

UNION VALE TOWN BOARD MEETING SEPTEMBER 3, 2025

249 DUNCAN ROAD, UNION VALE, NEW YORK

UNION VALE TOWN HALL 7:30 PM

PRESENT: Supervisor Steve Frazier

Town Council: Kevin Harrington, Kevin Durland, Kevin McGivney, John Welsh

Town Clerk: Andrea Casey

Highway Superintendent: Ed Kading (Absent)

Town Attorney: Ian Lindars

Supervisor Frazier called the meeting to Order to Order and Salute to the Flag at 7:30PM

Motion Approve Minutes: Councilman McGivney made a motion to approve the August 6, 2025 meeting minutes, seconded by Councilman Harrington and all were unanimously in favor.

Supervisors Report

- Asked for an amendment to the agenda to add application for Greenway Grant and Resolution for shared service Granicus email distribution list by Councilman Durland, seconded by Councilman Harrington, all in favor.
- Motion to add executive session to follow up on last meetings comments motioned by Councilman Harrington and seconded by Councilman McGivney.
- The Balloon Festival was held this past weekend and it was fabulous and went well.
- The salt shed is making progress, trusses were added, it is well built and looks great.
- Attended and economic workshop hosted by Dutchess County to bring business into the County and match the character of the Town.

Board Member Reports

Councilman Harrington – Visited the salt shed great progress, quality of work is excellent, continuing to monitor the library situation and hopes to have more information soon.

Councilman McGivney- DC Chamber President, Frank Castella did a great job, gets better every year, he strongly recommends attendance. Oktoberfest is coming up sept 14th

Councilman Welsh- Attended the balloon festival, it was wonderful, he hopes it will be here again next year.

Councilman Durland- noted the balloon festival was an amazing event, agrees the salt shed progress is outstanding.

Supervisor Frazier thanked the UVFD for all the members that were present to assist.

Town Clerk Report

Clerk Casey also mentioned how lovely the balloon festival was and that far more residents took advantage of the discounted tickets. She also highlighted the upcoming horse shows on behalf of Equestrian Director, Loretta Ryan. See the website for the schedule. DEC licensing is still on sale and DMP's are being sold until the end of September.

Recreation Report, given by Maggie Collins-Field, Recreation Director

Congrats to the Dutchess County Regional Chamber of Commerce for another successful Balloon Festival, held at Tymor Park. We hope that everyone enjoyed the fun weekend and we look forward to next year's event. As of last week, the pool has closed for the season, and all of our Summer programs have come to an end. Thank you to all of our season staff for working hard over the Summer, and thank you to all the campers who attended. Our team looks forward to next Summer season. We anticipate sign-ups for Summer 2026 to be open by the beginning of February. Updates on this will be posted on our social media pages and sent out through our email list serv. Our team continues to plan for the Town's annual Oktoberfest event at Tymor Park, scheduled for Sunday September 14th from noon-7pm. Tickets are \$5 per person and children 5 years old and younger enter for free. Pre-sale tickets can be found by clicking the Oktoberfest flyer on the Town's website. This takes you to our event page on Facebook; click on "get tickets" and it will take you to the online sale. Once on the page use the drop-down box to select "Oktoberfest" and on the second dropdown box select "Admissions". Please be prepared to either show a print out of your receipt or the email on your phone screen to admissions upon arrival. Tickets will be available at the door using cash or credit card. You can expect to enjoy a whole day of traditional Germanic food, drinks, music, dancing, and contests prizes for competitions scheduled throughout the event. Our NFL room will be open and will be projecting and streaming your favorite New York team football games during the event. Further details on games, prizes, and more will be posted on our website and social media pages. We look forward

to seeing everyone there. As we start to step into Autumn, our Parks and Recreation social media pages and website will be posting updates on adult and youth programming so please like and follow to stay updated.

Parks Report, submitted by Park Manager, Vincent Germano

- We have been preparing for the balloon festival that was this past weekend and now begin setting up for our upcoming Oktoberfest, that is on September 14th.
- The old dump truck and brush hog were auctioned off and the buyers picked them up earlier this week.
- The Balloon festival went very well. Frank Castella and his team are always very easy to work with. They work very hard to clean up the park after the event and leave it better than when they arrived.

Senior Center Report

Vice President, Leah Struzzieri spoke about the grant for improvements that was awarded. She asked for permission to apply for an APG grant to focus on transportation for our seniors from the Town Board. This is a no fund matching grant. The Board agreed this would be good to pursue.

Motion for APG Senior Grant

Councilman Harrington made a motion to allow the Senior Center VP to proceed with an application for an APG grant which was seconded by Councilman Welsh and all were unanimously in favor.

Public Comment on Agenda Items- None

Discuss Capital Improvements

- Highway Garage Roof
- Window replacement & electrical upgrades at Highway Dept
- AC unit updates at Town Hall
- Furnace Pond Dam
- PA system in the meeting room for events, need amplification
- 8 Tymor, large hall, remodeling for acoustics has a major issue
- Propane tanks in the parks (8) above ground, invest in larger tank that is buried

Councilman Harrington is looking for a maintenance schedule so future town boards can stay on track. Supervisor Frazier noted this is what he hopes to include in this year's budget. He asks the Board to continue this list and then prioritize the projects.

Old Business

Resolution to Accept Surplus Sales, Supervisor Frazier advised that the Town Attorney said this was not necessary as the language was included in the initial resolution.

