin, Town Clerk
H. Hyer, Fleet Manager
C. Wickham, DPW
J.Stannard, DPW

TOWN OF BETHLEHEM

Albany County - New York

MANAGEMENT OF INFORMATION SERVICES DEPARTMENT

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054

(518) 439-4955 x1120

Fax: (518) 475-1985

Email: jdammeyer@townofbethlehem.org

Sam Messina
Town Supervisor

Jeffrey Dammeyer
Director of MIS



To: Supervisor Messina and Member of the Town Board

From: Jeff Dammeyer, Director of MIS *JD*

Date: December 15, 2010

Subject: RFP Exception 2010 Annual Report

As requested in the new Town Purchasing Policy requirement for RFP Exception Section, listed below are the software purchases for 2010 for the MIS Department. All purchases were budgeted in the MIS/GIS 2010 Budgets. Please note that this list is only for purchases made by the MIS Department. Supporting documentation for the purchases has been attached.

<u>Vendor Name</u>	<u>Type of Acquisition</u>	<u>Purchase Price</u>	<u>Date</u>
ESRI, Inc.	Software Module Upgrade	\$4,085.00	3/01/10
Vermont Systems Inc.	Additional Software Module	\$900.00	12/07/10
Sungard Public Sector	Software Module Upgrade	\$15,090.00	12/07/10

cc: Suzanne Traylor, Comptroller



PURCHASE ORDER

TOWN OF BETHLEHEM
445 DELAWARE AVENUE
DELMAR, NY 12054
(518) 439-4955
FAX (518) 439-1699

P.O. NO. : **018985**

DATE: 3/1/2010

VENDOR #: 2925
VENDOR ADDRESS: ESRI INC.
55 FERNCROFT ROAD, SUITE
DANVERS, MA 01923

SHIP TO: TOWN OF BETHLEHEM
COMPUTER DEPT
445 DELAWARE AVENUE
DELMAR, NY 12054

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY		REQUISITION #	REQUISITION DATE	REQUISITIONED BY	
02/25/2011		0000019579	02/26/2010	BAUM J	
TERMS		ACCOUNT NUMBER	PROJECT NO.	AUTHORIZED BY	
NET/30		110-1685-517.23-03		RICHARD WEBSTER	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

1		ARCGIS SERVER UPGRADE TO STANDARD			
	1.00 / EA	WORKGROUP	Vendor Item No. 109650	4,080.0000	4,080.00

TOTAL PURCHASE AMOUNT	\$4,080.00
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THE TOWN OF BETHLEHEM IS TAX EXEMPT FROM ALL FEDERAL AND STATE TAXES.

Federal I.D. # 14-6002085



ESRI

**ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
ESRI, Inc.**

**55 Ferncroft Rd Ste 300
Danvers, MA 01923**

**Phone: (978) 777-4543 Fax: (978) 777-8476
DUNS Number: 06-313-4175 CAGE Code: 0AMS3**

**To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 02/25/2010 To: 05/26/2010**

Quotation # 20362297

Date: February 25, 2010

Customer # 300102 Contract # 2008MPA3771

**TOWN OF BETHLEHEM
445 DELAWARE AVE
DELMAR, NY 12054**

**ATTENTION: Jason Baum
PHONE: (518) 439-4955
FAX:**

Material	Qty	Description	Unit Price	Total
109650	1	GIS2218 - ArcGIS Server Standard Workgroup Four Cores Upgrade from Basic Workgroup	4,080.00	4,080.00
			Item Total:	4,080.00
			Subtotal:	4,080.00
			Sales Tax:	0.00
			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$4,080.00

NYS CONTRACT: Quotation reflects NYS OGS Contract Number PT63832 (ESRI Contract #2008MPA3771) pricing, executed 11/2/2009. Quoted prices include shipping. For faster order processing, please reference the quotation number from this document on your Purchase Order.

* Please indicate on your purchase order if this purchase is funded through the American Recovery and Reinvestment Act, and whether ESRI is a Prime Recipient, Sub-recipient, or Vendor for reporting purposes.

Quoted By: Joshua Williams, (978) 777-4543 x8425 Email: jwilliams@esri.com	Account Manager: Joshua Williams Email: jwilliams@esri.com
<p>Acceptance of this quotation is limited to the ESRI License Agreement and the Quotation Terms and Conditions This Quotation is made in confidence for your review. It may not be disclosed to third parties, except as required by law.</p> <p>If sending remittance, please address to: ESRI, File No. 54630, Los Angeles, Ca 90074-4630</p>	

**Town of Bethlehem
Purchasing Division
Sole Source Justification**

Procurement Policy, Section IV: Sole Source Procurements

A sole source procurement is justified when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service.

Department: MIS

Contact Name: Jason Baum

Phone #: x1186

Requisition #: 19579 **Requisition Date:** 3-1-10

Describe in detail the products and/or services to be procured:
Upgrade to ArcGIS Server Basic Workgroup to Standard Workgroup

Detail how this/ these produce(s) meet(s) your needs. Define the unique benefits to the of the item as compared to other products in the marketplace. Show that no other product provides substantially equivalent or similar benefits and that, considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace. (Attach a separate page if needed)

This is an upgrade to the ESRI software. The upgrade allows maps to be published online within our corporate intranet. It is also a prerequisite for the module which will allow integration of GIS to the Naviline modules. Since this is an upgrade to an existing system, there are no other options in the marketplace.

Vendor Name: ESRI Inc

Vendor Address: Suite 300, 55 Ferncroft Rd, Danvers MA 01923

Phone: 978-777-4543

Fax: 978-777-8476

Product needed by date: 3-30-10

Estimated Total Dollars for this procurement: \$ 4080

**Town of Bethlehem
Purchasing Division
Sole Source Justification**

Attach a detailed explanation of Vendor Sole Source Status, i.e., what is the basis for your identifying this vendor as a sole source? Check any that apply.

