

Mexico Town Board Agenda  
Monday, October 14, 2024  
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes- September 9 & September 23,2024
2. Communications
  - AOT Newsletter- Et Cetera
  - AED Discontinuation Letter from ZOLL & Cardiac Life
3. Public Comment
4. Reports
  - Assessor
  - Town Clerk, Water Clerk, Tax Collector
  - Dog Control
  - Zoning Officer/ Building Inspector
  - Highway Superintendent
  - Community Park Manager
  - Mexico Point Park
  - Planning Board
  - Zoning Board of Appeals
  - Water Commissioner
  - Supervisor Report
  - Water District Update
  - McAuslan Hall Update
  - Co Rt 64 Cemetery Update
  - Comprehensive Plan Committee Update
  - Ag & Market Steering Committee Update
5. Consider September 2024 Payroll
6. Consider Proposal for Farmland Protection Plan Consulting Services
7. Consider Contract for Farmland Protection Plan Consulting Services
8. Consider BAN for Purchase of 2024 Ford F350
9. Consider BAN for 2023/2024 Western Star Plow Truck
10. Consider Bond Council for BANs
11. Schedule Public Hearings for Budget, Fire, and Ambulance
12. Operation Reindeer Proclamation
13. Other Business
14. Audit & Approve Abstracts
15. Adjourn

October 2024

# et cetera

A member-focused, digital round-up  
of breaking news and timely updates

## Calendar of Events

### Supervisors Roundtable

- **Wednesday, October 9, 1:30 p.m.  
via zoom**

Tomorrow, join us for a discussion on code enforcement and related issues facing town supervisors statewide.

For a copy of the agenda, please email Katie Hodgdon at [khodgdon@nytowns.org](mailto:khodgdon@nytowns.org).

To join via zoom, please visit <https://us06web.zoom.us/j/81341094740>

### 2024 Regional Planning & Zoning School

- **Monday, Oct. 28, Marriott Amherst**

4 credit hours available. Registration and breakfast begin at 7 a.m. Sessions at each location run from 8 a.m. to noon. Full agenda and registration info are available on [www.nytowns.org](http://www.nytowns.org).

### Town Halls

- **Coming to a location near you**

AOT Executive Director Christopher Koetzle is conducting a series of town halls this summer and fall that will address issues affecting local governments statewide, like workforce development, affordable housing, energy initiatives and more. Check your email for details on the date and location nearest you.

### Online registration now open!

- **2025 Annual Conference**

Online registration for our 2025 annual conference next **Feb. 16 - 19, 2025** at the NY Marriott Marquis in Times Square is open. Early registration discounts and the lowest room rates will be available until **Oct. 31, 2024**. For a tentative agenda, please also visit [www.nytowns.org](http://www.nytowns.org) under training and stay tuned to our social media.

## Property Tax Cap Survey

Has your town ever overridden the tax cap? Would a true 2 percent cap make more sense for your town? What changes could improve the tax cap?

Help us prepare for this legislative and budget season! In our efforts to determine our members' needs, practices and opinions on the property tax cap, we have launched a brief survey on the topic. There is a space at the end to share any additional thoughts and your email if you would like to be involved in our future work on this issue.

To take the survey, click [here](#).

## Residency Requirements for Public Officers

### *Avoiding the "She doesn't even go here!" Pitfall*

Public Officers Law § 3 requires all public officers – both elected and appointed – to reside in the jurisdiction in which they serve. For elected officials, the buck stops there – once he or she ceases to be a resident of the town, the office becomes vacant by operation of law. For appointed officers, the law is a little more fluid. Specifically, Public Officers Law is a general law, meaning that local governments cannot adopt local laws that contradict the general law. However, certain components of Public Officers Law have been rendered a "special law," which allows municipalities to adopt local laws in accordance with the changes afforded within Public Officers Law. In the context of residency requirements, Public Officers Law section 3 has been modified to expand the residency requirement for a number of town public offices, including, among others, the town engineer, the town attorney, the appointed receiver of taxes, the building inspector, the comptroller, the deputy town clerk, the appointed highway superintendent, and any other appointed office (see Public Officers Law section 3 [24], which allows any appointed public officer in the Town of Greenburgh to reside in New York State). In order to appoint an individual to an appointed public office that typically has a residency requirement, the town has to simply adopt a local law expanding the residency requirement – this can be countywide, adjacent counties, or even statewide. The local law can address one specific office – e.g., deputy town clerk – or can apply to all appointive offices. Once the local law is filed, it is in effect and does not need to be refiled or readopted. For a sample local law expanding the residency requirement of appointed public officers, please email [info@nytowns.org](mailto:info@nytowns.org).

# Trailblazing Edinburg Supervisor Jean Raymond Retires

As news of her retirement hit the media, Town of Edinburg Supervisor Jean Raymond was being recognized as a force, an institution, and an inspiration to many.

"It was time," she told the Times Union last week.

Jean was a longtime member of AOT's Executive Committee and Resolutions Committee, since being appointed in the 1995-1996 term.

Not only did she recently pass the mark for longest serving supervisor in Saratoga County (previously held by Malta Supervisor David Meager), she was also for a time, the only woman to serve on the Saratoga County Board of Supervisors. So, records? She's got 'em.

"One of my favorite AOT memories of all time was sitting on a patio in DC with you and a few others, finishing up a casual lunch in workout clothes in anticipation of going for a run/walk with Sarah afterwards. Instead, we found ourselves in Elise Stefanik's office less than ten minutes after you learned her office did not return our calls- you got on the phone, demanded she see us and there we were, in the capitol in our yoga clothes (well, Sarah and I – others were appropriately dressed) within minutes. What a FORCE! Congratulations on a trailblazing career- you inspired many," AOT Association Counsel Katie Hodgdon wrote to her last week.

Bob Anderson, a retired county Department of Public Works employee, was named to replace Raymond in overseeing the operations of the lake town of about 1,200 residents.



*Catch us on the Web!*

## Regulating Solicitors

It's spooky season, and with that comes an influx of visitors to one's door, more often than not on October 31. What if the residents do not want people coming to their doors? Well, the town can regulate that! While we encourage trick or treating and costumes (as is evidenced by the zoom recording), localities are empowered to adopt regulations regarding solicitors and door to door sales. The document and embedded zoom video discussing the steps to take can be found at [this link](#).

## 908 ... and counting

As of late last month, the Association of Towns has the largest membership in its 91-year history, it is believed. The addition of Oyster Bay, Nassau County and Lyons, Wayne County brought the 2024 member total to 907 and 908, respectively, surpassing its previous highwater mark.

The Association of Towns' Executive Committee was convened for its summer meeting in Lake Placid, where Executive Director Christopher Koetzle made the announcement.

"I won't stop counting until we get to 933," he said.

# Legislative Update

## *Expansion of Emergency Services Responder Exemption*

In December 2022, Gov. Kathy Hochul signed legislation that allowed local governments in any county – as opposed to special laws that authorized specific counties – to adopt, after a public hearing, a local law or resolution offering a real property tax exemption of up to 10 percent for volunteer firefighters and ambulance workers in certain situations.

As the law went into effect, numerous questions arose, particularly regarding the eligibility of emergency service responders that resided in one locality and provided emergency services in another locality. This law, effective on Sept. 20, 2024, authorizes local governments that provide the emergency service responder real property tax exemption to members providing services within their jurisdiction to extend the exemption to any resident volunteer firefighter or ambulance worker that provides their volunteer services to a neighboring city, village, town, county or school district.

## *Is Your Municipality Missing Money?*

Did you know that the Office of Unclaimed Funds under NYS Comptroller Thomas P. DiNapoli returns more than \$1.5 million a day to individuals, businesses and organizations, including municipalities?

These funds include forgotten savings accounts, lost paychecks, abandoned stocks and bonds, and uncollected insurance policies that banks, corporations and insurance companies are required by law to turn over to our office.

It is recommended to search your name, your business or organization (town) name on our secure website annually at <https://osc.ny.gov/ouf> and follow the instructions to make claim. Our office never charges a fee to process your claim.

*Pictured below: NYS Comptroller Thomas P. DiNapoli presents Town of Rye Town Justice and AOT Past President Tony Provenzano with an unclaimed funds check for his town at our 2019 Annual Meeting & Training School.*

## AOT Continuing Legal Education Update

**Join us for a free CLE webinar:**

### *Conducting In Rem Foreclosure Proceedings in New York: A Guide for Practitioners and Municipalities*

Attention local government practitioners!

The 2023 United States Supreme Court decision in *Tyler v. Hennepin County* changed the landscape in which in rem foreclosures may be conducted, with New York amending its laws to comply with the enactment of the 2024-2025 state budget.

Join Katie Hodgdon as she discusses the changes to the in rem foreclosure process in this free, virtual CLE on **Wednesday, December 18** at 10 a.m. While this session is free to attend, pre-registration is required. Register now at [this link](#) – see you then!

**Plus**, our annual meeting CLE program is set – get ready for some deep dives on the many constitutional issues facing local governments, a primer on improvement districts, and the scoop on the anatomy of an Article 78 proceeding, among other hot topics! Receive 10.5 credits live (1 ethics credit) and two virtual credits with your registration!





# ***SAFETY CORNER by Comp Alliance***

## ***Don't Fall this Fall!***

A frequent cause of workplace injury is slips, trips, and falls. Slip, trip, and fall injuries have been a loss leader for workplace injuries for a long time partially due to the commonality of events that cause them. We walk every day and those of us with smartwatches understand the importance of completing those 10,000 steps. Anytime we're on our feet we face the potential to fall and sustain an injury. Many slips and falls occur during Fall, aptly named, as the ground is slick with rain, fallen leaves, and sometimes even ice.



Situational awareness is the best practice for preventing falls. Pay attention to your surroundings to identify hazards that could cause a slip, trip, or fall.

1. Look at walking surfaces, including stairs, for spills, obstacles, floor damage, or other potential hazards.
2. Watch for signage that warns of increased hazards.
3. Be aware of conditions such as weather or time of day that might increase the risk of an accident.
4. Take shorter and more cautious steps on slippery surfaces.
5. Confirm with responsible parties that hazards are cleaned, removed, or repaired.

## ***Hot Topic***

### ***Are localities authorized to charge a duplicate bill fee when certain entities request an additional tax bill?***

A collecting officer recently inquired whether the town is authorized to charge \$10 to banks, TSOs, financial institutions, title companies or their agents when they request a duplicate tax bill. Generally speaking, Municipal Home Rule Law section 10 (1)(ii)(a)(9) authorizes localities to adopt local laws related to the collection of taxes that are consistent with the laws enacted by the Legislature. Real Property Tax Law section 923 requires a duplicate bill to be sent upon request to third parties with no fee, while Real Property Tax Law section 987 allows a locality to impose a fee of up to \$2 for mailing the notice of unpaid taxes.

While the aforementioned laws are not direct authorization for the duplicate billing fee, in April of 2023 the Appellate Division, Second Department invalidated a fee that Nassau County imposed for tax map certification letters on the basis that it was excessive and enacted as a means to collect revenue rather than to defray the cost the county incurred in providing that particular service ([https://www.nycourts.gov/reporter/3dseries/2023/2023\\_01983.htm](https://www.nycourts.gov/reporter/3dseries/2023/2023_01983.htm)). However, that case referred to the Court of Appeals case – New York's highest court – from 2009 that indicated administrative fees can be locally imposed without express legislative authorization if they are reasonably necessary to accomplish the regulatory process ([https://www.nycourts.gov/reporter/3dseries/2009/2009\\_08665.htm](https://www.nycourts.gov/reporter/3dseries/2009/2009_08665.htm)).

To this end, if the \$10 fee is reasonably necessary and proportionate to the administrative burden it is supporting, it will likely be upheld by the court if challenged. If the fee is excessive and revenue-generating, it will likely be invalidated.



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**An Asahi Kasei Group Company**

## **United States**

Dear Valued Powerheart® G3 Customer:

For almost two decades, the Powerheart G3 (9300x), G3 Plus (9390x), and G3 PRO (9300P) Automated External Defibrillators have served our global customers in providing first response defibrillation therapy to victims of sudden cardiac arrest.

After careful consideration, we will be ending the production of these specific AED models on March 31, 2021, or sooner based on demand. We are providing this notice so that customers and business partners may begin planning ahead of our end of production for these specific AED models.

What does this mean?

- We are committed to supporting our G3, G3 Plus and G3 PRO customers with service and technical support. Each device listed above will include the standard limited warranty.
- Defibrillation pads, non-rechargeable batteries, carry cases, and select accessories will remain available for the duration of the warranty period.

The ZOLL Powerheart G5 AED with Intellisense™ CPR (ICPR) technology will continue to serve our global customers. As part of the ZOLL Medical family, the G5 AED joins the ZOLL portfolio of guideline-driven, real-time CPR Feedback AEDs. Together, these devices can help to ensure early defibrillation and high-quality CPR to victims of sudden cardiac arrest which can help save more lives.

Thank you for trusting the Powerheart G3, G3 Plus and G3 PRO series of products to serve as your first response AED. Please contact your authorized ZOLL distributor or ZOLL customer service at **800.348.9011** with questions regarding this notification, or for information about our CPR Feedback AEDs and services. We look forward to supporting our customers and distribution partners with the new portfolio of devices and our upcoming product releases.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrian Alvarez', is written over a light blue horizontal line.

Adrian Alvarez  
Director, Product Marketing  
Powerheart AEDs

# **ZOLL** **G5 SEMI-AUTOMATIC AED** **WITH ICPR**

**LIMITED TIME  
OFFER!**  
While supplies lasts



**\$1490.00**

**Nickole Mosher**



585.310.8597 (x101)



[nmosher@cardiaclife.net](mailto:nmosher@cardiaclife.net)

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

SEPTEMBER, 2024

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255				
	<u>3</u>	MARRIAGE LICENSES	NO. 24010 TO 24012	<u>52.50</u>
	<u>21</u>	CERTIFIED COPIES		<u>222.00</u>
TOTAL TOWN CLERK FEES				274.50
A2544				
	<u>38</u>	DOG LICENSES		<u>260.00</u>
TOTAL A2544				260.00
A2555				
	<u>11</u>	BUILDING PERMITS		<u>1,691.00</u>
TOTAL A2555				1,691.00

## TOWN CLERK'S MONTHLY REPORT

SEPTEMBER, 2024

page 2

### DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>2,225.50</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>52.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>67.50</u>
TOTAL DISBURSEMENTS	2,345.00

OCTOBER 1, 2024

Eric Dehling, Supervisor

, SUPERVISOR



## Report by District

10/01/24

<u>Account</u>	<u>AcctId</u>	<u>PayId</u>	<u>Amount</u>	<u>Penalty</u>	<u>Taxes</u>	<u>Totals</u>
Sub - Totals :						
Grand- Totals :						

## Payment History Write Off 's

## **Town of Mexico Dog Control Officers Report**

October 14, 2024

Report for the month of September 2024

13 notices of unlicensed dogs were issued.

No dogs were picked up in September

Respectfully,

Jack Spriggs, DCO

## Highway Superintendent Report Sept 2024

General maintenance on equipment

Picking up roadside trash

Patching potholes throughout the town

Mowing roadsides

Ditching throughout the town

Mowing cemeteries , mexico point park, town office

Highway Superintendent

A handwritten signature in black ink, appearing to read "Ken Plummer", written in a cursive style.

## Community Park Report Sept 2024

Mowed and weedeated

Picked up trash throughout the park

New field has been constructed close to grade.

Park Grounds Manager


A handwritten signature in black ink, appearing to read "D. Miller", followed by a checkmark.



**SUPERVISOR**

To the Mexico Town Board, pursuant to section 119 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me, as Supervisor, during the month of September 2024

	Prev Balance	\$ 2,012,533.57	
24-Sep	Water Deposit	\$20,455.66	
	Clerk Fees/Vital Records	\$0.00	
	Dog Licenses	\$0.00	
	Fines and Bail	\$0.00	
	Building Permits	\$0.00	
	September Interest	\$2,735.22	
	Sub Total	\$23,190.88	
	September Capital Interest	\$1,688.53	
	Sub Total	\$24,879.41	
		\$ 2,037,412.98	
<b>HIGHWAY RECEIPTS</b>	Prev Balance	\$1,554,925.07	
24-Sep	September Interest	\$606.21	
	Sub Total	\$606.21	\$1,555,531.28
<b>GENERAL EXPENSES</b>			
	EEHC	(\$173.34)	
	Paid Vouchers	\$46,853.18	
	Payrolls	\$35,996.72	
	TNH H.I. Reimbursement	\$0.00	
	Sub Total	\$82,676.56	
<b>HIGHWAY EXPENSES</b>			
	EE CURRENT HC CONTRIBUTION	(\$467.24)	
	Paid Vouchers	\$56,423.00	
	Payrolls	\$34,794.23	
	Retiree Supplemental H.I. Reimbursement	\$0.00	
	Sub Total	\$90,749.99	
	GENERAL Balance	\$1,954,736.42	
	HWY Balance	\$1,464,781.29	
	Total	\$3,419,517.71	

  
Eric Behling, Supervisor

10-9-24  
Date

# CASH REPORT

FUND	24-Sep	23-Sep	22-Sep	21-Sep	20-Sep
A	\$808,106.90	\$906,931.81	\$887,902.11	\$793,745.78	\$748,051.72
Capt Res	\$733,715.18	\$626,407.40	\$623,727.55	\$533,191.17	\$451,323.63
B	(\$399,446.97)	(\$306,375.08)	(\$25,918.41)	\$113,917.48	\$128,238.47
DA	\$1,013,745.61	\$933,437.53	\$874,196.80	\$676,340.23	\$488,453.02
DB	\$554,207.16	\$581,897.56	\$468,361.83	\$424,761.63	\$743,658.27
SF	\$6,531.29	\$5,531.29	\$5,758.29	\$14,985.29	\$22,131.29
SM	\$3,714.55	\$4,027.84	\$3,523.03	\$2,934.18	\$2,168.25
SS	\$5,350.15	\$3,814.15	\$2,878.15	\$2,878.15	\$2,614.15
ST	\$1,506.23	\$2,352.18	\$2,853.83	\$3,224.52	\$3,297.28
F0	\$441,085.33	\$392,534.84	\$380,645.54	\$373,664.99	\$348,760.29
F2	\$305,676.52	\$260,323.40	\$243,854.82	\$235,881.46	\$213,067.01
F3	\$42,143.77	\$32,223.71	\$31,938.61	\$34,451.17	\$39,241.37
F5	\$96,217.86	\$83,764.31	\$83,403.18	\$10,272.63	\$2,273.10
TO	\$30,157.66	\$27,798.08	\$26,334.79	\$20,956.14	\$14,701.62
	\$3,642,711.24	\$3,554,669.02	\$3,609,460.12	\$3,241,204.82	\$3,207,979.47

COMHOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	GROSS
CO REGULAR	REGULAR	OVERTIME	OVERTIME	HOLIDAY	HOLIDAY	PERSONAL	PERSONAL	SICK	SICK	VACATION	VACATION	EARNINGS
NZL1,400.00	60,759.58	1.00	37.47	86.00	2,045.74	113.00	2,914.27					65,805.81
			FICA TAX 4,985.13				TOTAL VOL. DEDUCTIONS 2,965.34		TOTAL DIRECT DEPOSITS 37,687.86			
			FED INCOME TAX 3,965.36									
			STATE INCOME TAX 2,364.57									
			SUI/SDI TAX								NET PAY 13,837.55	
*** REPORT TOTALS ***												
1,400.00	60,759.58	1.00	37.47	86.00	2,045.74	113.00	2,914.27					65,805.81
			TOTAL FICA TAX 4,985.13				TOTAL VOL. DEDUCTIONS 2,965.34		TOTAL DIRECT DEPOSITS 37,687.86			
			TOTAL FED INCOME TAX 3,965.36									
			TOTAL STATE INCOME TAX 2,364.57									
			TOTAL SUI/SDI TAX								NET PAY 13,837.55	
PR#19 Gen \$ 10,889. <sup>00</sup> + \$ 826. <sup>34</sup> = \$ 11,715. <sup>34</sup>												
Hwy \$ 16,076. <sup>43</sup> + \$ 1,212. <sup>01</sup> = \$ 17,288. <sup>44</sup>												
PR #20 Gen \$ 22,562. <sup>00</sup> + \$ 1,719. <sup>38</sup> = \$ 24,281. <sup>38</sup>												
Hwy \$ 16,278. <sup>38</sup> + \$ 1,227. <sup>41</sup> = \$ 17,505. <sup>79</sup>												
\$ 65,805. <sup>81</sup> + \$ 4,985. <sup>14</sup> = \$ 70,790. <sup>95</sup>												