Resolution #52-2025 Accepting Proposal from Doyle Security to Update Fire Alarm System in Parks and Recreation Building Located at 8 Tymor Park Road in the Town of Union Vale (see attached)

Resolution #53-2025 Authorizing Purchase of Equipment Trailer for the Highway Department
*Amendment, Councilman Welsh made a motion to amend the amount to \$9,600.00 to include the delivery fee which is still the lowest bid price which was seconded by Councilman Harrington and all were unanimously in favor.

Resolution #54-2025 Authorizing Submission of a Grant Application to Hudson River Valley Greenway for a Grant Under the Greenway Conservancy Trail Grant Program (see attached)

Resolution #55-2025 Authorizing Execution of Dutchess Delivery Shared Services Agreement with Dutchess County (see attached)

Approve Budget Adjustments, Transfers, Warrants, Pay Bills

Councilman Welsh made a motion to pay the bills and which was seconded by Councilman Harrington and all were unanimously in favor.

Public Comment on Town Issues -No comment

Executive Session Councilman Welsh made a motion at 8:03pm to enter executive session to discuss hiring a specific employee, which was seconded by Councilman Harrington and all were unanimously in favor.

Executive Session Councilman Welsh made a motion to exit executive session at 8:05pm to resume the regular meeting which was seconded by Councilman Harrington and all were unanimously in favor. Supervisor Frazier advised that no decisions were made and no money allocated.

Next meeting is September 17, 2025 at 7:30pm

Motion to Adjourn At 8:06PM Councilman Welsh made a motion to adjourn the meeting which was seconded by Councilman McGivney and all were unanimously in favor.

Respectfully Submitted,

A handwritten signature in black ink that reads "Andrea Casey". The signature is written in a cursive, flowing style.

Andrea Casey, Town Clerk

**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 52 OF 2025**

**RESOLUTION ACCEPTING PROPOSAL FROM DOYLE SECURITY TO UPDATE
FIRE ALARM SYSTEM IN PARKS AND RECREATION BUILDING LOCATED AT
8 TYMOR PARK ROAD IN THE TOWN OF UNION VALE**

WHEREAS, Doyle Security provides central station monitoring of security and fire alarm systems as well as the maintenance and upkeep of said systems; and

WHEREAS, the Town of Union Vale previously entered into an agreement with Doyle Security to provide central station monitoring of the security/fire alarm system in the Parks and Recreation Building located at 8 Tymor Park Road; and

WHEREAS, Doyle Security conducted an inspection of the security/fire alarm system and determined that upgrades to the fire alarm system are necessary as set forth in their proposal/scope of work dated August 18, 2025; and

WHEREAS, the Town Board has determined that the security and safety of the Parks and Recreation Building is of the utmost importance and should be maintained in the highest degree of working order for the security and preservation of said building; and

WHEREAS, the services provided by Doyle Security to the Town constitute professional services which are exempt from the bidding requirements under General Municipal Law § 103 and the Town of Union Vale Procurement Policy.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.

2. The Town Supervisor is hereby authorized to accept the proposal dated August 18, 2025 from Doyle Security for the upgrades to the fire alarm system in the Parks and Recreation Building located at 8 Tymor Park Road for the total sum of \$5,940.00, a copy of which is annexed hereto.

INTRODUCED Councilman Harrington

SECONDED Councilman Welsh

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	Aye
Councilmember Durland	Aye
Councilmember Harrington	Aye
Councilmember McGivney	Aye
Councilmember Welsh	Aye

Dated: Union Vale, New York
September 3, 2025



ANDREA CASEY, TOWN CLERK



Commercial

PROPOSAL

Prepared for
Town of Union Vale
Parks and Recs Building
P: 845-724-5600
E: supervisor@unionvaleny.us



Daniel Fuentes

P: 845-220-8496

E: daniel.fuentes@godoyle.com

Proposal Issued: 8/18/25
Proposal Valid through: 9/2/25

Scope of Work

A. Fire Alarm System

Due to the discrepancies found during the last inspection, we will remove all wiring from the existing Silent Knight fire alarm panel and relocate them to the DMP fire alarm panel. This will include the following:

- 2 Fire rated zones expanders (to accommodate Silent Knight zones)
- 1 Nac power supply (to accommodate the existing horn strobes)
- 1 Fire rate annunciator (to be located near a security keypad, this will allow the fire department to enter a code of 1234 to silence/reset the fire alarm, instead of providing your security code)
- 5 135° heat detectors (found to be expired during the last inspection)
- 1 Wireless receiver (to accommodate the new wireless devices)
- 1 Wireless repeater (if needed to strengthen wireless signal from panel to devices)
- 3 Wireless pull stations with back boxes (to replace the failed pull stations)
- 1 Wireless smoke detector (to replace the failed smoke detectors in office)

We will program and test all zones

Monthly rate will remain the same (see optional service agreement upgrade to include all fire devices)

The defibrillator tamper is part of the box and not supplied by Doyle, only monitored (tamper failed during last inspection, can be programmed out at your request, if desired)

If additional hardwired devices begin to fail, they can be replaced with wireless

Total Installed:

\$ 5,940.00

Service Agreement upgrade (optional):

\$ 45.00/mo. (additional)



"This quotation is valid for 15 days from the date of presentation or as mutually extended by both parties. Upon acceptance of this proposal, Doyle Security will send over a formal contract via DocuSign for signature."

Customer Requirements & Notes

- Customer is required to provide access to all areas affected by the scope of work.
- This proposal does not include applicable taxes, alarm fees, or permits.