- The vendor is the manufacturer of the product and has no distributors.
(Attach manufacturer's letter as documentation.)
- The vendor is the only reseller of the manufacturer's product in this geographic region.
(Attach manufacturer's letter as documentation.)
- Item to be purchased is a supply for equipment which is under warranty, and use of any product other than specified will void the warranty.
(Attach copy of warranty with such requirement highlighted).
- Product is patented.
(Provide patent number and patent documentation.)
- Item is proprietary and is additional product or software which must work with an existing system.
(Provide letter of documentation from system manufacturer.)
- Product has been standardized for use in the Town through the Town Board process.
(Attach copy of Resolution.)
- Other
(Provide a statement on a separate page with detailed documentation.)

Department Head or Designee (print): Jeff Dammeyer

Signature: 

Date: 3/1/10

ArcGIS® Server 9.3 Functionality Matrix

Data Management	Advanced	Standard	Basic	Notes
Scalable Geodatabase Access	X	X	X	
Full Geodatabase Support	X	X	X	
Create Geodatabases	X	X	X	
Load Spatial Data into Geodatabases	X	X	X	Raster and vector loaders
Manage Geodatabases	X	X	X	
One-Way Replication	X	X	X	
Two-Way Replication	X	X	X	
Checkout/Check-in Replication	X	X	X	
Export Data to Various Formats	X	X		
Support Multiple DBMS for Geodatabase Storage	X	X	X	Enterprise only
Support PostgreSQL Open Source DBMS for Geodatabase Storage	X	X	X	Enterprise only
Support IBM Informix, DB2, and DB2 zOS (Mainframe) for Geodatabase Storage	X	X	X	Enterprise only
Support Oracle for Geodatabase Storage	X	X	X	Enterprise only
Support Oracle Express for Geodatabase Storage	X	X	X	Enterprise only
Embedded DBMS Engine	X	X	X	Microsoft SQL Server Express included (Workgroup only); PostgreSQL included with Enterprise (all editions)
Embedded Database Access Engine Technology	X	X	X	
Support Unlimited Desktop Client Connections	X	X	X	Enterprise only; Workgroup supports 10 or fewer
Unlimited Geodatabase Size	X	X	X	Enterprise only; Workgroup limited to a total accumulative geodatabase size of 4 GB
Multicore Support	X	X	X	Enterprise and Workgroup based on the number of cores on the server; Workgroup limited to a maximum of 4 cores

Mapping	Advanced	Standard	Basic	Notes
Serve ArcGIS® Maps (MXD files)	X	X		
Utilize Advanced Maplex® Labeling	X	X		
On-the-Fly Projections	X	X		
Combine Multiple Map Services in Web Applications	X	X		
Dynamically Add Layers to a Map Service	X	X		Through customization only
Dynamic 2D Map Rendering	X	X		
Dynamic 3D Globe Rendering	X	X		
On-the-Fly Image Processing	X	X		ArcGIS Server Image extension required
Cache 2D Maps	X	X		
Cache 3D Globes	X	X		
Spatial Analysis - Geoprocessing Framework				
Simple Geoprocessing Tools (194 tools—ArcView® level)	X	X		Additional tools available with extensions
Complete Geoprocessing Tools (284 tools—ArcInfo® level)	X			Additional tools available with extensions
Spatial Analysis - Core Analysis				
Clip	X	X		
Intersect	X	X		
Union	X	X		
Buffer	X	X		
Multiple Ring Buffer	X	X		
Split	X			
Erase	X			
Identify	X			
Symmetrical Difference	X			
Update	X			
Near	X			
Point Distance	X			
Frequency	X			

Spatial Analysis - Generalization	Advanced	Standard	Basic	Notes
Dissolve	X	X		
Simplify Line	X			
Smooth Line	X			
Eliminate	X			
Spatial Statistics Analysis				
Average Nearest Neighbor	X	X		
High/Low Clustering	X	X		
Spatial Autocorrelation	X	X		
Cluster and Outlier Analyses	X	X		
Hot Spot Analysis	X	X		
Central Feature	X	X		
Directional Distribution	X	X		
Linear Directional Mean	X	X		
Mean Center	X	X		
Standard Distance	X	X		
Calculate Areas	X	X		

Developer Tools	Advanced	Standard	Basic	Notes
.NET Application Developer Framework (ADF™)	X	X		Microsoft Visual Studio and Visual Studio Express
Java Application Developer Framework	X	X		Eclipse and NetBeans
Enterprise JavaBeans Application Developer Framework Components	X			
Mobile Application Developer Framework Components for the .NET Compact Framework	X			Enterprise only
ArcGIS for JavaScript	X	X		
ArcGIS API for Flex	X	X		Integrated with Adobe Flex Builder 3

GIS Web Services	Advanced	Standard	Basic	Notes
Geodata	X	X	X	
Map	X	X		
Image	X	X		
3D Globe	X	X		
Geometry	X	X		
WMS	X	X		
WFS	X	X		
WFS-T	X			
WCS	X	X		
KML	X	X		
Locator	X	X		
Network Analyst	X	X		Optional ArcGIS Server Network extension required
Geoprocessing	X	X		
Mobile	X			Enterprise only

Web Application Functionality	Advanced	Standard	Basic	Notes
Fixed Pan and Zoom	X	X		
Interactive Pan and Zoom	X	X		
Identify Features on a Map	X	X		
Forward and Back Extent	X	X		
Feature-Based Hyperlink to Other Documents	X	X		
Measure Distances and Areas	X	X		
Feature-Based MapTips	X	X		
Magnification Window	X	X		
Overview Map	X	X		
Interactive North Arrow	X	X		
Find Place Task	X	X		
Find Address Task	X	X		
Query Attribute Task	X	X		
Search Attribute Task	X	X		
Editing Task	X			
Print	X	X		
Simple Geoprocessing Tasks (194 tools—ArcView level)	X	X		
Complete Geoprocessing Tasks (284 tools—ArcInfo level)	X			

