



THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

- m) Request approval of the public assembly permit application submitted on behalf of Sky Fitness, LLC to hold a fitness competition on Saturday, July 19, 2025 and Saturday, July 26, 2025, from 11:00 A.M. to 5:00 P.M., at the fitness circuit in Cow Meadow Park.
- n) Request approval of the public assembly permit application submitted on behalf of the Freeport PAL, the Freeport Chamber of Commerce and the Village of Freeport, to hold the Freeport Canoe Races on Sunday, August 3, 2025, from 9:00 A.M. to 2:00 P.M., at Cow Meadow Park, pending the submission of the proper insurance.
- o) Request approval of a public assembly permit application, submitted on behalf of the Nassau County Legislature, to hold the 2025 National Night Out on Tuesday, August 5, 2025 (no rain date), from 4:00 P.M. to 7:30 P.M., at Bishop Frank O. White Park, pending the submission of the proper insurance.
- p) Request approval of the Public Assembly Permit application submitted on behalf of the Nassau County Legislature, to hold the Kutz for Edu School Supply Giveaway on Saturday, August 23, 2025, from 12:00 P.M. to 4:00 P.M., in Municipal Lot #10, pending the submission of the proper insurance.
- q) Request approval of the decision of the Dangerous/Nuisance Buildings proceeding for 166 West Seaman Avenue.

**2. ASSESSOR – Vilma I. Lancaster**

- a) Request approval to remove exemptions from the 2025/2026 Final Assessment Roll for Section 62, Block 069, Lot 160, a/k/a 25 E. 1<sup>st</sup> Street, due to a transfer of title from a member of an exempt class to a nonexempt class and for the Village Treasurer to issue a corrected 2025/2026 property tax bill.
- b) Request approval of the 2024/2025 court ordered Small Claims Assessment Review (SCAR) reductions and for the Village Treasurer to issue refunds as follows:

**Long Island Tax Reduction:**

|                    |                      |      |      |          |
|--------------------|----------------------|------|------|----------|
| 55 / 392 / 98, 202 | 344 N Long Beach Ave | 6764 | 6329 | \$297.79 |
|--------------------|----------------------|------|------|----------|

**Maidenbaum & Sternberg LLC:**

|                    |                   |      |        |        |
|--------------------|-------------------|------|--------|--------|
| 54 / 457 / 211     | 56 Beverly Pkwy   | 652  | 401.38 | 431.38 |
| 55 / 401 / 265-266 | 377 Wallace St    | 235  | 144.67 | 174.67 |
| 62 / 234 / 64-66   | 253E Westside Ave | 6    | 3.69   | 33.69  |
| 62 / 034 / 185     | 265E Westside Ave | 146  | 89.88  | 119.88 |
| 62 / 112 / 19      | 287 S Ocean Ave   | 1007 | 619.92 | 649.92 |

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|                        |                      |     |        |            |
|------------------------|----------------------|-----|--------|------------|
| 55 / 385 / 6           | 99 Connecticut Ave   | 432 | 265.94 | 295.94     |
| 62 / 206 / 4           | 16 Laurette Ln       | 644 | 396.45 | 426.45     |
| 62 / 157 / 9-12        | 357 Long Beach Ave   | 365 | 224.70 | 254.70     |
| 62 / 184 / 310         | 272 Nassau Ave       | 100 | 61.56  | 91.56      |
| 62 / 088 / 141         | 369 Guy Lombardo Ave | 143 | 88.03  | 118.03     |
| 62 / 034 / 189         | 299 Westside Ave     | 47  | 28.93  | 58.93      |
| Maidenbaum & Sternberg |                      |     |        | \$2,655.15 |

- c) Request approval of the 2024/2025 court ordered Small Claims Assessment Review (SCAR) reductions and for the Village Treasurer to issue refund to Property Tax Reduction Consultants (PTRC) for the following:

|  |                      |      |      |          |
|--|----------------------|------|------|----------|
| 36/329/166                                       | 106 Maryland Ave     | 7640 | 7247 | 271.93   |
| 36/536/120                                       | 303 N Brookside Ave  | 7673 | 7517 | 126.04   |
| 36/537/4   | 37 Willowbrook Ln    | 7326 | 7204 | 105.10   |
| 36/K/01/55                                       | 548 N Brookside Ave  | 8250 | 7636 | 407.98   |
| 54/300/205                                       | 54 Morton Ave        | 8118 | 7398 | 473.24   |
| 54/304/82  | 228 Whaley St        | 7875 | 7668 | 157.43   |
| 54/307/139                                       | 299 Locust Ave       | 7050 | 7009 | 55.24    |
| 54/318/214                                       | 23 Dock Drive        | 3102 | 2149 | 616.68   |
| 54/321/25  | 71 Cary Pl           | 6700 | 6318 | 265.16   |
| 54/336/31  | 55 Lester Ave        | 7600 | 7182 | 287.32   |
| 54/338/117                                       | 700 S Bayview Ave    | 6500 | 6080 | 288.56   |
| 54/457/114                                       | 81 Maryland Ave      | 7684 | 7398 | 206.06   |
| 54/460/130                                       | 26 Maryland Ave      | 7182 | 7063 | 103.26   |
| 54/462/30  | 108 N Brookside Ave  | 6498 | 6350 | 121.11   |
| 54/052/2   | 90 Delaware Ave      | 6669 | 6512 | 126.65   |
| 54/524/42  | 276 N Brookside Ave  | 5600 | 5508 | 86.64    |
| 54/055/64  | 18 Maxson Ave        | 7100 | 6923 | 138.96   |
| 54/071/33  | 63 N Bayview Ave     | 5650 | 5638 | 37.39    |
| 55/230/276                                       | 36 Rosedale Ave      | 6300 | 6145 | 125.42   |
| 55/245/184                                       | 103 Grand Ave        | 4800 | 4590 | 159.28   |
| 55/497/312                                       | 407 Wallace St       | 6364 | 6329 | 51.55    |
| 55/M/502   | 172 Prince Ave       | 6880 | 6772 | 96.49    |
| 62/102/805                                       | 770 Guy Lombardo Ave | 9135 | 8359 | 507.71   |
| 62/116/4   | 41 Miller Ave        | 8760 | 8230 | 356.27   |
| 62/156/21<br>*Adjusted to reflect sale/no refund | 438 Roosevelt Ave    | 7719 | 7290 | (294.10) |
| 62/161/289                                       | 237 Atlantic Ave     | 5955 | 5886 | 72.48    |

THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

|            |                   |      |      |            |
|------------|-------------------|------|------|------------|
| 62/163/355 | 159 Nassau Ave    | 7230 | 6988 | 178.98     |
| 62/169/3   | 187 Ray St        | 6735 | 5767 | 625.91     |
| 62/196/5   | 25 2nd St         | 7150 | 6988 | 129.73     |
| 62/203/17  | 23 Ann Drive      | 7260 | 6458 | 523.72     |
| 62/034/16  | 163 Westside Ave  | 7310 | 7182 | 108.80     |
| 62/053/54  | 20 Smith St       | 7125 | 6588 | 360.58     |
| 62/055/41  | 215 Church St     | 7150 | 7106 | 57.09      |
| 62/061/203 | 57 West First St  | 7975 | 7344 | 418.45     |
| 62/063/439 | 12 West 3rd St    | 8716 | 7636 | 694.86     |
| 62/069/183 | 92 First St       | 6970 | 6815 | 125.42     |
| 62/071/431 | 213 Branch Ave    | 5400 | 5292 | 96.49      |
| 62/071/460 | 260 St. Marks Ave | 6071 | 6070 | 30.62      |
| 55/212/732 | 70 Jesse St       | 2750 | 2668 | 80.48      |
| 62/186/253 | 452 Nassau Ave    | 3440 | 3337 | 93.41      |
| 62/187/806 | 340 Branch Ave    | 5742 | 5652 | 85.40      |
| Total      |                   |      |      | \$8,853.87 |

**3. ELECTRIC DEPARTMENT – Eric Rosmarin**

- a) Request retroactive approval of the consulting agreement with Continental Economics, Inc., 16 Entranosa Lane, Edgewood New Mexico 87015, for economic consulting services, from March 1, 2025 through February 28, 2026, not to exceed \$10,000, an increase of \$3000.
- b) Request approval of the implementation of the Laserfiche self-hosted subscription site license through ICC Community Development Solutions, LLC, 781 Elmgrove Road, Rochester, New York 14624, from June 16, 2025 through June 15, 2026, in the amount of \$11,600.