# SALES TAX HISTORY

	2024	2023	2022	2021
Q1	\$99,513.00	\$93,933.00	\$93,110.00	\$94,797.00
Q2	\$54,919.00	\$56,196.00	\$61,338.00	\$37,668.00
Q3	\$62,689.00	\$60,373.00	\$55,684.00	\$62,948.00
Q4		\$53,646.00	\$53,126.00	\$45,197.00
TOTAL	\$217,121.00	\$264,148.00	\$263,258.00	\$240,610.00



# ***TOWN OF MEXICO***

3rd QUARTER REPORT

***2024***

***Eric Behling, Supervisor***

Date: 10/09/2024

Time: 11:23:14AM

## 10/09/2024 Statement of Revenues &amp; Expenditures

User: MEXAC

Page: 1

## TOWN OF MEXICO

For Period Ending 09/30/2024

ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
A0.0205.001						
MM - INTEREST		326.42	1,300.00	2,931.58	500.00	2,224.74
A0.1001.000						
REAL PROPERTY TAXES			865,653.00	867,771.23	796,835.00	798,408.15
A0.1090.000						
INTEREST & PENALTIES				10,646.06		8,658.79
A0.1255.000						
CLERK FEES			400.00	23.41	400.00	116.21
A0.2001.000						
PARK & REC CHARGES			500.00		500.00	
A0.2401.000						
INTEREST & EARNINGS		665.51	1,800.00	8,228.10	800.00	3,840.81
A0.2544.000						
DOG LICENSES			3,500.00	1,609.00	4,800.00	2,395.00
A0.2610.000						
FINES & BAIL			50,000.00	25,797.00	80,000.00	32,407.00
A0.2611.000						
DOGS - FINES & PENAL			100.00	30.00	500.00	40.00
A0.2770.000						
UNCLASSIFIED REVENUE				9,815.61		20,300.37
A0.3001.000						
PER CAPITA						36,536.00
A0.3005.000						
MORTGAGE TAX			52,000.00	25,732.85	48,000.00	30,337.21
A0.3089.000						
REGISTRAR OF VITAL S			1,600.00	1,200.00	1,400.00	1,332.75
A0.3089.001						
OTHER STATE AID				2,556.00		
A0.3820.000						
YOUTH PROGRAMS			900.00		900.00	
A0.4089.000						
ASSESSMENT REVIEW REIMBURSEME				30,000.00		
A0.7110.000						
Mexico Point Park Unclassified Revenue				1,625.00		1,675.00
Totals for Fund:						
A0 (Fund - A0)		991.93	977,753.00	987,965.84	934,635.00	938,272.03

Date: 10/09/2024

Time: 11:23:14AM

## Statement of Revenues &amp; Expenditures

User: MEXAC

TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	BUDGET	CURRENT PERIOD ACTUAL	CURRENT YEAR YEAR-TO-DATE BUDGET	CURRENT YEAR YEAR-TO-DATE ACTUAL	PRIOR YEAR YEAR-TO-DATE BUDGET	PRIOR YEAR YEAR-TO-DATE ACTUAL
<b>Total Revenues</b>		<b>27,409.53</b>	<b>3,634,922.00</b>	<b>3,362,482.37</b>	<b>3,537,191.00</b>	<b>3,353,684.54</b>
A0.1010.100 TOWN BOARD PERSONAL SERVICES		1,140.00	13,680.00	10,260.00	13,200.00	9,625.00
A0.1010.400 TOWN BOARD CONTRACTUAL EXPEN			5,000.00	160.73	5,000.00	136.49
A0.1110.100 JUSTICES PERSONAL SERVICES		5,125.00	61,500.00	46,125.00	53,820.00	44,730.00
A0.1110.200 JUSTICES EQUIPMENT			1,200.00		1,200.00	
A0.1110.400 JUSTICES CONTRACTUAL EXPENSES		390.96	12,000.00	6,739.39	11,000.00	9,241.69
A0.1220.100 SUPERVISOR PERSONAL SERVICES		3,894.62	39,330.00	35,487.20	35,110.00	28,494.88
A0.1220.200 SUPERVISOR EQUIPMENT			12,000.00		2,000.00	52.00
A0.1220.400 SUPERVISOR CONTRACTUAL EXPENS		706.95	16,000.00	7,739.58	8,500.00	9,471.52
A0.1320.400 INDEPENDENT AUDIT CONTRACTUAL E		4,000.00	29,000.00	29,000.00	20,700.00	20,400.00
A0.1330.100 TAX COLLECTOR PERSONAL SERVICE		1,080.00	12,960.00	9,720.00	12,600.00	9,450.00
A0.1330.400 TAX COLLECTOR CONTRACTUAL EXPE			4,000.00	1,180.50	3,000.00	4,354.99
A0.1340.100 BUDGET OFFICER PERSONAL SERVI		140.00	1,680.00	1,260.00	1,620.00	1,215.00
A0.1355.100 ASSESSORS PERSONAL SERVICES		2,509.50	39,526.00	29,195.78	38,200.00	25,815.00
A0.1355.200 ASSESSORS EQUIPMENT			4,000.00		2,000.00	1,382.26
A0.1355.400 ASSESSORS CONTRACTUAL EXPENS		905.25	6,000.00	4,689.34	6,000.00	2,976.21
A0.1410.100 TOWN CLERK PERSONAL SERVICES		3,516.53	51,300.00	38,774.70	49,460.00	37,904.00
A0.1410.200 TOWN CLERK EQUIPMENT			2,000.00	1,173.98	3,000.00	287.11
A0.1410.400 TOWN CLERK CONTRACTUAL EXPENS			3,800.00	1,803.42	2,800.00	3,890.39
A0.1420.400 ATTORNEY CONTRACTUAL EXPENSES		3,575.10	9,600.00	7,191.85	9,600.00	5,189.75
A0.1480.400 PUBLIC INFORMATION & SERVICES - C		18,629.96		31,921.63		

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
A0.1620.100						
BUILDINGS PERSONAL SERVICES		458.75	6,900.00	4,128.75	6,690.00	4,025.25
A0.1620.400						
BUILDINGS CONTRACTUAL EXPENSES		1,229.73	15,000.00	34,427.16	12,000.00	174,849.35
A0.1910.100						
UNALLOCATED INSURANCE			62,000.00	58,195.26	60,000.00	59,835.64
A0.1920.200						
MUNICIPAL ASSN. DUES			3,000.00	470.00	2,500.00	905.00
A0.1989.400						
OTHER GENERAL GOVT SUPPORT			24,000.00	12,699.00	50,000.00	12,405.00
A0.3310.400						
HIGHWAY SIGNAGE				224.36		
A0.3510.100						
DOG CONTROL PERSONAL SERVICES		890.00	10,680.00	8,010.00	10,320.00	7,740.00
A0.3510.200						
DOG CONTROL EQUIPMENT			400.00		400.00	
A0.3510.400						
DOG CONTROL CONTRACTUAL EXPEN		39.17	3,000.00	1,027.50	3,000.00	349.85
A0.3989.400						
PUBLIC SAFETY CONTRACTUAL EXPEN			500.00		500.00	
A0.4020.400						
REGISTRAR VITAL STATISTICS CONT			500.00		500.00	
A0.4540.400						
AMBULANCE CONTRACTUAL EXPENS			140,570.00	140,570.00	137,814.00	137,814.00
A0.4540.401						
MERCY FLIGHT CONTRACTUAL EXPE			1,000.00		1,000.00	
A0.5010.100						
SUPT. OF HIGHWAYS PERSONAL SER		5,007.70	65,100.00	50,077.00	63,180.00	48,600.00
A0.5010.200						
SUPT. OF HIGHWAYS EQUIPMENT			800.00		800.00	
A0.5010.400						
SUPT. OF HIGHWAYS CONTRACTUAL E			1,000.00	866.99	1,000.00	823.69
A0.5132.400						
HIGHWAY GARAGE CONTRACTUAL EX		1,089.42	32,000.00	25,473.96	32,000.00	17,173.62
A0.6410.400						
PUBLICITY CONTRACTUAL EXPENSE			1,000.00		1,000.00	
A0.6510.400						
VETERANS SERVICES CONTRACTUAL I			1,000.00	1,000.00	1,000.00	1,000.00
A0.7110.100						
MEXICO POINT PARK PERSONAL SERV		3,879.27	29,280.00	31,857.84	28,152.00	28,345.51
A0.7110.200						



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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
MEXICO POINT PARK EQUIPMENT			2,000.00		2,000.00	
A0.7110.400						
MEXICO POINT PARK CONTRACTUAL E		1,667.44	30,000.00	13,207.88	30,000.00	11,732.32
A0.7140.100						
COMMUNITY PARK PERSONAL SERV		2,521.55	15,045.00	16,636.12	13,975.00	15,644.90
A0.7140.200						
COMMUNITY PARK EQUIPMENT			20,000.00		20,000.00	
A0.7140.400						
COMMUNITY PARK CONTRACTUAL EX		5,410.67	15,000.00	16,524.02	15,000.00	31,260.18
A0.7320.400						
JOINT YOUTH PROJECT CONTRACTUA			4,000.00		4,000.00	
A0.7410.400						
PUBLIC LIBRARY CONTRACTUAL EXPE			20,500.00	20,500.00	20,500.00	20,500.00
A0.7450.400						
MUSEUM CONTRACTUAL EXPENSES		230.88	6,000.00	4,110.32	6,000.00	3,670.22
A0.7510.100						
HISTORIAN PERSONAL SERVICES		265.00	10,980.00	2,385.00	3,060.00	2,295.00
A0.7510.200						
HISTORIAN EQUIPMENT			3,500.00		3,500.00	
A0.7510.400						
HISTORIAN CONTRACTUAL EXPENSE			1,000.00		1,000.00	
A0.7620.400						
ADULT RECREATION CONTRACTUAL E		60.12	2,300.00	615.12	2,300.00	1,060.68
A0.8510.400						
BEAUTIFICATION CONTRACTUAL EXP			400.00	175.00	400.00	
A0.8810.400						
CEMETERY CONTRACTUAL EXPENSE			2,000.00	750.00	2,000.00	750.00
A0.9010.800						
NYS RETIREMENT			27,738.00	27,738.00	28,324.00	28,324.00
A0.9030.800						
SOCIAL SECURITY		2,320.68	27,384.00	21,725.55	24,110.00	20,113.79
A0.9045.800						
LIFE INSURANCE		37.35	800.00	336.15	1,000.00	336.15
A0.9050.800						
UNEMPLOYMENT INSURANCE			1,000.00		1,000.00	
A0.9055.800						
DISABILITY INS.			800.00	432.87	800.00	412.71
A0.9060.800						
HEALTH INSURANCE		1,899.17	65,000.00	17,000.61	65,000.00	16,804.44
Totals for Fund:						
A0 (Fund - A0)		72,620.77	977,753.00	773,587.56	934,635.00	861,387.59

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
B0.1001.000						
TAXES			20,675.00	20,675.00	19,269.00	19,269.00
B0.1120.000						
SALES & NONPROPERTY			10,000.00	5,000.00	10,000.00	5,000.00
B0.1560.000						
SAFETY INSPECTION FE			10,000.00	17,085.10	9,000.00	16,716.00
B0.2110.000						
ZONING FEES			100.00		100.00	
B0.2401.000						
INTEREST & EARNINGS			50.00		50.00	
B0.2770.000						
UNCLASSIFIED REVENUE			35,000.00	35,225.16	35,000.00	36,547.56
Totals for Fund:						
B0 (GENERAL OUTSIDE)			75,825.00	77,985.26	73,419.00	77,532.56

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
B0.3620.100						
SAFETY INSPECTION PERSONAL SER		1,061.54	13,800.00	10,615.40	13,390.00	10,455.00
B0.3620.200						
SAFETY INSPECTION EQUIPMENT			500.00		500.00	
B0.3620.400						
SAFETY INSPECTION CONTRACTUAL E		312.89	6,000.00	5,711.46	6,000.00	6,091.13
B0.6989.400						
WATER RESOURCE EXPENDATURES		189.00		28,151.25		251,148.46
B0.8010.100						
ZONING PERSONAL SERVICES		90.00	18,840.00	810.00	18,030.00	785.00
B0.8010.200						
ZONING EQUIPMENT			1,000.00		1,000.00	
B0.8010.400						
ZONING CONTRACTUAL EXPENSES		374.06	2,800.00	2,837.50	2,800.00	3,984.93
B0.8020.100						
PLANNING PERSONAL SERVICES		1,451.54	5,040.00	12,925.40	4,640.00	12,134.97
B0.8020.400						
PLANNING CONTRACTUAL EXPENSES		111.00	3,000.00	1,881.92	2,000.00	1,177.00
B0.9010.800						
NYS RETIREMENT			2,912.00	2,912.00	3,250.00	3,250.00
B0.9030.800						
SOCIAL SECURITY		192.91	2,883.00	1,800.56	2,759.00	1,728.04
B0.9045.800						
LIFE INSURANCE		20.17	250.00	181.53	250.00	181.53
B0.9055.800						
DISABILITY INSURANCE			100.00	59.94	100.00	54.93
B0.9060.800						
HEALTH INSURANCE		1,682.60	18,700.00	4,405.90	18,700.00	3,279.64
Totals for Fund:						
B0 (GENERAL OUTSIDE)		5,485.71	75,825.00	72,292.86	73,419.00	294,270.63

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DA.0205.001						
MM - INTEREST		326.42	600.00	2,931.58	300.00	2,224.74
DA.1001.000						
TAXES			706,500.00	706,500.00	713,964.00	713,964.00
Totals for Fund:						
DA (HIGHWAY TOWNWIDE)		326.42	707,100.00	709,431.58	714,264.00	716,188.74

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DA.5130.200						
MACHINERY EQUIPMENT			40,000.00		20,000.00	6,349.00
DA.5130.201						
PRINCIPAL PAYMENT MACHINERY			52,571.00	20,993.00	92,308.00	60,730.00
DA.5130.400						
MACHINERY CONTRACTUAL EXPENSE			95,000.00	24,143.41	95,000.00	73,685.90
DA.5142.100						
SNOW REMOVAL PERSONAL SERVIC			274,474.00	192,001.30	266,480.00	177,253.37
DA.5142.400						
SNOW REMOVAL CONTRACTUAL EXP		33,630.00	90,000.00	77,949.44	90,000.00	74,439.33
DA.9010.800						
NYS RETIREMENT			21,258.00	21,258.00	23,990.00	23,990.00
DA.9030.800						
SOCIAL SECURITY			20,997.00	14,525.02	20,386.00	13,423.51
DA.9045.800						
LIFE INSURANCE			1,200.00	560.25	1,500.00	560.25
DA.9050.800						
UNEMPLOYMENT INS.			600.00		600.00	
DA.9055.800						
DISABILITY INSURANCE			200.00	97.35	200.00	97.35
DA.9060.800						
HEALTH INSURANCE			105,000.00	41,157.92	95,000.00	21,059.16
DA.9089.800						
BOOTS			2,300.00	2,310.83	2,300.00	1,816.34
DA.9789.400						
INTEREST PAID CONTRACTUAL			3,500.00	963.00	6,500.00	2,451.69
Totals for Fund:						
DA (HIGHWAY TOWNWIDE)		33,630.00	707,100.00	395,959.52	714,264.00	455,855.90

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DB.0205.001						
MM - INTEREST		279.79	1,000.00	2,512.73	300.00	1,907.02
DB.1001.000						
TAXES			303,487.00	303,487.00	300,505.00	300,505.00
DB.1120.000						
SALES & NONPROPERTY			220,000.00	149,432.00	220,000.00	205,502.00
DB.2770.000						
UNCLASSIFIED REVENUE			30,000.00	0.47	30,000.00	
DB.3501.000						
CONSOLIDATED HIGHWAY			190,000.00		160,000.00	
Totals for Fund:						
DB (HIGHWAY OUTSIDE)		279.79	744,487.00	455,432.20	710,805.00	507,914.02

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
DB.5110.100						
GENERAL REPAIRS PERSONAL SERV		32,354.81	270,500.00	228,332.38	242,621.00	194,679.73
DB.5110.400						
GENERAL REPAIRS CONTRACTUAL E		10,598.84	75,000.00	47,815.11	75,000.00	54,993.61
DB.5112.200						
CAPITAL OUTLAY IMPROVEMENTS		1,691.85	260,100.00	371,670.84	255,000.00	336,744.39
DB.9010.800						
NYS RETIREMENT			20,894.00	20,894.00	21,823.00	21,823.00
DB.9030.800						
SOCIAL SECURITY		2,439.42	20,693.00	17,141.00	18,561.00	14,646.42
DB.9045.800						
LIFE INSURANCE		112.05	1,500.00	859.05	2,000.00	1,120.50
DB.9050.800						
UNEMPLOYMENT INSURANCE			600.00		600.00	
DB.9055.800						
DISABILITY INSURANCE			200.00	64.35	200.00	56.10
DB.9060.800						
HEALTH INSURANCE		9,923.02	95,000.00	64,667.32	95,000.00	75,200.14
Totals for Fund:						
DB (HIGHWAY OUTSIDE)		57,119.99	744,487.00	751,444.05	710,805.00	699,263.89

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F0.1030.000						
FIXED CHG EDU			294,461.00	294,461.00	287,235.00	287,235.00
F0.2140.000						
WATER REVENUE		12,033.83	80,000.00	67,381.85	80,000.00	79,994.70
F0.2148.000						
WATER - INT & PENALTIES		11.84	1,600.00	1,846.07	1,600.00	1,162.03
F0.2401.000						
INTEREST & EARNINGS		842.69	500.00	8,201.50	500.00	1,433.82
Totals for Fund:						
F0 (Fund - F0)		12,888.36	376,561.00	371,890.42	369,335.00	369,825.55



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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F0.1110.100						
Water Personal Services			9,200.00	1,260.00	9,200.00	1,224.00
F0.1320.400						
INDEPENDENT AUDIT		357.00		357.00		
F0.8130.400						
WATER - INSURANCE			800.00		800.00	
F0.8320.000						
WATER - CONTRACTUAL		500.00	65,000.00	72,901.77	55,000.00	78,283.71
F0.8330.000						
EXCESS FUNDING			18,510.00		24,275.00	
F0.8340.000						
WATER - PURCHASES			70,000.00	62,119.77	70,000.00	56,790.07
F0.9030.800						
Social Security			704.00	96.39	704.00	93.64
F0.9720.000						
WATER - PRIN PYMT			212,347.00	212,347.00	209,356.00	209,356.00
Totals for Fund:						
F0 (Fund - F0)		857.00	376,561.00	349,081.93	369,335.00	345,747.42

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F2.1030.000						
FIXED CHG EDU			206,108.00	206,108.00	198,581.00	198,581.00
F2.2140.000						
WATER REVENUE		8,403.88	41,000.00	40,913.13	38,000.00	49,532.92
F2.2148.000						
WATER - INT & PENALTIES		6.11	400.00	680.50	400.00	572.91
F2.2401.000						
INTEREST & EARNINGS		842.69	800.00	8,201.46	500.00	1,433.79
F2.2770.000						
MISC REVENUES			2,690.00	2,690.00	2,640.00	2,640.00
Totals for Fund:						
F2 (Fund - F2)		9,252.68	250,998.00	258,593.09	240,121.00	252,760.62

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F2.1110.100						
Water Personal Services			1,200.00	1,260.00	1,200.00	3,686.68
F2.1320.400						
INDEPENDENT AUDIT		217.00		217.00		
F2.8310.000						
WATER - INSURANCE			800.00		800.00	
F2.8320.000						
WATER - CONTRACTUAL		100.00	38,000.00	35,634.15	26,000.00	45,933.88
F2.8330.000						
EXCESS FUNDING			18,706.00		25,229.00	
F2.8340.000						
WATER - PURCHASES			33,000.00	30,016.41	30,000.00	25,828.38
F2.9030.800						
Social Sercurity			92.00	96.39	92.00	282.04
F2.9720.000						
WATER - PRIN PYMT			159,200.00	159,200.00	156,800.00	156,800.00
Totals for Fund:						
F2 (Fund - F2)		317.00	250,998.00	226,423.95	240,121.00	232,530.98