Web Editing Application Functionality	Advanced	Standard	Basic	Notes
Simultaneous Feature Class Editing	X			
Isolated Editing in Separate Versions	X			
Undo/Redo Operations	X			
Snapping by Layer (vertex, edge, endpoint)	X			
Snapping to New Geometry (vertex, edge, endpoint)	X			
Settable Snapping and Feature Selection Tolerances	X			
Client-Side Snapping Feedback	X			
Add, Move, Delete, Copy, and Paste Features	X			
Add, Move, and Delete Vertex Locations for Existing Features	X			
Merge Features	X			
Split Features	X			
Specify an Exact X,Y Location	X			
Point-and-Click On-Screen Digitizing of Point, Line, and Polygon Features	X			
Modify and Create Attribute Values	X			
Maintain Attribute Values through Defined Rules (domains)	X			
Administrators Can Limit Exposed Editing Functionality	X			
Any Custom ArcObjects™ Components-Based Tool for Editing	X			

ArcGIS Server 9.3 Supported Platforms

Platform	ArcGIS Server (.NET Platform)	ArcGIS Server (Java Platform)	ArcGIS Server (.NET ADF)	ArcGIS Server (Java ADF)	ArcGIS Server (ArcSDE® Database Access Engine)
Microsoft Windows Server (32 bit and 64 bit)	X	X	X	X	X
Red Hat Enterprise Linux AS/ES (32 bit)		X		X	X
SUSE Linux Enterprise Server (32 bit) (Intel-based processors)		X		X	X
Sun Solaris SPARC		X		X	X

For detailed ArcGIS Server 9.3 system requirements, visit www.esri.com/ags93sysreq.

Optional Extensions (Licensed Separately)	Advanced	Standard	Basic	Notes
Data Interoperability	X	X		Windows only
Image	X	X		Windows only
Job Tracking for ArcGIS (JTX™)	X	X		
Network	X	X		
3D	X			
Schematics	X			
Geostatistical	X			Windows only
Spatial	X			



PURCHASE ORDER

TOWN OF BETHLEHEM
445 DELAWARE AVENUE
DELMAR, NY 12054
(518) 439-4955
FAX (518) 439-1699

P.O. NO. : **020723**

DATE: 12/7/2010

VENDOR #: 3442
VENDOR ADDRESS: VERMONT SYSTEMS
12 MARKET PLACE
ESSEX JUNCTION, VT 05452

SHIP TO: TOWN OF BETHLEHEM
COMPUTER DEPT
445 DELAWARE AVENUE
DELMAR, NY 12054

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY		REQUISITION #	REQUISITION DATE	REQUISITIONED BY	
12/10/2010		0000021389	12/07/2010	DAMMEYER J	
TERMS		ACCOUNT NUMBER	PROJECT NO.	AUTHORIZED BY	
NET/30		110-1680-517.23-03		RICHARD WEBSTER	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

1	1.00 / EA	WEB TRAC PASS RENEWAL MODULE	Vendor Item	900.0000	900.00
		No.			
2	1.00 / EA	PASS RENEWAL ANNUAL MAINTENANCE	Vendor	180.0000	180.00
		Item No.			

TOTAL PURCHASE AMOUNT **\$1,080.00**

THE TOWN OF BETHLEHEM IS TAX EXEMPT FROM ALL FEDERAL AND STATE TAXES.

Federal I.D. # 14-6002085



Recreation & Parks Software

WebTrac Basic Edition
Real-Time Internet Software
VSI Quote Number: 19620
Please Review Notes on Last Page
Software Pricing Is Valid For 120 Days
Hardware Pricing Is Subject to Change

Description: **Add PM to WebTrac**
Prepared For: **Bethlehem Parks and Rec, Delmar, NY**
Contact Name: **Jeff Dammeyer, Director of MIS**
Contact Email: **jdammeyer@townofbethlehem.org**
Approved By: **Joshua Karson (joshuak@vermontsystems.com)**

Phone Number: **(518)439-4955 Ext - 1120**
Fax Number:
Quote Date: **12/07/2010**

Qty	Unit	Description	Unit Price	Extended Price	Annual Maint
Application Software					
1	Each	WebTrac Pass/ID Card Registrations (V-WT-SU-PM)	\$750.00	\$750.00	\$150.00 ₁
Total Application Software:				\$750.00	\$150.00
Progress OpenEdge Software					
1	Each	OpenEdge V10 Application Server & OE RDBMS (T-PG-SU-WB)	\$150.00	\$150.00	\$30.00 ₂
Total Progress OpenEdge Software:				\$150.00	\$30.00
Total Software, Hardware and Support Services				\$900.00	\$180.00
Grand Total - WebTrac:				\$1,080.00	
				<small>(plus tax where applicable)</small>	



**Proposal Summary Pricing
VSI Quote Number: 19620**

Please See Detail Breakdown
on Following Pages

Description: **Add PM to WebTrac**
Prepared For: **Bethlehem Parks and Rec, Delmar, NY**
Contact Name: **Jeff Dammeyer, Director of MIS**
Contact Email: **jdammeyer@townofbethlehem.org**
Approved By: **Joshua Karson (joshuak@vermontsystems.com)**

Phone Number: **(518)439-4955 Ext - 1120**
Fax Number:
Quote Date: **12/07/2010**

-
- 1 WebTrac modules require respective RecTrac licensed modules in order to process web transactions.
 - 2 VSI uses the Progress Application Development & Deployment software to develop and deploy our Web applications that provide real-time Web transaction processing in RecTrac and GolfTrac.

**Town of Bethlehem
Purchasing Division
Sole Source Justification**

Procurement Policy, Section IV: Sole Source Procurements

A sole source procurement is justified when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service.

Department: MIS

Contact Name: Jeff Dammeyer

Phone #: 439-4955 x1120

Requisition #: 21389 **Requisition Date:** 12/7/10

Describe in detail the products and/or services to be procured:

Vermont Systems Inc. WebTrac Module - Online Pass Renewals for the Parks Department.

Detail how this/ these produce(s) meet(s) your needs. Define the unique benefits to the of the item as compared to other products in the marketplace. Show that no other product provides substantially equivalent or similar benefits and that, considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace. (Attach a separate page if needed)

Integrated module to proprietary software system used at the Parks Dept. Software module integrates with their existing online registration system (WebTrac) and their back-end pass system (RecTrac) in use in the Parks Office.

Vendor Name: Vermont Systems Inc.