**4. VILLAGE ATTORNEY – Howard E. Colton**

- a) Request to amend the Vehicle and Traffic regulation as follows:

Sec. 41. Parking prohibited at all times unless otherwise designated.

No person shall park a vehicle within the designated areas in the following streets at any time, or at the times otherwise indicated:

REMOVE:

Colonial Avenue, north side, between North Main Street and Powell Street.

**5. VILLAGE TREASURER – Ismaela M. Hernandez**

- a) Request authorization for the Village Treasurer to submit an application to the New York State Comptroller’s Office for the Electric Utility debt exclusion, in the amount of \$31,357,166 of indebtedness, for FYE 2025 and further request authorization to publish the required legal notice in the Freeport Herald.

**COMMENTS PERMITTED ON AGENDA ITEMS**

THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

&

**GENERAL PUBLIC COMMENTS**

At the conclusion of the Agenda, the Mayor and Board will entertain questions and comments on non-Agenda items from the general public.

**5:30 PUBLIC HEARING**

To consider a Water Rate Change.

THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

**AGENDA**

**BOARD OF TRUSTEES' MEETING**

**May 19, 2025**

**1. COMMUNICATIONS**

- c) Request approval of the appointment of Edgar Campbell as Deputy Chairperson of the Planning Board, said term to expire April 6, 2026.
- d) Request approval of the appointment of Edgar Campbell as a member of the Planning Board for a seven (7) year term, expiring April 5, 2032.
- e) Request approval of the appointment of Edgar Campbell as a member of the Public Safety Committee for a term expiring April 6, 2026.
- f) Request approval of the appointment of Tiffany Frigenti as Special Prosecutor, said term to expire April 6, 2026.

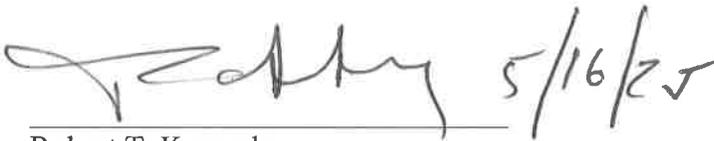
**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT  
VILLAGE MAYOR'S OFFICE**

**TO:** Board of Trustees  
**FROM:** Mayor Robert Kennedy  
**DATE:** May 16, 2025  
**RE:** Appointment of Darren Merims

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This memo will serve to request approval for the appointment of Darren Merims as Secretary to the Zoning Board of Appeals, said term to expire April 6, 2026.

Thank you,

A handwritten signature in black ink, appearing to read 'R. Kennedy', followed by the date '5/16/25' written in a similar cursive style.

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Robert T. Kennedy  
Mayor

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

**DATE:** May 13, 2025

**RE:** Block Party  
Applicant: Laurice Avery  
Date: Sunday, June 8, 2025  
Rain Date: None  
Location: Harrison Avenue between Best Street and Commercial Street  
Time: 12:00 P.M. to 6:00 P.M.

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Attached is a copy of a Block Party Permit Application submitted by Laurice Avery, to hold a block party on Sunday, June 8, 2025 (rain date: none), from 12:00 P.M. to 6:00 P.M. on Harrison Avenue between Best Street and Commercial Street. Approximately forty (40) individuals will be attending the birthday celebration.

Also attached please find the recommendations from the Police Department, Public Works, and Fire Department.



Pamela Walsh Boening  
Village Clerk  
Attachments

**FREEPORT POLICE DEPARTMENT  
APPLICATION FOR BLOCK PARTY PERMIT**

**BLOCK PARTIES ARE NOT PERMITTED ON THE 4<sup>TH</sup> OF JULY OR THE WEEKEND PRECEDING OR FOLLOWING JULY 4<sup>TH</sup>.**

RECEIVED  
DATE OF APPLICATION: 03/31/2025  
DESCRIBE EVENT AND PURPOSE: Granddaughter 4<sup>th</sup> Birthday Party  
DATE OF EVENT: 06/08/2025 RAIN DATE: \_\_\_\_\_  
TIME: FROM 12 pm TO 6 pm (Limit 6 hours – ending 10 PM latest)  
LOCATION OF EVENT: 7 Harrison Ave. Between Best Street and Commercial Ave.  
NO. PARTICIPANTS EXPECTED: 40 NO. OF RESIDENCES ON BLOCK: 7 VERIFIED BY PWB  
NAME OF CONTACT/ORGANIZATION: Laurice Avery  
ADDRESS: 7 Harrison Avenue TEL NO. (516) 817-2189\*

The undersigned applicants agree that they are solely responsible and liable for their own works, person and property at all times. The Village of Freeport, its agents, directors or employees will not be responsible or liable for any loss or damage to property or injury to person. The applicants are responsible for the maintenance and cleanup of the area at the termination of the activity. The applicants are reminded that the Village has an "open container" law among its ordinances, which stipulates that no alcoholic beverages may be served or carried on the STREETS OR SIDEWALKS. DO NOT BLOCK STREETS WITH CARS.

THIS APPLICATION MUST CONTAIN THE NAMES, ADDRESSES AND SIGNATURES OF PERSONS REPRESENTING AT LEAST 1/2 OF THE TOTAL NUMBER OF RESIDENCES LOCATED ON THE BLOCK. YOU MUST INCLUDE IN THE TOTAL, ANY MULTIPLE FAMILY HOMES ON THE BLOCK, COUNTING A TWO-FAMILY RESIDENCE AS TWO RESIDENCES, ETC. ADDITIONAL NAMES, ADDRESSES, AND SIGNATURES ARE ON PAGE 2.

| <u>APPLICANT'S NAME</u> | <u>ADDRESS</u>         | <u>SIGNATURE</u>          |
|-------------------------|------------------------|---------------------------|
| <u>Victoria DeJesus</u> | <u>9 Harrison Ave</u>  | <u>Victoria DeJesus</u> ✓ |
| <u>Marta Bravo</u>      | <u>9 Harrison Ave</u>  | <u>Marta Bravo</u>        |
| <u>Wis A Bravo</u>      | <u>9 Harrison Ave</u>  | <u>Wis Bravo</u>          |
| <u>ERNEST BURNS JR</u>  | <u>12 HARRISON AVE</u> | <u>Ernest Burns Jr</u> ✓  |
| <u>Dania DeLeon</u>     | <u>4 Harrison</u>      | <u>Dewalle DeLeon</u> ✓   |
| <u>Jorge Hernandez</u>  | <u>4 Harrison</u>      | <u>Jorge Hernandez</u>    |
| <u>Chatese Allen</u>    | <u>28 Harrison Ave</u> | <u>Chatese Allen</u>      |
| <u>Daryl Allen</u>      | <u>28 Harrison Ave</u> | <u>Daryl Allen</u>        |

**FREEPORT POLICE DEPARTMENT**  
**APPLICATION FOR BLOCK PARTY PERMIT**

**Fees:**

If the application is for the use of any Village property other than street or public thoroughfare or if any Village of Freeport services shall be required for the parade or public assembly, the applicant shall pay, prior to the issuance of the permit, the charge for those services in accordance with the schedule of service costs approved by the Board of Trustees by resolution.

