



# GRAFTON TOWN BOARD MEETING

## May 10, 2021

MEETING CALLED TO ORDER BY: Councilman Wagar at 7:00PM with the Pledge of Allegiance

**ROLL CALL:** COUNCILMAN STEVE BEAUDRY – Present

COUNCILMAN JEFF WAGAR – Present

COUNCILMAN FRANK LEWANDUSKY – Present

COUNCILWOMAN JODI DESCHAINE – Present

SUPERVISOR INGRID GUNDRUM – Present

**ALSO, IN ATTENDANCE WERE THE FOLLOWING:** Donna Walker, Mark, Cathy Goyer, Linda Laveway, Betsey Colvin, Joe Allain, David Buckley, Kim Bacon, Ann Calabro, James Goyer Sr. – Grafton FD & Planning Board, Jeremy Gosse – Grafton Rescue Squad, Amy Durham – Deputy Town Clerk, Noelle Goyer – Youth Director, Tamara Beal – Grafton Lake State Park, Doug LaRocque – Eastwick Press, Tom Withcuskey – Building & Code Enforcement, John Oliver – Ethics Committee, Rebecca Greene – Town Justice, Leanne Sweet – Grafton Library

**APPROVAL/CORRECTION OF MINUTES FROM** April 12, 2021 Regular Town Board Meeting and April 26, 2021 Workshop Meeting – Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 - 0

### **REPORTS AND REMITTANCES FROM TOWN COMMITTEES:**

**SUPERVISOR:** Attached

**TOWN CLERK:** Attached – Motion to accept Town Clerk Report made by Supervisor Gundrum, seconded by councilman Beaudry – Motion Carried 5 - 0

**ASSESSOR:** Attached

**HIGHWAY:** Waiting on more quotes for redoing/repairing basketball court, cleaned up Town Park, replacing culverts, grading roads as weather permits, possibly 1 new hire and still looking for another

**BUILDINGS/CODE ENFORCEMENT:** 16 permits YTD, 5 new homes, Burn Ban ends on May 14, 2021 – please continue to use caution with fires/control burns

**RESCUE SQUAD:** Attached

**YOUTH DEPT:** 1<sup>st</sup> Teen Night – 4 attendees, Next Teen Night – May 20<sup>th</sup>, Craft projects, ect. leftover from last year are available for youth to pick up at VFW Hall, Summer Youth Drop-in Program August 2<sup>nd</sup> – 27<sup>th</sup> – attendee packets due by May 14<sup>th</sup> – Counselor applications due by June 5<sup>th</sup>, Will be doing a PJ Palozza possibly in June – Over night event for 10 year olds and up – games & movies with Dinner and breakfast

**DOG CONTROL OFFICER REPORT:** 1 animal welfare call from State Troopers

**SENIOR CITIZEN REPRESENTATIVE:** Merry Makers Meeting Wednesday May 19<sup>th</sup> @ 6:00PM

**STATE PARK:** 50<sup>th</sup> Year Anniversary, Anne Kiley wants to use quilt from SR. Center, July 1<sup>st</sup> – Historical Talks/Walks, Oral History Movie on the beach – Will have an art gallery for a week starting July 1<sup>st</sup> – Looking into doing Retro-Park Fee July 1<sup>st</sup> – to 1971 price of 25 cents per car – 62 years and older free.

**LIBRARY:** 391 Books, 221 Ebooks, Patron visits 250, 44 attended Cemetery Tour

**COMMUNICATIONS RECEIVED:** Anne Kiley – Request to use Quilt from Senior Center for use at State Park – Town Board approved it

**NEW BUSINESS:**

- New Truck Proposal

**OLD BUSINESS:**

- Credit Card for Highway Department – Need to have a policy in place
- Maintenance of Gazebo, Post Office Roof, Basketball Court – Compile List and get some quotes
- Marijuana Regulation & Taxation Act – Start process in August
- Town Hall Fire Alarm System – Need to get quotes
- Ambulance Grant – Still in process – Resubmitting information
- Town Emails – Supervisor will email other Board Members quote information she has
- Phone Upgrade – Still looking into it waiting for quote from Spectrum
- Recreation Events – June 5<sup>th</sup> – Town Bar-b-que, July 10<sup>th</sup> – Grafton Festival – July 1<sup>st</sup> – July 5<sup>th</sup> Anniversary Celebration – Grafton Lakes State Park – Can we use Senior Center after 5PM and weekends, need grills for event at Greywacke Meadows on July 10<sup>th</sup>

**PUBLIC COMMENTS:** Questions on State Park Celebration July 1<sup>st</sup>, Clarification on Audis – CPA Municipal Procedural Audit Cost & Advertisement, Credit Card Procedure, Video posting to Facebook & Website, Bill paying procedure, Deputy Supervisor Appointment, Workshop Meeting Procedures

**MOTIONS AND RESOLUTIONS:**

Motion for Town Clerk to solicit bids for proposed work and repairs at various Town Sites made by Supervisor Gundrum, seconded by Councilman Lewandusky

Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky – Yes  
Councilman Wagar - Yes  
Supervisor Gundrum – Yes

Motion Carried 5 – 0

Motion for Highway Superintendent to solicit bids for proposed work and repairs to Town Basketball Court made by Supervisor Gundrum, seconded by Councilman Lewandusky

Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky - Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Motion Carried 5 - 0

Motion to Solicit donations from Walmart, Hannaford and Price Chopper for June 5, 2021 Town Bar-B-Que at Greywacke Meadows and the Town to sponsor part of the cost of the Bar-B-Que from Program for Aging Fund Line - 6772.4 not to exceed \$822.00 made by Supervisor Gundrum, seconded by Council as a whole

Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky - Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Motion Carried 5 - 0

Resolution #68 of 2021 - Responsibility of passwords, network, phone system, emails, and keys - Attached

Resolution #69 of 2021 - Contract with FAZ for Audit Services - Withdrawn on advice from Lawyer