Vendor Address: 12 Market Place, Essex Junction, VT 05452

Phone: 1-877-883-8757

Fax: 1-802-879-5368

Product needed by date: 12/7/10

Estimated Total Dollars for this procurement: \$ 900.00

**Town of Bethlehem
Purchasing Division
Sole Source Justification**

Attach a detailed explanation of Vendor Sole Source Status, i.e., what is the basis for your identifying this vendor as a sole source? Check any that apply.

- The vendor is the manufacturer of the product and has no distributors.
(Attach manufacturer's letter as documentation.)
- The vendor is the only reseller of the manufacturer's product in this geographic region.
(Attach manufacturer's letter as documentation.)
- Item to be purchased is a supply for equipment which is under warranty, and use of any product other than specified will void the warranty.
(Attach copy of warranty with such requirement highlighted).
- Product is patented.
(Provide patent number and patent documentation.)
- Item is proprietary and is additional product or software which must work with an existing system.
(Provide letter of documentation from system manufacturer.)
- Product has been standardized for use in the Town through the Town Board process.
(Attach copy of Resolution.)
- Other
(Provide a statement on a separate page with detailed documentation.)

Department Head or Designee (print): Jeff Dammeyer, Director of MIS

Signature: 

Date: 12/7/10

Web

Integrated Internet Software



WebTrac brings the power of the internet to parks and recreation professionals by linking the World Wide Web to your recreation applications and services.

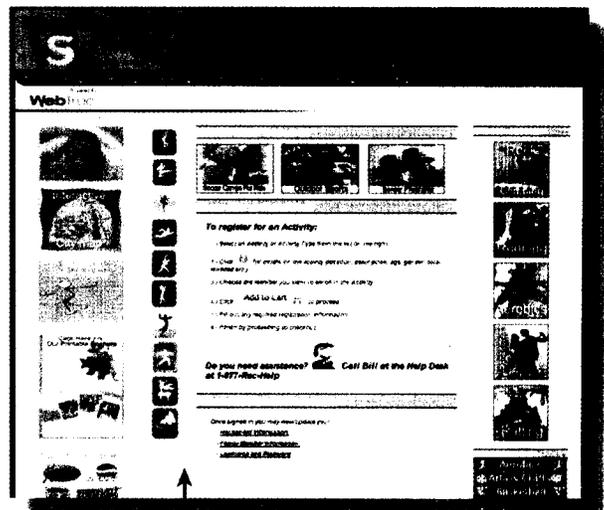
WebTrac Overview

- Real time customer access to your VSI applications through the internet via your web page
- Offers your customers the convenience and time-saving advantage of the internet
- Increase productivity and efficiency without increasing personnel costs
- You retain control over what is available via WebTrac
- Allows you to customize WebTrac design to match your overall website design with a welcome message, splash pages, fonts, banners, footers, logos, stylesheet, and privacy text
- VSI charges NO transaction fees
- Simplified transaction processing with payments by credit card, gift card, coupon, and/or electronic check
- Create multiple links from your existing home page to different features and areas of WebTrac for faster & better customer service
- Transactions are complete in one operation, with rosters, schedules, financials, and demographics automatically updated

WebTrac Modules

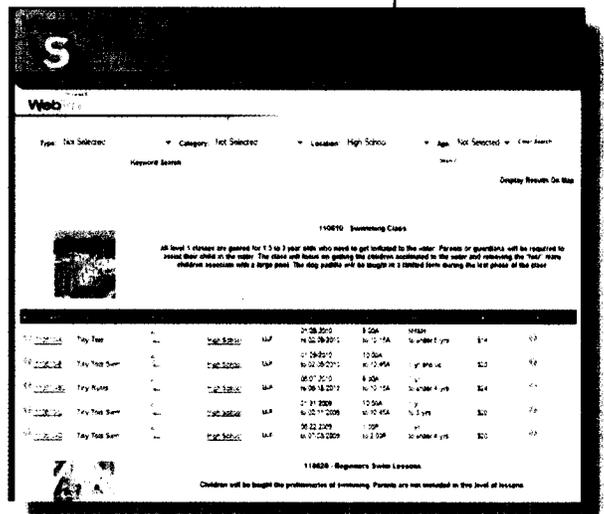
- **Activity Registrations/Inquiries**
 - Same enrollment criteria and restrictions as in RecTrac
 - Allows enrollment into both normal and lottery programs
 - View Previous enrollments
 - Search for Programs by many criteria, including age, grade, gender, date, location, etc.
 - Custom Brochure display options, including map display
- **Facility Reservations/Inquiries**
 - Search for facilities by many criteria, including facility type, location, facility features, date, time, capacity, etc.
 - Control min and max days in advance for reservations
 - Facility reservation calendar view
 - Map search/display option for facility reservations
- **Pass Registrations/Renewals**
- **League Schedules & Standings**
 - View game scores, league sign-up, team registration, and score updates
- **Court Reservations/Inquiries/Cancellations**
- **Equipment and Site Rentals/Inquiries**
 - Search for rental items by many criteria, including date, time, item features, rental class, etc.
 - Graphical Reservations - Great for campgrounds
- **Golf Tee Time Reservations/Inquiries**
 - Same tee time restrictions as defined in RecTrac and GolfTrac
 - Allows daily player tee time reservations by non-members
- **Locker Rentals/Inquiries**
- **Personal Trainer Scheduling/Inquiries**
- **Trip Reservations/Inquiries**
- **Point of Sale Options**
 - Online Donations, Gift Cards, and Venue Ticket sales

WebTrac software is a real-time connection to your RecTrac, GolfTrac, or MainTrac systems. This allows your customers 24-hour/7-day a week access.