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DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F3.1030.000						
FIXED CHG EDU			76,670.00	76,012.93	75,155.00	74,557.93
F3.2140.000						
WATER REVENUE		2,213.80	9,000.00	9,372.24	9,000.00	9,963.65
F3.2148.000						
WATER - INT & PENALTIES			150.00	220.02	120.00	205.12
F3.2401.000						
INTEREST & EARNINGS		17.49	100.00	191.96	50.00	124.03
Totals for Fund:						
F3 (Fund - F3)		2,231.29	85,920.00	85,797.15	84,325.00	84,850.73

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ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F3.1110.100						
Water Personal Services		420.00	1,200.00	1,260.00	1,200.00	2,455.34
F3.1320.400						
INDEPENDENT AUDIT CONTR		70.00	3,500.00	70.00	3,500.00	
F3.8310.000						
WATER - INSURANCE			400.00		400.00	
F3.8320.000						
WATER - CONTRACTUAL			8,000.00	8,537.68	6,000.00	10,982.03
F3.8330.000						
EXCESS FUNDING			2,359.00		4,064.00	
F3.8340.000						
WATER - PURCHASES			9,000.00	7,959.04	7,000.00	7,450.78
F3.9030.800						
Social Security		32.13	92.00	96.39	92.00	187.81
F3.9720.000						
WATER - PRIN PYMT			25,000.00	25,000.00	25,000.00	25,000.00
F3.9789.400						
INTEREST PAID CONTRACTUAL			36,369.00	36,368.75	37,069.00	37,056.25
Totals for Fund:						
F3 (Fund - F3)		522.13	85,920.00	79,291.86	84,325.00	83,132.21

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For Period Ending 09/30/2024

ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F5.1030.000						
FIXED CHG EDU			63,104.00	63,104.00	62,784.00	62,784.00
F5.2140.000						
WATER REVENUE		1,395.37	8,000.00	6,826.57	10,000.00	5,847.35
F5.2148.000						
WATER INTEREST & PENALTIES		3.27	100.00	144.42	100.00	91.62
F5.2401.000						
INTEREST & EARNINGS		40.42	200.00	437.84	50.00	264.32
Totals for Fund:						
F5 (Fund - F5)		1,439.06	71,404.00	70,512.83	72,934.00	68,987.29

Date: 10/09/2024

Time: 11:23:14AM

## Statement of Revenues &amp; Expenditures

User: MEXAC

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## TOWN OF MEXICO

For Period Ending 09/30/2024

ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
F5.1320.400						
INDEPENDENT AUDIT CONTR		56.00		56.00		
F5.8130.400						
WTR DIST #5 EXTRA PARTS						6,649.38
F5.8310.000						
WATER - INSURANCE			400.00		400.00	
F5.8320.000						
WATER - CONTRACTUAL		50.00	6,000.00	6,215.88	5,850.00	6,826.35
F5.8330.000						
EXCESS FUNDING			10,453.00		10,733.00	
F5.8340.000						
WATER - PURCHASES			7,000.00	5,070.91	7,950.00	4,548.89
F5.9720.000						
WATER - PRIN PYMT			25,000.00	25,000.00	25,000.00	25,000.00
F5.9789.400						
INTEREST PAID CONTRACTUAL			22,551.00	22,546.87	23,001.00	23,015.62
Totals for Fund:						
F5 (Fund - F5)		106.00	71,404.00	58,889.66	72,934.00	66,040.24

Date: 10/09/2024

Time: 11:23:14AM

# Statement of Revenues & Expenditures

User: MEXAC

TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
SF.1001.000						
TAXES			327,474.00	327,474.00	321,053.00	321,053.00
Totals for Fund:						
SF (FIRE DISTRICT)			327,474.00	327,474.00	321,053.00	321,053.00



Date: 10/09/2024

Time: 11:23:14AM

# Statement of Revenues & Expenditures

User: MEXAC

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TOWN OF MEXICO

For Period Ending 09/30/2024

ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
SF.3410.400						
FIRE PROTECTION CONTRACTUAL EXF			274,474.00	274,474.00	270,053.00	270,053.00
SF.3410.401						
Pension Annuity			53,000.00	52,000.00	51,000.00	51,227.00
Totals for Fund:						
SF (FIRE DISTRICT)			327,474.00	326,474.00	321,053.00	321,280.00

Date: 10/09/2024

Time: 11:23:14AM

## Statement of Revenues & Expenditures

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TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
SM.1002.000						
TAXES FOR MAPLEVIEW			3,600.00	3,600.00	3,600.00	3,600.00
Totals for Fund:						
SM (LIGHTNG DST/MAPLEVW)			3,600.00	3,600.00	3,600.00	3,600.00

Date: 10/09/2024

Time: 11:23:14AM

# Statement of Revenues & Expenditures

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TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION SM.3410.402	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
MAPLEVIEW LIGHTING DISTRICT CONT		227.19	3,600.00	3,047.04	3,600.00	2,307.04
Totals for Fund: SM (LIGHTNG DST/MAPLEVW)		227.19	3,600.00	3,047.04	3,600.00	2,307.04

Date: 10/09/2024

Time: 11:23:14AM

# Statement of Revenues & Expenditures

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
SS.1001.000 SEWER DISTRICT			10,800.00	10,800.00	10,200.00	10,200.00
Totals for Fund: SS (SEWER)			10,800.00	10,800.00	10,200.00	10,200.00

Date: 10/09/2024

Time: 11:23:14AM

# Statement of Revenues & Expenditures

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TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
SS.8130.400						
SEWER DISTRICT CONTRACTUAL EX		2,316.00	10,800.00	6,948.00	10,200.00	6,948.00
Totals for Fund:						
SS (SEWER)		2,316.00	10,800.00	6,948.00	10,200.00	6,948.00

Date: 10/09/2024

Time: 11:23:14AM

## Statement of Revenues & Expenditures

User: MEXAC

TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
ST.1001.000						
TAXES FOR TEXAS			3,000.00	3,000.00	2,500.00	2,500.00
Totals for Fund:						
ST (LIGHTNG DST/TEXAS)			3,000.00	3,000.00	2,500.00	2,500.00

Date: 10/09/2024

Time: 11:23:14AM

**Statement of Revenues & Expenditures**

User: MEXAC

TOWN OF MEXICO

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For Period Ending 09/30/2024

ACCOUNT	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
ST.3410.401						
TEXAS LIGHTING DISTRICT CONTRACT		224.76	3,000.00	3,005.30	2,500.00	2,234.65
Totals for Fund:						
ST (LIGHTNG DST/TEXAS)		224.76	3,000.00	3,005.30	2,500.00	2,234.65
Total Expenditures		173,426.55	3,634,922.00	3,046,445.73	3,537,191.00	3,370,998.55
Excess of Revenues over Expenditures for Report		146,017.02-		316,036.64		17,314.01-

**Client:** Town of Mexico

**Project No.:** 190093

**Project Name:** Mexico WSA6

**Project Phase:** Final Design

**Client Approved Revised Completion Date:**

**Client Project No.:**

**Date:** October 1, 2024

**Project Manager:** Barry Viggiano

**Client Manager:** Missy Snavlin

**Project Start Date:**

**Project Completion Date:** 2025

**Period Covered:** September 2024

### THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Continued wait for DEC Drawing review Comments and/or approval
- Continued contact and correspondence with DEC a couple of times. Their reply is "its in the queue" and they are extremely busy and shorthanded. C2AE will maintain communication.
- Assist Town in addressing USDA-RD 'Prior to Bid' documentation.

### THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Address DEC agency comments if any (Pending reply)
- Finalize Quantity Take-off
- Finalize Bid Package
- Post Bid
- Commence work on Outside user water agreements.
- Continue the easement process.
- Continue the permit process.
- Continue funding agency prior to bid documentation

### SCOPE CHANGES MADE DURING DEFINED PERIOD:

- None

### BUDGET STATUS:

Stage Description	Phase	LOE Complete	Budget Complete
Preliminary 01	1	100%	112%
Additional SEQR	2	100%	100%
Preliminary MPR	3	100%	100%
Preliminary Design	4	100%	100%
Final Design	5	95%	100%
Const. Administration	6	0%	0%
Const. Observation	7	0%	0%
Add. Serv.	8	50%	61%
<b>Overall project</b>		<b>75%</b>	<b>61%</b>



**SCHEDULE STATUS:**

Task	Milestone Date	Status
Bid documents sent to Agency for review #1	Q3/23	Complete
Agency Comments #1	Q4/23	Complete
Agency Comment Edits	Q1/24	Complete
Bid documents sent to Agency for review #2	Q1/24	Complete
Agency Comments #2 returned	Sept/ 24	90% Complete (DEC Comments still pending)
Agency Comment Edits	Sept/24	Complete except for Pending DEC comments
Post Bid	Nov/24	Tentative Depending on NYS DEC Agency comments
Award Bidder	12/24	Tentative
Construction Start	Spring 2025	Tentative
Construction End	Q4 2025	Tentative

**INPUT NEEDED FROM CLIENT:**

- None

**CLIENT INPUT, DECISIONS AND DIRECTIVES:**

- None

**REALIZED OR ANTICIPATED CONCERNS:**

- DEC Review still pending
- Agency Delays affected BABAA waiver deadline of June 19<sup>th</sup>, 2024. This adds time to modify drawings and specifications to include BABAA language.

**VALUE ADDED:**

- Rice Road
- Adding Profiles to drawings

**cc:**

Eric Behling, Town Supv  
Nicole Wild, Town Clerk  
Missy Snavlin  
Bill Kimble  
Roger Marks  
Jay Berkman

# A Proposal for Planning Consultant Services for Town and Village of Mexico to Develop an Agricultural and Farmland Protection Plan

August 26, 2024

*Submitted by*

Community Planning and Environmental Associates,  
Nan Stolzenburg FAICP CEP  
With E.M. Pemrick & Co. and Upstate GIS

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Web: [www.upstategis.com](http://www.upstategis.com)



Economic Development Consultant: E.M. Pemrick & Co.  
Contact Name: Ellen Pemrick  
Address: P.O. Box 1010  
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Email: [empemrick@nycap.rr.com](mailto:empemrick@nycap.rr.com)  
Web: [www.empemrick.com](http://www.empemrick.com)



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Community Planning & Environmental Associates has FAICP and CEP Credentials from the American Institute of Certified Planners



# Section I: Scope of Services

## Our Overall Approach

Our approach is based on a planning process that will answer three fundamental questions:

- 1. What is the current status of agriculture in the Town and Village?** We will use data analysis, surveys, and interviews to assess current farming operations and practices, farm characteristics (including physical, cultural and economic), trends, problems, issues, concerns, and needs and identify factors that influence agriculture in Town and Village of Mexico. This step will include work designed to understand the town and broader context of the agricultural economy and the broader food system in the area.
- 2. What is the desired future state of agriculture in 10 to 15 years in the Town and Village?**  
The plan will ensure that the goals and vision for agriculture remain responsive to the farms, people, and conditions of Town and Village of Mexico. The vision must recognize individual municipal goals, regional perspectives, land use patterns, soils, markets, the economy, and other individual factors. The goals will be used to establish various programs and policies that can address that vision. Public engagement is also a critical task in this phase.
- 3. What strategies and actions should the Town and Village adopt and implement in order to attain that future vision?** We believe that it is very important for the plan to include specific, actionable steps that the Town and Village can begin to implement immediately as well as have an action plan for long-term work. The Plan will include short and long-term strategies along with details on how priority strategies can be implemented.

The answers to these three questions will form the basis of the updated Town and Village of Mexico Plan. Question #1 above will be answered through understanding the current condition of agriculture and the importance of that industry to Town and Village of Mexico's economy and quality of life. This will be determined through data collection on the agricultural economy, mapping of agricultural resources (soil, land uses, ag districts, etc.) and creation of a Town and Village agricultural profile. Question #2 will be answered through specific vision, goals, and objective statements derived from public engagement. The public engagement process will involve a diverse group of stakeholders including farmers, agribusinesses, farm-support agencies, elected and appointed officials and the general public. Finally, question #3 will be addressed through a series of proposed detailed, actionable and priority implementation strategies.



Our scope of work will be formulated to meet all requirements of the NYS Agriculture and Markets Law 25-AAA and in particular, Circular 1500.

This section describes our recommended scope of work, resulting in a plan that will meet the needs of Town and Village of Mexico. This scope of work represents what we consider to be a 'best practice' for agricultural and farmland protection plans.

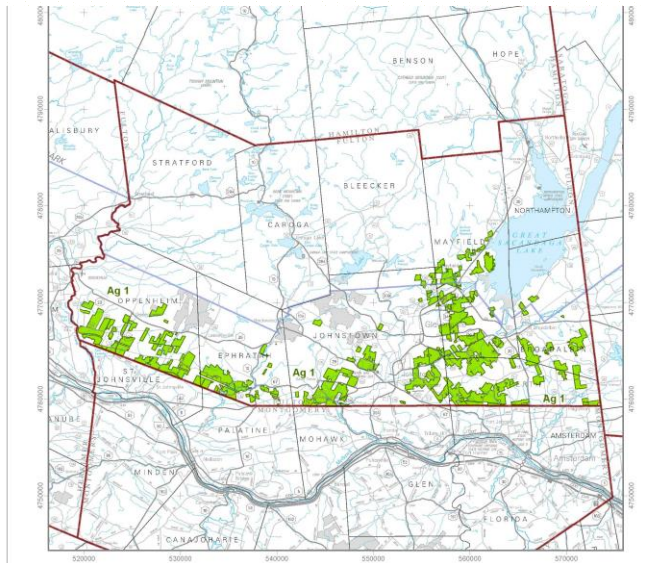
## **Step 1: Characterize Current Conditions in Town and Village of Mexico**

### **Kick-Off Meeting/Town and Village Tour**

This very important first meeting will provide an opportunity to introduce the consultant team, to the Town and Village of Mexico officials, volunteers and partners in this project. We will conduct a 'Getting to Know You' at this first exercise so that we can familiarize ourselves as much as possible with the places, issues, and needs of the Town and Village. At this time, we will collect any plans, documents, or regulations that will be needed for our review.

This meeting will set the stage for all subsequent work. The agenda will include a review of a draft public engagement plan prepared by our team and the identification of stakeholders in the agricultural community to plan for upcoming steps. We will discuss and finalize the public engagement plan, and the work involved in coordinating the mapping needs with the Town and

Village and its partners. We will also go over timeframes, potential meeting dates, etc. to ensure the project is efficient and coordinated.



It will be important for us to learn as much as possible about agricultural activities in the Town and Village. We propose to conduct a Town and Village-wide driving tour so that we can see and experience the diversity of agricultural activities taking place in Town and Village of Mexico. This tour is not proposed to be a 'stop and talk to each farmer,' but an opportunity for us to see the landscape, types of farms, locations, and other land use activities. For efficiency, this tour would be conducted on the same day as the kickoff meeting.

### **Compilation of Agricultural Economic Data**

While town-level data from Census and other sources are harder to come by, we will compile a range of quantitative data on the agricultural economy in Town and Village of Mexico to summarize current conditions and evaluate recent trends. Sources of data are expected to include the U.S. Department of Agriculture, NYS Department of Agriculture and Markets, the U.S. Department of Commerce, the U.S. Census Bureau, and Town and Village assessment records. However, interviews with members of the farm community and local information collected via a survey will be necessary to obtain local information.

### **Review of Relevant Reports and Studies**

We will work with the Town and Village of Mexico, SWCD and other agencies and organizations to identify and obtain relevant reports and studies available at the Town, Village, County, and regional levels. We will also review Agricultural and Farmland Protection Plans from nearby to identify successful farmland protection techniques and agricultural initiatives.

### **Surveys, Interviews, and Municipal Meetings**

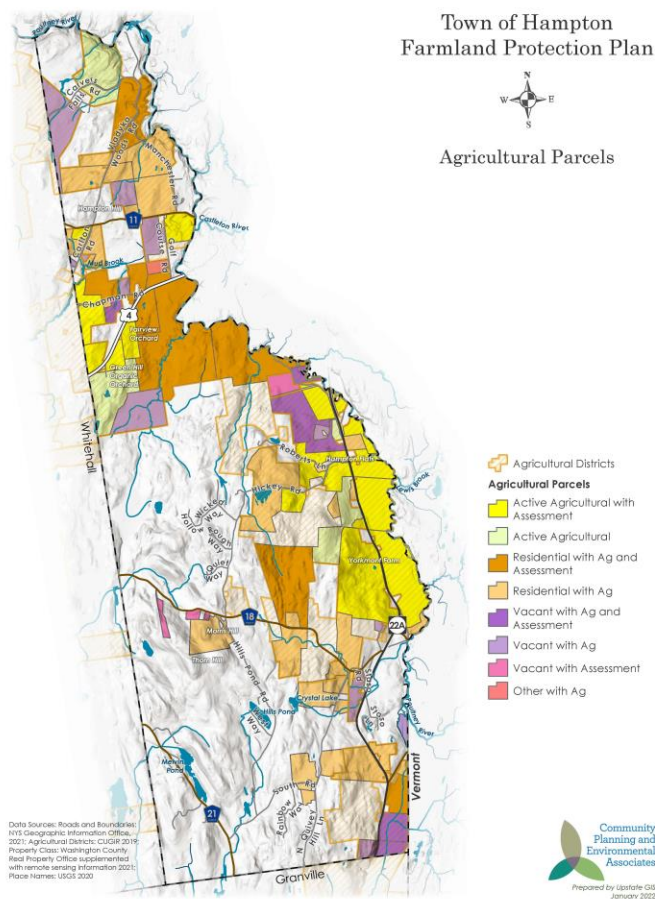
In addition to the data collected as described above, our team will prepare and facilitate a survey of farmers to learn more about current farming conditions in the Town and Village as well as ideas for enhancing agriculture in the future. We will conduct 10 individual Interviews of farmers and agribusinesses (with those stakeholders chosen by the steering committee), an open house. See the Public Input Section, below for more information on these steps.



## GIS Mapping and Analysis

We will coordinate with Town and Village of Mexico and their partners to develop ArcGIS mapping for the Ag and Farmland Protection Plan. The maps created for this project would use, in part, information provided by the County, SUNY ESF but be created by our team through a partnered collaboration. We will collaboratively determine the best format to illustrate and provide data regarding agriculture in Town and Village of Mexico. We understand that the Town's partners such as the County and SUNY ESF have GIS mapping capability that we will need to coordinate with.

We will make use of existing data from the county and other sources as a baseline for our GIS data inventory, including, but not limited to current tax parcel data, zoning, and land cover data. The land cover data will be compared with parcel data and USDA cropland data, and supplemented with ortho imagery review, to create a detailed farmland layer for the Town and Village. This layer will allow us to identify all parcels with agricultural use, not just those coded as agricultural parcels and/or receiving an agricultural tax assessment. This layer, combined with the agricultural tax assessment data, will also assist in identifying rented farmland in the Town and Village. Other data to be collected includes, but is not limited to soils, agricultural districts, water resources, protected lands and infrastructure and other maps as determined during the planning process. We will also use a combination of census data and parcel data to identify and map growth areas in the Town and Village. A set of inventory maps will be created for eventual inclusion in the plan.

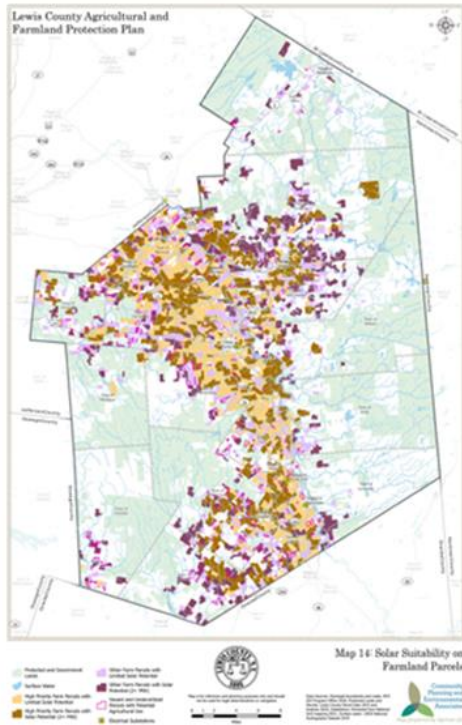


As required by Circular 1500 and an expectation of the state-funded program, the plan needs to evaluate and identify priority farmland parcels. This is a beneficial and critical component of farmland protection because any farmland owner seeking farmland protection funding from New York State will be required to show that their farm is included as a priority parcel. We will work with the Town and Village to create a parcel rating system to evaluate agricultural value of properties in the Town and Village based on several criteria such as farmland soils, size of operations, proximity to development pressure, and other factors deemed to be critical to maintaining viable farmland in the Town and Village. A ranking analysis will be performed with GIS software and a map highlighting the most important areas for protection will be created.