**Affirmation of Understanding and Awareness:**

I Laurice Avery acting as an authorized representative of \_\_\_\_\_ swear under oath that I have read and understand Village of Freeport Code Section 1, Chapter 155, Article VI entitled Parades and Public Assemblies. Further, if granted a permit, I agree to abide by all of the provisions and stipulations of such code.

Laurice Avery  
 Applicant's signature

Sworn to before me this 28<sup>th</sup>

day of April, 2025

Yverose Casseus-Lissade  
 Notary

|   |
|---|
| YVEROSE CASSEUS-LISSADE<br>Notary Public, State of New York<br>Registration #01CA6303870<br>Qualified In Nassau County<br>Commission Expires May 19, 20 <u>26</u> |
|---|

Add more signatures below if required:

| <u>APPLICANT'S NAME</u> | <u>ADDRESS</u> | <u>SIGNATURE</u> |
|-------------------------|----------------|------------------|
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |
| _____                   | _____          | _____            |

Assessors Map interface showing a street map with property boundaries and a data table. The map includes streets labeled Shonnard Ave, Harrison Ave, Best St, and Commercial St. A purple highlighted parcel is visible on Harrison Ave. The data table below the map provides details for various parcels.

| Parcel ID  | Property Address                                       | Mailing Information  | Remarks                               | Land Valuation  | Structure Valuation     | Assessed Valuation  |
|------------|--|--|---------------------------------------|---|-------------------------|---------------------|
| 55 221 597 | ASHTON NORIMA<br>89 HARRISON AVE<br>FREEPORT, NY 11160 | ASHTON NORIMA<br>89 HARRISON AVE<br>FREEPORT NY 11520-2423 | LOT-GRP-597-598<br>COUNTY CLS: 210.01 | Last Sale Date: 03/04/2025<br>Last Sale Amount: \$ 0.00<br>Land Value: \$ 1638.00<br>Total Value: 4680.00<br>Lot Size: DIMEN 50.00 X 100.00 | Building Value: 3042.00 | Assessment Date: 13 |
| 219164     | BRavo VICTORIA & ETAL<br>9 HARRISON AVE                | BRavo VICTORIA & ETAL<br>259 E CLINTON AVE                 | LOT-GRP-562-563<br>COUNTY CLS: 210.01 | Last Sale Date: 03/28/2025<br>Last Sale Amount: \$ 0.00   | Building Value: 2430.00 | Assessment Date: 14 |

LAT : 40.65964 , LON : -73.57383 X : 1102490.51 , Y : 179887.50

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of Laurice Avery 7 Harrison Avenue

Freeport New York 11520 516-817-2189  
City State Zip Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and it's representatives. The conditions are:

BLOCK PARTY ON: HARRISON AVE. FROM BEST ST. TO COMMERCIAL AVE.

DATE: SUNDAY, JUNE 8<sup>TH</sup>, 2025 Time: 12:00 P.M. TO 6:00 P.M.

RAIN DATE: NONE

1. Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances. The use of Fireworks is strictly prohibited
2. Use of amplified sound, D.J. equipment, etc., will cease and desist promptly at 6:00 P.M., without prompting from police or village officials.
3. Participants will shut down block party and clear roadway at 6:00 P.M. sharp without prompting from police or village officials.
4. If an emergency occurs, the block party participants must be able to promptly clear the roadway for Fire, Police and other emergency vehicles. Physical barriers can not be used to block roadway.
5. Tables, tents, awnings, rides, amusements, D.J. Booths or other structures placed in the road must be fashioned to be rapidly removable by hand to facilitate emergency vehicle operations. Structures or items not rapidly removable by hand must be erected off the road surface or to one side of the road Not Blocking Vehicle Traffic.
6. Use of Vendors or sale of products and/or services is strictly prohibited

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID. Please note the parade/public assembly permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.**

Issued by Assistant Chief Michael Williams Michael Williams 05/08/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  Postmaster  
 Affected Public Transportation Utilities  Other: \_\_\_\_\_

**INTER-DEPARTMENT CORRESPONDENCE**  
**FREEPORT POLICE DEPARTMENT**

**Michael Smith**  
Chief of Police

40 North Ocean Avenue, Freeport, New York 11520  
(516) 378-0700 Fax (516) 377-2432

TO: Pamela Walsh Boening, Village Clerk  
FROM: Asst. Chief Michael Williams  
DATE: May 8, 2025  
RE: Block Party – Harrison Avenue between Best St. & Commercial Avenue

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After review of the attached Block Party Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves the permit is valid.

I do not anticipate there will be any police overtime costs incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Michael Williams  
Assistant Chief of Police

RECEIVED  
-2025 MAY -8 1 P 3:01  
CLERK'S OFFICE  
VILLAGE OFF FREEPORT, NY

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

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TO: Pamela Walsh Boening, Village Clerk  
FROM: Robert R. Fisenne, P.E., Superintendent of Public Works  
DATE: May 7, 2025  
RE: Block Party Application – Laurice Avery

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**RE: Block Party Permit Application**

**Applicant:** Laurice Avery  
**Date:** Sunday, June 8, 2025  
**Rain Date:** None  
**Location:** Harrison Avenue between Best Street and Commercial Street  
**Time:** 12:00 P.M. – 6:00 P.M.

I have reviewed the above-referenced Block Party Permit Application submitted by Laurice Avery. The Department of Public Works will erect barricades to facilitate the necessary road closures.

I am conditionally approving this permit, with my approval conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Please advise me when a decision has been made.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

C: Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

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**From:** Raymond Maguire  
**Sent:** Wednesday, May 7, 2025 1:03 PM  
**To:** Pamela Boening  
**Subject:** RE: 6.8.2025 HARRISON AVE BLOCK PARTY

I have reviewed the Block Party and Public Assembly application for June 8, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties. However, the are intending on shutting down the street and the area is vast. Therefore, even more attention to access must be maintained by the participants. It is imperative that the participants be cognizant of the need for emergency vehicles to enter the area if necessary.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

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**From:** Pamela Boening <[pboening@freeportny.gov](mailto:pboening@freeportny.gov)>  
**Sent:** Wednesday, May 7, 2025 9:00 AM  
**To:** Mike Smith <[smithm@freeportpolice.org](mailto:smithm@freeportpolice.org)>; Robert Fisenne <[rfisenne@freeportny.gov](mailto:rfisenne@freeportny.gov)>; Raymond Maguire <[rmaguire@freeportny.gov](mailto:rmaguire@freeportny.gov)>; Christine Maguire <[cmaguire@freeportny.gov](mailto:cmaguire@freeportny.gov)>  
**Cc:** Michael Williams <[williamsm@freeportpolice.org](mailto:williamsm@freeportpolice.org)>; Donnie Ethier <[ethierd@freeportpolice.org](mailto:ethierd@freeportpolice.org)>; Mary Muldowney <[Muldowneym@freeportpolice.org](mailto:Muldowneym@freeportpolice.org)>; Ben Terzulli <[bterzulli@freeportny.gov](mailto:bterzulli@freeportny.gov)>; Sheryl Sobers <[ssobers@freeportny.gov](mailto:ssobers@freeportny.gov)>; Sabrina Lafleur <[slafleur@freeportny.gov](mailto:slafleur@freeportny.gov)>; Madelyn de la Fe <[mdelafe@freeportny.gov](mailto:mdelafe@freeportny.gov)>; Conor Kirwan <[ckirwan@freeportny.gov](mailto:ckirwan@freeportny.gov)>  
**Subject:** 6.8.2025 HARRISON AVE BLOCK PARTY

Please send recommendation.