**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 53 OF 2025**

**RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT TRAILER
FOR THE HIGHWAY DEPARTMENT**

WHEREAS, the Town of Union Vale Highway Department is in need of a new Equipment Trailer; and

WHEREAS, the Town Highway Superintendent solicited proposals in accordance with the Town of Union Vale Procurement Policy; and

WHEREAS, three proposals were received; and

WHEREAS, the Highway Superintendent has made a recommendation that the lowest responsible proposal was Kaufman Trailers, with a base price of \$8,390.00 with available options for an additional \$680.00.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Union Vale hereby authorizes the Town Highway Superintendent to purchase a 17000 GVWR Deluxe Wood Floor Tilt Equipment Trailer – 22 ft. for a sum not to exceed \$9,600.00* from Kaufman Trailers as set forth in the proposal, a copy of which is annexed hereto.
3. The Highway Superintendent is authorized and directed to execute any documentation necessary to register the Equipment Trailer and to effectuate this Resolution.
4. The Highway Superintendent is directed to submit a purchase order for the purchase of the new Equipment Trailer.

INTRODUCED Councilman Durland

SECONDED Councilman McGivney

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	Aye
Councilmember Durland	Aye
Councilmember Harrington	Aye
Councilmember McGivney	Aye
Councilmember Welsh	Aye

Dated: Union Vale, New York
September 3, 2025



ANDREA CASEY, TOWN CLERK

Be Sure To Ask About Our New Freight Pricing!

Kaufman
Trailers

Celebrating
Over
25 Years
of Manufacturing
Quality Trailers

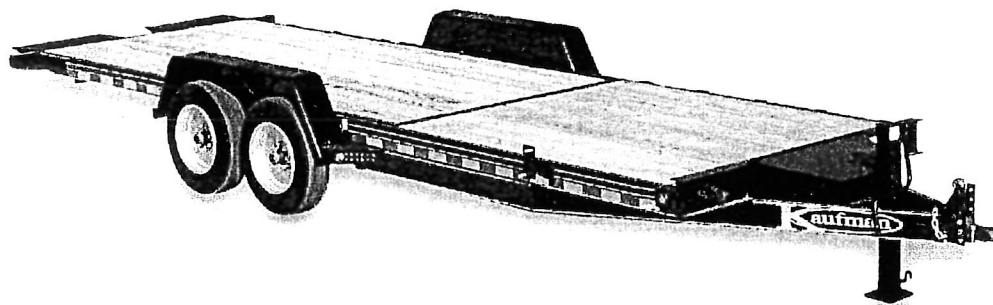
866-455-7444

www.KaufmanTrailers.com



High Quality Trailers Delivered Anywhere At Factory-Direct Pricing

17000 GVWR Deluxe Wood Floor Tilt Equipment Trailer - 22 ft.



\$8,390.00 Factory Direct

The 17000 GVWR Deluxe Wood Floor Tilt Equipment Trailer like all our other Deluxe models is fully equipped with all our best features. A heavy duty running gear package with heavier axles, tires, and a super duty cast iron coupler are the key features. The running gear features 8,000 lb. 8 lug axles with 17.5 in. heavy duty load range H radial tires and heavy duty slipper spring suspension. The coupler is a super duty three bolt cast iron unit. The frame is 6 in. channel with a 6 in. channel wrap around tongue. A tool box with a lockable lid, 17 in. cross-member spacing, stake pockets with a rub rail on the outside, and full reflective tape are all included. A US made sealed modular wiring harness with lifetime LED lighting assures trouble-free lighting on every 17000 GVWR Deluxe Wood Floor Tilt Equipment Trailer.

17000 GVWR Deluxe Wood Floor Tilt
Equipment Trailer - 22 ft.

1/5

Rugged. Reliable. And Best Of All... Affordable.

UNION VALE TOWN BOARD MEETING SEPTEMBER 3, 2008
Be Sure To Ask About Our New Freight Pricing!

Kaufman
Trailers

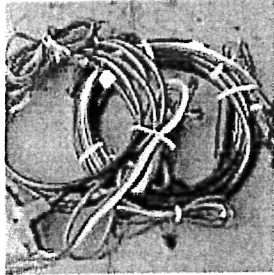
Celebrating
Over
25 Years
of Manufacturing
Quality Trailers

866-455-7444

www.KaufmanTrailers.com



High Quality Trailers Delivered Anywhere At Factory-Direct Pricing



US Made Sealco Harness. All Heavy Cable and Molded Connections. Ask Our Competitors To Show You THEIR Harness Before You Buy.



Deluxe Tilt Equipment Trailer – Wood Floor – Click image to enlarge

17000 GVWR Deluxe Wood Floor, Tilt
Equipment Trailer - 22 ft.

2/5

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Specifications

G.V.W.R.	17,000 GVWR
Electrical	Sealed wiring harness with lifetime LED lights
Frame	6 in. Channel, with 3 in. channel crossmembers 17 in. on center
Dovetail	N/A
Upper Deck	N/A
Side Rail	N/A
Tongue	6 in. Channel wrap around
Tires	215/75 R17.5
Floors	2 in. Treated Wood
Coupler	Super duty cast iron 2 5/16 adjustable coupler
Safety Chains	Heavy duty safety chains
Ramps	29 in. Wide x 16 in. long beveled extensions
Tie Downs	Stake pockets and Rubrail
Deck Length	22 ft. (8 ft. + 14 ft. 6 in. tilt deck with hydraulic cylinder)
Deck Height	26 in.
Deck Width	82 in. Between fenders
Fenders	Diamond plate fenders
Lower Deck	N/A
Brakes	All wheel electric brakes
Tailgate	N/A
Wheels	Silver or white mod (Based on stock)
Jack	12,000 lb. Drop foot jack
Axles	2-8,000 lb. e-z lube axles
Suspension	Slipper springs
Toolbox	Chain box with lockable lid standard
Finish	Primed, 2 coats of automotive grade enamel, pin striped