In addition to the static maps included in the plan, our team will work with the Town and Village to create an online, interactive mapping application that includes many of the layers depicted in the plan maps. The application would be useable on desktop or mobile devices and include existing farmland, soil types, environmental features, and other layers determined to be applicable. Users will have the ability to zoom to an area of interest and click on the map to learn more about the resources in that particular location.





## Solar Capacity Analysis

An optional GIS task could be the development of a solar capacity map showing farmland locations that have potential to host community scale or large-scale solar facilities (see example figure at left from Lewis County).

## Farm-Friendly Audit

We will evaluate any town or village plans and local zoning, subdivision or other land use laws for farm-friendliness and evaluate any existing local farmland protection efforts. This audit will also lead to a series of recommendations for improvement where needed.

## Step 2: Public Input

Before recommendations can be formulated, additional input from farmers, agribusinesses, and the general public will be important to shape the Plan. Because agricultural enhancement and protection is multi-faceted and complex, there are many audiences and stakeholders that should be involved. Thus, the public outreach plan will need to be multi-faceted as well.

Different audiences will offer different input and perspectives. We believe it is critical to involve the general public, elected and appointed officials, farm-related agencies and organizations that work in the Town, farmers, farmland owners, and agri-businesses. As previously mentioned, we will develop a draft public participation plan ready for discussion and decision-making at the first kick-off meeting with the Committee. The results of the public input will be included in the plan and provided in PDF form for posting on the project website.

Our recommended public participation plan includes the following (in order of occurrence):

1. Interview key stakeholders. We will conduct up to 10 individual interviews via telephone or Zoom with farmers and agribusinesses to better understand farming operations, trends, and needs. Interviewees will be selected based on input from Town and Village of Mexico Committee. As noted above, it is more difficult to get the data needed at the Town level from many sources so these interviews will help us learn more information about farm characteristics, products and activities. The interviews (along with the farmer survey) will provide more quantitative data on current farming that is needed.
2. Develop and implement Town and Village-wide survey. Using an online survey tool, we propose to conduct a survey of farmers, farmland owners, and agribusinesses/ag service agencies. We also propose to conduct a separate survey of the general public in the Town and Village at the same time. These surveys, while primarily online tools, can be made available via paper copies upon request. (Note that the ag service agencies may be better communicated with via a focus group, below).
3. Conduct focus groups. We will assist the Committee in identifying three groups of stakeholders that should be part of this effort, and then conduct these small group meetings with them. The purpose of these focus groups is to engage members of the agricultural community by topic. These focus groups may be in-person or online via Zoom. Topics would be identified by the Committee with input from the consultants but would be conducted by the consultants.
4. Conduct an open house. We will develop and facilitate an open house where all in the Town and Village are invited to obtain direct feedback from the communities to understand public perceptions of farming and its role in Mexico. We feel at the town-level, an open house (in

person) would be successful, but as an optional step we could also provide this open house as an online options.

5. Ongoing project updates. We will provide ongoing information about the project to the public to involve, educate and build support for the plan. These updates could be in the form of project fact sheet(s), press releases, content suitable for the website, or news articles. The appropriate website(s) for this effort will be determined at the kickoff meeting.
6. Town and Village Committee Input. We propose periodic meetings with the Committee to facilitate all the work. Except where noted in this proposal, these meetings will be conducted via Zoom to minimize travel and time and maximize efficiency. It is likely there will need to be 8 to 10 such meetings and will all be conducted via Zoom, except where noted.

### **Step 3: Prepare Town and Village of Mexico's Agricultural and Farmland Protection Plan**

In this step, we will analyze all the information collected in Steps 1 and 2, identifying the Town and Village's strengths and weaknesses, opportunities and threats (SWOT) in terms of agriculture and farming. This will form a basis for the development of a vision, goals, strategies and actions. We will also review any vision and goals from the comprehensive plan that is currently being development and ensure consistency between them.

One of the deliverables for this step will be a SWOT presented in a graphics-oriented format that will be a key device for informing stakeholders and the public about the overall condition of agriculture in the Town and Village and the issues and opportunities that should be addressed by the updated plan.

During this step, the CP&EA team will evaluate all data, maps, public input, SWOT and vision and goals, and make recommendations to address topics of importance to strengthen agriculture and the food system in the Town and Village of Mexico. Our work will address, but will not be limited to:

- Ways to educate and increase public awareness of agriculture in the community;
- Opportunities for "niche" forms of agriculture;
- Land use and other regulatory enhancements to keep prime farmlands available for agricultural use;
- Methods to promote agriculture, including "best practices";
- Education and training initiatives to support new and young farmers and promote career opportunities in agriculture;
- Strategies to improve access to markets and increase the economic viability of local farms; and
- Tools and opportunities for promoting climate resilient agricultural practices.

The Plan will include and be founded upon information learned in the Ag Census and US Census data, mapping, farm-friendly audit and all our public engagement. Through evaluation of non-farm growth and current development patterns, we will understand conversion pressures and at-risk farmlands. The priority farmland analysis and mapping task will be discussed in this report and taken together, this information will be analyzed, and goals, actions and recommended strategies can be developed as part of the Plan.

The plan will explore solar capacity (see above optional GIS analysis for this), climate resilience, resilient agriculture and other issues that are identified as important and that impact farms and farmers in Town and Village of Mexico. Public engagement and mapping will help identify areas at risk and the Plan will reflect up-to-date strategies that farmers can take to address a changing climate.

Through the organization of data and analysis of information learned, CP&EA will work with the Committee to draft vision, goals, and objectives for the Plan. This will include consideration of Mexico's other plans to ensure consistency across all.

#### **Step 4: Other Studies As May Be Needed**

During the course of development of this Plan, other studies, maps, or other needs often are uncovered. These may include, but are not limited to market studies, feasibility analysis, tax studies, build-out analysis, and others. This proposal includes a task and budget for optional studies that may be needed to fully plan for agriculture and farmland protection in the Town and Village.

#### **Step 5: Draft and Final Document and Public Hearings**

We will work with the Committee to develop a format for the Plan that will result in an action-oriented and implementable document. We will compile all the information from the above steps into a unified document that will include text, graphics, maps, and other information. Appendices will be developed that include supporting information and public input.

CP&EA recognizes that Circular 1500 requires a public hearing on the plan prior to adoption by the Town and Village. We will assist the Town and Village as needed with this effort. This includes development of a presentation to the Town and Village of Mexico elected officials. Subsequent to the hearing, edits to the draft plan may be needed. CP&EA will work to incorporate necessary edits, work with the Committee to create a Final Plan for adoption and provide 12 full copies. In addition, and to further implement this updated Plan, we also propose development of an ArcGIS StoryMap. The StoryMap is an online tool which summarizes the Plan and provides a combination of static and interactive maps as well as other summary graphics, images and text and links to additional resources. The StoryMap effectively serves as an electronic executive summary of the plan. Having this StoryMap in place will directly address the need for community education about agriculture and will be an easily accessed and user-friendly tool. The StoryMap

would include, and is in addition to, the web mapping application discussed above, which would

### **Box 1: Rensselaer County Conservation Plan**

Upstate GIS helped the Rensselaer Land Trust (RLT) complete a Conservation Plan for the county in 2018. The plan's focus is to identify and map those lands and waters that are most critical to supporting Rensselaer County's quality of life. Upstate GIS inventoried, mapped, and assessed the natural resources and the significant open spaces and landscape features of the county. Upstate GIS also assisted with public meeting facilitation, led by the NYS DEC Hudson River Estuary Program (HREP) staff, and subsequent digitizing of hundreds of comments annotated on workshop maps. Upstate GIS performed an extensive GIS inventory for the county – both consolidating and editing existing datasets and creating several new datasets. These datasets were used to calculate priority areas for conservation. To complete the project an ArcGIS Online Story Map was created which summarizes the plan and provides interactive maps throughout. The StoryMap is available at: <https://arcg.is/1KSH1e>



also be a standalone deliverable. An example of a StoryMap is shown in Box 1, below.

### **Option: Interactive Map and Farm Tour Brochure**

We propose two other components of this project that lend themselves well to a town-level plan. These are 1) an interactive farms map that can be online and used to help people learn about town-level farms and navigate to those that sell direct, have CSA's, agritourism, or other on-farm opportunities; and 2) develop a companion farm tour brochure.

### **Deliverables**

The following draft and final deliverables will be provided (including digital versions and all GIS shapefiles). As an optional task, we can arrange for printing of paper copies if desired (many communities have no paper copies anymore – only digital version, but this can be further discussed if needed).

- Public participation plan
- Summary report of public meetings, and summary of stakeholders interviews
- Synthesis of goals and objectives
- GIS inventory and mapping, and preparation and printing of maps as needed
- Draft written analysis of all information
- Draft recommendations

- Draft Plan
- Executive summary
- Final Plan

## Section II: Fee/Cost Proposal

### Project fees are based upon the following:

Nan Stolzenburg, \$120 per hour

Ellen Pemrick, \$120 per hour

Rick Lederer-Barnes \$110 per hour

Printing, postage and similar are at cost with no markup

Mileage: \$0.62 per mile.

### Potential Fee Summary Sheet (To Be Determined – from an agreed upon task list from Committee)

Phase 1 Data Collection (including all public input efforts)	\$12,000-\$15,000
Mapping (including proposed Story Map, and online app)	\$12,000-\$15,000 (To Be Determined based on input from Committee on County and SUNY ESF contribution to this and analysis needs)
Prepare Plan(including draft and final versions)	\$15,000 (\$20,000 with interactive farms map, and farm brochure)
<b>Total Fee</b>	<b>\$39,000 - \$50,000* to be split between the Town and Village</b>

\* Optional other studies needed as identified during the planning process may be needed or desired.



## Section III: Personnel

### Team Members

Nan Stolzenburg FAICP CEP<sup>1</sup> will serve as the contract holder and project facilitator and will take the lead role in collaborating with the Town and Village and developing the plan. Rick Lederer-Barnes, of Upstate GIS, will address GIS needs. Ellen Pemrick of E.M. Pemrick & Co. will take the lead on data analysis and economic development components of the Plan.

Team Member	Role and Project Involvement	Billing Rate
<i>Nan Stolzenburg, FAICP CEP</i>	Nan will conduct all project management and coordination and ensure communication and collaboration between the entire team. She will be the principal consultant and take primary responsibility for working directly with the Town and Village, facilitation of the process, and drafting of Plan as outlined in this Proposal.	\$120 per hour
<i>Ellen Pemrick</i>	Ellen will conduct all agricultural economic data collection, and work with the Team to develop surveys, facilitate focus groups, and make recommendations to address ag economic development needs.	\$120 per hour
<i>Rick Lederer-Barnes</i>	Rick will conduct all GIS, mapping and map/data analysis and take lead on developing the ArcGIS Online application and StoryMap. He will take the lead on any of GIS analysis tools and farmland prioritization. Rick will also support public engagement and other aspects of the planning process with maps, graphics, and similar assistance during as needed.	\$110 per hour

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<sup>1</sup> FAICP is a certified planner from the American Institute of Certified Planners and CEP is a Certified Environmental Planner from the American Institute of Certified Planners.



## Nan C. Stolzenburg Principal Planner

### SUMMARY OF QUALIFICATIONS

Ms. Stolzenburg is Principal Planner and founder of the consulting firm *Community Planning & Environmental Associates* in Berne, NY. Nan Stolzenburg has been inducted into the AICP College of Fellows (FAICP) and is a Certified Environmental Planner (American Institute of Certified Planners) with a Master's degree in Regional Planning. She also has degrees in Wildlife Biology (MS and BS). Ms. Stolzenburg has over 30 years of professional and technical experience in many areas of land use and the environment, with special interests in small town and rural planning, community revitalization, comprehensive planning, and public participation. Her specialty areas include land use planning techniques for rural and small communities, open space, environmental and agriculture land use planning, comprehensive plan development, community involvement strategies, and development of zoning and land use regulations. She has developed many comprehensive and strategic plans for over 80 upstate New York communities, some of which have won national and state-level planning awards, and has been involved in zoning and SEQR projects throughout New York State. Ms. Stolzenburg is among one of 33 people nationwide to have received the Certified Environmental Planner advanced certification in 2011, and one of 53 nationwide inducted into the AICP College of Fellows in 2022.

Ms. Stolzenburg is an adjunct professor for the Department of Geography and Planning at the University at Albany (Comprehensive Planning) and is a frequent instructor or panelist for community trainings across New York State.

In addition to dozens of comprehensive, strategic, and economic development plans, the following examples illustrate the breadth of planning expertise offered by Ms. Stolzenburg and CP&EA:

- Successful CFA grant application for the rehabilitation of the historic Hilton Barn in the Town of New Scotland.
- Primary author of the NYS DEC FEAF and SEAF SEQR workbooks.
- Town of New Paltz Natural Resource Inventory.
- Town of Nassau consultant on Special Use Permit for the Troy Sand and Gravel Mine.
- Town of Ancram consultant on zoning, subdivision, site plan, and for development of Town's Comprehensive Plan and local agricultural and farmland protection plan.

### Education:

BS, Wildlife Biology and Environmental Studies, SUNY College of Environmental Science and Forestry, Syracuse, NY (1980)

MS, Wildlife and Fisheries, University of Massachusetts, Amherst, MA (1983)

MRP, Regional Planning, SUNY University at Albany. Albany, NY (1995)

Fellow, American Institute of Certified Planners and Certified Environmental Planner.

### Years of Planning Experience:

30 years

### Areas of Experience:

Comprehensive and Strategic Planning

Community Revitalization

Main Street Planning and Small Community Economic Development

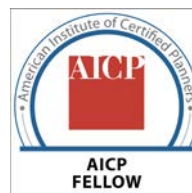
Development of Land Use Regulations

Environmental Planning, including environmental assessment

Agriculture and Farmland Protection Planning

SEQRA

Community Input Strategies: focus groups, workshops, surveys, online technologies





# Member Spotlight: Nan Stolzenburg, FAICP; Community Planning & Environmental Associates

**Name:** Nan Stolzenburg,  
FAICP

**Professional Position:**  
Consulting Planner/Owner,  
Community Planning & Environmental Associates.

**Education:** BS SUNY College  
of Environmental Science &  
Forestry; MS (Wildlife Biology),  
University of Massachusetts;  
MRP (Regional Planning), Uni-  
versity at Albany

**APA Involvement:** Upstate  
New York Chapter and STaR  
member.

**How did you become inter-  
ested in planning?**

My first career was in natural resources. Much later, I took a course in environmental planning and found a second career that where I had a niche and where I could combine my environmental interests with my love of rural landscapes and communities.

**What's the most interesting  
project you're working on?**

Helping a black women's advocacy group navigate the planning process in a very rural community to create an environmentally-oriented retreat center.

**What is one of your biggest  
successes?**

Writing a workbook guide to help local communities understand the environmental review process required for projects in New York State (SEQR).

**Have you had any projects  
that didn't work out?**

Yes! I was hired to help develop a comprehensive plan that they ultimately did not adopt.

**What did you learn from that  
experience?**

That there are many people who have profoundly different attitudes about community, land use, and the environment than I, and that sometimes you can't change that. The experience helped me learn to better accept those differences.

**Are you noticing any trends  
among small towns in your  
practice?**

Yes, more interest in planning among rural communities which goes along with an up-tick in development pressures (solar farms, short term rentals, second homes, loss of farms). I unfortunately, also see a lot of divisiveness that makes public engagement very stressful and challenging.

**What's the best part of work-  
ing in small towns & rural  
areas?**

The people! It is very rewarding working with people who are passionate about their community. And, feeling like the planning we do contributes to helping people understand their rural assets which in turn leads to a better chance of protecting their natural resources.



Four STaR Members were selected to join the College of Fellows of the American Institute of Certified Planners in 2022, and will be honored on May 1st at the National Planning Conference in San Diego:

- Stan Clausen
- Timothy Smith
- Michael Southard
- Nan Stolzenburg

# Rick Lederer-Barnes

## GIS Specialist & Environmental Planner

### Summary of qualifications

Mr. Lederer-Barnes is the Sole Proprietor of Upstate GIS, located in Cambridge, NY. Mr. Lederer-Barnes is an Independent Geographic Information Systems (GIS) Specialist and Environmental Planner with over 20 years of GIS experience. Mr. Lederer-Barnes provides contracted support to consulting firms in the Northeast, as well as direct services to organizations and municipalities. He specializes in cartographic design, data creation and analysis, watershed analysis, and build-out analysis. He provides professional planning services in the areas of farmland and open space preservation, zoning, SEQR preparation and review, environmental review and analysis, fiscal analysis, and community visioning. In addition to his professional experience, Mr. Lederer-Barnes served on his local village board as a trustee for five years, two of which as the Deputy Mayor, and he is currently a board member of the Cambridge Valley Community Development and Preservation Partnership.

### Relevant Experience

#### **GIS Specialist / Environmental Planner, Upstate GIS**

Cambridge, NY – April 2012 to Present.

Primary focus is on providing geospatial analyses and high-quality maps and graphics - whether the focus is a small neighborhood or a large region. Provides GIS and/or planning support for hundreds of projects and provides direct services to several organizations including land trusts, businesses, and municipalities.

#### **GIS Specialist / Environmental Planner, Behan Planning and Design**

Saratoga Springs, NY – 2005-2012.

Managed several projects, including the Town of Charlton Farmland Protection Plan, the Town and Village of New Paltz Build-out and Fiscal Analysis, and the Mohawk Hudson Land Conservancy GIS Analysis for Strategic Land Acquisition Planning. Also served as a team member on over 60 planning and design projects for approximately 40 unique clients, with a significant focus on open space and farmland protection.

#### **Project Manager & Environmental Scientist, SAGE Environmental**

Pawtucket, RI – 2000-2004.

Managed several soil- and water-impacted remedial sites in the Northeast. Responsible for the completion of Site Investigation Reports, Phase I through V reports for MA, and periodic status reports for submission to RI, MA and NY. Authored over 100 ASTM Phase I Environmental Site Assessment Reports, in addition to numerous Phase II Limited Subsurface Investigations for clients in the private sector. Also served as SAGE's GIS coordinator, involving preparation of GIS maps and presentations and training colleagues on the use of ArcView.