Resolution #70 of 2021 - Contract with Rensselaer County for Senior Center - Attached

Resolution #71 of 2021 - Appointment of Town Recreation Committee - Attached

Resolution #72 of 2021 - Upgrade to Town Internet Service - Attached

Resolution #73 of 2021 - RFP for Audit Services - Attached

Resolution #74 of 2021 - Standard Workday Resolution - Attached

Resolution #75 of 2021 - Use of Town Hall by the Merry Makers - Attached


**MOTIONS TO PAY BILLS AS AUDITED:** Vouchers 226 - 280 Total \$ 34,486.40 Motion made by Supervisor Gundrum, seconded by Councilwoman Deschaine - Motion Carried 5 - 0

The next Meeting/Workshop will be held 5/24/2021 @ 6:30PM - Grafton Town Hall

**LEGISLATIVE PRIVILEGE** - Councilman Lewandusky videos are not official recordings

Motion to Adjourn in Loving Memory of Phyllis Grace Decker made by Supervisor Gundrum, seconded by Councilman Beaudry at 8:40PM - Motion Carried 5 - 0

RESPECTFULLY SUBMITTED

  
VICTORIA BURDICK

GRAFTON TOWN CLERK



# TOWN OF GRAFTON

Established in 1807

P.O. BOX G, Grafton, New York 12082

(518) 279-3565 (518) 279- 3685 (Fax)

Email: [graftontownclerk@albany.twcbc.com](mailto:graftontownclerk@albany.twcbc.com)

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## Resolution # 68 of 2021

Be it resolved that the Town Clerk has jurisdiction over and is responsible for maintaining Town Network/Internet Passwords (excluding the Town Justices), Town Phone System, Town Emails, Town Security Passwords and Keys for all Town Buildings.

Motion Made by Supervisor Gundrum, seconded by Councilman Beaudry

### Roll Call:

Councilman Beaudry - Yes

Councilwoman Deschaine - Yes

Councilman Lewandusky - Yes

Councilman Wagar - Yes

Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained

Carried  Not Carried

Adopted May 10, 2021



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## Resolution #69 of 2021

Be it Resolved that the Town Board authorizes the Town Supervisor to sign the attached contract with FAZ for Forensic Audit and Consulting Services.

Motion Made by \_\_\_\_\_, seconded by \_\_\_\_\_

### Roll Call:

Councilman Beaudry -  
Councilwoman Deschaine -  
Councilman Lewandusky -  
Councilman Wagar -  
Supervisor Gundrum -

Yes No Absent Abstained  
Carried Not Carried

Adopted



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## Resolution #70 of 2021

Be it Resolved that the Town Board authorizes the Town Supervisor to sign the attached contract with Rensselaer County for rental of the Everett Wagar Senior Center.

Motion Made by Supervisor Gundrum, seconded by Councilwoman Deschaine

### Roll Call:

Councilman Beaudry - Yes

Councilwoman Deschaine - Yes

Councilman Lewandusky - Yes

Councilman Wagar - Yes

Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained

Carried  Not Carried

Adopted May 10, 2021

## INTERMUNICIPAL LEASE AGREEMENT

This Agreement ("Agreement") made on the date set forth below between Rensselaer County located at 1600 Seventh Avenue, Troy, New York 12180, hereinafter called the "LESSEE" and the Town of Grafton located at 2379 NY-2, Petersburg, New York 12138, hereinafter called the "LESSOR". LESSEE and LESSOR are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties".

### WITNESSETH

That the LESSOR agrees to lease to LESSEE, and the LESSEE agrees to lease from LESSOR those premises known as the Everett Wagar Senior Center, 2 Roxborough Road Grafton, NY generally for the purpose and use as the Grafton Area Senior Center, upon the following terms, provisions and conditions.

#### 1. PURPOSE:

The premises shall be leased by LESSOR to LESSEE and by LESSEE from LESSOR for the exclusive purpose and use as the Grafton Area Senior Citizen Center.

#### 2. RENTAL TERM:

The term of this agreement shall be for a period of three (3) years, commencing on May 1, 2021 at 12:00 a.m. and ending April 30, 2024 at 11:59 p.m. Hours of use by LESSEE shall be Monday through Friday from 9am to 3pm. Either party may, with six (6) months advance written notice to the other party, terminate this agreement for the period after April 30, 2022.

#### 3. RENOVATIONS:

All renovations undertaken by LESSEE shall be subject to the prior written approval of LESSOR, which, given the uses and purposes for which the demised premises are intended as well as certain regulations and restrictions imposed thereon in connection with funding sources, shall not be unreasonably withheld by LESSOR. Such written consent and approval on the part of the LESSOR shall also be required with respect to any subsequent or additional renovations, modifications or alterations of the demised premises during the term of lease agreement.

#### 4. RENT AMOUNT:

The rent to be paid by the LESSEE in monthly installments is as follows:

Year One (May 1, 2021 through –April 30, 2022) monthly rent shall be in the amount of \$2,010.94.

Year Two, through Year Three: Rent for each year shall be increased by 3% over the base rent for the year before. In year 2, the monthly rent shall be \$2,071.27, and in year 3, the monthly rent shall be \$2,133.41.

#### 5. UTILITIES:

LESSOR shall, except as provided in this subparagraph, pay for all heat and electric service used by LESSEE in connection with its use of the demised premises, and all costs to maintain the building systems in good and reasonable order. LESSEE shall pay LESSOR the sum of \$213.45 each month for heating costs owed by LESSEE, which

total \$2,561.40 annually. Telephone service, and propane used for kitchen purposes shall be the sole and exclusive responsibility and obligation of the LESSEE.

**6. MISCELLANEOUS SERVICES:**

LESSEE shall be solely and exclusively responsible for providing refuse removal and janitorial service (including grease trap maintenance) for the demised premises, as well as pest control service.