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

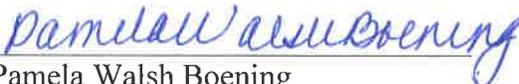
**DATE:** May 13, 2025

**RE:** Carnival/Festival/Bazaar  
Organization: AMT Children of Hope Baby Safe Haven Inc.  
Date: June 28, 2025  
Rain Date: None  
Time: 10:00 A.M. – 6:00 P.M.  
Set Up Time: 9:00 A.M.  
Location: Cow Meadow Park/Plum Section

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Attached is a copy of a public assembly application, submitted by on behalf of AMT Children of Hope Baby Safe Haven, Inc., to hold a community event, on Saturday, June 28, 2025 from 10:00 A.M. to 6:00 P.M (no rain date) in the Plum Picnic Section in Cow Meadow Park, offering music, food, beverages and activities throughout the day.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.

  
Pamela Walsh Boening  
Village Clerk

Attachments



To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

Picnic Area (Plum Section)

B) List each ride.  
Indicate type of ride, dimensions of same and space or square footage required for setup.

N/A

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

N/A

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

N/A

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

Picnic Area (Plum section)

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

NO

G) What is the estimated number of customers you expect daily? 250-300

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

10-12 trash

10-12 recyclable

I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

N/A

K) Are any other public facilities or equipment to be utilized: Yes/No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

Bathrooms

L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

N/A

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

X Anthony Mery  
Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

**Insurance Requirement Notice:**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

**Insurance Requirement Notice (continued):**

(Fill in Name of applicant or contracted operator) , agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (Name of municipal property/location) in Freeport, by (Name of applicant or contracted operator) , whether or not such injury to persons or damage to property are due or claim to be due to any negligence (Name of applicant or contracted operator) of (Name of applicant or contracted operator) their employees or agents.

Sign: (Name of representative and company name)

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

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Signature \_\_\_\_\_  
Applicant

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary

**Application Approved:** \_\_\_\_\_ **Application Denied:** \_\_\_\_\_

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



Anthony Mouzon  
516-712-4245  
Local 282 Teamsters  
Truck Driver  
Botto Mechanical  
Construction Company  
Staff Board Member:  
COH Baby Safe Haven  
Trax4antmo@gmail.com

May 1, 2025  
Village Clerk's Office  
Freeport Village Hall  
46 N. Ocean Avenue  
Freeport, NY 11520

Good day to the Incorporated Village of Freeport Clerk's Office, and all other various department heads and staff members.

Shalaisha Smith-Carr  
516-324-9259  
178 Wallace Street  
Freeport, NY 11520  
kattykakesbakery@gmail.com

We are submitting this formal request for a public assembly permit for the rebranding of what will be formally known as Freeport Day, which now will be the newly formed and branded Long Island/Strong Island Communities Day. We've chosen to rebrand this marquee event because of the support we've received from our families, friends, and neighboring communities that equally share in our vision of a carefree day of celebrating life. The date we have established with the Freeport Recreation Center Parks Department to host this event is Saturday, June 28th, 2025, from 10 a.m. to 6 p.m. The location is Cow Meadow Park in the Plum section.

AMT COH Baby Safe Haven, Inc., Freeport Family & Friends Inc., & Long Island/Strong Island Communities Day Group, LLC, were established to be in service of our communities and their members, including everyday John and Jane Doe, businesses, community civil servants, and pillars of the communities who go the extra mile to assist their fellow residents and those who've played a pivotal role in aiding the lives and well-being of others.

Long Island/Strong Island Communities Day is designed to gather and unite our diverse communities in celebrating our Long Island Pride of all ages.

We will have a ceremony to honor several members of the community and offer music, free food, beverages, and snacks for everyone, along with fun-filled activities throughout the day.

Sincerely yours,

AMT COH, FFFC, & LI/SICG Committee Members

---



Anthony Mouzon  
516-712-4245  
Local 282 Teamsters Truck  
Driver  
Botto Mechanical  
Construction Company  
Staff Board Member: COH  
Baby Safe Haven  
Trax4antmo@gmail.com

Shalaisha Smith-Carr  
516-324-9259  
178 Wallace Street  
Freeport, NY 11520  
kattkakesbakery@gmail.com

May 1, 2025

Village Clerk's Office  
Freeport Village Hall  
46 N. Ocean Avenue  
Freeport, NY 11520

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

Insurance Requirement Notice (continued):

(AMT COH Baby Safe Haven, Inc., Freeport Family & Friends Inc., LLC & Long Island/Strong Island Communities Group, LLC.) agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of:

(Cow Meadow Park Plum Picnic Area in Freeport, by (AMT COH Baby Safe Haven, Inc., Freeport Family & Friends Inc., LLC & Long Island/Strong Island Communities Group, LLC.) whether or not such injury to persons or damage to property are due or claim to be due to any of (AMT COH Baby Safe Haven, Inc., Freeport Family & Friends Inc., LLC & Long Island/Strong Island Communities Group, LLC.)

negligence (AMT COH Baby Safe Haven, Inc., Freeport Family & Friends Inc., LLC & Long Island/Strong Island Communities Group, LLC.) their employees or agents.

**Sign:**

(AMT COH Baby Safe Haven, Inc., Long Island/Strong Island Communities Group, LLC. & Anthony Mouzon of FFFC & Shalaisha SmithCarr of FFFC)

**Date:**

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Sworn to before me this day of 5/1/25 2025

Notary

Application Approved:

Application Denied:

By:

*Anthony Mouzon*

**Date/Applicant Signature**

VILLAGE OF FREEPORT  
PARKS AND RECREATION DEPARTMENT  
130 E. MERRICK ROAD  
FREEPORT, NEW YORK 11520

FAX NO: 377-2318

PHONE NO: 377-2314

APPLICATION FOR USE OF COW MEADOW  
(FOR PICNIC OR BARBECUE ONLY)

THIS APPLICATION MUST BE SUBMITTED TWO WEEKS BEFORE THE EVENT

DATE SUBMITTED: 4-14-2025

NAME OF ORGANIZATION/GROUP: Freeport Friends & Family Inc & Long Island Strong Island  
CONTACT PERSON: Anthony Mervin ADDRESS: 178 Wallace 11520 → Community day  
PHONE NO: 516-712-4245 NO. OF PEOPLE EXPECTED: \_\_\_\_\_ MAX. 50 PEOPLE  
PICNIC AREA REQUESTED: APRICOT OR PLUM  
DATE REQUESTED: June 28th 2025  
TIME OF EVENT: 10:00 to 7:00 PM TYPE OF EVENT: Picnic & Barbecue

- o Picnic Hours: START 9:00 a.m. FINISH 7:00 p.m.
- o Applicant is responsible for the maintenance and cleanup of the park at termination of event.
- o No Alcoholic Beverages will be dispensed, No Bouncy Houses, Tents or DJ's \*\*\*\* STRICTLY ENFORCED\*\*\*\*

NO GLASS BOTTLES! ALL BEVERAGES MUST BE SERVED IN PLASTIC CUPS

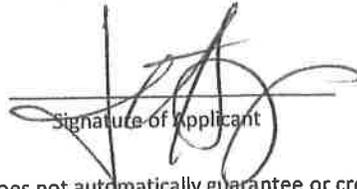
Non-Refundable \$150.00 Fee

(Makes checks payable to: Village of Freeport)

\*\*\*\*\*No Rain Date\*\*\*\*\*

The undersigned agrees that the applicant is solely responsible and liable for his/her own works, person, and property at all times. The undersigned will not hold Freeport, its agents, directors, or employees responsible or liable for any loss or damage to property or injury to person

A Village representative will contact you on an as needed basis to advise you about any insurance policies that may be required. All insurance must list the Village of Freeport as additional insured.