Splash Page Example

Activity Brochure Web Page



WebTrac Capabilities Continued

WebTrac Features

- Ability for your customers to sign-in as a registered user who can "Shop" or as a guest who can "Browse" then login & register
- Automatic clean up of abandoned web sessions and replacement of items left in shopping carts back into inventory/availability
- After payment, customer views online receipt with option to print and email receipt
- Customers may review their own household enrollments, memberships, reservations, account balances, calendars, and childcare statements
- If customers forget their user name or password, it can be emailed to them if they answer two security questions
- Real-time criteria, restriction, and availability checking
 - Asks customer the questions you have linked to your activities, rental items, etc.
 - Charge fees using the same criteria as in RecTrac
- Statistics Report available which includes site-usage, demographics, and transaction completion rate
- Transactions are complete - no manual review required
- User defined payment requirement as a percent of current charges in Shopping Cart
- With SSL and Firewall, WebTrac offers security and privacy by requiring a User Name and Password to enter site

Optional Capabilities

- Option to require customer to accept an online waiver or Hold Harmless Agreement before enrolling or registering
- Option to allow new households to add themselves to your RecTrac database via the web (in either real-time or batch)
- Option to allow payment on outstanding RecTrac balances
- Option to charge non-required fees all the time, none of the time or prompt the customer
- Option to conduct online surveys
- Option to allow patron to change User Name and PIN
- Option to view and update RecTrac household and family member data on the web

Recreation Department Responsibilities

- Manage in-house web server or contract with an ISP/ASP to host web server
- Set up and maintain firewall for security of RecTrac database
- Register site for SSL certification
- Select Credit Card Processor
- License VSI Credit Card Processor Interface (PayTrac)

Transaction Server Operating Systems

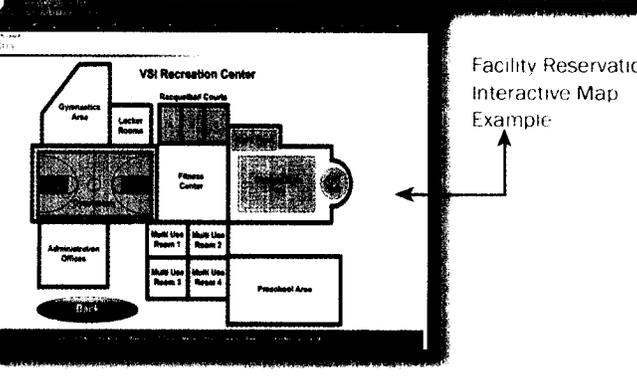
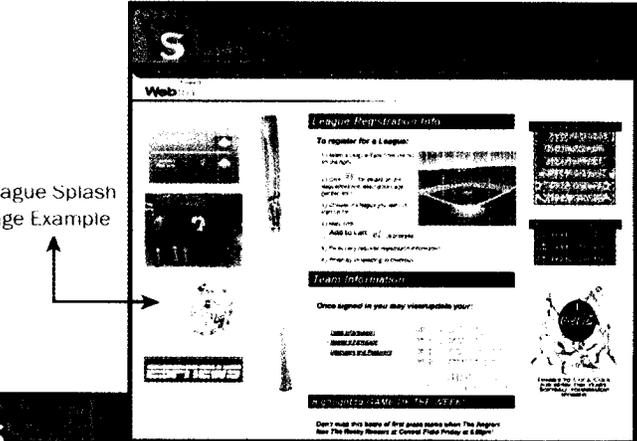
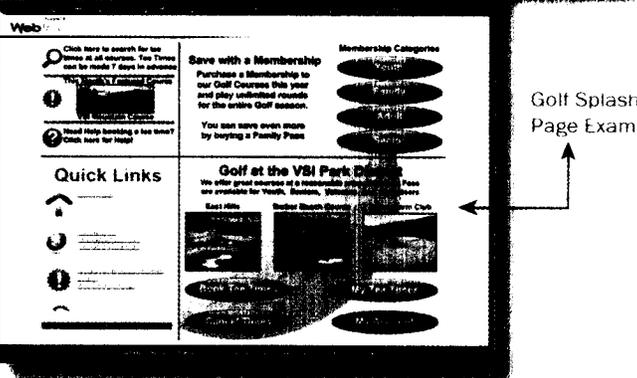
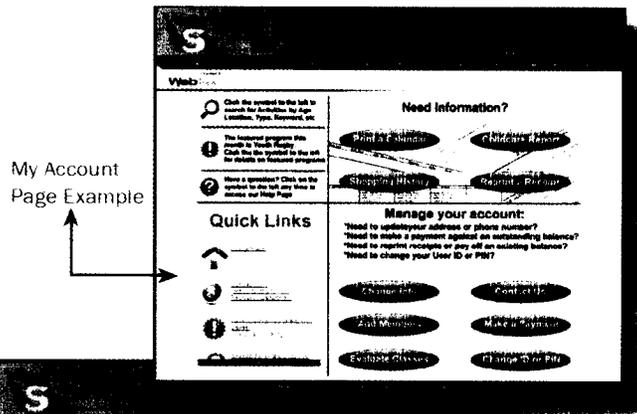
- Windows 2000/2003/2008 Server

Web Server Software

- Microsoft IIS on Windows
- Apache on Linux

Certified Operating Systems

- Progress WebSpeed supports any web server adhering to the CGI (Common Gateway Interface) 1.1 specification



RecTrac™

Recreation Tracking Software

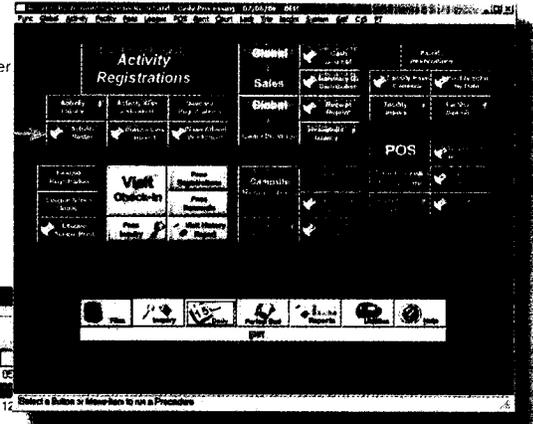


Fully integrated management software that provides efficiency and productivity to your recreation department!