17000 GVWR Deluxe Wood Floor Tilt
Equipment Trailer - 22 ft.

3/5

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UNIONVALE TOWN BOARD MEETING SEPTEMBER 3, 2025
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High Quality Trailers Delivered Anywhere At Factory-Direct Pricing

Available Options - Base Price Does Not Include Options

Spare tire and rim (17.5)	\$400.00
Adjustable 2-5/16 in. ball and pintle ring	\$80.00
Fork holders (requires measurement information)	\$200.00

17000 GVWR Deluxe Wood Floor Tilt
Equipment Trailer - 22 ft.

4/5

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Additional Lengths

Product Number	Length	Price	Additional Info
FDWT-8K-20D	20 ft.	\$8,380.00	Tongue: 6 in. Channel Frame: 6 in. Channel Crosspiece: 3 in. Channel Centers: 17 in
FDWT-8K-22D	22 ft.	\$8,390.00	Tongue: 6 in. Channel Frame: 6 in. Channel Crosspiece: 3 in. Channel Centers: 17 in

17000 GVWR Deluxe Wood Floor Tilt
Equipment Trailer - 22 ft.

5/5

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**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 54 OF 2025**

**RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO
HUDSON RIVER VALLEY GREENWAY FOR A GRANT UNDER THE GREENWAY
CONSERVANCY TRAIL GRANT PROGRAM**

WHEREAS, the Town of Union Vale is applying to the Hudson River Valley Greenway for a grant under the Greenway Conservancy Trail Grant program for a project entitled Trail Maintenance to be located in the Town of Union Vale; and

WHEREAS, the grant application requires the applicant municipality to obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Union Vale hereby approves and endorses the application for a grant under the Greenway Conservancy Trail Grant Program, for a project known as Trail Maintenance and located within the Town of Union Vale.
3. Any grant funds received will be allocated in accordance with the terms of the grant award and this Resolution.

INTRODUCED Councilman McGivney

SECONDED Councilman Welsh

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	Aye
Councilmember Durland	Aye
Councilmember Harrington	Aye
Councilmember McGivney	Aye
Councilmember Welsh	Aye

Dated: Union Vale, New York
September 3, 2025



ANDREA CASEY, TOWN CLERK

**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 55 OF 2025**

**RESOLUTION AUTHORIZING EXECUTION OF DUTCHESS DELIVERY
SHARED SERVICES AGREEMENT WITH DUTCHESS COUNTY**

WHEREAS, Dutchess County procured the Granicus GovDelivery platform for online and digital services through the Omnia Partners Contract No. 01-115, which was made available through the National Cooperative Purchasing Alliance; and

WHEREAS, the Dutchess County Office of Central and Information Services (“OCIS”) has provided the Town of Union Vale with a proposal to assist with implementing the GovDelivery communications platform called Dutchess Delivery; and

WHEREAS, Dutchess County offers local municipalities the opportunity to participate in the Dutchess Delivery shared service at considerable cost savings; and

WHEREAS, Dutchess Delivery helps municipalities engage residents with automated, proactive digital communications using a web-based product by GovDelivery Inc.; and

WHEREAS, the Town of Union Vale would be responsible for paying a fee of \$1,500.00 per year to the County for their services; and

WHEREAS, the Town is desirous of entering into a Shared Services Agreement with the County; and

WHEREAS, the Town is authorized to enter into a Shared Services Agreement with the County pursuant to New York State General Municipal Law § 119-o.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Union Vale hereby authorizes the Town Supervisor to execute the Shared Services Agreement with Dutchess County in accordance with the proposed agreement in substantially the same form as annexed hereto.

INTRODUCED Supervisor Frazier

SECONDED Councilman McGivney

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	Aye
Councilmember Durland	Aye
Councilmember Harrington	Aye
Councilmember McGivney	Aye
Councilmember Welsh	Aye

Dated: Union Vale, New York
September 3, 2025



ANDREA CASEY, TOWN CLERK

DUTCHESS DELIVERY SHARED SERVICES **MUNICIPAL AGREEMENT**

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the **COUNTY OF DUTCHESS**, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the “COUNTY”) and **TOWN OF UNION VALE**, with its principal place of business at 249 Duncan Road, Lagrangeville, New York 12540 (hereinafter referred to as the “MUNICIPALITY”).

WITNESSETH:

WHEREAS, the County has offered local municipalities with the opportunity to participate in the Dutchess*Delivery* shared service at considerable cost savings, and

WHEREAS, the Municipality desires to use Dutchess*Delivery* to improve and expand its outreach to the public, now, therefore, it is mutually agreed by and between the parties hereto as follows:

1. OVERVIEW.

Dutchess*Delivery* will help municipalities engage residents with automated, proactive digital communications. This County shared service utilizes a web-based product by GovDelivery Inc.