**7. FIXTURES:**

All fixtures constructed or installed by LESSEE in connection with its use and occupancy of the demised premises shall remain with the demised premises and become the sole and exclusive property of the LESSOR upon the expiration of the term of this lease agreement and any extensions or renewals thereof.

**8. INSURANCE:**

LESSEE shall maintain at its sole expense during the term hereof, public liability insurance covering the premises in an amount of \$1,000,000.00 for injury and/or death to any one person and \$3,000,000.00 for injury and/or death to any number of persons in any one incident and property damage insurance in any amount of \$1,000,000.00 in companies satisfactory to LESSOR in the joint names of LESSOR and LESSEE. LESSEE shall also keep in force fire and extended coverage insurance for the full replacement value of LESSEE'S improvements and LESSEES property, including, but not limited to, inventory, trade fixtures; furnishing and other personal property. LESSEE will cause such insurance policies to name LESSOR and The Town of Grafton, New York as an additional insured and to be written so as to provide that the insurer waives all right to recovery by way of subrogation against LESSOR in connection with any loss or damage by the policy. LESSEE acknowledges that it is self-insured with respect to claims for workers compensation and agrees to continue such program or provide alternative coverage during the term of this lease and any extensions thereof. LESSEE shall deliver said policies or certificates thereof to LESSOR at least five (5) days prior to the commencement of the term. Should LESSEE fail to effect the insurance and pay the requisite premiums, in which event, LESSEE, shall pay all sums to expend to LESSOR, as additional rent following invoice. Each insurer shall abide by the policies required hereunder and shall agree by endorsement on the policy issued by it or by independent instrument furnished to LESSOR that it will give LESSOR thirty (30) days prior written notice before the policy or policies in question shall be altered or canceled.

**9. INDEMNIFICATION:**

LESSEE hereby agrees to defend, indemnify and hold LESSOR harmless from any and all claims, damages, liabilities or expenses arising out of (a) LESSEE 'S use of the premises for the building, (b) any and all claims arising from any breach or default in the performance of any obligation of LESSEE, and (c) any act, omission or negligence of LESSEE. LESSEE further releases LESSOR from liability for any damages sustained by LESSEE or any person claiming by, through or under LESSEE due to the happening of any accident, including, but not limited to, any damage caused by water, snow, windstorm, tornado, gas, steam, electrical wiring, plumbing, heating apparatus so long as such accident is not caused by the act, omission or negligence of the LESSOR. LESSOR shall not be liable for any damage to or loss of LESSEE 'S personal property, inventory, fixtures, or improvements from any cause whatsoever, except the acts,



omissions or negligence of LESSOR, and then only to the extent not covered by insurance to be obtained by LESSEE.

**10. DAMAGES:**

LESSEE agrees to reimburse LESSOR, within sixty (60) days of the termination of its occupancy and possession of the demised premises, for any damages to the demised premises above and beyond ordinary wear and tear.

**11. ASSIGNMENT AND SUB-LEASE:**

LESSEE may not assign this lease agreement or sub-lease the demised premises without the written consent of the LESSOR, which consent shall not be unreasonably withheld, provided that the proposed use is exclusively that of the Grafton Area Senior Citizens Center.

**12. ENTIRE AGREEMENT:**

This is the entire agreement between the parties and all prior negotiations and agreement are merged herein. This agreement cannot be modified orally and can be modified only in writing signed by both parties as to the terms of modification. To the extent this agreement is deemed invalid by a court of competent jurisdiction, the remaining provisions shall be valid and enforced to the full extent permitted by law.

**IN WITNESS WHEREOF**, the parties have executed this lease agreement by their duly authorized representatives the day and year first above written.

TOWN OF GRAFTON

RENSSELAER COUNTY, NEW YORK

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

Name: Ingrid Gundrum Name: Steven F. McLaughlin

Title: Supervisor Title: County Executive

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



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## Resolution # 71 of 2021

Appointing Linda Laveway, Cathy Goyer and Betsy Colvin as the Town Recreation Committee.

Motion Made by Supervisor Gundrum, seconded by Councilman Beaudry

### Roll Call:

Councilman Beaudry - Yes

Councilwoman Deschaine - Yes

Councilman Lewandusky - Yes

Councilman Wagar - Yes

Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained

Carried  Not Carried

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## Resolution #72 of 2021

Authorizing the town Supervisor to upgrade the Town Internet Service with Spectrum to 600mbps download speed and 35mbps upload speed at the estimated cost of \$200.00 per month.

Motion Made by Supervisor Gundrum, seconded by Councilman Lewandusky

### Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky - Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained  
Carried  Not Carried

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## Resolution #73 of 2021

Authorizing the Town Clerk to issue the attached RFP for Audit Services.

Motion Made by Supervisor Gundrum, seconded by Councilman Lewandusky

### Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky - Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained  
Carried  Not Carried

Adopted May 10, 2021

# TOWN OF GRAFTON, NEW YORK MUNICIPAL AUDIT SERVICES REQUEST FOR PROPOSAL

Project Name: MUNICIPAL AUDIT SERVICES for TOWN OF GRAFTON,  
NEW YORK RFP Due By: June 9, 2021

## REQUEST FOR PROPOSAL (RFP) ADVERTISEMENT FOR MUNICIPAL AUDIT SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Town of Grafton to obtain "MUNICIPAL AUDIT SERVICES" as described herein. Individuals responding to this Request for Proposal (RFP) should have a knowledgeable background in municipal and governmental accounting and have extensive experience in providing auditing services for municipalities in New York.

The RFP package for this service is available in the Office of the Town Clerk, P. O. Box G, 2379 Route 2, Grafton, New York 12082, during regular business hours or by email request. Interested respondents shall submit one original and four (4) copies of their proposal. The response to the RFP shall be submitted by June 9, 2021 prior to 12 noon in the Office of the Town Clerk.