### Education:

BS, Geology, Union College,  
Schenectady, NY (1998)

MS, Geosciences, Brown  
University (2000)

Post-Baccalaureate Certificate  
in Geographic Information  
Systems, Pennsylvania State  
University (2005)

### Years of GIS Experience:

21 years

### Areas of Experience:

Cartography - including  
inventory and vision mapping

Spatial Analysis

Watershed Analysis

Zoning and Build-out Analysis

Agriculture and Farmland  
Protection Planning

Natural Resources Inventories

Web map creation and remote  
data collection

Story Maps

Analysis of Land Use  
Regulations

SEQRA

Comprehensive and Strategic  
Planning

Environmental Planning,  
including environmental  
assessments

Fiscal Analysis

Community Input Facilitation:  
focus groups, workshops,  
surveys, online technologies



## Example Projects Involving Site Suitability/Prioritization Analysis

Upstate GIS has assisted several land trusts and government entities in determining the most important areas to focus land conservation efforts. The following projects all involved creating a prioritization and/or site suitability analysis:

Agricultural Stewardship Association – **Farmland Conservation Plan** (2017/in progress update)  
Agricultural Stewardship Association – **Site Suitability Analysis for a Community Farm**  
Town of Ballston – **Purchase of Development Rights Program**  
Berkshire Natural Resources Council – **Land Conservation Prioritization Model**  
Connecticut Farmland Trust – **Statewide Farmland Conservation Plan - Suitability Analysis**  
Town of Ancram, NY – **Solar Suitability Analysis**  
Town of Austerlitz, NY – **Comprehensive Plan Update**  
The Chazen Companies – **Lake George Septic Suitability Model**  
Fulton County, NY – **Agricultural and Farmland Protection Plan** (in progress)  
Grassland Bird Trust – **Grassland Prioritization Analysis** (in progress)  
Hudson Highlands Land Trust – **Eastern Highlands Green Corridors Plan**  
Hudson Highlands Land Trust – **Philipstown Community Preservation Plan**  
City of Kingston – **Community Preservation Plan**  
Lewis County, NY – **Agricultural and Farmland Protection Plan**  
Town of Marbletown, NY – **Community Preservation Plan**  
Town of New Scotland, NY – **Natural Resources Inventory / Open Space Plan** (in progress)  
Rensselaer Land Trust – **Rensselaer County Conservation Plan** (see more details below)  
Town of Rochester, NY – **Community Preservation Plan** (in progress)  
Seneca County, NY – **Agricultural and Farmland Enhancement Plan**  
Tug Hill Tomorrow Land Trust – **Regional Farmland Protection Plan**  
Ulster County, NY – **Agricultural and Farmland Protection Plan** (in progress)

### Rensselaer County Conservation Plan

Upstate GIS helped the Rensselaer Land Trust (RLT) complete a Conservation Plan for the county in 2018. The plan's focus is to identify and map those lands and waters that are most critical to supporting Rensselaer County's quality of life. Upstate GIS inventoried, mapped, and assessed the natural resources and the

significant open spaces and landscape features of the county. Upstate GIS also assisted with public meeting facilitation, led by the NYS DEC Hudson River Estuary Program (HREP) staff, and subsequent digitizing of hundreds of comments annotated on workshop maps. Upstate GIS performed an extensive GIS inventory for the county –

both consolidating and editing existing datasets and creating several new datasets. These datasets were used to calculate priority areas for conservation. To complete the project an ArcGIS Online Story Map was created which summarizes the plan and provides interactive maps throughout. The full plan is available at: <https://www.renstrust.org/images/projects/ConservationPlanFinal/RLT-Conservation-Plan---Reduced-Quality.pdf> and the StoryMap is available at: <https://arcg.is/1KSH1e>





## Related Projects, not involving Prioritization Analyses

# Town and Village of New Paltz Natural Resources Inventory

Upstate GIS, with assistance from Community Planning and Environmental Associates, recently assisted the Town and Village of New Paltz, NY with completion of a Natural Resources Inventory (NRI). New Paltz has a long history of open space and natural resource conservation planning and implementation. The NRI for New Paltz is unique as it is synthesizing all the town and village's past efforts while creating a unique document and set of maps that will be able to be used by landowners and town and village boards as they plan and review future projects in the community. An

interactive web mapping application has also been developed by Upstate GIS for the project. The web map is a resource for review boards and interested landowners to obtain detailed information at the property level and can be viewed here: <https://arcg.is/1Sf0nu>



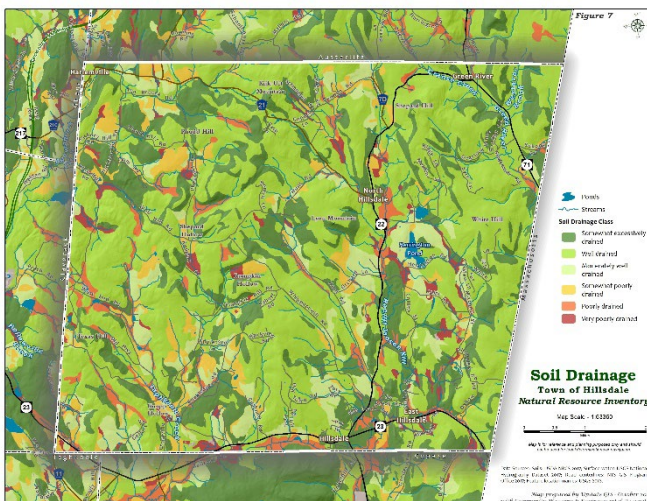
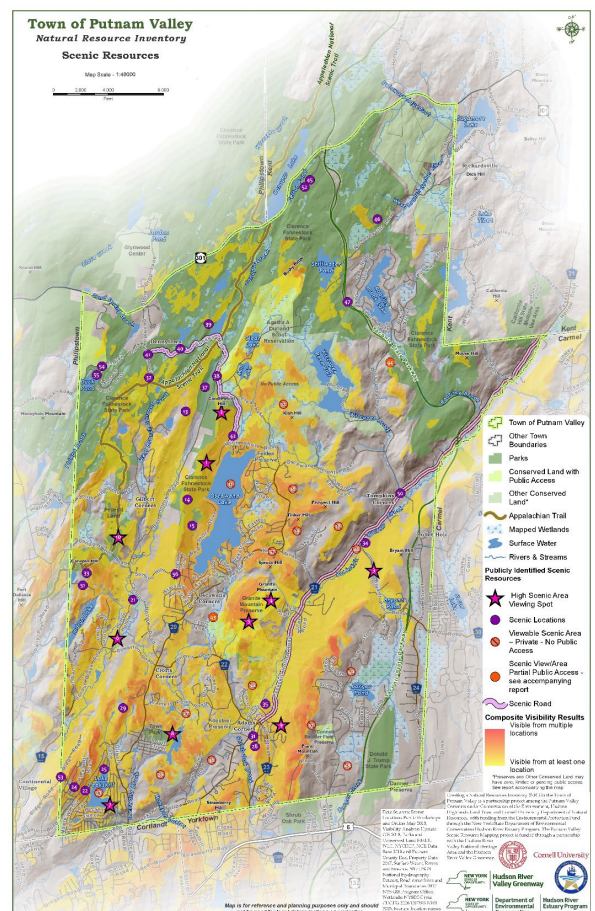
## Other NRI Mapping Projects

In 2018 Upstate GIS assisted the Hudson Highlands Land Trust with mapping and scenic viewshed analysis for the **Town of Putnam Valley, NY NRI**, and assisted Community Planning and Environmental Associates with mapping, writing, and meeting facilitation for the **Town of Hillsdale, NY NRI**.

In 2019 Upstate GIS prepared the maps for Rensselaer Land Trust's (RLT) **Town of Poestenkill, NY NRI**.

In 2020 Upstate GIS again assisted RLT in preparing mapping for the **City of Rensselaer, NY NRI**.

## Related Projects worked on while at



Prior to starting Upstate GIS Rick Lederer-Barnes worked at Behan Planning and Design of Saratoga Springs, NY, specializing in open space and farmland protection planning. The following are related projects with which Rick was involved while employed by Behan Planning and Design:

Town of Charlton, NY - ***Farmland Protection Plan\*, Farmland Protection Implementation***  
Town of Gardiner, NY - ***Open Space Plan\****  
Town of Gorham, NY - ***Farmland Protection Grant Services***  
Greene County, NY - ***Hudson River Corridor Plan***  
Town of LaGrange, NY - ***Open Space Plan***  
Town of Lodi, NY - ***Farmland Protection Plan\****  
Town of Marbletown, NY - ***Natural Heritage Plan***  
Town of Marlborough, NY - ***Recreation Needs Assessment***  
Mohawk Hudson Land Conservancy - ***Land Acquisition Prioritization Services\****  
Town of Ogden, NY - ***Open Space Plan***  
Rensselaer Plateau Alliance, Rensselaer County, NY - ***Regional Conservation Plan\****  
City of Saratoga Springs, NY - ***Environmental, Parks, and Open Areas Protection Program***  
County of Saratoga, NY - ***Green Infrastructure Plan***  
Town of Saugerties, NY - ***Open Space Plan\****  
Shawangunk Mountains Regional Partnership, Ulster and Orange Counties, NY - ***Shawangunk Mountains Regional Open Space Plan***  
Town of New Paltz, NY - ***Open Space Plan, Open Space Plan Implementation***  
Town of Wallkill, NY - ***Farmland Protection Plan\****

*\*Projects which involved a prioritization analysis*

## **Project References**

### **Rensselaer Land Trust**

Nick Conrad, Past President  
415 River St, Troy, NY 12180  
nbconrad@msn.com  
518-659-5263

### **Hudson Highlands Land Trust**

Katrina Shindledecker, Executive Director  
P.O. Box 226 Garrison, NY 10524  
katrina.shindledecker@hhlt.org  
845-424-3358

### **Town and Village of New Paltz**

Amanda Gotto, Climate Smart Project Manager  
52 Clearwater Rd. PO Box 550, New Paltz, NY 12561  
doamgo@aol.com

## FIRM PROFILE

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E.M. Pemrick and Company is a sole proprietorship and a New York State-Certified Woman-Owned Business Enterprise (WBE) providing a range of community and economic development planning services. Established in 2006, we combine technical expertise in economic development and market analysis with a strong commitment to enhancing the vitality and success of client communities.



Services offered by E.M. Pemrick and Company include:

- Market Analysis
- Economic Development Planning
- Community & Downtown Revitalization Strategies
- Economic, Demographic, and Housing Analysis

E.M. Pemrick and Company uses a range of research tools to provide project stakeholders with a comprehensive view of market trends, industry dynamics, competitive challenges and other factors that impact the success of community and economic development initiatives. This includes both quantitative and qualitative approaches, from data analysis and desk research to surveys, one-on-one interviews, and roundtable discussions. We excel at collecting, interpreting, organizing, and presenting information, resulting in clear, actionable plans and strategies.

We often collaborate with various partners including land use planners, site selection consultants, community development professionals, and engineering firms. E.M. Pemrick and Company has worked closely with Community Planning & Environmental Associates for many years, and has served as a team member on agricultural and farmland protection plans in the counties of Ulster, Fulton, Seneca, Lewis, Herkimer, Jefferson, Sullivan, Orange, Schoharie, and Putnam.

### CONTACT

Ellen Morosoff Pemrick, Principal

P.O. Box 1010

Ballston Lake, NY 12019-0010

518.882.9535 (office)

518.366.5360 (cell)

[empemrick@nycap.rr.com](mailto:empemrick@nycap.rr.com)

[www.empemrick.com](http://www.empemrick.com)

## SELECTED PROJECT EXPERIENCE

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\* Denotes projects with Community Planning & Environmental Associates

\*\* Denotes projects with MJ



### **Agricultural and Farmland Protection Plans\***

In the counties of Ulster, Fulton, Seneca, Lewis, Herkimer, Schoharie, Jefferson, Sullivan, Orange, and Putnam

### **Community Plans**

*Roles have included demographic, housing, economic, and tourism analysis; stakeholder interviews; focus group facilitation; assistance with public meetings; and development of recommendations*

- Town of Guiderland: Comprehensive Plan\*\*
- Town of Washington: Evaluation of Hospitality Uses\*
- Town of North East and Village of Millerton: Comprehensive Plan\*
- Village of Voorheesville: Comprehensive Plan\*
- Village of Stamford: Comprehensive Plan\*
- Village of Highland Falls: Local Waterfront Revitalization Strategy
- City of Lockport: South Street Neighborhood Needs Assessment and Action Plan
- Town of Esopus: Comprehensive Plan

### **Market Analysis**

- Market Assessments for Brownfield Reuse and Redevelopment Plans with Vita Nuova LLC in the cities of Gloversville and Lockport; the Towns of North Attleboro and Great Barrington (MA); the City of Claremont (NH); and the counties of Adams and Clearfield (PA)
- Greater Mohawk Valley Land Bank: 132 W. Grand Street (Palatine Bridge) Feasibility Study
- City of Oswego: Oswego Multi-Purpose Athletic and Civic/Community Facility Feasibility Study
- City of Amsterdam: Opportunity Assessment for the Downtown Amsterdam Multimodal Center / Amtrak Station Relocation Study\*\*

- City of Glens Falls: Market Analysis for South Street/Broad Street Brownfield Opportunity Area Nomination Study
- City of Norwich: Market Analysis for Norwich Brownfield Opportunity Area Revitalization Plan
- Town of Clay: Market Analysis for Three Rivers Point Brownfield Opportunity Area Nomination Study
- Town and Village of Fort Edward: Downtown Renaissance BOA Nomination Study

### **Planning for the North Country Downtown Revitalization Initiative (DRI) and NY Forward**

- NY Forward: Villages of Cape Vincent, Lyons Falls, and Waddington\*\*
- DRI: Villages of Massena, Tupper Lake, Potsdam, and Saranac Lake\*\*

### **Economic Development Planning**

- Town of Canajoharie/Montgomery County: Target Market Analysis and Workforce Development Center Feasibility Assessment for Beech-Nut Site Reuse Analysis
- Town of Southport: Economic Development Strategy
- Broome County: Economic and Labor Market Analysis for the Broome County Comprehensive Plan
- MARK Project (Arkville): Revitalizing the Esopus/Delaware Region, A Regional Economic Development Strategy for the Central Catskills\*



Ellen Morosoff Pemrick, Principal, E.M. Pemrick and Company

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## EDUCATION

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- Master of Regional Planning, Concentration in Economic and Community Development – University of North Carolina, Chapel Hill, NC
- Bachelor of Arts, Sociology – State University of New York College at Purchase, Purchase, NY

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## PROFESSIONAL EXPERIENCE

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Ellen Morosoff Pemrick has nearly three decades of experience in economic development, market analysis, and community planning. Over the course of her career, she has developed a large and diverse project portfolio that includes agricultural and farmland protection plans, market studies, community and downtown revitalization plans, economic development strategies, and comprehensive plans for public sector clients.

Prior to establishing E.M. Pemrick and Company in 2006, Ellen Morosoff Pemrick held long-term positions with private consulting firms, serving as Director of Economic Development for six years and Principal Planner for seven years. She also spent five years with the Legislative Commission on Skills Development and Vocational Education, where she conducted research and developed recommendations for the New York State Legislature on workforce development needs and education and training programs.

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## SELECTED EXPERIENCE

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- Collaborated with Community Planning & Environmental Associates on agricultural and farmland protection plans in ten counties
- Contributed to comprehensive plans in a dozen upstate New York communities
- Prepared economic and market analyses for multiple Brownfield Opportunity Areas, Brownfield Reuse and Redevelopment Plans, Downtown Revitalization Initiatives, and other projects

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## COMMUNITY INVOLVEMENT AND VOLUNTEER EXPERIENCE

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- AIA Design & Resiliency Team, Belchertown, Massachusetts, February 2016
- Juror, 2015 Erie Canalway Heritage Award of Excellence
- Treasurer, Hudson-Mohawk Bird Club, 2005 to Present
- Board of Directors, Hudson-Mohawk Bird Club, 2004 to Present
- Comprehensive Plan Advisory Committee, Town of Colonie, NY, 2004 to 2005



## Section IV: Estimated Timetable

CP&EA is available to initiate this project with the kickoff meeting September 2024 and will complete the work by December 2025. The following table provides additional detail and follows the above scope of work:

Task	<b>Estimated</b> Timeframe Includes Preparation, Work with Town and Village Planning, and Completion of Task
Kick off meeting/tour	October 2023
Compilation of agricultural economic data and review of relevant reports and studies	October through January 2024
Survey(s)	Prepare in Fall, conduct in January 2025 after holidays
GIS mapping and analysis including farmland protection mapping and analysis, and solar capacity analysis	October 2024 through May 2025
Farm friendly audit of local land use regulations and plans	February 2025
Interviews	November through January 2025
Focus Groups	January to February 2025
Open House	March 2025
Identify and evaluate options	April 2025
Prepare draft plan and recommendations	May to August 2025
Presentation and public hearing	September 2025
Adoption steps with Town and Village Boards	October to November 2025
Delivery of final copies and digital files	December 2025

## Section V: Experience

### Special points of interest:

- Nan Stolzenburg FAICP CEP, has over 32 years of experience helping small and rural communities plan for their future.
- We are specialists in small town and rural planning and land use.
- CP&EA has been the principal consultant for county-level and town-level agricultural and farmland protection plans across New York State.
- CP&EA has produced several state and national award-winning plans.
- CP&EA has consulted in over 70 communities throughout Upstate New York – most of them with significant agricultural and farmland components.
- Principal Planner Nan Stolzenburg is a Fellow in the American Institute of Certified Planners (FAICP) and a Certified Environmental Planner.

Community Planning & Environmental Associates (CP&EA) is a sole proprietorship and was founded in 1995 to provide specialized professional consulting and planning services to New York State's small and rural communities. CP&EA has extensive experience with comprehensive land use, agriculture, and environmental planning. We specialize in the areas of land use planning, rural and open space planning, farmland protection, zoning and land use regulation development, visioning, geographic information systems and analysis, environmental planning, and community engagement. All our clients are rural, or have rural components in their communities, and we bring to the table a wealth of experience and understanding about what is necessary to develop a comprehensive strategy oriented to agriculture. Our team, consisting of economic development planners (E.M. Pemrick & Co.) and GIS experts (Upstate GIS) has worked together on twelve county-level agricultural and farmland protection plans and an additional dozen town level plans which brings a wealth of experience to Town and Village of Mexico.

We are known state-wide as experts in agriculture-related planning and frequently serve as guest speakers or panelists at conferences and training sessions for local and statewide organizations related to rural planning. As principal planner, Nan Stolzenburg's background as a farm owner and resident of a rural county (Schoharie), along with her professional background gives her a unique perspective that contributes to development of a plan that not only is technically innovative, but relevant to the people that we are trying to assist.

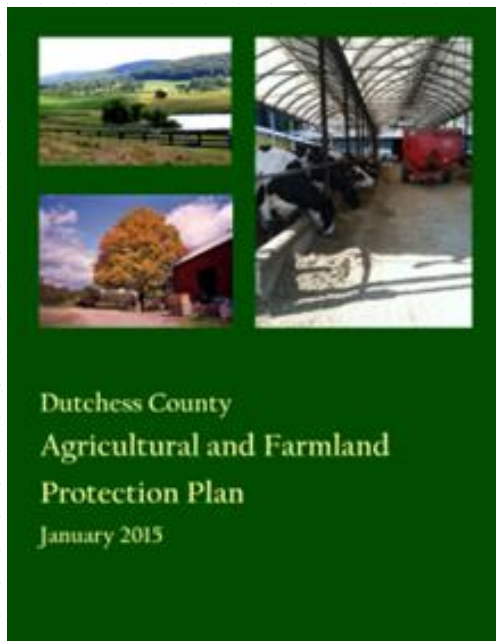
We know that improving the agricultural economy and protecting farmlands require a comprehensive set of tools: one solution does not suffice. Our approach is to offer Town and Village of Mexico a well-rounded toolbox consisting of agricultural economic development, farmland protection, and land use options, educational initiatives, and collaborative solutions.

### Community Planning & Environmental Associates: Nan Stolzenburg FAICP CEP

Nan Stolzenburg is a Fellow of the American Institute of Certified Planners (AICP). She is also credentialed as a Certified Environmental Planner from AICP. CP&EA is a New York State Certified Woman-Owned Business, and has been since the state program was initiated in the mid-1990's. Her planning background is built upon 10 years of prior work in the wildlife/natural resources field, which has significantly contributed to rural community and environmental planning throughout upstate regions of New York State. She concentrates on the unique community and planning needs of small and rural communities by providing a variety of comprehensive land use and environmental planning services. Nan's unique background, including a BS from SUNY Environmental Science and Forestry, an MS in Wildlife and Fisheries Biology from the University of Massachusetts, Amherst, and an MRP in Regional Planning from the University at Albany, integrates environmental conservation with land use planning.

Nan has been a consistent innovator in helping over 70 communities embrace comprehensive planning, asset-based economic development, and implementation of innovative land use tools. Recognized as an expert in rural planning by both peers and municipalities, she has developed

dozens of agricultural and farmland protection plans resulting in such accomplishments as creation of local "Ag-navigators" to enhance agricultural economic development, implementation of transfer of development rights programs, and establishment of agricultural overlay districts.



She has also been the principal consultant for developing plans or amending land use regulations for dozens of communities—almost all of which have significant agricultural components and has been a champion of ag-friendly land use programs. Nan has been the award winner of several state and national planning awards, including 2010 for the Lewis County Comprehensive Plan and in 2014 for the NYS DEC SEQR Workbooks.

Nan has been the principal consultant on the following county- and town-level agricultural and farmland protection plans (see full client list) including the Town of Clifton Park (in progress).

Dutchess County	Sullivan County	Orange County	Putnam County
Washington County	Herkimer County	Otsego County	Schoharie County
Jefferson County	Oneida County	Lewis County	Seneca County
Fulton County	Ulster County	Town of Berne	Town of White Creek
Town of Hampton	Town of Chatham	Town of Delaware	Town of Ancram
Town of Copake	Town of Halcott	Town of Liberty	Town of Callicoon

Nan has had widespread positive impact on environmental protection through co-authorship of the NY State Environmental Quality Review Environmental Assessment Form Workbooks, used throughout the state for all required site plan, subdivision, and zoning permit approvals. Her work as a volunteer Advisory Council member for the Schoharie Economic Enterprise Corporation, a member of the Board of Directors for Schoharie Community Development Corporation, a former member of the Board of Directors of the Catskill Center for Conservation and Development, a former member of the Planning Committee for the Bender Melon Farm Preserve, and former member of the NY-19 Agricultural Advisory Committee offers a wide variety of other experiences that can be brought to the table in the planning process.