By simply subscribing through the municipal website, residents will be able to choose topics of interest. The GovDelivery Inc. product will allow municipalities to then send information regarding the selected topics to the subscribers via email, text message (in certain instances) and their social media accounts. The electronic mailings can be based on the content on the municipal website or can be constructed from external information in the form of a bulletin or newsletter.

2. COUNTY RESPONSIBILITIES.

The County is responsible for the following:

- A. Administer and maintain a current contract with GovDelivery Inc.
- B. Provide implementation support to municipal staff and its webmaster. This will include:
 - i. Meeting with the Municipality to provide insight into Dutchess*Delivery* and brainstorm how the GovDelivery Inc. product can best be used.
 - ii. Working with the Municipality to help choose topics for residents to subscribe.
 - iii. Designing the header and footer graphics for the email correspondences. This will be consistent with the County’s Dutchess*Delivery* design. The graphics will be highlighted with the name “(municipality name)*Delivery*”, municipal website URL and the mayor/supervisor name (if desired). The Municipality may choose the colors for the header/footer graphics.

- iv. Training up to two municipal designees on how to implement and maintain the GovDelivery Inc. functions on the municipal website and how to use the “advanced Bulletin” feature. The County is not responsible for making any changes to the municipal website.
 - v. Engaging technical support from GovDelivery Inc. as needed
 - vi. Assisting the Municipality in the roll-out of their instance of *DutchessDelivery*.
 - C. Maintaining the cross-promotion of municipal topics on the County website.
 - D. Providing on-going phone support to the Municipality via County staff and/or GovDelivery Inc.
 - E. Annual meeting with the Municipality to discuss *DutchessDelivery* and how the Municipality may expand or improve its use (if requested by the Municipality).
3. MUNICIPALITY RESPONSIBILITIES.

The Municipality is responsible for the following:

- A. Developing, managing and maintaining its municipal website.
 - B. Providing up to two designees to be trained by the County.
 - C. Making all changes to the municipal website that are necessary to incorporate *DutchessDelivery*.
 - D. Ensuring that municipal staff or its designee will maintain knowledge to continue to administer *DutchessDelivery*.
 - E. Managing its *DutchessDelivery* operation (e.g. sending the public correspondences, creating newsletters, etc.).
 - F. Using the agreed standard header/footer (see B. iii above) for all *DutchessDelivery* related correspondences.
 - G. Maintaining the cross-promotion of County topics on the municipal website.
 - H. Paying the one-time and annual fees in accordance with paragraph “4. Fees” below.
4. FEES.

The annual fee for the services requested is set forth in the attached **Exhibit “A” Scope of Services** and will remain in effect through December 31, 2026. The annual fee for the period of September 1, 2025 through December 31, 2025 is FIVE HUNDRED and 00/100 (\$500.00) DOLLARS, pro-rated at the rate of \$125.00 per month. The annual fee for the period of January 1, 2026 through December 31, 2026 is ONE THOUSAND, FIVE HUNDRED and 00/100 (\$1,500.00) DOLLARS. The County will notify the Municipality, in writing by August 31, 2026, of changes to the fee schedule. The Municipality may then have the option to discontinue the Agreement for the following year in accordance with paragraph “5. TERM” below.

The County will invoice the Municipality for the pro-rated annual fee after any *DutchessDelivery* function is live on the municipal website. All invoices must be paid in full by the Municipality within thirty (30) days of issuance.

5. TERM.

This Agreement will take effect upon the date of execution by the County and will expire on December 31, 2026. This Agreement will automatically renew for an additional one-year term each year thereafter, unless the Municipality notifies OCIS in writing by October 31 of that year.

The County reserves the right to disconnect the Municipality from the Dutchess*Delivery* service should the Municipality fail to pay the invoiced fees within forty-five (45) days of issuance or fails to meet its responsibilities under paragraph "3. Municipality Responsibilities." The County will advise the Municipality, in writing, of any delinquency in payment or misuse of Dutchess*Delivery*. The Municipality must notify OCIS in writing, at the address under paragraph "6. Correspondence", within ten (10) days of receipt of the letter, its intention to resolve the issue. If the issue cannot be resolved in a timely manner to the County's satisfaction, the County may terminate the Municipality's service effective the date of that determination.

6. CORRESPONDENCE.

The Municipality should send all correspondences to:

Dutchess County OCIS
503 Haight Avenue
Poughkeepsie, NY 12603

7. INSURANCE.

Statutory Worker's Compensation coverage in compliance with the Compensation Law of the State of New York. In the event the statute does not require coverage of the Municipality, the Municipality must complete NYS Worker's Compensation Board Form CE-200 and provide the County with a properly executed copy thereof.

8. INDEMNIFICATION.

The Municipality agrees to protect, defend, indemnify and hold the County and its officers and employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character, including but not limited to the amount of judgments, penalties, interest, court costs, legal fees incurred by the County arising in favor of any party, occurring in connection with, or arising, directly or indirectly, out of this Agreement.

9. POLICIES, STANDARDS AND PROCEDURES.

The Municipality shall adhere to any and all policies, standards, and procedures provided by the County with the goal of installing, configuring, managing, or in any way using the products and services provided in this Agreement which is attached hereto as **Exhibit "B"**.

10. COUNTERPARTS; SIGNATURES TRANSMITTED BY ELECTRONIC MEANS.

This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one agreement, and any of the parties hereto may execute this Agreement by signing any such counterpart. A facsimile or signature transmitted by electronic means applied hereto or to any other document shall have the same force and effect as a manually signed original. This provision contemplates giving legal force and effect to copies of signatures. This provision does not contemplate the use of “electronic signatures” as regulated by New York State Technology Law Article 3, “Electronic Signatures and Records Act.”