*Victoria E. Burdick*

Victoria E. Burdick, Town Clerk  
Email: [graftontownclerk@albany.twcbc.com](mailto:graftontownclerk@albany.twcbc.com)  
Tel. 518-279-3565

# MUNICIPAL AUDIT SERVICES for GRAFTON

## Section 1 - GENERAL CRITERIA:

The Town of Grafton is in need of an Accounting Firm to provide Municipal Audit Services. Applicants shall demonstrate knowledge with governmental auditing standards and regulations as well as experience verifying compliance with GAAP.

## Section 2 - SCOPE OF WORK (Services to be Provided):

This contract is exclusive of general consulting accountant services to assist with general accounting, financial statement preparation or budget. These services may be the subject of a separate competitive contract. Audit fieldwork will be designed to provide reasonable assurance that the Town is following generally accepted financial procedures, and that financial statements are being prepared in a manner free from material misstatement. In performing the audit, the auditor shall follow governmental auditing standards as set forth by the US Comptroller General as well as any audit requirements identified as necessary under any present laws.

1. Conduct an audit of the books and records for the Town of Grafton to advise the Town on acceptable financial procedures to be followed by the Town.
  - a. Audit field work shall begin no later than July 1, 2021.
  - b. The audit and recommend financial procedures are to be completed by November 1, 2021.
2. Meet with Town staff to evaluate internal controls and technical competencies. All employees will be directed to assist the chosen auditor in any and every way possible. It is expected that Town employees will retrieve all documents selected by the auditor for evaluation. Employees will also work with the auditor, as necessary, to analyze all financial procedures, account balances and account activity.
3. The Auditor shall meet with the Town Board at least three times to discuss audit plans, expectations and progress; prior to audit field work, mid-way through audit field work and upon completing audit field work (exit conference).
  - a. Additional meetings may be called at the discretion of either the auditor or the Town.
4. Provide comments and recommendations relating to any and all audit findings.

## Section 3 - SERVICES NOT INCLUDED IN THIS RFP:

The following list of items is considered non-attest services and, as such, is NOT a part of this RFP. The Town may at some future time solicit proposals for these non-attest services:

“MANAGEMENT ADVISORY SERVICES– ACCOUNTING, FINANCIAL STATEMENT AND BUDGET.”

Any person or firm selected to perform audit services shall be considered ineligible to perform these non-audit services and will be precluded from submitting proposal(s).

1. Will not prepare or assist in preparing the Financial Statements.
  - a. The auditor will be presented with a complete set of Financial Statements supported by a balanced General Ledger; to which an opinion will be rendered.
2. Will not assist or provide advice with regard to the Annual Budget.
3. Will not prepare or assist in preparing Offering Statement(s) for debt issuance; other than proving permission to use the audit opinion in the Offering Statement.
4. Will not consult or provide advice on any accounting or financial issues; other than recommending acceptable financial procedures to be followed by the Town in the future.

The scope of this engagement is strictly limited to performing the audit so as to advise the Town on acceptable financial procedures.

Management advisory services, consulting on budget or other financial issues, and accounting or bookkeeping services are expressly excluded.

#### Section 4 - MANDATORY MINIMUM REQUIREMENTS:

The purpose of this technical proposal is to demonstrate the qualifications, competence and capabilities of the firms seeking to provide municipal audit services in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposal requirements. The proposal must meet or exceed the professional, administrative and financial qualifications and requirements as set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below supplemental information may be included if the respondent considers it useful in evaluating its proposal. The proposal should be prepared simply and economically, providing a clear, straight forward, concise and factual description of the proposer's capabilities to satisfy the requirements of the request for proposals.

1. Office Address and contact information.
2. Partner Presenting Proposal: Evidence of license to practice as a Certified Professional Accountant. An affirmative statement shall be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in New York. The engagement Partner may not be changed without express permission of the Town.
3. Staff Assigned- Resumes/Biographies of partner and key professional staff (managers, supervisors and specialists) assigned to this engagement. Provide a full list of employees with job titles (full-time and part-time) who will be assigned to this engagement. The firm should

provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. Also indicate how the quality of staff over the term of the agreement will be assured. Audit personnel, other than the Engagement Partner, may be changed at the discretion of the firm provided that the replacements have substantially the same or better qualifications and experience.

4. Total employees- governmental auditing staff

a. Numbers employed in each category (partner, manager, and staff auditors)

5. Current Client List- where New York municipal audit services are provided

a. Provide principal client contact name with job title and phone number.

b. Indicate total staff hours for each audit.

c. Indicate the date of first engagement.

d. Separately identify clients of similar size and complexity as this proposal. If there are no current audit clients comparable with this proposal then list any comparable New York municipal audit engagements over the last 10 years.

6. Experience- Minimum of ten (10) years' in providing auditing services to municipalities within the State of New York.

7. Specific Audit Approach- Set forth a general work plan to perform the services required by this request for proposals, include the methodology to be followed such as risk assessment, internal control evaluation, analytical procedures and statistical sampling. Reference such sources of information as audit manuals/guides/programs, budget, general ledger, tax ledgers, source documents, organization charts and financial information systems.

8. Potential Audit Problems- Identify and describe any anticipated potential audit problems and the firm's approach to resolving these problems.

9. Peer Review- Submit a copy of the report on the firm's most recent external quality control review "Peer Review" with a statement whether that quality control review included a review of specific government engagements.

10. Single Audit - Experience with Federal and State single audits as it relates to this proposal.

11. Insurance - Amount of Professional Liability Insurance coverage maintained.

12. Describe any other factors that you believe is relevant to your ability to provide audit services. The firm shall provide an affirmative statement that it is independent of the Town as defined by generally accepted governmental auditing standards. The firm shall also list and describe the firm's professional relationships involving the Town for the past three years with a statement explaining why such relationships do not constitute a conflict of interest relative to performing this audit. In addition, the firm shall provide written notice of any professional relationships entered into during the period of this engagement.