RecTrac Overview

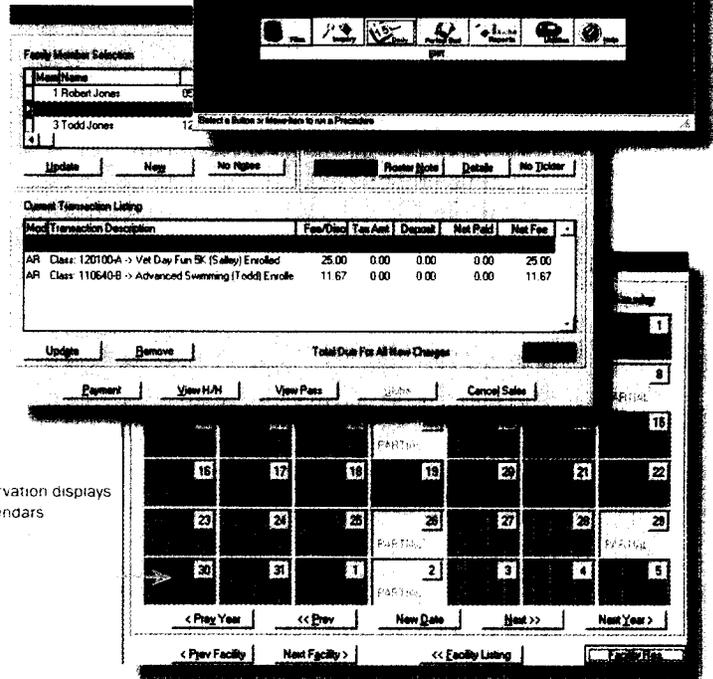
- Global sales single receipt processing capability process any number of transactions using any combination of RecTrac modules and produce a single receipt
- Access central customer database by name, telephone number, account number, ID card, address, email address, and organization
- Single database – shared files
- Receipts printed or emailed
- Multiple user defined payment types
- Integrated Gift Cards
- Extensive financial and statistical reporting, over 500 standard reports
- Complete on-line help
- Financial interfaces available
- Marketing tools – capture repeat business
- Supports wide range of point-of-sale hardware peripherals
- Automatic tee calculation based on customer type
- Unlimited user menu configurations
- Supports PCI compliance

Customize menus for each user



Activity Registration

- Track all program enrollments
- Manage rosters, waitlists, and waivers
- Track income and expense by revenue distribution code
- Transfer, cancellation, and refund processing
- Day camp/daycare registrations
- Prerequisite enrollment option
- Track class attendance and participant medical records
- Instructor tracking and payment processing
- Installment billing, invoices, and statements
- Lottery enrollment feature including "with friend" option
- Mailing Labels with direct email marketing option
- "Search for Program" feature with keyword functionality
- Enrollment conflict checking
- Custom program brochure export available
- Multi-child/Multi-class discount options
- Supports "drop-in" programs



Multiple reservation displays including calendars

Facility Reservations

- Manage all your facility schedules
- Track one time, pattern, and random reservations
- Track overlap facilities, prevent double bookings
- Automatic or manual conflict resolution
- Easy display of schedules and calendars with multi-facility search
- Track set up and clean up times
- Check availability of facilities
- Track fees including damage deposit
- Premium billing option
- Reservation rules and regulations print option
- Integration with Activity Reservation and League Scheduling modules
- Maintenance Schedules

Pass Management

- Membership management feature
- Track attendance figures and visit demographics
- Track income and expense by membership type
- Track membership, suspension and expiration dates
- Track guest, additional, and daily entry fees
- Capture and display member photos
- Integrated universal ID cards and key fobs
- Create photo ID cards or use existing ID cards
- Barcode, magstripe, and biometric scanning options
- Computerized "punch" visit tracking
- Play greetings on member entry
- Track facility capacity during visit check-in

1-877-883-8757

www.vermontsystems.com

sales@vermontsystems.com



RecTrac Capabilities by Module

Golf Course Management

- Integrated Tee Time and Point of Sale processing
- Single or multiple courses
- Automatic pricing options by Golfer type, by course
- Touch screen integration
- Membership tracking
- Handicapping - meets PGA requirements
- Tournament tracking
- Gift certificates and gift card cash back calculation
- Credit book
- Interfaces - VP tournament Mgr, Keyonix, E-Range, and others

League Scheduling

- Manage leagues, teams, players, and officials
- Record scores and track standing
- Round robin, single, and double elimination
- Automatic facility reservations
- Track league fees and statistics
- Roster draft option for team creation
- Multiple schedule generators available
- Track schedule exceptions by team, league, or facility
- User defined league templates available
- Tournament brackets with printout
- Print and email schedules

Equipment and Site Rentals

- Equipment, campsite, marina, and shelter rentals
- Supergrid interface for ease of viewing
- Track equipment check in and check out times
- Package rentals
- Track rental fees including deposits
- Quick rentals - for no-fee check out times
- Graphic campsite reservations

Court Reservations

- Court matrix interface
- Unlimited number of courts
- Generate user defined time blocks
- Track one time and pattern reservations
- Produce calendars, statistics, and usage reports

Trip Reservations

- Manage group bookings
- Establish any number of trips
- Track departure/return dates and times
- Produce trip rosters, statistics, and reports
- Print tickets

Locker Rentals

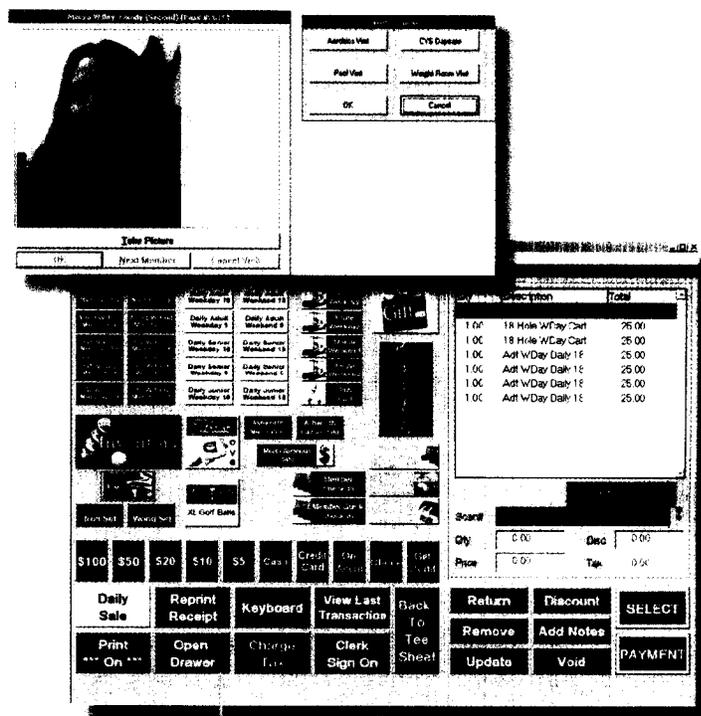
- Men's and Women's locker rentals
- Track locker reservations
- Track locks, including combinations
- Track locker damage deposits
- Track grace period and impound days
- Locker expiration warning during visit check in