11. EXECUTORY.

The Dutchess County fiscal year begins on January 1st and ends on December 31st of any given year. Notwithstanding anything to the contrary contained herein, it is understood and agreed that this Agreement shall be deemed executory only to the extent of the monies available to the County for the performance of the terms hereof and that, in the event that the Dutchess County Legislature fails to appropriate the necessary funds, to affect payments to support this service, in any calendar year beyond the initial year herein, this Agreement shall automatically cease and terminate on the last day of the year in which funds have been appropriated for said Agreement and no liability on account thereof shall be incurred by the County beyond the funds available for the performance of the terms of this Agreement. It is further understood and agreed that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of this Agreement.

12. ASSIGNMENT.

The Municipality agrees not to assign any right or interest in this Agreement. Any attempt by the Municipality to transfer by any means, any of the rights, duties or obligations of this Agreement is null and void.

13. ENTIRE AGREEMENT. The terms of this Agreement, including its attachments and exhibits, represent the final intent of the parties. Any modification, rescission or waiver of the terms of this Agreement must be in writing and executed and acknowledged by the parties with the same formalities accorded this basic Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement made this ____ day of _____ 2025.

APPROVED AS TO FORM:

ACCEPTED: COUNTY OF DUTCHESS

County Attorney

BY: _____
Susan J. Serino
County Executive

APPROVED AS TO CONTENT:

TOWN OF UNION VALE:

OCIS

BY: _____
Steve Frazier, Supervisor

DUTCHESS COUNTY SHARED SERVICES

Exhibit A

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TOWN OF UNION VALE GOVDELIVERY SCOPE OF SERVICES

The Dutchess County Office of Central and Information Services (OCIS) is pleased to provide this proposal to the Town of Union Vale (the "Town") to assist with implementing the GovDelivery communications platform.

Objective

Procure and implement a communications platform to allow the Town to effectively distribute electronic, topic-specific information to subscribers.

Scope of Services

- OCIS will procure a GovDelivery account for the Town using the County's agreement with Granicus that allows for reduced pricing for Dutchess County municipalities.
- OCIS will assist the Town in configuring the GovDelivery platform.
- OCIS will work with the Town to help identify topics the public may subscribe to.
- OCIS will design header and footer graphics the Town may use in their email bulletins. The Town will work with OCIS to incorporate desired colors and graphics.
- OCIS will provide guidance to the Town for creating accessible bulletins that can be viewed by people with different abilities.
- OCIS will provide training for up to two Town staff on how to implement and maintain GovDelivery functions.
- OCIS will meet with the Town annually to review the Town's list of GovDelivery topics and update Town staff regarding recent trends and accessibility requirements.

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- OCIS will provide first level phone support for the Town. Any support beyond OCIS capabilities will be referred to Granicus.
- OCIS will administer and maintain a current contract with Granicus for GovDelivery services.

Tasks and Requirements

- OCIS will work with Granicus to add the Town to the County's agreement with Granicus and create a GovDelivery account for the Town.
OCIS will provide guidance to Town staff on how to create accessible bulletins in GovDelivery.
- OCIS will coordinate training for selected Town staff to utilize the GovDelivery platform.
- OCIS will configure the GovDelivery platform with topics identified by the Town.
- OCIS may periodically sign into the Town's GovDelivery account to monitor usage and suggest improvements for messages.
- The Town will make appropriate staff available for all meetings, review sessions, training, and any other tasks required to complete the implementation.
- The Town will provide feedback in a timely manner to aid in the configuration of the GovDelivery platform.
- The Town will provide a list of topics for the GovDelivery platform.
- The Town will integrate GovDelivery into their website, or they will work with their website provider to accomplish this.
- The Town will manage its GovDelivery operation, including creating and sending the communications and ensuring the communications are properly formatted and usable.
- The Town will ensure designated staff maintain knowledge for operating GovDelivery and transfer knowledge to new staff as needed.

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Deliverables

1. **GovDelivery Communications Platform** with topics customized for the Town.

Location of Work

Meetings with the Town project team may be held in-person at OCIS or electronically using Microsoft Teams.

Training will be conducted virtually using Microsoft Teams or GovDelivery training resources.

Pricing

Annual Fees	
GovDelivery Communications Platform <ul style="list-style-type: none"> Includes GovDelivery annual fee and OCIS maintenance fee. E-mail only. If SMS/Text messaging is desired, additional fees apply. See <i>DutchessDelivery Shared Services Price Plans for Municipalities</i>. 	\$1,500

Note: Annual amount will increase based on the increase in GovDelivery annual fees. OCIS may increase the annual maintenance fee by up to 5% year over year due to increasing service costs.

Exhibit B

Dutchess County Manual of Policies and Procedures	Acceptable Use Policy of County Computer Equipment and Technical Resources
Applies to: All County employees, contractors, and users of County information technology assets.	Policy 00.40
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Policy Statement:

The purpose of this policy is to outline the acceptable use of computer equipment and technology resources, including e-communications, mobile, and personal devices, for County business. Inappropriate use exposes Dutchess County to risks including cyberattacks, compromise of network systems/services, and legal issues.

This policy replaces the Dutchess County Internet Policy and Email Policy.