7. The Town reserves the right to hold oral discussions with individuals and/or firms of their choice to clarify their proposal and to request additional information.

## Section 5 - COST PROPOSAL:

Respondent proposal must include the following:

A list of applicable hourly rates associated with personnel who will provide the work listed in "Section 2 – Services to be Provided" portion of this RFP.



There will be no payments outside of the scope of this RFP. Should the need arise to readdress the cost proposal based upon unforeseen conditions it shall be first reported to the Town Board for approval before any additional work is performed. Said conditions shall be limited to issues concerning the condition of records or adequacy of supporting documentation and shall in no way amend the scope of services. Your proposal shall illustrate the Firm's track record of performance; provide examples of on-time and on-budget audit contract engagements.

#### Section 6 - NUMBER OF COPIES:

Respondent must provide one signed original and at least 4 copies of their Proposal one of which must be unbound (for photocopying).

#### Section 7 - SUBMISSION DEADLINE:

Proposals must be received in a sealed envelope designating "Municipal Audit Services RFP" no later than Noon on June 9, 2021 and must be mailed or hand-delivered to the Town Clerk, Town of Grafton, P. O. Box G, 2379 Route 2, Grafton, New York 12082. All responses shall be opened and announced publicly by the Town Clerk (or designee).

#### Section 8 - INSURANCE:

The Firm awarded the contract must assume all risks connected with this work. The Firm shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Firm against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Firm awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Firm awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the Town Attorney of the Town of Grafton. Insurance coverage shall remain in effect until all work under the Contract has been accepted and at all times thereafter when the Firm may be updating defective work. The Firm awarded the contract shall furnish proof of insurance by providing a Certificate of Insurance from the authorized agent to the Town Clerk. The Town of Grafton shall be named as the Certificate Holder.

The Firm awarded the contract shall give the Town 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New York. The following insurance is required:

Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence  
General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved.

## Section 9 - EVALUATION:

The Town objective in soliciting proposals is to select a respondent that will provide high quality and cost-effective audit services and advice. Proposals will be considered only from Firms that, in the Town's sole judgment and discretion, have demonstrated the capability and willingness to provide high quality audit services in the manner described in this Request for Proposals.

Proposals will be evaluated using the below listed criteria by the Town Board on the basis of which is most advantageous; price and other factors considered. Identification of competing proposals will be made available upon review of the proposals by the Town Board.

As part of the evaluation process, the Town Board require proposers to appear in person to explain questions the Town Board might have. If this is necessary, the proposer shall do so without compensation or reimbursement from the Town. The evaluation will consider:

1. Technical ability, experience and reputation in the field (comparable audit engagements and client references)
2. Management and staff (evaluation of staff assigned and available)
3. Cost Proposal
4. Other factors demonstrated to be in the best interest of the Town.

The following questions will be used to assist in the evaluation:

1. Technical Criteria:

- a. Does the Firm's proposal demonstrate a clear understanding of the scope of work and related objectives?
- b. Is the proposal complete and responsive to the specific RFP requirements?
- c. Did the Firm have a satisfactory Peer Review?
- d. How does this firm's proposal compare with other responses?

2. Management and Staff

- a. Are the firm's Management and Staff qualified and experienced in municipal accounting?
- b. Are there references?

3. Cost Proposal

- a. Is the proposal fair and adequate to meet the needs of the town?
- b. What are the variances between proposals?

4. Other factors as needed.



# TOWN OF GRAFTON

Established in 1807

P.O. BOX G, Grafton, New York 12082

(518) 279-3565 (518) 279- 3685 (Fax)

Email: [graftontownclerk@albany.twcbc.com](mailto:graftontownclerk@albany.twcbc.com)

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

## Resolution #74 of 2021

Be it resolved, that the Town of Grafton/30721 hereby establish the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities

Motion Made by Supervisor Gundrum, seconded by Councilman Wagar

### Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky - Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained  
Carried  Not Carried

Adopted May 10, 2021

**Received Date**  
 RECEIVED  
 MAY 10 2021  
 COMMUNICATIONS SECTION

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

**RS 2417-A**

(Rev. 11/19)

Employer Location Code  
 3 0 7 2 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Town of Grafton / 30721 hereby established the following standard work days for these titles and will

(Name of Employer) (Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS SLRS ID	TITLE	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Jarod Bouchard	1492	R12969049	Highway Superintendent	1/1/20-12/31/23	8	23.60	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Ingrid Gundrum	2036	R11820907	Supervisor	1/1/20-12/31/23	6	6	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Amanda Mason	7474	R10277457	Tax Collector	1/1/20-12/31/23	6	2.05	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Thomas Withcuskey	2392	R11132956	Building Inspector	1/1/21-12/31/21	6	14.39	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Maureen Seel	8852	R11159016	Bookkeeper	1/1/21-12/31/21	6	5.46	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Noelle Goyer	7780	R11856115	Youth Director	1/1/21-12/31/21	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>

I, Victoria Burdick secretary/clerk of the governing board of the Town of Grafton of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 10th day of May, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Grafton on this 10th day of May, 2021.