#### **Upstate GIS: Rick Lederer-Barnes**

Upstate GIS is located in rural Washington County, NY. Rick is an Independent Geographic Information Systems (GIS) Specialist and Environmental Planner with 20+ years of GIS experience working in both the municipal planning and environmental consulting industries. Rick's primary focus is on providing geospatial analyses and high-quality maps and graphics, whether the focus is a small neighborhood or a large region. In addition, Rick provides planning support from inventory and analyses to testing and editing of zoning.

Through the years Rick has authored hundreds of maps for use in public planning documents, such as comprehensive plans, open space and farmland protection plans, and community vision plans. These maps illustrate important information about communities, such as land use patterns, recreational opportunities and environmentally sensitive areas.

Rick has teamed with CP&EA for several years and has assisted CP&EA on previous agricultural and farmland protection planning efforts in the counties of Herkimer, Lewis, and Seneca. CP&EA has also worked with Rick on a regional agricultural plan to prioritize farmland in the Tug Hill region.

Rick has worked on multiple open space and farmland protection projects, providing mapping and analysis as well as report writing and workshop facilitation for the Rensselaer Plateau plan, the Shawangunk Mountains Regional Open Space Plan, and the Saratoga County Green Infrastructure Plan. Rick is currently working with the Town of Marbletown and the City of Kingston on Community Preservation Plans. Previously Rick teamed with Behan Planning on open space plans in Kingston, New Paltz, Gardiner, and Marbletown ("Natural Heritage Plan") in Town and Village of Mexico, and farmland protection plans in Charlton and Milton in Saratoga County.

#### **E.M. Pemrick and Company: Ellen Pemrick**

E.M. Pemrick and Company is a sole proprietorship and a New York State-Certified Woman-Owned Business Enterprise (WBE) providing a range of community and economic development planning services. Established in 2006, we combine technical expertise in economic development and market analysis with a strong commitment to enhancing the vitality and success of client communities. Services offered by E.M. Pemrick and Company include:

- Economic Development Planning
- Market Analysis
- Community & Downtown Revitalization Strategies
- Economic, Demographic, and Housing Analysis

E.M. Pemrick and Company uses a range of research tools to provide project stakeholders with a comprehensive view of market trends, industry dynamics, competitive challenges and other factors that impact the success of community and economic development initiatives. This includes both quantitative and qualitative approaches, from data analysis and desk research to surveys, one-on-one interviews, and roundtable discussions. We excel at collecting, interpreting, organizing, and presenting information, resulting in clear, actionable plans and strategies.

We often collaborate with various partners including land use planners, site selection consultants, community development professionals, and engineering firms. This allows the firm to add a market-based, analytical perspective to standard planning engagements and a strategic planning orientation to the process of business development and site selection.

E.M. Pemrick and Company has worked closely with Community Planning & Environmental Associates for many years and has served as a team member on agricultural and farmland protection plans in the counties of Seneca, Lewis, Herkimer, Jefferson, Sullivan, Orange, Schoharie, and Putnam.

## References

### **Town of Hampton Agricultural and Farmland Protection Plan**

Name: Bonnie Hawley (Bonnie Hawley [hamptonplanning94@gmail.com](mailto:hamptonplanning94@gmail.com))

### **Town of Bethel Agricultural and Farmland Protection Plan**

Name: Daniel Sturm ([bethelsupervisor@libertybiz.rr.com](mailto:bethelsupervisor@libertybiz.rr.com) )

### **Seneca County Agricultural and Farmland Protection Plan**

Name: Judy Wright ([jlw24@cornell.edu](mailto:jlw24@cornell.edu) )



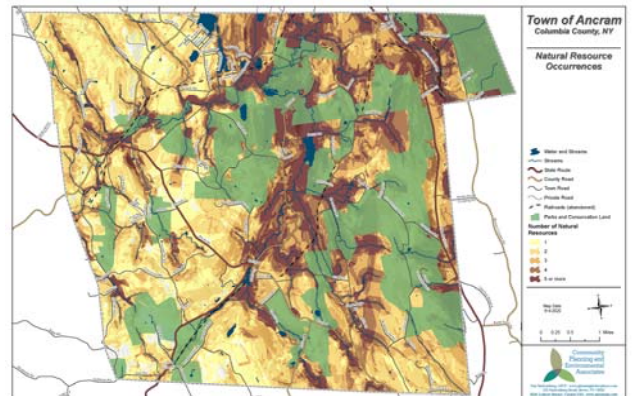


### Points of Interest

- We are specialists in helping small and rural communities plan for their future.
- CP&EA has produced several state and national award-winning plans.
- Principal Planner is a Fellow of the American Institute of Certified Planners and is also a Certified Wildlife Biologist and a Certified Environmental Planner.
- Our GIS program teamed with Upstate GIS includes innovative GIS planning applications such as buildout analysis, erosion modeling, constraints and opportunities analysis, and land prioritization.
- CP&EA has years of experience consulting on county-wide and intermunicipal projects.

## About Community Planning & Environmental Associates

Community Planning & Environmental Associates (CP&EA) was founded in 1992 to provide specialized professional consulting and planning services to New York State's local communities and businesses. CP&EA has extensive experience with comprehensive land use planning and environmental



management for municipalities, organizations and individuals in the areas of: land use planning, zoning and land use regulation development; visioning workshops; geographic information systems and analysis; environmental impact assessments; community involvement campaigns; and grant writing. We have extensive experience with small and rural communities.

CP&EA is a land use and environmental planning consulting group with offices located in Schoharie County. In addition to our planning services, we offer a full-service team of associated professionals that provide specialty services in the areas of hydrogeology, environmental engineering, traffic engineering, economic development and land use law. A wealth of professional experiences has provided our firm with the right combination of technical skills and the ability to work with people of all walks of life. Our approach is to customize a technical team of experts to meet the specific needs of your community. Our team will only include those professionals needed for the specific project. In that way, we can provide our services in a cost-effective manner.

We also assist communities in revitalization strategies and economic development planning. CP&EA provides specific planning and community development tools designed to work in rural areas. CP&EA is uniquely situated to help people understand the positive and negative impacts of land growth, the planning tools available for smart growth, and revitalization options people can take advantage of.



Community Planning & Environmental Associates (CP&EA) was founded in 1992 to provide specialized professional consulting services in areas of small and rural community planning. CP&EA has extensive experience with land use planning, agriculture and farmland protection, and environmental management for municipalities, organizations and individuals.

Our firm has contributed to a variety of projects with services such as comprehensive planning, development of zoning and other land use regulations, development of farmland protection strategies, environmental impact assessments, community involvement campaigns and grant writing. CP&EA concentrates in the special planning and environmental needs of small communities and rural areas. CP&EA is an independent, woman-owned consulting group located in rural Schoharie County, 25 miles southwest of Albany. A wealth of professional experiences ranging from assisting local governments develop a comprehensive plan to individual site design have provided us with the right combination of technical skills and the ability to work with people of all walks of life.

CP&EA includes a team of professionals that provide specialty services in the areas of planning, geographic information systems, hydrogeology, environmental engineering, traffic engineering, and land use law.

CP&EA maintains liability insurance and is a New York State Certified Woman-Owned Business. When requested, clients will be provided with a Certificate of Insurance when contracting for specific services.



## **PROJECT EXPERIENCE SUMMARY**

### **Planning**

- Comprehensive plan development
- Agriculture, open space, farmland protection
- Rural planning techniques for economic development, Main Streets and rural highways, open space protection, and affordable housing
- Development of land use regulations
- Municipal land use law
- Grant writing
- Site analysis, environmental review, site concept planning

### **Data Collection and Public Participation**

- Development of maps and GIS databases
- Demographic data collection and analysis
- Community involvement and visioning strategies
- Community surveys and Community Image Surveys
- Inventory of natural and cultural resources within the community

### **Environmental Planning**

- Environmental Assessment
- Natural resources management, including watershed and wildlife management
- Development of Environmental Impact Statements and Generic EIS
- Project Site Master Planning and Review
- Evaluation of site plans and subdivisions

## **Nan Stolzenburg, AICP CEP Client List, Volunteer Experience and Awards**

► Comprehensive PLANS, UPDATES TO PLANS, STRATEGIC PLANS, PLAN IMPLEMENTATION COMPLETED

### **Albany County**

Town of Rensselaerville (Comprehensive Plan)

Village of Altamont (Comprehensive Plan, Land Use Regulations, Project Review)

Village of Voorheesville (Comprehensive Plan, Land Use Regulations, Design Guidelines)

Town of Berne (Comprehensive Plan, Ag and Farmland Plan, Land Use Regulations, Project Review)

Town of Guilderland (Comprehensive Plan with MJ Engineering)

Town of New Scotland (Natural Resource Inventory, Zoning Updates)

### **Clinton County**

Town of Peru (Comprehensive Plan, Open Space Plan, Land Use Regulations)

Town of AuSable (Comprehensive Plan, Land Use Regulations, Training)

### **Columbia County**

Town of Gallatin (Comprehensive Plan, Zoning Updates)

Town of Kinderhook (Comprehensive Plan, Land Use Regulations)

Village of Kinderhook (Comprehensive Plan, Plan Updates, Land Use Regulations, Project Review)

Town of Chatham (Comprehensive Plan, Ag and Farmland Plan, Land Use Regulations, Project Review)

Town of Stockport (Comprehensive Plan, Land Use Regulations)

Town of Copake (Ag and Farmland Protection Plan, Land Use Regulations)

Town of Claverack (Comprehensive Plan, Land Use Regulations)

Town of New Lebanon (Comprehensive Plan, Land Use Regulations, Update to Plan)

Town of Ancram (Comprehensive Plan, Update to Plan, CDBG Hamlet Strategy, Ag and Farmland Protection Plan, Land Use Regulations, Project Review, Training)

Town of Ghent (Comprehensive Plan, Land Use Regulations)

Town of Hillsdale (Natural Resource Inventory)

### **Delaware County**

Town of Meredith (Ag and Farmland Protection Plan, Site Plan Law)

Town of Stamford (Comprehensive Plan)

Town of Tompkins (Comprehensive Plan)

Town of Harpersfield (Comprehensive Plan, Land Use Regulations)

Town of Colchester (Comprehensive Plan)

Village of Stamford (Comprehensive Plan, Land Use Regulations)

Town of Middletown (Comprehensive Plan, Land Use Regulations)



Town of Roxbury (Comprehensive Plan)

**Dutchess County**

Town of North East (Comprehensive Plan)

Town of Pine Plains (Comprehensive Plan, Trail Plan, Land Use Regulations, Project Review)

Town of Washington (Comprehensive Plan Update Related to Hospitality Uses)

**Essex County**

Town of Elizabethtown (Comprehensive Plan, Land Use Regulations)

Village of Port Henry (Comprehensive Plan, Consolidation of Town/Village Land Use Regulations)

Town of Moriah (Consolidation of Town/Village Land Use Regulations)

**Fulton County**

Town of Broadalbin (Comprehensive Plan)

**Greene County**

Town of Halcott (Comprehensive Plan, Ag and Farmland Protection Plan, Land Use Regulations, Project Review, Training)

Town of Cairo (Comprehensive Plan, Land Use Regulations)

Town of Hunter (Comprehensive Plan)

Town of Jewett (Comprehensive Plan, Land Use Regulations, GEIS)

Town of Durham (Comprehensive Plan)

Town of Lexington (Long Term Recovery Plan)

Town and Village of Athens (Comprehensive Plan, Land Use Regulations, Update to Plan)

**Madison County**

Town of Hamilton (Comprehensive Plan)

**Montgomery County**

Town of Minden (Comprehensive Plan, Land Use Regulations)

**Oneida County**

Village of Whitesboro (Comprehensive Plan, Land Use Regulations)

Town of Webb (Comprehensive Plan, Land Use Regulations)

**Otsego County**

Town of Springfield (Comprehensive Plan, Land Use Regulations)

Town of Butternuts (Comprehensive Plan)

Town of Cherry Valley (Comprehensive Plan)

**Rensselaer County**

Town of Pittstown (Comprehensive Plan)

Town of Schaghticoke (Comprehensive Plan, Land Use Regulations)

Village of Nassau (Land Use Regulations)

**Saratoga County**

Town of Providence (Comprehensive Plan)

Town of Galway (Comprehensive Plan, Land Use Regulations)

Town of Ballston (Land Use Regulations, Purchase of Development Rights Program)

**Schenectady County**

Town of Princetown (Comprehensive Plan)

**Schoharie County**

Town of Schoharie (Comprehensive Plan)

Village of Schoharie (Comprehensive Plan, Update to Plan, Long Range Recovery Strategy, NY Rising Plan, Land Use Regulations, Local Waterfront Revitalization Strategy, Project Review, Grant Writing, Grant Administration)

Village of Sharon Springs (SHARE IT Economic Development Plan, Comprehensive Plan, Land Use Regulations)

Village of Cobleskill (Comprehensive Plan)

Town and Village of Middleburgh (Joint Comprehensive Plan)

**Seneca County**

Town and Village of Seneca Falls (Joint Comprehensive Plan)

**Ulster County**

Town of New Paltz (Natural Resource Inventory)

Town of Woodstock (Zoning Update Related to Housing Opportunities)

**Washington County**

Town of White Creek (Comprehensive Plan, Ag and Farmland Protection Plan, Land Use Regulations)

**► Regional Level or Topic-Oriented PLANS COMPLETED**

Lewis County (Comprehensive Plan)

Esopus Delaware Local Waterfront Revitalization Plan (Five Towns)

Village of Schoharie Local Waterfront Revitalization Strategy

Cazenovia Partnership (Critical Land Identification)

Schoharie Land Trust (Site Plan Development for Farm Assessment Project)

Development Authority of the North Country (Model Land Use Laws for JLUS)

Tug Hill Tomorrow Land Trust Agricultural Prioritization and Farmland Protection Plan

Black Women's Blueprint, Site Analysis and Concept Site Design for Restore Forward Retreat Center

Town of Red Hook Local Waterfront Revitalization Plan (GEIS Mapping)

Town of New Paltz (Mill Brook Preserve Plan)

SHARE IT—Saving Historic Resources and Revitalizing the Economy, Village of Sharon Springs

Intermunicipal Generic Environmental Impact Statement on the Cooperstown Region, Otsego  
Generic Environmental Impact Statement on the Manor Kill Watershed  
Generic Environmental Impact Statement on the East Kill and Schoharie Watersheds, Jewett  
East Berne Strategic Plan/Linkage Study, Albany County  
Town of New Lebanon Housing Study  
Village of Malone Physical Enhancement Plan (With Delta Engineering)

#### ► Town Planner on Retainer

Town of Waterford—Consultant to Planning Board  
Town of New Scotland—Consultant to Planning Board, Land Use Regulations Updates, Grant Writing  
Village of Schoharie—Consultant to Planning Board  
Town of Union Vale – Consultant to Planning Board  
Town of Ancram – Consultant to Planning Board and ZBA  
Town of Woodstock – Consultant to Planning Board

#### ► County-Level Agriculture and Farmland Protection Plans

Herkimer County (Original and Update)	Otsego County
Putnam County	Dutchess County
Sullivan County	Orange County
Jefferson County	Washington County
Schoharie County	Lewis County
Seneca County	Ulster County (In Progress)
Fulton County (In Progress)	

#### ► Town-Level Agriculture and Farmland Protection Plans

Town of Chatham, Columbia County	Town of Halcott, Greene County
Town of Bethel, Sullivan County	Town of Liberty, Sullivan County
Town of Delaware, Sullivan County	Town of Callicoon, Sullivan County
Town of Berne, Albany County	Town of Granville, Washington County
Town of Ancram, Columbia County	Town of White Creek, Washington County
Town of Copake, Columbia County	Town of Hampton, Washington County

#### ► Development of Regulations, Design Standards, Adoption of Regulations/SEQR

Town of Ancram, Columbia County	Town of Ballston, Saratoga County
Town of Athens, Greene County	Town of Berne, Albany County
Town of AuSable, Clinton County	Town of Cairo, Greene County

Town of Callicoon, Sullivan County  
Town of Caroline, Tompkins County  
Town of Chatham, Columbia County  
Town of Cherry Valley, Otsego County  
Town of Elizabethtown, Essex County  
Town of Ghent, Columbia County  
Town of Granville, Washington County  
Town of Halcott, Greene County  
Town of Hamilton, Madison County  
Town of Harpersfield, Delaware County  
Town of Kinderhook, Columbia County  
Town of Meredith, Delaware County  
Town of Middlefield, Otsego County  
Town of Minden, Montgomery County  
Town of New Lebanon, Columbia County  
Town of New Scotland, Albany County  
Town of Otsego, Otsego County  
Town of Peru, Clinton County

Town of Pine Plains, Dutchess County  
Town of Sharon, Schoharie County  
Town of Springfield, Otsego County  
Town of Stockport, Columbia County  
Town of Union Vale, Dutchess County  
Town of Washington, Dutchess County  
Town of Waterford, Saratoga County  
Town of White Creek, Washington County  
Town of Woodstock, Ulster County  
Village of Altamont, Albany County  
Village of Athens, Greene County  
Village of Cobleskill, Schoharie County  
Village of Kinderhook, Columbia County  
Village of Nassau, Rensselaer County  
Village of Schoharie, Schoharie County  
Village of Sharon Springs, Schoharie County  
Village of Stamford, Delaware County  
Village of Voorheesville, Albany County

Nan Stolzenburg was the principal author for New York State Department of Environmental Conservation's SEQR Workbooks – two companion guides to the SEAF and FEAF forms (see <http://www.dec.ny.gov/permits/6191.html>). These workbooks received the 2014 Planning Excellence Award for Best Practice from the American Planning Association, Upstate New York Chapter.

### ► Planning Board and Other Agency/Organization Training

Nan has also been a frequent panelist, speaker, and trainer on various planning, SEQR, and environmental topics for:

New York Planning Federation  
Upstate New York Chapter of American Planning Association  
American Farmland Trust  
Albany Law School  
Capital District Regional Planning Commission  
Columbia Land Conservancy  
Tug Hill Commission  
Resource Conservation Districts (RC&D)  
Catskill Community Resource Day  
Dutchess County Planning Federation and Town of Washington  
Schoharie County  
Madison County

Otsego County

Broome County

Multiple towns and villages hire Nan to conduct their mandatory 4-hour trainings for Planning Board and ZBA members.

### ► Volunteer and Community Involvement Experience

Catskill Center for Conservation and Development—Former Board Member

Schoharie Community Development Corporation—Board Member

Schoharie Economic Enterprise Corporation—Advisory Committee Member

Schoharie Land Trust—Former Board Member

Bender Farm Advisory Committee—Former Member

The Wildlife Society, New York Chapter, Former Board Member

Town of Wright Conservation Advisory Council—Past Chair

### ► Awards

Outstanding Student Project (North Central Troy: GIS Mapping and Planning Alternatives) from the American Planning Association, New York Upstate Chapter, 1996

Excellence in Tutoring Award from Empire State College, September 1996

Outstanding Planning Project: Comprehensive Planning for a Regional Plan (Otsego County Agricultural and Farmland Protection Plan) from the American Planning Association, New York Upstate Chapter, October 1999

Award of Excellence in Comprehensive Planning (The Village of Kinderhook Comprehensive Plan) from the American Planning Association, Upstate New York Chapter, July 2000

Outstanding Small Town Planning Project (The Village of Kinderhook Comprehensive Plan) from the American Planning Association, Small Town and Rural Planning Division, May 2000

Outstanding Planning Project in the Current Topic: Smart Growth (Town of Warwick Zoning and Build-out Analysis) from the American Planning Association, Upstate New York Chapter, September 2002

Planning Excellence Award for Best Practice, SEQR EAF Workbooks and EAF Mapper, October 2014

American Planning Association Small Town and Rural Division John Keller Planning Initiative Award, 2023

## Section VI: Insurances

Insurance: CP& EA will provide full insurance certificates naming the Town and Village of Mexico, its officers, employees and assigns as additional insured upon awarding of this contract upon request.