References:

1. New York State Office of Information Technology Services (ITS) Policies. Acceptable Use of Information Technology (IT) Resources Policy, Document Number NYS-P14-001, <https://its.ny.gov/document/acceptable-use-information-technology-it-resources-policy>
2. New York State Office of Information Technology Services (ITS) Policies. Internet Privacy Guideline, Document Number: NYS-G02-001, <https://its.ny.gov/system/files/documents/2023/04/nys-g02-001-internet-privacy-policies.pdf>
3. New York State Office of Information Technology Services (ITS) Policies. Bring Your Own Device, Document Number: NYS-S14-012, <https://its.ny.gov/document/bring-your-own-device-byod>
4. New York State Office of Information Technology Services (ITS) Policies. Mobile Device Security, Document Number: NYS-S14-009, <https://its.ny.gov/document/mobile-device-security>

Definitions:

1. Authorized user - Dutchess County employee or contractor, approved by management, who is granted permission to use County technology assets to conduct County business.
2. Blogging – A blog (shortening of “weblog” is an online journal or informational website where a writer or even a group of writers share their views on an individual subject.
3. Bring Your Own Device (BYOD) - the practice of allowing an employee of an organization to use their own computer, cell phone, smartphones, laptop, tablet, personal digital assistant (PDA) or other device such as a USB device or external storage device for work purposes.
4. Electronic communications (e-communications) - is a means of transmitting written communications electronically. E-mail, instant messaging, websites, blogs, text messaging, voicemail and video messaging are a few examples of e-communication. The purpose of e-communications is to communicate between individuals and groups and to promote the effective and efficient use of time and resources to carry out County business.
5. Extranet – a controlled private network that allows access for partners, vendors, suppliers, or an authorized set of customers. Access is normally granted to a subset of the information accessible from an organization's intranet.
6. Internet - global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
7. Freedom of Information Law (FOIL) - electronic communications are governed by the provisions of New York FOIL and may be reviewed via a FOIL request.

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8. Intranet - a local or restricted communications network, especially a private network created using World Wide Web software.
9. Mobile device - a portable computing device that has at least one network connection interface, or non-removable and/or removable storage, including but not limited to smartphones, PDA, tablets, laptops, smart watches and wearable devices.
10. Newsgroup - a newsgroup is an online forum containing discussions about a specific topic. Users can browse news groups and post or reply to topics.
11. Phishing – phishing is a type of social engineering attack often used to steal user data, including login credentials and credit card numbers. It occurs when an attacker, masquerading as a trusted entity, deceives a victim into opening a malicious email, instant message, or text message.
12. Social media – websites and applications that enable users to create and share content or to participate in social networking. Examples of social media include Facebook, Flickr, Instagram, LinkedIn, Skype, SnapChat, Twitter, WhatsApp and YouTube.

Standards:

1. Acceptable Use
 - A. Attachments. Transmitting small documents or files (as opposed to printing and mailing the document).
 - B. Compliance. For security and network maintenance purposes, authorized individuals within Dutchess County may monitor equipment, systems, and network traffic at any time to ensure compliance with all County policies.
 - C. County business. The County's Internet/Intranet/Extranet/e-communication (not personal) systems are intended for official County business and should be used in an appropriate and professional manner.
 - D. Computing devices. Any technology device such as a desktop, laptop, tablet, mobile device, network device, or any other device provided by the County of Dutchess or connected to the County network, including software and Internet/Intranet/Extranet connections, are all subject to County policies.
 - E. County e-communication accounts. Only County provided e-communication accounts (not personal accounts) shall be used to conduct County business.
 - F. County resources. Authorized users shall apply County resources only to activities directly related to the operation of County government. County management, supervisors, or OCIS may find it necessary to restrict such use if this privilege is abused.
 - G. Cybersecurity. Employees must use extreme caution when opening e-mail attachments received from unknown senders because they may be phishing attempts. Your supervisor/manager may ask for your mobile device when reasonable suspicion exists that a cybersecurity incident and/or misconduct has or may occur. For the purposes of this Standard, "mobile device" refers to County-issued mobile devices as well as mobile devices used to conduct County business.
 - H. E-mail signature. All users will configure an e-mail signature for new messages and replies that conforms to the County standard.
 - I. General communications. Sending general communications within the scope of the sender's job responsibilities (e.g., day-to-day operational issues).

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- J. Informational announcements. Sending informational announcements from department heads or other designated individuals that need to communicate to County workforce members (e.g., announcement when systems will be down for maintenance).
- K. Media. Only those employees (e.g., director of communications) or officials (e.g., elected official) who are duly authorized to speak with the media or the public on behalf of the County may speak/write in the name of the County to any newsgroup, blog, or any other public website.
- L. Protection. Protect equipment from theft, damage, abuse, and unauthorized use.
- M. Reporting. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Dutchess County information that is confidential, proprietary, contains personally identifiable information, or is otherwise sensitive in nature.
- N. Security. All computing devices must be configured to automatically lock upon startup and after a specified period of inactivity.
- O. Social Media. Employees may only engage in social media if it is considered part of their normal duties regarding County business and complies with all County policies. For example, the County Communications team publishing news releases or department leadership advertising upcoming County events. See social media policy.