Personal Trainer

- Establish any number of trainers
- Link multiple qualifications to each trainer
- Link unique fee rates to each qualification
- Simultaneously reserve trainer and facility
- Print trainer schedules and statistics

Point of Sale/Cash Register

- Inventory control
- Touch screen integration
- Receipt printing
- Track discounts, gift certificates, gift cards, and donations
- Vendor tracking
- Ticket and tour sales, serialized venue seating with graphic view option
- Print Tickets
- Unlimited UPC bar code tracking and use
- Integrated POS hardware options
- Sales tax tracking
- Open ticket functionality for sit-down dining
- Kitchen order print or display option



--- Complete Inventory Control

General Features

- Over 500 standard reports with multiple selection criteria
- Reports output to PDF, Word, and Excel formats
- Email any receipt or report
- Customizable screens offer security and ease of use
- Cash receipts and income distribution for any date range
- Military DAR reports with date/time option
- Incident reporting and tracking module
- Hot key, multi-screen processing
- Unlimited database demographic codes
- Email texting broadcast message options
- ODBC compliant
- User defined titles on all reports
- Multilingual capabilities for receipting





PURCHASE ORDER

TOWN OF BETHLEHEM
445 DELAWARE AVENUE
DELMAR, NY 12054
(518) 439-4955
FAX (518) 439-1699

P.O. NO. : **020717**

DATE: 12/7/2010

VENDOR #: 412
VENDOR ADDRESS: SUNGARD PUBLIC SECTOR
BANK OF AMERICA
12709 COLLECTION DRIVE
CHICAGO, IL 60693

SHIP TO: TOWN OF BETHLEHEM
COMPUTER DEPT
445 DELAWARE AVENUE
DELMAR, NY 12054

Our P.O. # MUST Appear on ALL Invoices, Packages and Correspondence

DELIVER BY		REQUISITION #	REQUISITION DATE	REQUISITIONED BY	
12/31/2010		0000021383	12/07/2010	BAUM J	
TERMS		ACCOUNT NUMBER	PROJECT NO.	AUTHORIZED BY	
NET/30		110-1685-517.23-03		RICHARD WEBSTER	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

1	1.00 / EA	UPGRADE LG VIEWER TO LG GEOBLADE VIEWER Vendor Item No.	4,200.0000	4,200.00
2	1.00 / EA	LG WORK ORDER MODULE - LJ LICENSE FEE Vendor Item No.	9,000.0000	9,000.00
3	1.00 / EA	ANNUAL MAINTENANCE Vendor Item No.	1,890.0000	1,890.00

TOTAL PURCHASE AMOUNT **\$15,090.00**

THE TOWN OF BETHLEHEM IS TAX EXEMPT FROM ALL FEDERAL AND STATE TAXES.

Federal I.D. # 14-6002085

SUNGARD® PUBLIC SECTOR

Town of Bethlehem, NY (BTHL)
Investment Summary

November 30, 2010

Applications	License fees	# Training Days	Training Fees	Installation/ Configuration Fees	Annual Maintenance Fees
Upgard LG Viewer to LG GeoBlade Viewer	\$ -	0	\$ -	\$ 4,200.00	\$ -
LG Work Order Module - LJ	\$ 9,000.00	2	\$ 2,800.00		\$ 1,890.00
Totals	\$9,000.00	2	\$2,800.00	\$4,200.00	\$1,890.00
License Fees:					
Installation/Configuration Fees:					
Maintenance:					
Total:					

\$9,000.00
\$4,200.00
\$1,890.00
\$15,090.00

Payment Terms:

1. License fees, Hardware, and Project Management are due at contract execution date, signed quote, or receipt of purchase order.
2. Training Fees are due as incurred.
3. Installation/Configuration Fees are due upon completion.
4. Annual Maintenance will be due 120 days from execution of SunGard Public Sector quote.
5. Travel, out of pocket, and living expenses are not included in above pricing and will be invoiced as incurred.

Page 1 of 2

Notes:

1. This quote constitutes a Supplement to the existing Software License and Services Agreement signed by SunGard Public Sector Inc. and Customer. Except as provided herein, all terms of the Agreement remain in full force and effect.
2. There is no testing and acceptance period. The SunGard Public Sector application warranty period is 120 days after the Delivery Date. "Delivery Date" means for each Component System, the date on which SunGard Public Sector first ships the Component System to the Delivery Address F.O.B. SunGard Public Sector's place of shipment.
3. Licensed Programs may be used in machine-readable object code form only. Source Code is not provided.

4. Unless otherwise provided for herein, warranty, modification retrofit and maintenance offerings by SunGard Public Sector Inc. for its Licensed Program(s) do not apply to any third party hardware or third party software supplied under this Supplement. SunGard Public Sector Inc. does not make any warranties nor provide any source code for any non-SunGard Public Sector Inc. products unless otherwise provided herein. The return and refund policy of each individual third party hardware or third party software supplier shall prevail unless otherwise provided herein.
5. Scheduled Resource Changes: For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.
6. Pricing is for the application as-is. Any modifications or conversions will incur additional cost.
7. SCR and/or Conversions, if required, are payable 50% upon execution or receipt of purchase order and 50% upon completion.
8. Additional hardware and/or third-party software may be required. For hardware specifications and information, please contact Shelly May at SPS VAR - smay@spsvar.com or (772) 871-9125.
9. Applicable taxes are not included in the above fees and if applicable, will be added to the amount in the payment invoices.
10. Please indicate that your purchase order is per the terms and conditions of this proposal dated 11-30-10

The pricing, terms and conditions in this quote will be honored provided it is fully executed by 90 days.