CP& EA holds comprehensive general liability, professional liability, and comprehensive automobile liability insurance policies.

MWBE Status: Both CP&EA and E.M. Pemrick & Co are New York State Certified Woman-Owned Enterprises and have been certified as such by the New York State Division of Minority and Women's Business Development (Empire State Development).

## **FARMLAND PROTECTION CONSULTING AGREEMENT**

**THIS AGREEMENT** dated the \_\_\_\_ day of \_\_\_\_\_, 2024, between Nan C. Stolzenburg d/b/a Community Planning & Environmental Associates, with offices located at 152 Stolzenburg Road, Berne, NY 12023, (hereinafter, the “Consultant”) and the Town of Mexico (hereinafter, the “Town”).

**WHEREAS**, the Town desires to develop a town-wide agricultural and farmland protection plan to implement policies related to enhancing farming and farmland protection, and

**WHEREAS**, the Town desires to engage the services of Consultant as an Independent Contractor to assist them in conducting these planning activities related to and develop an agricultural and farmland protection plan pursuant to the scope of work expected in the Town and Village’s NYS Department of Agriculture and Markets Farmland Protection Grant, and

**WHEREAS**, the Town and Village of Mexico are jointly working together on the project, and

**WHEREAS**, the Consultant desires to provide certain professional services to the Town as more fully set forth herein, and

**WHEREAS**, the Consultant has presented a scope of work and budget with CP&EA as the principal consultant and the Town has accepted such proposal.

**NOW, THEREFORE**, the Town and the Consultant agree as follows:

1. **SERVICES TO BE PROVIDED BY THE CONSULTANT:** The Consultant agrees to assist the Town with this planning effort detailed in the scope of work attached hereto and made part hereof as Appendix “A.” This proposal outlines a scope of work and estimated fees that shall be agreed upon between the Consultant and the Town. Any agreed upon Scope of Work in the future and in addition to the proposal shall also be made part of this consulting agreement.

2. **SERVICES TO BE PROVIDED BY the Town:** The Town agrees to provide support to the Consultant to accomplish the scope of work, including; 1) maintaining records of meetings, 2) providing town or site-specific information that already exists as needed such as maps, plans, studies, regulations, or other documents, 3) providing all communication between the consultant, the Town staff and Town Board, and volunteer Steering Committee, and 4) arrange for all Committee, Board and public meetings, meeting locations, and meeting notices.

3. **CONSULTANT ROLE:** It is recognized that the Consultant will work closely with the Town officials and the Steering Committee. It is agreed that neither the Consultant, its agents or employees nor anyone sub-contracted by the consultant shall have the authority pursuant to this agreement to be a Town spokesperson for any aspect of work covered by this scope. However, it is agreed, that upon request of the Town, the Consultant will have the authority to comment and discuss the project with others as deemed necessary by the Town.

4. **FEES AND COSTS:** The Consultant’s total fees for the project pursuant to this agreement

shall not exceed \$25,000 as more fully detailed in Appendix A. The Consultant and Town agree that a retainer of \$1600.00 will be appropriated to initiate the project and start the initial tasks.

**5. BILLING AND PAYMENT:** The Town agrees to accept responsibility for payment of all invoices. Consultant will bill the Village monthly based on hours spent on the project up to the \$1800 retainer fund amount. Subsequent to that, Consultant will bill the Town monthly based on hours spent on the project up to the \$1600 retainer fund amount. Subsequent to that, Consultant will bill the Town monthly as the project progresses with payment due to the Consultant within 45 days. However, Consultant and Town agree to review status of New York State payments at the time retainer funds are fully invoiced and mutually agree on tasks that can be completed until grant funds are available.

The monthly bill shall consist of a summary of direct labor hours by Consultant, plus a listing of reimbursable costs incurred, along with any necessary voucher as may be required by the Town. The Consultant will submit invoices to the Chief Fiscal Officer of the Town. The Town agrees to provide Consultant with any necessary paperwork required for invoicing or other municipal billing procedures.

**6. CHANGES TO THE SCOPE OF WORK, FEES AND COSTS:** It is agreed that any additional work beyond the scope of the parties' agreement, as attached herein shall not take place until such work is authorized in a fully executed amendment to this agreement between the Consultant and the Town outlining such additional work.

**7. EMPLOYMENT OF SUBCONTRACTORS:** It is agreed that the Consultant will utilize the services of other professionals to complete the project as outlined in Appendix A. These professionals will be retained, as sub-contractors to the Consultant and the Consultant will bear all costs, fees and charges for any such work, with no increase to the price the Consultant has agreed to charge the Town, which includes such costs. The consultant agrees to provide proper receipts, vouchers, invoices, or other documentation to the Town as needed to detail these expenses, which shall be included on consultant invoices for reimbursement.

**8. NON-DISCRIMINATION REQUIREMENTS:** In accordance with Section 220-e of the Labor Law, Sections 291-299 of the Executive Law, and the Civil Rights Law, the Consultant will comply with equal opportunity requirements and not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, sex, disability, genetic predisposition or carrier status, or marital status. The Consultant represents that it is certified by New York State as a woman-owned business.

**9. ACCEPTANCE OF WORK PRODUCT:** For purposes of this contract, the Town shall determine acceptability of work done by the Consultant. All text, maps, presentations, and other materials provided by Consultant shall be in a digital format appropriate to the Town's future applications.

**10. INSURANCE:** The Consultant agrees to maintain a Public Liability Insurance Policy in an amount no less than \$1,000,000.00. An appropriate automobile insurance policy will be in place for all automobiles used by the consultant, consultant's employees and subcontractors traveling to and from the Town of Mexico on business relating to this contract. All employees and



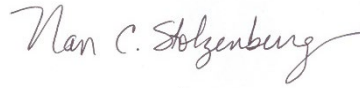
subcontractors will be covered by the Consultant's, or their own, Liability Insurance Policies and Worker's Compensation Insurance as may be needed. Consultant can provide the Town with Certificates of Insurance as proof that such insurance coverage has been obtained, if requested.

**11. TERMINATION:** The Consultant may terminate this Agreement only for cause stemming from a material breach of the Agreement. The Town may terminate this Agreement for any or no reason. In the event that the Town terminates this agreement prior to the completion of the Consultant's work, the Consultant shall be entitled to reimbursement for all work performed and expenses incurred within the scope of this agreement, up to the date of the notice of termination, as well as any other damages to which consultant may be entitled by law. The Town shall be entitled to all work products prepared and any written research or work product in progress provided the Town is not in material breach of this Agreement and has paid for all work performed and expenses incurred, up to the date of any notice of termination.

**12. MISCELLANEOUS:**

- a. Execution by Both Parties. This Agreement shall not become effective and binding until fully executed by Consultant and approved and signed by the Town.
- b. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New York.
- c. Agreement May Not be Assigned. The Consultant and the Town covenant not to assign this Agreement without the prior written consent of the other party which shall not be unreasonably withheld.
- d. Entire Agreement. This Agreement, and any attachments hereto, contain all the terms, promises, covenants, conditions and representations made or entered into by and between Consultant and the Town with regard to the transactions contemplated herein, and supersede all prior discussions and agreements, whether written or oral, between Consultant and the Town with respect thereto.
- e. Modification or Amendment. This Agreement may not be modified or amended unless such modification or amendment is set forth in writing and executed by both Consultant and the Town with the formalities hereof.
- f. No Waiver. No waiver of any breach of any condition of this Agreement shall be binding unless in writing and signed by the party waiving such breach and no such waiver shall in any way affect any term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.



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Nan C. Stolzenburg d/b/a  
Community Planning & Environmental Associates  
Dated: 9/30/24

BY: Town of Mexico

---

Eric Behling, Supervisor

Dated: \_\_\_\_\_

## APPENDIX A

Town of Mexico Farmland Protection Consultant Agreement

Scope of Work & Fee Schedule

October 2024

# Scope of Services

## Our Overall Approach

Our approach is based on a planning process that will answer three fundamental questions:

- 1. What is the current status of agriculture in the Town and Village?** We will use data analysis, surveys, and interviews to assess current farming operations and practices, farm characteristics (including physical, cultural and economic), trends, problems, issues, concerns, and needs and identify factors that influence agriculture in Town and Village of Mexico. This step will include work designed to understand the town and broader context of the agricultural economy and the broader food system in the area.
- 2. What is the desired future state of agriculture in 10 to 15 years in the Town and Village?** The plan will ensure that the goals and vision for agriculture remain responsive to the farms, people, and conditions of Town and Village of Mexico. The vision must recognize individual municipal goals, regional perspectives, land use patterns, soils, markets, the economy, and other individual factors. The goals will be used to establish various programs and policies that can address that vision. Public engagement is also a critical task in this phase.
- 3. What strategies and actions should the Town and Village adopt and implement in order to attain that future vision?** We believe that it is very important for the plan to include specific, actionable steps that the Town and Village can begin to implement immediately as well as have an action plan for long-term work. The Plan will include short and long-term strategies along with details on how priority strategies can be implemented.

The answers to these three questions will form the basis of the updated Town and Village of Mexico Plan. Question #1 above will be answered through understanding the current condition of agriculture and the importance of that industry to Town and Village of Mexico's economy and quality of life. This will be determined through data collection on the agricultural economy, mapping of agricultural resources (soil, land uses, ag districts, etc.) and creation of a Town and Village agricultural profile. Question #2 will be answered through specific vision, goals, and objective statements derived from public engagement. The public engagement process will involve a diverse group of stakeholders including farmers, agribusinesses, farm-support agencies, elected and appointed officials and the general public. Finally, question #3 will be addressed through a series of proposed detailed, actionable and priority implementation strategies.



Our scope of work will be formulated to meet all requirements of the NYS Agriculture and Markets Law 25-AAA and in particular, Circular 1500.

This section describes our recommended scope of work, resulting in a plan that will meet the needs of Town and Village of Mexico. This scope of work represents what we consider to be a 'best practice' for agricultural and farmland protection plans.

## **Step 1: Characterize Current Conditions in Town and Village of Mexico**

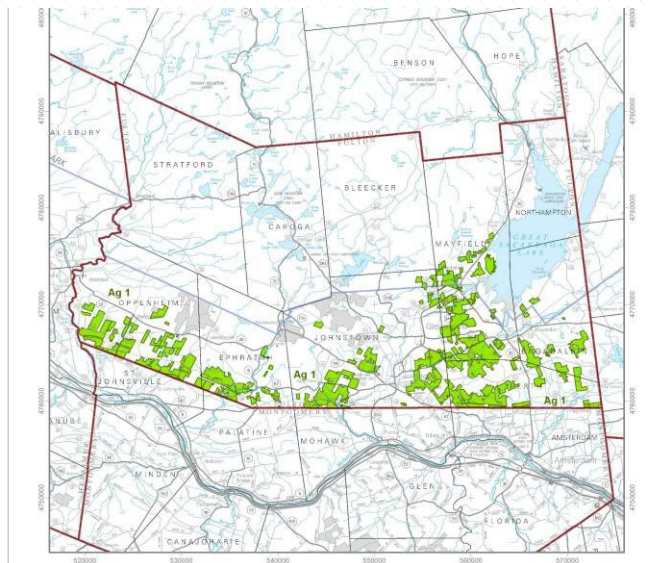
### **Kick-Off Meeting/Town and Village Tour**

This very important first meeting will provide an opportunity to introduce the consultant team, to the Town and Village of Mexico officials, volunteers and partners in this project. We will conduct a 'Getting to Know You' at this first exercise so that we can familiarize ourselves as much as possible with the places, issues, and needs of the Town and Village. At this time, we will collect any plans, documents, or regulations that will be needed for our review.

This meeting will set the stage for all subsequent work. The agenda will include a review of a draft public engagement plan prepared by our team and the identification of stakeholders in the agricultural community to plan for upcoming steps. We will discuss and finalize the public engagement plan, and the work involved in coordinating the mapping needs with the Town and



Village and its partners. We will also go over timeframes, potential meeting dates, etc. to ensure the project is efficient and coordinated.



It will be important for us to learn as much as possible about agricultural activities in the Town and Village. We propose to conduct a Town and Village-wide driving tour so that we can see and experience the diversity of agricultural activities taking place in Town and Village of Mexico. This tour is not proposed to be a 'stop and talk to each farmer,' but an opportunity for us to see the landscape, types of farms, locations, and other land use activities. For efficiency, this tour would be conducted on the same day as the kickoff meeting.

### **Compilation of Agricultural Economic Data**

While town-level data from Census and other sources are harder to come by, we will compile a range of quantitative data on the agricultural economy in Town and Village of Mexico to summarize current conditions and evaluate recent trends. Sources of data are expected to include the U.S. Department of Agriculture, NYS Department of Agriculture and Markets, the U.S. Department of Commerce, the U.S. Census Bureau, and Town and Village assessment records. However, interviews with members of the farm community and local information collected via a survey will be necessary to obtain local information.

### **Review of Relevant Reports and Studies**

We will work with the Town and Village of Mexico, SWCD and other agencies and organizations to identify and obtain relevant reports and studies available at the Town, Village, County, and regional levels. We will also review Agricultural and Farmland Protection Plans from nearby to identify successful farmland protection techniques and agricultural initiatives.

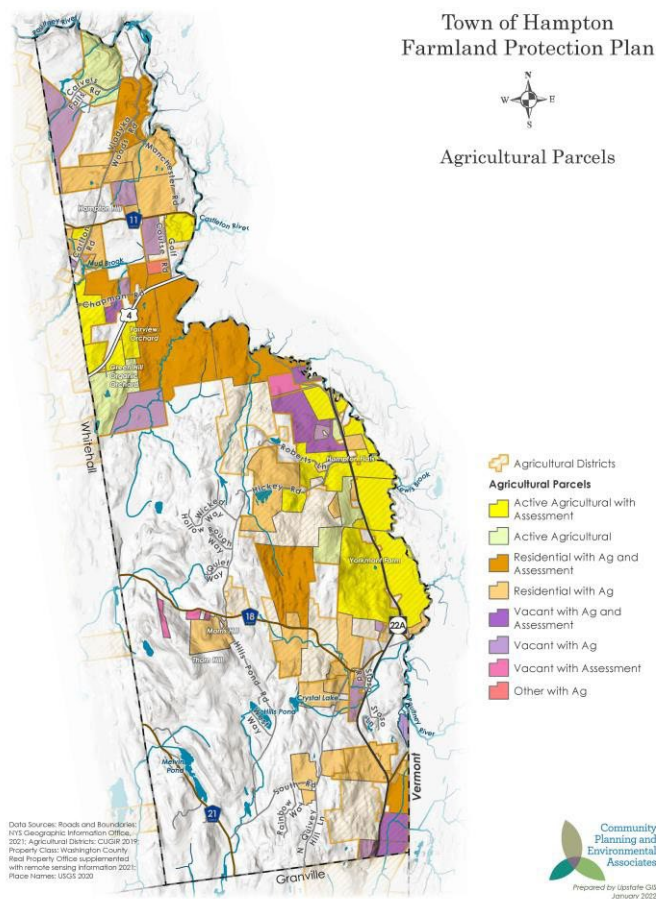
### **Surveys, Interviews, and Municipal Meetings**

In addition to the data collected as described above, our team will prepare and facilitate a survey of farmers to learn more about current farming conditions in the Town and Village as well as ideas for enhancing agriculture in the future. We will conduct 10 individual Interviews of farmers and agribusinesses (with those stakeholders chosen by the steering committee), an open house. See the Public Input Section, below for more information on these steps.

## GIS Mapping and Analysis

We will coordinate with Town and Village of Mexico and their partners to develop ArcGIS mapping for the Ag and Farmland Protection Plan. The maps created for this project would use, in part, information provided by the County, SUNY ESF but be created by our team through a partnered collaboration. We will collaboratively determine the best format to illustrate and provide data regarding agriculture in Town and Village of Mexico. We understand that the Town's partners such as the County and SUNY ESF have GIS mapping capability that we will need to coordinate with.

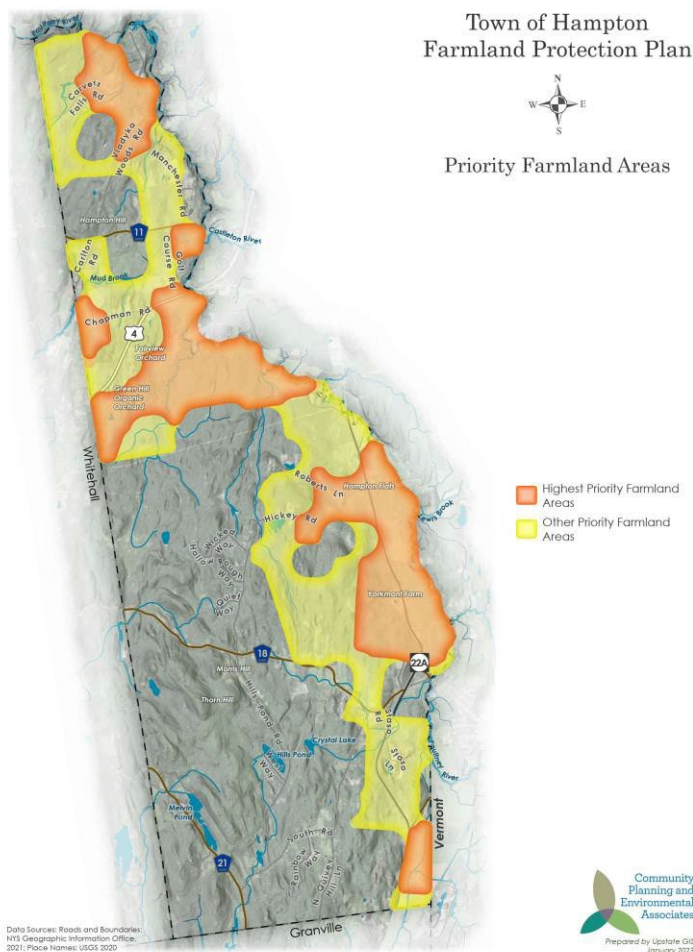
We will make use of existing data from the county and other sources as a baseline for our GIS data inventory, including, but not limited to current tax parcel data, zoning, and land cover data. The land cover data will be compared with parcel data and USDA cropland data, and supplemented with ortho imagery review, to create a detailed farmland layer for the Town and Village. This layer will allow us to identify all parcels with agricultural use, not just those coded as agricultural parcels and/or receiving an agricultural tax assessment. This layer, combined with the agricultural tax assessment data, will also assist in identifying rented farmland in the Town and Village. Other data to be collected includes, but is not limited to soils, agricultural districts, water resources, protected lands and infrastructure and other maps as determined during the planning process. We will also use a combination of census data and parcel data to identify and map growth areas in the Town and Village. A set of inventory maps will be created for eventual inclusion in the plan.





## Farmland Prioritization Mapping and Analysis

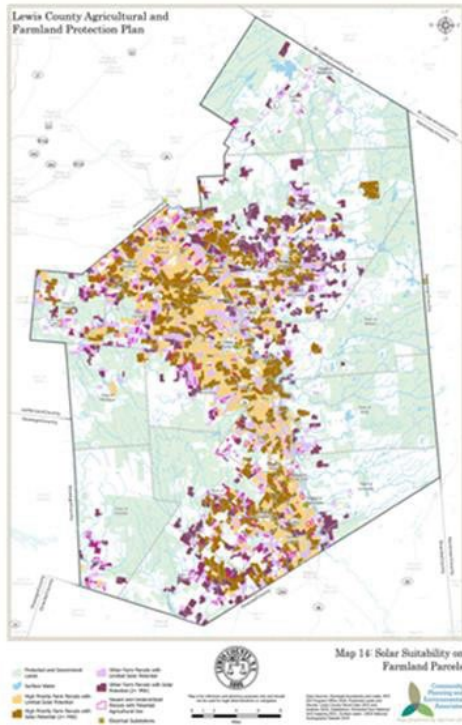
As required by Circular 1500 and an expectation of the state-funded program, the plan needs to evaluate and identify priority farmland parcels. This is a beneficial and critical component of farmland protection because any farmland owner seeking farmland protection funding from New York State will be required to show that their farm is included as a priority parcel. We will work with the Town and Village to create a parcel rating system to evaluate agricultural value of properties in the Town and Village based on several criteria such as farmland soils, size of operations, proximity to development pressure, and other factors deemed to be critical to maintaining viable farmland in the Town and Village. A ranking analysis will be performed with GIS software and a map highlighting the most important areas for protection will be created.