  
Signature of Applicant

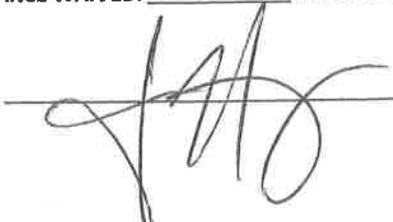
Disclaimer: The obtaining and/or filling out of a Park Application does not automatically guarantee or create a preference in the dates requested. Please contact the Freeport Recreation Center, prior to submitting the application and payment, to obtain conformation and approval.

OFFICE USE ONLY:

PERMIT APPROVAL:

INSURANCE WAIVED: \_\_\_\_\_ INSURANCE APPROVED: \_\_\_\_\_ INSURANCE INSUFFICIENT: \_\_\_\_\_

Signature/Date

 4/14/25  
pd Cash

Long Island / Strong  
Island

Communities Day  
Event Group, LLC

VILLAGE OF FREEPORT  
PARKS AND RECREATION  
130 E. MERRICK  
FREEPORT, NEW YORK 11731

FREEPORT RECREATION CENTER

OFFICE CASHIER

\*\*\* TRANSACTION DETAILS \*\*\*

PMT # 1063

4/14/2025 4:50 PM

CUSTOMER: General Patron  
STATUS: PAID  
PMT. METHOD: CA  
CASHIER DTAVERAS

| ITEM                       | AMOUNT  |
|----------------------------|---------|
| 1 x Park Permit-Cow Meadow | \$150.0 |

**Sub-Total** \$150.0

Tax \$0.0

**Total** \$150.0

Amount Tendered \$150.0

**Change Due** \$0.0





# EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Cow Meadow Park- (Plum) Freeport Village  
Freeport Family & Friends Inc.  
Incorporated Village of Freeport  
701 S Main St  
Freeport, NY 11520

**A.** Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

**SCHEDULE**

**Name Of Person(s) Or Organization(s):**

Cow Meadow Park- (Plum) Freeport Village  
 Freeport Family & Friends Inc.  
 Incorporated Village of Freeport  
 701 S Main St  
 Freeport, NY 11520

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – **Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br><br>Gaslamp Insurance Services<br>DBA Event Helper Insurance Services<br>PO Box 1549<br>Grass Valley CA 95945                | <b>CONTACT NAME:</b> Event Helper Customer Service<br><b>PHONE (A/C, No, Ext):</b> (530) 477-6521<br><b>E-MAIL ADDRESS:</b> info@theeventhelper.com<br><b>FAX (A/C, No):</b>  |                               |        |  |       |             |  |             |  |             |  |             |  |             |
|---|---|-------------------------------|--------|--|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|
|   | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Evanston Insurance Company | 35378 | INSURER B : |  | INSURER C : |  | INSURER D : |  | INSURER E : |  | INSURER F : |
| INSURER(S) AFFORDING COVERAGE   | NAIC #  |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER A : Evanston Insurance Company  | 35378   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER B :   |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER C :   |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER D :   |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER E :   |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| INSURER F :   |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |
| <b>INSURED</b><br><br>Freeport Family and Friends Inc. & Long Island/Strong Isla ,<br>c/o Anthony Mouzon<br>178 Wallace St<br>Freeport NY 11520 |   |                               |        |  |       |             |  |             |  |             |  |             |  |             |

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|------------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR   | Y         | Y        | 3DS5476-M4779429 | 06/28/2025<br>12:01 AM  | 06/29/2025<br>12:01 AM  | EACH OCCURRENCE \$ 1,000,000   |
|          | <input checked="" type="checkbox"/> <b>Host Liquor Liability</b>  |           |          |                  |                         |                         | DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000   |
|          | <input type="checkbox"/> <b>Retail Liquor Liability</b>   |           |          |                  |                         |                         | MED EXP (Any one person) \$ 5,000  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:   |           |          |                  |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY |           |          |                  |                         |                         | GENERAL AGGREGATE \$ 2,000,000   |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          |                  |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Deductible \$ 1,000   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | N/A      |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>EACH OCCURRENCE \$<br>AGGREGATE \$<br>PER STATUTE OTH-ER \$<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 300, Event Type: Picnic - No Pools or Lakes. Waiver of Subrogation applies per attached CG 24 04 12 19. Primary/Non-Contributory wording applies per attached CG 20 01 04 13. Event: Long Island/Strong Island Communities Day 2025

### CERTIFICATE HOLDER

### CANCELLATION

|  |  |
|--|--|
| Nassau County<br><br>1550 Franklin Ave<br>Mineola NY 11501 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|

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## EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

#### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Nassau County  
  
1550 Franklin Ave  
Mineola, NY 11501

**A.** Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

**SCHEDULE**

|   |
|---|
| <p><b>Name Of Person(s) Or Organization(s):</b><br/>Nassau County</p><br><br><p>1550 Franklin Ave<br/>Mineola, NY 11501</p> |
| <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>               |

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – **Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of AMT Children of Hope Baby Safe Haven Inc. 178 Wallace Street

Freeport New York 11520 516 712-4245  
City State Zip Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

Event: **Community Event**  
Location: **Cow Meadow Park Plum Picnic Area**  
Date: **Saturday, June 28<sup>th</sup>, 2025 Rain Date N/A**  
Time: **09:00 A.M. to 6:00 P.M.**

1. Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances. The applicant will make every effort to ensure that all attendees abide by all local and state laws, including Freeport Village parking regulations. Furthermore, the applicant will ensure at the completion of the event that all debris is placed in trash cans and waste containers.
2. Use of amplified sound, D.J. equipment, etc., will cease and desist promptly at 6:00 P.M., without prompting from police or village officials.
3. Applicant: Anthony Mouzon 178 Wallace Street, Freeport Tel # 516 712-4245  
Alternate Contact person is Shalaisha Smith-Carr (516) 324-9259

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assemblies permit maybe revoked by the Chief of Police, or a designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Assistant Chief Michael G. Williams [Signature] 05/08/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  Postmaster  
 Affected Public Transportation Utilities  Other: \_\_\_\_\_

**INTER-DEPARTMENT CORRESPONDENCE  
FREEPORT POLICE DEPARTMENT**

**Michael Smith  
Chief of Police**

**40 North Ocean Ave. Freeport, NY  
(516) 378-0700**

**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief Michael G. Williams  
**DATE:** May 8, 2025  
**RE:** AMT Children of Hope Baby Safe Haven, Inc

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After review of the attached Parade & Public Assembly Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board of Trustees approves, the permit will be valid.