Town of Bethlehem, NY (BTHL)
 445 Delaware Avenue
 Bethlehem, NY 12054



Authorized Signature

12/7/10

Date

Jeff Danneker

Printed Name

Source PB per James Kelt 111210

Page 2 of 2

**Town of Bethlehem
Purchasing Division
Sole Source Justification**

Procurement Policy, Section IV: Sole Source Procurements

A sole source procurement is justified when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service.

Department: MIS
Contact Name: Jason Baum, GIS Specialist
Phone #: x1186
Requisition #: 021383 **Requisition Date:** 12-7-10

Describe in detail the products and/or services to be procured:

Upgrade LG Viewer to LG GeoBlade Viewer and LG Work Order Module, as stated in the 2010 GIS Budget.

Detail how this/ these produce(s) meet(s) your needs. Define the unique benefits to the of the item as compared to other products in the marketplace. Show that no other product provides substantially equivalent or similar benefits and that, considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace. (Attach a separate page if needed)

This is a software module upgrade that integrates with the Town's Sungard Public Sector Naviline Workorder system and the Town's ESRI ArcGIS. The module will provide end users greater access to enterprise system data and GIS data, and also allow users in the field to access Work Order information directly from the GIS map layers. Since this is an upgrade to an existing enterprise application, there are no other options in the marketplace.

Vendor Name: Sungard Public Sector
Vendor Address: 100 Business Center Dr. Lake Mary FL 32746
Phone: 800-727-8088
Fax: 407-304-3914
Product needed by date: 12-10-10
Estimated Total Dollars for this procurement: \$ 15,090

Town of Bethlehem Purchasing Division Sole Source Justification

Attach a detailed explanation of Vendor Sole Source Status, i.e., what is the basis for your identifying this vendor as a sole source? Check any that apply.

- The vendor is the manufacturer of the product and has no distributors.
(Attach manufacturer's letter as documentation.)
- The vendor is the only reseller of the manufacturer's product in this geographic region.
(Attach manufacturer's letter as documentation.)
- Item to be purchased is a supply for equipment which is under warranty, and use of any product other than specified will void the warranty.
(Attach copy of warranty with such requirement highlighted).
- Product is patented.
(Provide patent number and patent documentation.)
- Item is proprietary and is additional product or software which must work with an existing system.
(Provide letter of documentation from system manufacturer.)
- Product has been standardized for use in the Town through the Town Board process.
(Attach copy of Resolution.)
- Other
(Provide a statement on a separate page with detailed documentation.)

Department Head or Designee (print): Jeff Dammeyer, Director of MIS

Signature: 

Date: 12/7/10

NAVILINE MAPPING

SunGard Public Sector provides a sophisticated suite of software tools to integrate **NaviLine** applications and databases with geographic information system technology. The LookingGlass suite of software offers a strategic enterprise solution to the integration of GIS and NaviLine software. The LGviewer product offers visualization and analysis of data maintained in the NaviLine Land/Parcel Management module and its related applications.

LookingGlass Viewer Community Maintenance

Integrate existing SunGard Public Sector applications and databases with geographic information system (GIS) technology using a sophisticated suite of software tools. LGviewer visualizes and analyzes data maintained in the SunGard Public Sector Land/Parcel Management module and related applications.

LookingGlass GeoBlade Viewer Overview

Local government employees and staff have long required the ability to map and analyze the spatial distribution of all core business and standard work requests. Integrate existing SunGard Public Sector applications and databases with geographic information system technology with a sophisticated suite of software tools provided by SunGard Public Sector and third-party vendor, Geographic Technologies Group, Inc. (GTG).

Public Safety

LookingGlass Address for Public Safety

LGaddress for Public Safety is a bi-directional Geographic Information System (GIS) software application that allows spatial management of SunGard Public Sector's Geofile. LGaddress for Public Safety offers innovative bi-directional GIS functionality.

Community Connect Automatic Vehicle Locator (AVL)

Community Connect AVL helps multiple departments within your organization track location of units in the field, including Police and Fire, EMS, Public Works, Code Enforcement, Utilities, Construction, and more, with on-board mobile computers or standalone GPS modems.

LookingGlass CRIMES Records Management

Community-oriented policing is creating the demand for targeting and reducing crime by using crime-mapping tools to access, display, and analyze incident data. LGcrimes is designed to provide multiple public safety personnel access to an easy to use intuitive crime analysis tool.

LookingGlass CrimesWeb

LGcrimesWeb aids in the visualization and dissemination of police incident information, leveraging the powerful ESRI technology, ArcIMS. In conjunction with ArcIMS, administrators can fully customize the way data is presented and to which audiences to disseminate data.

LookingGlass Dispatch

LGdispatch is a Computer-Aided Dispatch (CAD) mapping interface that provides E-911 dispatchers with an interactive map displaying the location of all active emergency calls.

LookingGlass Fires

LGfires interfaces with SunGard Public Sector FIRES for the mapping and analysis of Fire Incidents.

LookingGlass Mobile

LGmobile enables the distribution of mapping to public safety vehicles in the field. With LGmobile, users can easily access important and vital dispatching information.

LookingGlass Notify

LookingGlass Notify is an extremely high-speed community Notification System, capable of delivering 1,000 messages per minute.

LookingGlass Route

Find the most efficient travel route, get travel directions, or define service areas based on travel time with LGroute. This server-based application adds network routing and analysis to your LookingGlass applications, including LGmobile, LGdispatch, LGfires, LGcrimes, and LGviewer, extending their functionality.

Features

- Presents a clear graphical representation of complex layers of information
- Accelerates training with an easy-to-use, intuitive interface
- Provides quicker service and more accurate information to citizens, staff, and other departments

Benefits

- Improves efficiency and productivity while reducing costs
- Integrates seamlessly with NaviLine applications
- Extends the analytical reach of all departments within local government

Contact SunGard

General Inquiries

866-965-PSEC (7732)

getinfo@sungardps.com