2. Unacceptable Use

- A. Advancing personal interests. Employees shall not use County information technology assets to promote personal interests, fundraisers, personal belief or creed, or religious or political views.
- B. Bulk communications. Transmitting of bulk or mass communications that are non-official and/or personal in nature.
- C. Chain letters. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type, or creating or forwarding "SPAM" messages.
- D. Conducting personal business. Using your County e-communications accounts connected to the County network to conduct personal business such as shopping, operating a personal or commercial business, or selling products or services over the Internet, including personal e-mail access.
- E. Copyrighted material. Unauthorized duplication of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Dutchess County or the end user does not have a license.
- F. Crypto mining. Using County technology resources to conduct crypto-currency mining.
- G. Cybersecurity violations. Introduction of malicious software (i.e., malware) programs into the network or server (e.g., denial of service (DoS), e-mail bombs, ransomware, Trojan horses, viruses, worms, etc.).
- H. Damaging reputation. Intentionally transmitting information that may be damaging to the County, its workforce members, its customers, or clients without a legitimate business need to any party outside of the County.
- I. Disguised identity. Using a disguised identity when sending e-communication messages.

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- J. Downloading software. Downloading software applications from the Internet is prohibited unless prior approval is granted by OCIS.
- K. Forwarding County emails. Users are prohibited from automatically forwarding Dutchess County e-mail to a third-party email system. Individual messages which are forwarded by the user must not contain Dutchess County confidential information or otherwise violate County policy.
- L. Ignoring cybersecurity alerts. As malware alerts and other news are sent from OCIS, an employee can not set up an email filter to send the information directly to the trash.
- M. Illegal activities. Engaging in any transmission or website access that is in violation of any federal, state, or local law or constitutes any illegal activity. Inappropriate content. Accessing obscene materials via Internet or storing any of these offensive materials on your County owned computer device; or participating in unethical or unprofessional behavior online.
- N. Large attachments. Large files, those in excess of 20 megabytes (MB), should not be e-mailed. These include, but are not limited to photos, large graphics, PowerPoint presentations, large Word documents, etc. As an alternative, employees may share files using their OneDrive, a SharePoint site, or Microsoft Teams. Contact the OCIS Help Desk if you need more information about sharing files with authorized users.
- O. Lists. Providing information about, or lists of, Dutchess County employees to parties outside Dutchess County unless authorized by the County Attorney's office in accordance with the law unless necessary to conduct County business.
- P. Passwords. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Q. Posting messages. Posting messages, replies, or any type of announcements to the Internet via message boards, forums, chat rooms, online classified advertisements, newsgroups, list serves, or any other type of public website, unless directly related to employee's scope of work and not conflicting with any other County policy.
- R. Security breaches. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into an account that the employee is not authorized to access, unless these duties are within the scope of regular duties.
- S. Streaming or Recording. Streaming, transmitting or recording confidential information or conversations. Spam. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (i.e., e-mail Spam).
- T. Storing personal information. As an employee, you store your personal photos, music, movies or unauthorized software on County resources or on your County owned mobile device.
- U. Streaming live data feed. Downloading or use of streaming audio, games, movies, radio or video from the Internet, unless specifically related to County work.
- V. Union, political organizing or campaigning. The County's e-communications system and mobile devices may not be used for political fundraising or campaigning.

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- W. Use another account. Use of, or access to, another person's personal account.
 - X. Using device while driving. Employees will not use a mobile device while operating a motor vehicle or any equipment where operator inattention may result in the serious injury or death of the operator or another person.
 - Y. Violations of rights. Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" software or other software products not appropriately licensed for use by the County.
3. Expectation of Privacy
- A. The County will respect the privacy of County devices and will only request access to the device to implement security controls when the device is used to access or store County data, perform discovery when the device may store data related to a legal proceeding (i.e. Freedom of Information Law request (FOIL)), where it may be related to a security incident, or where it is part of either non-investigatory, work-related conduct or an investigation of misconduct.

Procedures:

1. Responsibilities of all employees.
 - A. Read and adhere to this County policy.
 - B. Protect your user credentials (username, password, and multi-factor authentication device) against theft and do not provide your user credentials to another individual.
 - C. Update your password regularly as required by OCIS.
 - D. Use all security measures set up by OCIS to protect asset information.
 - E. Protect access to your devices by signing out or locking your session when not in use.
 - F. Retain and dispose of electronic records in accordance with County policies and records retention requirements.
2. Responsibilities of department heads, managers, and supervisors.
 - A. Ensure all authorized users have read and acknowledged this policy.
 - B. Use appropriate supervisory controls to ensure authorized users are complying with County policies.
 - C. Notify OCIS upon termination or transfer of an authorized user.
3. How to Contact OCIS Help Desk. Contact the Office of Central & Information Services (OCIS) Help Desk at (845) 486-2454 for any questions related to how to request, transfer, or terminate e-communication and mobile services.
4. How to request access for an Employee
 - A. Ensure the employee has read all information technology and security related policies, standards, and procedures.
 - B. Request services using the Network Access Request System (NARS). The department head or authorized designee requests access from OCIS using the Network Access Request System (NARS). Authorized NARS administrators representing your department submit a NARS request for a new user account, e-mail

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account, Internet access, or to authorize users to individual software applications. OCIS contacts the NARS administrator once the E-Mail account is setup for the new user.

5. Transfer or Terminate Employee Access

- A. Update existing user, transfer user or terminate user using NARS. The department head or his or her designee is responsible for notifying OCIS prior to or at the time of a transfer or termination of an authorized user. The e-mail account will then be transferred or deleted. This notification must be submitted using NARS.

6. NARS URL. Authorized users may access the NARS system at

<https://mydci.dcnny.gov/NetworkAccessRequestSystem/Account/Login.aspx>