Victoria E Burdick  
 (Signature of Secretary or Clerk)

Victoria Burdick  
 (Name of Secretary or Clerk)

5/10/2021  
 (Date)

and continued for at least 30 days. That the Resolution was available to the public on the: being duly sworn, deposes and says that the posting of the Resolution began on

Employer's website at: Townofgraffonny.org

Official sign board at: 2379 Rt 2, grafton, NY

Main entrance Secretary or Clerk's office at: 2379 Rt 2, grafton, NY

(seal)



Please type or print clearly  
 in blue or black ink

Employer Location Code

3 0 7 2 1

Received Date  
 1202 01 14 AM  
 RECEIVED

**Standard Work Day and Reporting  
 Resolution for Elected and  
 Appointed Officials Continuation Form**

**RS 2417-B**

(Rev. 04/20)

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Victoria Burdick	6037	R11254640	Town Clerk	1/1/20-12/31/23	6	6.52/9.78	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Jodie Deschaine	6270	R10664407	Board Member	1/1/18-12/31/21	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
Frank Lewandusky III	8453	R10694958	Board Member	1/1/20-12/31/23	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
Jeffrey Wagar	5858	R11516037	Board Member	1/1/18-12/31/21	6	1.00	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Christopher Meyer	3438	R10403140	Justice	1/1/18-12/31/21	6	4.42	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
Arthur Surprise	9221	R10125302	Planning Board	1/1/18-12/31/22	6	1.00	<input type="checkbox"/>	Semi-Annual	<input type="checkbox"/>
Martha Goss	9948	R10652869	Planning Board	1/1/19-12/31/23	6	1.00	<input type="checkbox"/>	Semi-Annual	<input type="checkbox"/>
Jean Herzog	7008	R10910449	Grievance Board Secretary	1/1/21-12/31/21	6	.50	<input type="checkbox"/>	Annual	<input type="checkbox"/>
Margaret Wilson	7697	R12012232	Grievance Board	1/1/21-12/31/21	6	.50	<input checked="" type="checkbox"/>	Annual	<input type="checkbox"/>
Jolene Crandall	5398	R10185355	Justice Clerk	4/13/21-12/31/21	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
Kayla Stetson	6664	R13039633	Dog Control Officer	1/1/21-12/31/21	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>





# TOWN OF GRAFTON

Established in 1807

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## Resolution #75 of 2021

Authorizing the use by the Merry Makers of the Town Hall for Meetings

Motion Made by Supervisor Gundrum, seconded by Councilman Beaudry

### Roll Call:

Councilman Beaudry - Yes  
Councilwoman Deschaine - Yes  
Councilman Lewandusky – Yes  
Councilman Wagar - Yes  
Supervisor Gundrum - Yes

Yes 5 No 0 Absent Abstained  
Carried **X** Not Carried

Adopted May 10, 2021

# Town Of Grafton

## Balance Sheet as of 4/30/2021

### Assets

#### CASH ACCOUNT

000200.01.000.00	200 - Cash GENERAL FUND A	\$49.59
000201.01.000.00	201 - Money Market / Cash in Time Deposits GENERAL FUND	\$578,857.91
000210.01.000.00	210 - Petty Cash GENERAL FUND A	\$850.00
000231.01.000.22	231 - Cash in Time Deposits, Special Reserves GENERAL FUND	\$7,500.00
<b>Subtotal CASH ACCOUNT:</b>		<b>\$587,257.50</b>
<b>Total Assets:</b>		<b>\$587,257.50</b>

### Liabilities

#### ACCOUNTS PAYABLE

000600.01.000.00	600 - Accounts Payable GENERAL FUND A	(\$65.00)
<b>Subtotal ACCOUNTS PAYABLE:</b>		<b>(\$65.00)</b>

#### OTHER LIABILITY ACCOUNTS

000690.01.000.00	690 - Overpayments & Clearing Account GENERAL FUND A	\$5,400.00
<b>Subtotal OTHER LIABILITY ACCOUNTS:</b>		<b>\$5,400.00</b>
<b>Total Liabilities:</b>		<b>\$5,335.00</b>

### Equity

#### FUND BALANCE

000889.01.000.22	889 - Reserves GENERAL FUND A Building Improvements	\$7,500.00
000917.01.000.00	917 - Unassigned Unappropriated Fund Balance GENERAL FUN	\$214,695.39
<b>Subtotal FUND BALANCE:</b>		<b>\$222,195.39</b>
<b>Total Equity:</b>		<b>\$222,195.39</b>

<b>Month To Date Activity As</b>	4/30/2021	<b>YTD Activity As Of:</b>	4/30/2021
<b>Revenues (980) :</b>	\$5,966.05	<b>Revenues (980) :</b>	\$583,017.99
<b>Expenditures (522) :</b>	\$40,423.10	<b>Expenditures (522) :</b>	\$356,429.08
<b>Fund Balance (909/912) :</b>	(\$34,457.05)	<b>Fund Balance (909/912) :</b>	\$226,588.91

# Balance Sheet as of 4/30/2021

## Assets

### CASH ACCOUNT

000201.03.000.00	201 - Money Market / Cash in Time Deposits HIGHWAY FUND	\$702,559.69
000210.03.000.00	210 - Petty Cash HIGHWAY FUND DA	\$500.00
000231.03.000.20	231 - Cash in Time Deposits, Special Reserves HIGHWAY FUN	\$110,000.00
000231.03.000.21	231 - Cash in Time Deposits, Special Reserves HIGHWAY FUN	\$7,000.00

**Subtotal CASH ACCOUNT: \$820,059.69**

**Total Assets: \$820,059.69**

## Liabilities

### ACCOUNTS PAYABLE

000600.03.000.00	600 - Accounts Payable HIGHWAY FUND DA	(\$558.49)
------------------	--	------------

**Subtotal ACCOUNTS PAYABLE: (\$558.49)**

**Total Liabilities: (\$558.49)**

## Equity

### FUND BALANCE

000889.03.000.20	889 - Reserves HIGHWAY FUND DA New Equipment	\$110,000.00
000889.03.000.21	889 - Reserves HIGHWAY FUND DA Machinery Repairs	\$7,000.00
000915.03.000.00	915 - Unassigned Unappropriated Fund Balance HIGHWAY FUN	\$46,469.62

**Subtotal FUND BALANCE: \$163,469.62**

**Total Equity: \$163,469.62**

Month To Date Activity As	4/30/2021	YTD Activity As Of:	4/30/2021
Revenues (980) :	\$0.00	Revenues (980) :	\$1,071,230.12
Expenditures (522) :	\$29,303.62	Expenditures (522) :	\$271,499.12
Fund Balance (909/912) :	(\$29,303.62)	Fund Balance (909/912) :	\$799,731.00