I do not anticipate any over police overtime incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you



**Michael G. Williams  
Assistant Chief of Police**

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

---

**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

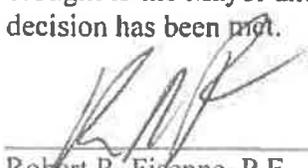
**DATE:** May 7, 2025

**RE:** Carnival/Festival/Bazaar Public Assembly Permit Application  
Organization: AMT Children of Hope Baby Safe Haven LLC  
Applicant: Anthony Mouzon  
Date: Saturday, June 28, 2025  
Time: 10:00 am – 6:00 pm  
Set-up Time: 9:00 am  
Location: Cow Meadow Park / Plum Section

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Anthony Mouzon on behalf of AMT Children of Hope Baby Safe Haven LLC to hold a community event at Cow Meadow Park.

I am conditionally approving this permit, with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been met.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

---

**From:** Raymond Maguire  
**Sent:** Wednesday, May 7, 2025 1:04 PM  
**To:** Pamela Boening  
**Subject:** RE: 6.28.2025 Public Assembly Cow Meadow Park

I have reviewed the Parade & Public Assembly Permit application for June 28, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties as this event will be not be blocking any streets. They indicate that they will be using the park. Event Coordinator(s) should be cognizant of moving the participants if Emergency Vehicles are approaching.

Please remind the applicant(s) that access to the area(s) must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:24 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 6.28.2025 Public Assembly Cow Meadow Park

Please send recommendation.

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Thursday, May 8, 2025 11:17 AM  
**To:** Pamela Boening  
**Cc:** Conor Kirwan  
**Subject:** RE: 6.28.2025 Public Assembly Cow Meadow Park

Insurance is approved for the 6.28.2025 Public Assembly Cow Meadow Park (Safe Haven Inc)

Regards,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:24 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 6.28.2025 Public Assembly Cow Meadow Park

Please send recommendation.

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Wednesday, May 7, 2025 9:41 AM  
**To:** Pamela Boening  
**Subject:** RE: 6.28.2025 Public Assembly Cow Meadow Park

This event is on our calendar, and the picnic area has been paid for.

Thanks,

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:24 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 6.28.2025 Public Assembly Cow Meadow Park

Please send recommendation.

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

**DATE:** May 13, 2025

**RE:** Banner Request

Applicant:

Chamber of Commerce/PAL

Dates:

July 3, 2025 through August 4, 2025

Location:

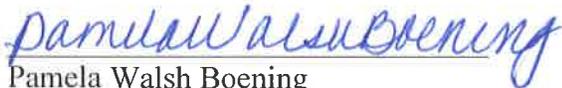
S. Main Street between Raynor Street and Archer Street

---

Attached please find an application from Chamber of Commerce/PAL requesting permission to hang one banner promoting the "Canoe Races", from July 3, 2025 through August 4, 2025 on S. Main Street between Raynor Street and Archer Street. It is further requested that the Electric Department assist in hanging and removing the banners.

Payment in the amount of \$95 has been received.

The applicant will drop off the banner to the Electric Department prior to July 3, 2025.



Pamela Walsh Boening

Village Clerk

Attachments



INCORPORATED VILLAGE OF FREEPORT  
46 NORTH OCEAN AVENUE  
FREEPORT, NEW YORK 11520

**BANNER APPLICATION**  
**\$95.00 PER BANNER LOCATION**  
**MAXIMUM TWO WEEK LIMIT**  
**BANNERS MUST BE DOUBLE SIDED**

**\*RETURN TO VILLAGE CLERKS OFFICE\***

RECEIVED  
2025 MAY -6 A 10:49  
CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

|   |
|---|
| <p><b>APPROVED</b></p> <p>Electric Dept Approval for location &amp; duration: <u>5/8/2025</u></p> <p>BOT Approval Date: _____</p> |
|---|

To: The Village Clerk, Village of Freeport, 46 North Ocean Avenue, Freeport, NY 11520

1. Applicant Name: MARIANNE ENDO
2. Address: 99 ROSE STREET, FREEPORT, N.Y. 11520
3. Phone Number: 516-659-3991
4. Name of Event: Annual Great FREEPORT Canoe RACES
5. Location of Banner(s): S. MAIN ST.
6. Begin Date: 7/3 Removal Date: 8/4

Banners must be double sided, 2 week duration, first come first serve basis.

**It is the responsibility of the applicant to purchase a banner that meets the size and safety requirements of the Village. Once the banner is removed from its location, the Village will hold the banner for 30 days. After 30 days all banners will be destroyed.**

Marianne Endo  
Applicant signature

EVENT: Sunday Aug. 3<sup>rd</sup>

**INCORPORATED VILLAGE OF FREEPORT**  
**INTER-DEPARTMENT CORRESPONDENCE**

**Date:** May 8 2025

**To:** Pamela Walsh Boening, Village Clerk

**From:** William Leuck Assistant Superintendent of Distribution

**Re:** Banner Request

|            |   |
|------------|---|
| Applicant: | Chamber of Commerce/PAL                                       |
| Dates:     | July 3 <sup>rd</sup> 2025 through August 4 <sup>th</sup> 2025 |
| Locations: | S Main St between Raynor St and Archer St                     |

---

In regards to the hanging of a Banner Application submitted by the Chamber of Commerce/PAL requesting permission to hang a banner promoting "Canoe Races", from July 3 2025 through August 4 2025 on South Main St (Between Raynor St and Archer St) The Electric Department grants permission for the hanging of these banners and will assist in the hanging and removal of the same.

William Leuck



Assistant Superintendent of Distribution

VILLAGE CLERK'S OFFICE

NAME: Frpt Canoe Race

RE: Banner

DATE: 5/12/2025

Chamber of Commerce, PAL VOF

| CHECK ONE | ACCOUNT CODE | DESCRIPTION  | CHECK # | CASH | AMOUNT   |
|-----------|--------------|--|---------|------|----------|
|           | 199          | Alarm Permit \$50 per yr/\$125 pre 3 yr/\$50 sub     |         |      |          |
|           | 7            | Auctioneer Permit \$25 per year/\$25 daily           |         |      |          |
| ✓         | 8            | Auto Wrecker License (New & Renewal)                 |         |      | \$575.00 |
|           | 97/28        | Banner Request (75% Elec Dept & 25% Clerk) (\$95)    | 6242    |      | \$95.00  |
|           | 6            | Birth Certificate \$10 each copy/ \$22 for genealogy |         |      |          |
|           | 37           | Business License \$155                               |         |      |          |
|           |              | Food & Drink License \$115                           |         |      |          |

StateFarm



**KENRICK DOOKRAM CLU, LUTCF**  
**DBA STATE FARM INSURANCE**  
 49 W. MERRICK ROAD  
 FREEPORT, NY 11520-3709  
 (516) 378-4466