## Agriculture and Farmland Mapping Applications

In addition to the static maps included in the plan, our team will work with the Town and Village to create an online, interactive mapping application that includes many of the layers depicted in the plan maps. The application would be useable on desktop or mobile devices and include existing farmland, soil types, environmental features, and other layers determined to be applicable. Users will have the ability to zoom to an area of interest and click on the map to learn more about the resources in that particular location.





## Solar Capacity Analysis

An optional GIS task could be the development of a solar capacity map showing farmland locations that have potential to host community scale or large-scale solar facilities (see example figure at left from Lewis County).

## Farm-Friendly Audit

We will evaluate any town or village plans and local zoning, subdivision or other land use laws for farm-friendliness and evaluate any existing local farmland protection efforts. This audit will also lead to a series of recommendations for improvement where needed.

## Step 2: Public Input

Before recommendations can be formulated, additional input from farmers, agribusinesses, and the general public will be important to shape the Plan. Because agricultural enhancement and protection is multi-faceted and complex, there are many audiences and stakeholders that should be involved. Thus, the public outreach plan will need to be multi-faceted as well.

Different audiences will offer different input and perspectives. We believe it is critical to involve the general public, elected and appointed officials, farm-related agencies and organizations that work in the Town, farmers, farmland owners, and agri-businesses. As previously mentioned, we will develop a draft public participation plan ready for discussion and decision-making at the first kick-off meeting with the Committee. The results of the public input will be included in the plan and provided in PDF form for posting on the project website.

Our recommended public participation plan includes the following (in order of occurrence):

1. Interview key stakeholders. We will conduct up to 10 individual interviews via telephone or Zoom with farmers and agribusinesses to better understand farming operations, trends, and needs. Interviewees will be selected based on input from Town and Village of Mexico Committee. As noted above, it is more difficult to get the data needed at the Town level from many sources so these interviews will help us learn more information about farm characteristics, products and activities. The interviews (along with the farmer survey) will provide more quantitative data on current farming that is needed.
2. Develop and implement Town and Village-wide survey. Using an online survey tool, we propose to conduct a survey of farmers, farmland owners, and agribusinesses/ag service agencies. We also propose to conduct a separate survey of the general public in the Town and Village at the same time. These surveys, while primarily online tools, can be made available via paper copies upon request. (Note that the ag service agencies may be better communicated with via a focus group, below).
3. Conduct focus groups. We will assist the Committee in identifying three groups of stakeholders that should be part of this effort, and then conduct these small group meetings with them. The purpose of these focus groups is to engage members of the agricultural community by topic. These focus groups may be in-person or online via Zoom. Topics would be identified by the Committee with input from the consultants but would be conducted by the consultants.
4. Conduct an open house. We will develop and facilitate an open house where all in the Town and Village are invited to obtain direct feedback from the communities to understand public perceptions of farming and its role in Mexico. We feel at the town-level, an open house (in

person) would be successful, but as an optional step we could also provide this open house as an online options.

5. Ongoing project updates. We will provide ongoing information about the project to the public to involve, educate and build support for the plan. These updates could be in the form of project fact sheet(s), press releases, content suitable for the website, or news articles. The appropriate website(s) for this effort will be determined at the kickoff meeting.
6. Town and Village Committee Input. We propose periodic meetings with the Committee to facilitate all the work. Except where noted in this proposal, these meetings will be conducted via Zoom to minimize travel and time and maximize efficiency. It is likely there will need to be 8 to 10 such meetings and will all be conducted via Zoom, except where noted.

### **Step 3: Prepare Town and Village of Mexico's Agricultural and Farmland Protection Plan**

In this step, we will analyze all the information collected in Steps 1 and 2, identifying the Town and Village's strengths and weaknesses, opportunities and threats (SWOT) in terms of agriculture and farming. This will form a basis for the development of a vision, goals, strategies and actions. We will also review any vision and goals from the comprehensive plan that is currently being development and ensure consistency between them.

One of the deliverables for this step will be a SWOT presented in a graphics-oriented format that will be a key device for informing stakeholders and the public about the overall condition of agriculture in the Town and Village and the issues and opportunities that should be addressed by the updated plan.

During this step, the CP&EA team will evaluate all data, maps, public input, SWOT and vision and goals, and make recommendations to address topics of importance to strengthen agriculture and the food system in the Town and Village of Mexico. Our work will address, but will not be limited to:

- Ways to educate and increase public awareness of agriculture in the community;
- Opportunities for "niche" forms of agriculture;
- Land use and other regulatory enhancements to keep prime farmlands available for agricultural use;
- Methods to promote agriculture, including "best practices";
- Education and training initiatives to support new and young farmers and promote career opportunities in agriculture;
- Strategies to improve access to markets and increase the economic viability of local farms; and
- Tools and opportunities for promoting climate resilient agricultural practices.



The Plan will include and be founded upon information learned in the Ag Census and US Census data, mapping, farm-friendly audit and all our public engagement. Through evaluation of non-farm growth and current development patterns, we will understand conversion pressures and at-risk farmlands. The priority farmland analysis and mapping task will be discussed in this report and taken together, this information will be analyzed, and goals, actions and recommended strategies can be developed as part of the Plan.

The plan will explore solar capacity (see above optional GIS analysis for this), climate resilience, resilient agriculture and other issues that are identified as important and that impact farms and farmers in Town and Village of Mexico. Public engagement and mapping will help identify areas at risk and the Plan will reflect up-to-date strategies that farmers can take to address a changing climate.

Through the organization of data and analysis of information learned, CP&EA will work with the Committee to draft vision, goals, and objectives for the Plan. This will include consideration of Mexico's other plans to ensure consistency across all.

#### **Step 4: Other Studies As May Be Needed**

During the course of development of this Plan, other studies, maps, or other needs often are uncovered. These may include, but are not limited to market studies, feasibility analysis, tax studies, build-out analysis, and others. This proposal includes a task and budget for optional studies that may be needed to fully plan for agriculture and farmland protection in the Town and Village.

#### **Step 5: Draft and Final Document and Public Hearings**

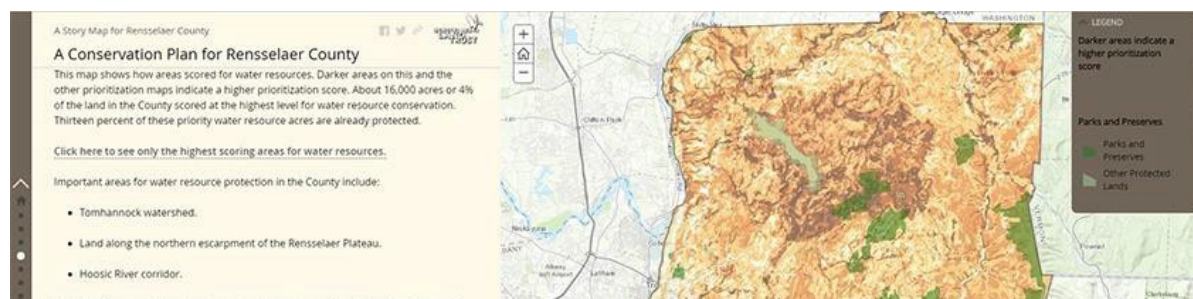
We will work with the Committee to develop a format for the Plan that will result in an action-oriented and implementable document. We will compile all the information from the above steps into a unified document that will include text, graphics, maps, and other information. Appendices will be developed that include supporting information and public input.

CP&EA recognizes that Circular 1500 requires a public hearing on the plan prior to adoption by the Town and Village. We will assist the Town and Village as needed with this effort. This includes development of a presentation to the Town and Village of Mexico elected officials. Subsequent to the hearing, edits to the draft plan may be needed. CP&EA will work to incorporate necessary edits, work with the Committee to create a Final Plan for adoption and provide 12 full copies. In addition, and to further implement this updated Plan, we also propose development of an ArcGIS StoryMap. The StoryMap is an online tool which summarizes the Plan and provides a combination of static and interactive maps as well as other summary graphics, images and text and links to additional resources. The StoryMap effectively serves as an electronic executive summary of the plan. Having this StoryMap in place will directly address the need for community education about agriculture and will be an easily accessed and user-friendly tool. The StoryMap

would include, and is in addition to, the web mapping application discussed above, which would

### **Box 1: Rensselaer County Conservation Plan**

Upstate GIS helped the Rensselaer Land Trust (RLT) complete a Conservation Plan for the county in 2018. The plan's focus is to identify and map those lands and waters that are most critical to supporting Rensselaer County's quality of life. Upstate GIS inventoried, mapped, and assessed the natural resources and the significant open spaces and landscape features of the county. Upstate GIS also assisted with public meeting facilitation, led by the NYS DEC Hudson River Estuary Program (HREP) staff, and subsequent digitizing of hundreds of comments annotated on workshop maps. Upstate GIS performed an extensive GIS inventory for the county – both consolidating and editing existing datasets and creating several new datasets. These datasets were used to calculate priority areas for conservation. To complete the project an ArcGIS Online Story Map was created which summarizes the plan and provides interactive maps throughout. The StoryMap is available at: <https://arcg.is/1KSH1e>



also be a standalone deliverable. An example of a StoryMap is shown in Box 1, below.

### **Option: Interactive Map and Farm Tour Brochure**

We propose two other components of this project that lend themselves well to a town-level plan. These are 1) an interactive farms map that can be online and used to help people learn about town-level farms and navigate to those that sell direct, have CSA's, agritourism, or other on-farm opportunities; and 2) develop a companion farm tour brochure.

### **Deliverables**

The following draft and final deliverables will be provided (including digital versions and all GIS shapefiles). As an optional task, we can arrange for printing of paper copies if desired (many communities have no paper copies anymore – only digital version, but this can be further discussed if needed).

- Public participation plan
- Summary report of public meetings, and summary of stakeholders interviews
- Synthesis of goals and objectives
- GIS inventory and mapping, and preparation and printing of maps as needed
- Draft written analysis of all information
- Draft recommendations

- Draft Plan
- Executive summary
- Final Plan

## Fee/Cost Schedule

### Project fees are based upon the following:

Nan Stolzenburg, \$120 per hour

Ellen Pemrick, \$120 per hour

Rick Lederer-Barnes \$110 per hour

Printing, postage and similar are at cost with no markup

Mileage: \$0.62 per mile.

### Potential Fee Summary Sheet (To Be Determined – from an agreed upon task list from Committee)

Phase 1 Data Collection (including all public input efforts)	\$12,000-\$15,000
Mapping (including proposed Story Map, and online app)	\$12,000-\$15,000 (To Be Determined based on input from Committee on County and SUNY ESF contribution to this and analysis needs)
Prepare Plan(including draft and final versions)	\$15,000 (\$20,000 with interactive farms map, and farm brochure)
<b>Total Fee</b>	<b>\$39,000 - \$50,000* to be split between the</b>
	<b>Town and Village</b>

\* Optional other studies needed as identified during the planning process may be needed or desired.



## Purchase Agreement

Derrick Howland  
Caskinette Ford  
36788 State Route 26  
Carthage, NY 13619


Buyer	Co-Buyer	Vehicle
Town Of Mexico Russ Marsden 784 County Route 58 Mexico, NY 13114 E: (315) 963-3531, C: (315) 402-9678 mexhwy@aol.com		0 VIN: 1FDRF3FN4REE4278 Stock #: 845T24 Mileage: 180 Color: RED

Purchase Details	
Retail Price:	\$51,130.76
Sales Price:	\$51,130.76
Savings:	\$0.00
Accessories:*	\$16,450.00
Service Contract:	\$2,970.00
GAP:	\$0.00
Government Fees:	\$12.50
Proc/Doc Fees:	\$185.00
Total Taxes:	\$0.00
<b>Total Sales Price:</b>	<b>\$70,748.26</b>
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Cash Down:	\$0.00
<b>Cash Price:</b>	<b>\$70,748.26</b>

← 6 year OR 75,000 Mile Warranty.

  
Customer Signature

8-12-24  
Date

X   
Manager Signature

Date

\* Accessories: Aluminum Body: \$16,450.00

Disclaimer:

Printed 9/12/24 11:07 AM

With Approved Credit



845T24

CERTIFICATE OF ORIGIN FOR A VEHICLE



DATE  
JUNE 10, 2024

INVOICE NO.  
EE42785 2

VEHICLE IDENTIFICATION NO.  
1FDRLF3FN4REE42785

YEAR  
2024

MAKE  
FORD

BODY TYPE  
145 F350 4X4 REG CHAS CAB SRW

SHIPPING WEIGHT  
5699 LBS

H.P.(S.A.E.)  
57.00

G.V.W.R.  
10900 LBS

NO. CYLS.  
8  
1

SERIES OR MODEL  
F3FB

NOMINAL TONNAGE

885  
lbs

CERTIFIED FOR SALE IN CALIFORNIA

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

Caskinette's Lofink Motor Co.  
36788 NYS Route 26  
Carthage NY 13619

13E574

It is further certified that this was the first transfer of such new motor vehicle in ordinary trade and commerce.

MEMO DATA

FINANCE SOURCE 000001

FORD MOTOR COMPANY

B61732695

Ford Motor Credit Co  
P.O. Box 1732, Room  
Dearborn MI

BY

Jonathan E. Osgood

JONATHAN E. OSGOOD, SECRETARY

(AGENT)

DEARBORN, MICHIGAN

CITY - STATE





# SALES ORDER



Date 10/8/24  
Purchaser TOWN OF MEXICO HIGHWAY DEPT  
Address 784 COUNTY ROUTE 58  
City MEXICO State NY Zip Code 13114  
County OSWEGO Phone 315-963-3531  
Contact Name RUSS MARSDEN Cust No. \_\_\_\_\_

6803 Manlius Center Rd., East Syracuse NY 13057

Tracey Road Equipment Facility Numbers:  
☒ East Syracuse: 4340816 (315) 437-1471  
☐ Kirkwood: 7079332 (607) 775-5010  
☐ Watertown: 7083886 (315) 788-0200  
☐ Albany: 7076202 (518) 438-1100  
☐ Rochester: 7101647 (585) 334-1120  
☐ Batavia: 7122000 (585) 343-2860  
☐ Queensbury: 7122340 (518) 793-9688

THE PURCHASER OFFERS TO PURCHASE FROM THE DEALER/SELLER FOR THE STATED PRICE THE VEHICLE AND/OR EQUIPMENT AS DESCRIBED BELOW

PO#	TERMS OF SALE: NET 30	FOB MEXICO	STANDARD WARRANTY: STD. FACTORY WARRANTY PLUS EW3 7-YEAR 100K	SALESMAN # 624
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INVENTORY #	DESCRIPTION	PRICE
1 NEW	2023/2024 WESTERN STAR 47X TANDEM AXLE CHASSIS PER SPECS RH SPRING BUILD UP FOR FLOW AND WING, OIL DIPSTICK AND WASHER FILL RELOCATE DETROIT EW4 7 YEAR / 100,000 EXTENDED ENGINE COVERAGE PER SHEET DETROIT DD13 435HP @ 1550 LB/FT / ALLISON 4500RDS AUTOMATIC TRAN 1/2" SINGLE FRAME, 20,000 LBS FRONT, 46,000 LBS REAR FRONT FENDER MOUNTED TRIPOD MIRRORS FRONT MOUNT PTO HYDRAULIC OPTION	\$150,382.00
1 NEW	VIKING FLOW AND BODY PACKAGE #11033 1/10/2022	\$81,003.00
1 NEW	HI-WAY 14' E202XT 304 STAINLESS STEEL SANDER INSTALLED WITH INVERTED V. FENDERS, LADDER, CABSHIELD, S/T/T LIGHTS, SPINNER SPOT LIGHT, 7" AMBER WARNING LIGHTS PER ONONDAGA COUNTY CONTRACT # 8996	\$33,847.00
<p>THE MILEAGE ON THE ODOMETER IS _____ AND / IS NOT ACCURATE. REFER TO THE FEDERAL MILEAGE STATEMENT FOR DISCLOSURE</p> <p>IF THIS MOTOR VEHICLE IS CLASSIFIED AS A USED MOTOR VEHICLE, THE DEALER/NAMEO ABOVE CERTIFIES THAT THE ENTIRE VEHICLE IS IN CONDITION AND REPAIR TO RENDER, UNDER NORMAL USE, SATISFACTORY AND ADEQUATE SERVICE UPON THE PUBLIC HIGHWAY AT TIME OF DELIVERY.</p>		
Purchaser Accepts Optional EQUIPMENT SERVICE CONTRACT PowerTrain \$ _____ PowerTrain Plus Hydraulics \$ _____ Full Machine \$ _____ Terms and Conditions per the attached contract. PURCHASER'S INITIALS _____		Purchaser Declines Optional EQUIPMENT SERVICE CONTRACT PURCHASER'S INITIALS _____
TRADE-IN ALLOWANCE:		SUBTOTAL \$265,232.00
BALANCE OWED TO:		NET TRADE-IN ALLOWANCE
NET TRADE ALLOWANCE (EQUITY)		(EXEMPT) SALES TAX
TRADE: YEAR _____ MAKE _____ MODEL _____		FEDERAL EXCISE TAX
END, SERIAL # _____		WASTE MANAGEMENT TIRE TAX
SERVICE METER READING (if applicable) _____		TOTAL PRICE \$285,232.00
THE MILEAGE ON THE ODOMETER IS _____ AND IS NOT ACCURATE. REFER TO THE FEDERAL MILEAGE STATEMENT FOR FULL DISCLOSURE.		RECEIPT NO. _____ DEPOSIT _____
CONDITION OF TRADE: _____		BALANCE DUE \$265,232.00
PURCHASER'S SIGNATURE _____		

ONLY THE MANUFACTURER OR SUPPLIER AND NOT TRACEY ROAD EQUIPMENT, INC. (DEALER/SELLER) SHALL BE LIABLE FOR PERFORMANCE UNDER ANY AND ALL WARRANTIES MADE BY SUCH MANUFACTURER OR SUPPLIER. UNLESS DEALER/SELLER, ON ITS OWN BEHALF, FURNISHES PURCHASER WITH A SEPARATE WRITTEN WARRANTY, OR ENTERS INTO A SERVICE CONTRACT WITH PURCHASER, DEALER/SELLER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE ON ALL GOODS AND SERVICES, AND ALL USED CONSTRUCTION EQUIPMENT SOLD BY DEALER/SELLER, WHICH PURCHASER UNDERSTANDS AND AGREES IS BEING SOLD BY DEALER/SELLER "AS IS - NOT EXPRESSLY WARRANTED OR GUARANTEED".

IF THIS ORDER IS FOR A USED VEHICLE THAT BY LAW REQUIRES A FEDERAL TRADE COMMISSION WINDOW FORM, THE INFORMATION YOU SEE ON THE WINDOW FORM IS PART OF THIS ORDER. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISION IN THE CONTRACT OF SALE.

The front and back of this Order, the attached Written Warranty/Coverage Schedule/Document (the "Acknowledgement"), if signed by Purchaser and Dealer or Seller, under any financing and security agreement (a "Financing Agreement") entered into by Purchaser in connection with this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning Financing Agreement and any other agreement specified in this Order shall be referred to herein as the "Order". Purchaser hereby certifies that no credit has been extended to him/her for the purchase of the motor vehicle(s) or construction equipment described in this Order except as is stated in this Order. Purchaser hereby acknowledges that he/she has read the Terms and Conditions that are printed on the back of this Order and agrees that said Terms and Conditions are part of this Order the same as if they were printed on the front hereof above Purchaser's signature. Documents referred to in this Order.

PURCHASER: \_\_\_\_\_

SALESMAN 624

BY \_\_\_\_\_

ACCEPTED BY SALES MANAGER \_\_\_\_\_

## **Proclamation**

### **Operation Reindeer November and December 2024**

**Whereas,**

Christmas is a time for our community to show a spirit of caring for all citizens,  
and

**Whereas,**

Operation Reindeer has displayed this spirit of giving by distributing toys to  
needy children, and

**Whereas,**


This spirit of giving by Operation Reindeer is an important part of our holiday  
season, now

**Therefore,**

I, Eric Behling, Supervisor of the Town of Mexico, do hereby declare that  
November and December shall be proclaimed as Operation Reindeer Months in the Town  
of Mexico and do hereby urge all our citizens to participate in this most worthwhile  
endeavor by making donations to this worthy cause.

In Witness therefore,

I have hereto set my hand and seal of our town this October 14, 2024.

  
Eric Behling  
Supervisor, Town of Mexico