# Balance Sheet as of 4/30/2021

## Assets

### CASH ACCOUNT

000200.99.000.00	200 - Cash TRUST & AGENCY FUND TA	\$37,034.25
<b>Subtotal CASH ACCOUNT:</b>		<b>\$37,034.25</b>
<b>Total Assets:</b>		<b>\$37,034.25</b>

## Liabilities

### TRUST & AGENCY ACCOUNT

000010.99.000.00	10 - Consolidated Payroll TRUST & AGENCY FUND TA	\$0.00
000018.99.000.00	18 - State Retirement TRUST & AGENCY FUND TA	\$831.58
000020.99.000.00	20 - Group Insurance TRUST & AGENCY FUND TA	\$400.80
000030.99.000.00	30 - Escrow Deposits TRUST & AGENCY FUND TA	\$31,247.00
<b>Subtotal TRUST &amp; AGENCY ACCOUNT:</b>		<b>\$32,479.38</b>
<b>Total Liabilities:</b>		<b>\$32,479.38</b>

## Equity

### FUND BALANCE

000909.99.000.00	909 - Fund Balance TRUST & AGENCY FUND TA	\$292,220.67
000915.99.000.00	915 - Unassigned Unappropriated Fund Balance TRUST & AGE	\$85,147.65
<b>Subtotal FUND BALANCE:</b>		<b>\$377,368.32</b>
<b>Total Equity:</b>		<b>\$377,368.32</b>

Month To Date Activity As	4/30/2021	YTD Activity As Of:	4/30/2021
Revenues (980) :	\$0.00	Revenues (980) :	\$0.00
Expenditures (522) :	\$0.00	Expenditures (522) :	\$0.00
Fund Balance (909/912) :	\$0.00	Fund Balance (909/912) :	\$0.00
		<b>Total Liabilities and Equity:</b>	<b>\$800,289.22</b>

Operating Statement for the Period Ending: 4/30/2021

Fund: GENERAL FUND A

		Current		Amount	Year - To - Date		
		Monthly	Variance		Budget	Variance	% Var
2544.1.0.0	2544 - Licenses	\$36.00	(36.00)	\$60.00	\$400.00	340.00	85.0%
2555.1.0.0	2555 - Licenses & Permits	\$425.00	(425.00)	\$975.00	\$7,000.00	6,025.00	86.1%
2610.1.0.0	2610 - Fines, Forfeits of Bail	\$0.00	0.00	\$412.00	\$7,000.00	6,588.00	94.1%
2650.1.0.0	2650 - Sale of Scrap	\$0.00	0.00	\$548.35	\$0.00	(548.35)	0.0%
2705.1.0.0	2705 - Gifts & Donations - Youth	\$0.00	0.00	\$548.88	\$0.00	(548.88)	0.0%
3001.1.0.0	3001 - State per Capita Aid	\$0.00	0.00	\$0.00	\$8,250.00	8,250.00	100.0%
3005.1.0.0	3005 - State Aid Mtg Tax	\$0.00	0.00	\$0.00	\$55,000.00	55,000.00	100.0%
3820.1.0.0	3820 - State Aid Youth Program	\$0.00	0.00	\$3,912.00	\$2,000.00	(1,912.00)	(95.6)%
<b>Subtotal for REVENUE ACCOUNT:</b>		<b>\$5,966.05</b>	<b>(5,966.05)</b>	<b>\$394,377.78</b>	<b>\$640,169.00</b>	<b>245,791.22</b>	

Net Amounts: (\$34,457.05) \$34,457.05 \$96,636.23 \$0.00 (\$96,636.23) 0.0%

**Town Of Grafton**  
 PO Box G  
 GRAFTON, NY 12082  
 (518) 279-3565 Fax: (518) 279-3685

**Operating Statement for the Period Ending: 4/30/2021**  
**Fund: HIGHWAY FUND DA**

APPROPRIATION ACCOUNT	Object	Sub-Acct.	Current		Amount	Year - To - Date		Variance	% Var
			Monthly	Variance		Budget			
17101.3.1.0	1710.1 - Administration PS	PS	\$128.00	(128.00)	\$512.00	\$1,600.00	1,088.00	68.0%	
51101.3.1.0	5110.1 - General Repairs PS	PS	\$0.00	0.00	\$0.00	\$114,000.00	114,000.00	100.0%	
51104.3.4.0	5110.4 - General Repairs CE	C/E	\$2,011.50	(2,011.50)	\$3,173.46	\$55,000.00	51,826.54	94.2%	
51122.3.2.0	5112.2 - Permanent Improvement E/Q	E/Q	\$0.00	0.00	\$0.00	\$110,000.00	110,000.00	100.0%	
51302.3.2.0	5130.2 - Machinery EQ	E/Q	\$0.00	0.00	\$46,754.52	\$90,000.00	43,245.48	48.1%	
51304.3.4.0	5130.4 - Machinery CE	C/E	\$1,503.57	(1,503.57)	\$22,802.00	\$55,000.00	32,198.00	58.5%	
51404.3.4.0	5140.4 - Brush & Weeds (Misc.) C/E	C/E	\$209.71	(209.71)	\$209.71	\$2,100.00	1,890.29	90.0%	
51421.3.1.0	5142.1 - Snow Removal PS	P/S	\$16,329.00	(16,329.00)	\$72,964.50	\$139,500.00	66,535.50	47.7%	
51424.3.4.0	5142.4 - Snow Removal CE	C/E	\$1,189.29	(1,189.29)	\$35,627.79	\$62,500.00	26,872.21	43.0%	
90108.3.8.0	9010.8 - State Retirement	EMPLOYEE BEN	\$0.00	0.00	\$8,532.00	\$8,532.00	0.00	0.0%	
90308.3.8.0	9030.8 - Social Security (Town S	EMPLOYEE BEN	\$1,258.97	(1,258.97)	\$5,587.29	\$19,393.00	13,805.71	71.2%	
90408.3.8.0	9040.8 - Workers Comp	EMPLOYEE BEN	\$0.00	0.00	\$12,800.00	\$12,800.00	0.00	0.0%	
90508.3.8.0	9050.8 - Unemployment Insuranc	EMPLOYEE BEN	\$0.00	0.00	\$0.00	\$2,000.00	2,000.00	100.0%	
90558.3.8.0	9055.8 - Disability Insurance	EMPLOYEE BEN	\$0.00	0.00	\$0.00	\$1,000.00	1,000.00	100.0%	
90608.3.8.0	9060.8 - Medical Insurance (Tow	EMPLOYEE BEN	\$6,673.58	(6,673.58)	\$17,379.64	\$80,250.00	62,870.36	78.3%	
99509.3.9.0	9950.9 - Transfers to Cap/Reserve	INTERFUND TR	\$0.00	0.00	\$0.00	\$25,000.00	25,000.00	100.0%	
<b>Subtotal for APPROPRIATION ACCOUNT:</b>			<b>\$29,303.62</b>	<b>(29,303.62)</b>	<b>\$226,342.91</b>	<b>\$778,675.00</b>	<b>552,332.09</b>		