JPMORGAN CHASE BANK  
 NEW YORK, NY 10017  
 www.Chase.com  
 1-2/210

6242

5/6/2025

PAY TO THE ORDER OF

Incorporated Village Of Freeport

\*\*95.00

\$

Ninety-Five Only\*\*\*\*\*

DOLLARS

AUTHORIZED SIGNATURE

Canoe Banner Permit

⑈006242⑈ ⑆021000021⑆

745168484⑈

|  |     |   |  |  |            |
|--|-----|---|--|--|------------|
|  | 331 | Pre-Paid Parking Meter Revenue \$225 per vehicle          |  |  |            |
|  | 15  | Public Assembly License                                   |  |  |            |
|  | 104 | Re-Zoning Application (< 1 sq. block)                     |  |  | \$750.00   |
|  | 105 | Re-Zoning Application (> 1 sq. block)                     |  |  | \$1,875.00 |
|  | 48  | Roll Off Container (2 week intervals-up to 1 month)       |  |  | \$50.00    |
|  | 49  | Second Hand Dealer's License                              |  |  | \$375.00   |
|  | 12  | Sewer Connection  |  |  |            |
|  | 106 | Sidewalk Contractor's Annual License                      |  |  | \$75.00    |
|  | 4   | Sidewalk Permit (New \$220) (Existing \$40)               |  |  |            |
|  | 110 | Site Plan Review Board                                    |  |  |            |
|  | 45  | Street Opening Permit (\$250 + Cost of repairs)           |  |  |            |
|  | 13  | Subdivision Application                                   |  |  |            |
|  | 69  | Subpoena  |  |  |            |
|  | 111 | Taxi Cab Medallion License (New/Renewal)                  |  |  | \$525.00   |
|  | 100 | Taxi Driver License Application (New)                     |  |  | \$75.00    |
|  | 101 | Taxi Driver License Application (Renewal)                 |  |  | \$75.00    |
|  | 117 | Temporary Storage Containers(90 days/+ \$50 max 120 days) |  |  | \$100.00   |
|  | 102 | Tow Truck License (Each vehicle)                          |  |  | \$575.00   |
|  | 103 | Transfer Taxi Medallion to New Vehicle                    |  |  | \$100.00   |
|  | 29  | Zoning Board of Appeals                                   |  |  |            |
|  |     | OTHER   |  |  |            |

SIGNATURE:

BILL # \_\_\_\_\_

1W5G1249

Details on Back

Security Features Included

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

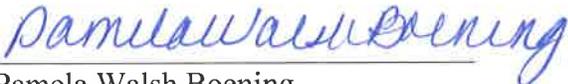
**DATE:** May 13, 2025

**RE:** Long Island Arts Council - Summer Concert Various Thursday Evenings  
Applicant: Laurence Dresner  
Dates: July 3, 10, 17, 24, 31  
August 7, 14, 21, 28  
Time: 7:00 P.M. to 8:30 P.M.  
Assembly Time: 6:30 P.M.  
Location: Woodcleft Avenue Esplanade

---

Attached please find a copy of the request for a Public Assembly Permit Application submitted by Larry Dresner, on behalf of Long Island Arts Council, 130 East Merrick Road, Freeport to hold a summer concert series on various Thursday evenings starting July 3, 2025 through August 28, 2025, between the hours of 7:00 P.M. to 8:30 P.M. at Woodcleft Avenue Esplanade.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.

  
\_\_\_\_\_  
Pamela Walsh Boening  
Village Clerk

Attachments



If reviewing stand is to be used, where will it be located?

NA

**Participants:**

What is the approximate number of:

a) Persons 10-50 b) Animals 0 c) Vehicles 0 d) Utility trailer float 0, which will constitute such parade? (Tractor trailer floats are discouraged)

For b) and c) above, please indicate the type of animal or description of vehicles: NA

A minimum of (100) one hundred feet of space must be maintained between units.

Please describe any recording equipment, sound amplification equipment, banners, signs, or other attention getting devices to be used in connection with the Parade/Public Assembly: \_\_\_\_\_

banner day of concert

band brings sound equipment

For your Parade/Public Assembly, are any public facilities or equipment to be utilized: \_\_\_\_\_ Yes  No

If yes, please describe and attach all related correspondence or permits that authorize their use.

What is the estimated number of spectators or Public Assembly visitors? 10-50

**Insurance Requirement Notice: (if required)**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

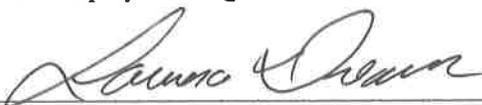
All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage or the hold harmless cited below, the wording of which is to be transcribed on your group's letterhead, all portions indicated by parenthesis to be filled in with your group's information, and is to be signed by a representative of the festival sponsor/ride concessionaire and the signature notarized, must be attached.

**Insurance Requirement Notice (continued):**

(Name of applicant or contracted operator) agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (municipal property/location) in Freeport by (Name of applicant or contracted operator), whether or not such injury to persons or damage to property are due or claim to be due to any negligence of (Name of applicant or contracted operator) their employees or agents.

Sign:   
(Name of representative and company name)

Date: 5/2/2025

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

**Fees:** *If the application is for the use of any village property other than street or public thoroughfare or if any Village of Freeport services shall be required for the parade or public assembly, the applicant shall pay, prior to the issuance of the permit, the charge for those services in accordance with the schedule of service costs approved by the Board of Trustees by resolution.*

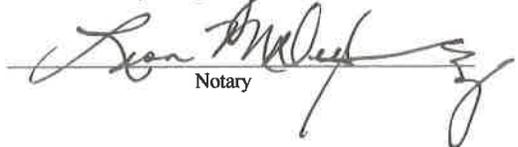
**Affirmation of Understanding and Awareness:**

I Laurence Dresner acting as an authorized representative of L.J.A.C.F. swears under oath that I have read and understand Village of Freeport Code Section 1, Chapter 155; Article VI entitled Parades and Public Assemblies. Further, if granted a permit I agree to abide by all of the provisions and stipulations of such code.

  
Signature of Applicant

Sworn to before me this 2nd

day of May 2025

  
Notary

LISA M DEBOURG  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01DE6294362  
Qualified in Nassau County  
My Commission Expires December 16, 2025



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/02/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

|  |  |   |  |
|--|--|---|--|
| <b>PRODUCER</b><br>SALERNO BROKERAGE CORPORATION<br>117 Oak Drive<br><br>Syosset NY 11791                |  | <b>CONTACT NAME:</b> Luciana Conte<br><b>PHONE (A/C, No, Ext):</b> (516) 364-4044<br><b>FAX (A/C, No):</b> (516) 364-5901<br><b>E-MAIL ADDRESS:</b> lconte@salernoins.com |  |
| <b>INSURED</b><br>Long Island Arts Council at Freeport, Inc.<br>130 E. Merrick Road<br>Freeport NY 11520 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A : Hartford Insurance Company<br>INSURER B :<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>INSURER F :                 |  |

**COVERAGES**      **CERTIFICATE NUMBER:** 24-25 Master      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | 42SBWBU2381   | 11/07/2024              | 11/07/2025              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 1,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED<br><input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY          |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$   |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      |               |                         |                         | PER STATUTE    OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Incorporated Village of Freeport is included as an Additional Insured as respects General Liability Coverage: Any person or organization with whom the insured has agreed, because of a written contract or agreement or permit, to provide insurance such as is afforded under the General Liability Policy, but only with respect to the operations of the insured, the insureds "work" or facilities owned or used by the insured, provided the written contract or agreement has been executed prior to the "bodily injury", "property damage", "personal and advertising injury" occurring.

|  |  |  |  |
|--|--|--|--|
| <b>CERTIFICATE HOLDER</b>  |  | <b>CANCELLATION</b>  |  |
| The Incorporated Village of Freeport<br>46 North Ocean Ave.<br><br>Freeport NY 11520 |  | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |  |

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# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of Long Island Arts Council 130 E Merrick Rd

Organization Name

Address

Freeport

N.Y.