REVENUE ACCOUNT	Object	Sub-Acct.	Amount	Budget	Variance	% Var
1001.3.0.0	1001 - Real Property Tax		\$0.00	\$642,998.00	\$642,998.00	0.0%
1120.3.0.0	1120 - Non-Property Tax Distribu		\$0.00	\$5,400.00	\$25,000.00	78.4%
2300.3.0.0	2300 - Transportation Svcs - Fuel		\$0.00	\$525.92	\$677.00	22.3%
3501.3.0.0	3501 - State Aid/CHIPS		\$0.00	\$0.00	\$110,000.00	100.0%

Operating Statement for the Period Ending: 4/30/2021  
Fund: HIGHWAY FUND DA

	Current		Amount	Year - To - Date	
	Monthly	Variance		Budget	Variance % Var
Subtotal for REVENUE ACCOUNT:	\$0.00	0.00	\$648,923.92	\$778,675.00	129,751.08
Net Amounts:	(\$29,303.62)	\$29,303.62	\$422,581.01	\$0.00	(\$422,581.01) 0.0%

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	3	14.81
	Copies	Copies	9	90.00
			<b>Sub-Total:</b>	<b>\$104.81</b>
A2130	Trash Bag/Misc	Trash Bag/Misc	9	3,391.00
			<b>Sub-Total:</b>	<b>\$3,391.00</b>
A2544	Dog Licensing	Female, Spayed	6	36.00
		Female, Unspayed	2	18.00
		Male, Neutered	7	42.00
		Male, Unneutered	1	9.00
			<b>Sub-Total:</b>	<b>\$105.00</b>
A2555	Building Permits decks Demolition Garage - Pole Barn Shed	All Other Permits	1	50.00
		Deck	2	100.00
		Demolition	1	100.00
		Garage/Pole Barn	4	300.00
		Shed	1	50.00
			<b>Sub-Total:</b>	<b>\$600.00</b>
A3820	Donation	Donation	1	250.00
			<b>Sub-Total:</b>	<b>\$250.00</b>
			<b>Total Local Shares Remitted:</b>	<b>\$4,450.81</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program .....				22.00
Amount paid to: NYS Environmental Conservation .....				862.19
<b>Total State, County &amp; Local Revenues:</b>		<b>\$5,335.00</b>	<b>Total Non-Local Revenues:</b>	<b>\$884.19</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Victoria Burdick, Town Clerk, Town of Grafton during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

*Victoria E Burdick*

Town Clerk

*5/2/2021*

Date



## Assessor's Report

April 2021

1. Processed sales and escrows from County
2. Reviewing properties in field
3. Meeting with taxpayers
4. Held office hours
5. Processing new exemptions
6. File at County for Tentative Roll
7. Legal notice to paper for May 1st
8. Started next year processing 2022

## GRAFTON RESCUE SQUAD CAPTAIN'S REPORT

We had 36 calls for the month of April , travelled 842 miles and had 80 volunteer hours. We had 28 Grafton calls and 8 calls in Berlin. We had 23 day calls and 13 night calls. We went to Samaritan 21 times, Albany Medical Center 3 times and SVMC 1 time. We had 9 Alpha, 8 Bravo, 11 Charlie, 6 Delta, 0 Echo, and 2 Fire calls. 5 calls were cancelled and 5 refused medical advise. We missed 1 call. We used ALS 5 times. 4 Mohawk, 1 Empire, and 0 Bennington. We provided mutual aid to Poestenkill 2 times and Petersburg 2 times.

## GRAFTON YOUTH REPORT MAY 2021

This month i opened the teen room, our first night open was thursday may 6 th. There were 4 kids in attendance but given that sports are running at the schools right now it was a good start. The next teen night is scheduled for may 20 th. I will continue to open the room every other Thursday as long as there is an interest.

For the month of May for the youth program i am going to be placing some of the leftover spring things we had from last year for the kids to pick up at the fire hall inside the door. There will be some flower seeds to plant in pots and some birdhouses to paint.

An upcoming idea that i had and wanted to discuss with the board is having what i will call pajama party palooza .. this would consist of an overnight at the school kids typically don't sleep at these events they are entertained throughout the night we would entertain the kids all night long with bonfire, smores, games, challenges, glow in the dark sports, karaoke, the game room movies and serve pizza for dinner , snacks all night and breakfast before they go. I would have parent / community volunteers sign up for shifts . this would be for ages 10 and older and from 6 pm to 9 am , i was thinking of doing this in june .

Summer program is scheduled for august 2-27 applications can be found online, town hall and I have some on me as well. Anyone interested in applying to be a counselor is encouraged to apply before june 5th.