11520

516 233-2522

City

State

Zip

Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

EVENT: **Long Island Arts Council at Freeport Summer Concert Series  
Woodcleft Avenue-Esplanade**

DATE: **Thursdays July 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>,  
August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> 2025**

TIME: **6:30 P.M. to 8:30 P.M**

- Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances.**
- Use of amplified sound, D.J. equipment, etc., will cease and desist promptly at 8:30 P.M., without prompting from police or village officials.**
- Applicant and participants will shut down the event and clear roadway starting at 8:30 P.M. sharp without prompting from police or village officials.**
- If an emergency occurs, the applicant, participants and attendees must be able to promptly clear the roadway for Fire, Police and other emergency vehicles. Physical barriers can not be used to block roadway.**
- Tables, tents, equipment, amusements, D.J. Booths or other structures placed in the road must be fashioned to be rapidly removable by hand to facilitate emergency vehicle operations. Structures or items not rapidly removable by hand must be erected off the road surface or to one side of the road *Not Blocking Vehicle Traffic.***
- Applicant: LI Arts Council at Freeport, 130 E. Merrick Road, Freeport, NY (516) 223-2522  
Contact: Larry Dresner 516-578-1337.**

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE  
ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS  
PERMIT TO BE VALID.**

Please note the parade/public assembly permit may be revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Asst. Chief Michael Williams Michael Williams 05/08/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  
 Postmaster  Affected Public Transportation Utilities

Other: \_\_\_\_\_

**INTER-DEPARTMENT CORRESPONDENCE  
FREEPORT POLICE DEPARTMENT**

**Michael Smith  
Chief of Police**

**40 North Ocean Ave. Freeport, NY  
(516) 378-0700**

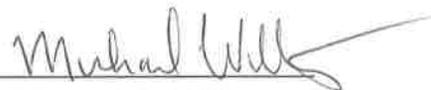
**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief Michael G. Williams  
**DATE:** May 8, 2025  
**RE:** Long Island Arts Council at Freeport 2025 Summer Concert Series at the Esplanade on Woodcleft Avenue.

---

After review of the attached Parade & Public Assembly Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board of Trustees approves, the permit will be valid.

I do not anticipate any over police overtime incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you



**Michael G. Williams  
Assistant Chief of Police**

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

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TO: Pamela Walsh Boening, Village Clerk

FROM: Robert R. Fisenne, P.E., Superintendent of Public Works

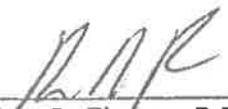
DATE: May 7, 2025

RE: Parade and Public Assembly Permit Application

|                |  |
|----------------|--|
| Applicant:     | Laurence Dresner - Long Island Arts Council at Freeport            |
| Date:          | Thursday, July 3, 10, 17, 24, 31<br>Thursday, August 7, 14, 21, 28 |
| Time:          | 7:00 pm – 8:30:00 pm   |
| Assemble Time: | 6:30 pm  |
| Location:      | Woodcleft Ave Esplanade  |

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Laurence Dresner on behalf of Long Island Arts Council to hold a summer concert series. I am conditionally approving this permit with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been made.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

C: Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

---

**From:** Raymond Maguire  
**Sent:** Wednesday, May 7, 2025 12:52 PM  
**To:** Pamela Boening  
**Subject:** RE: VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

I have reviewed the Public Assembly Permit application for July 3, 10,17, 24, 31/August 7, 14, 21 and 28, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties. The applicant indicates that they will be utilizing the Esplanade. They do not indicate that they will be blocking any streets. Applicant(s) should be cognizant of maintaining access to the area if an Emergency exists.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:02 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

Please send recommendation.

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Thursday, May 8, 2025 11:23 AM  
**To:** Pamela Boening  
**Cc:** Conor Kirwan  
**Subject:** RE: VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

Insurance is approved for the VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

Regards,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:02 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

Please send recommendation.

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Wednesday, May 7, 2025 9:08 AM  
**To:** Pamela Boening  
**Subject:** RE: VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

All good for the Rec Center.

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, May 7, 2025 9:02 AM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** VARIOUS THURSDAY CONCERTS WOODCLEFT AVENUE ESPLANADE

Please send recommendation.

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

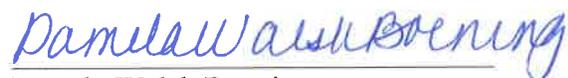
**DATE:** May 13, 2025

**RE:** Carnival ~Festival ~Bazaar ~ Public Assembly Application  
Applicant: Rev. John Gibbone  
Date: Saturday, July 5, 2025  
Rain Date: August 30, 2025  
Time: 7:00 P.M. to 10:00 P.M.  
Assembly Time: 5:00 P.M.  
Location: Woodcleft Avenue Esplanade

---

Attached please find a copy of public assembly permit application, submitted by Rev. John Gibbone, on behalf of Freedom Community Church, 416 Archer Street, Freeport, New York 11520 to hold a concert on Saturday, July 5, 2025 (rain date: August 30, 2025), from 7:00 P.M. to 10:00 P.M., at the Woodcleft Avenue Esplanade. Set up would begin at 5:00 P.M.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner and the Recreation Center.

  
\_\_\_\_\_  
Pamela Walsh Boening  
Village Clerk

Attachments

**FREEPORT POLICE DEPARTMENT**  
**CARNIVAL ~ FESTIVAL ~ BAZAAR**  
**PUBLIC ASSEMBLY PERMIT APPLICATION**

**Applicant:**

Rev. JOHN GIBBONE 416 ARCHER ST. FREEPORT NY 11520  
Name Address Apt City State Zip  
516 360-7404 SAME  
Telephone # Business # Permit Applicant Organization Affiliation

**Organization:**

FREEDOM COMMUNITY CHURCH 416 ARCHER ST. FREEPORT NY 11520  
Organization Name Address City State Zip  
Telephone #

**Organization Representatives (Other than applicant):**

- |                          |                     |                         |
|--------------------------|---------------------|-------------------------|
| 1) <u>ANGELA GIBBONE</u> | <u>516 808-3575</u> | <u>ADMIN. ASSISTANT</u> |
| Name                     | Contact Phone#      | Position                |
| 2) _____                 | _____               | _____                   |
| Name                     | Contact Phone#      | Position                |
| 3) _____                 | _____               | _____                   |
| Name                     | Contact Phone#      | Position                |

**Carnival/Festival/Bazaar Operator / Contractor:**

Business Name Address City State Zip  
Operator's Name Telephone #

Name & type of requested Carnival/Festival/Bazaar: CONCERT

Requested Carnival/Festival/Bazaar Location: ESPIANDE GARBO WOODCLEFT AVE.

Set Up Day: SATURDAY Date: 7/5/2025 Set Up Start Time: 5: AM/PM

**Dates of operation:**

|                                    |                     |                               |                              |
|------------------------------------|---------------------|-------------------------------|------------------------------|
| 1 <sup>st</sup> Day: <u>7/5/25</u> | Date: ___/___/20___ | Start Time: <u>7:00</u> AM/PM | End Time: <u>10:00</u> AM/PM |
| 2 <sup>nd</sup> Day: _____         | Date: ___/___/20___ | Start Time: ___:___ AM/PM     | End Time: ___:___ AM/PM      |
| 3 <sup>rd</sup> Day: _____         | Date: ___/___/20___ | Start Time: ___:___ AM/PM     | End Time: ___:___ AM/PM      |
| 4 <sup>th</sup> Day: _____         | Date: ___/___/20___ | Start Time: ___:___ AM/PM     | End Time: ___:___ AM/PM      |

Equipment Removal will be done by: Date: 7/5/2025 Time: \_\_\_:\_\_\_ AM/PM

Rain Date:  NO  YES Date: 8/30/2025

To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

ALL

B) List each ride or inflatable (i.e. bouncy houses).  
Indicate type of ride or inflatable, dimensions of same and space or square footage required for setup.

NONE

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

NONE

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

NONE

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

ESPLANADE

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

NO

G) What is the estimated number of customers you expect daily? 20

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

NONE

I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

NONE

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

NONE

K) Are any other public facilities or equipment to be utilized: No Yes/No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:

NONE

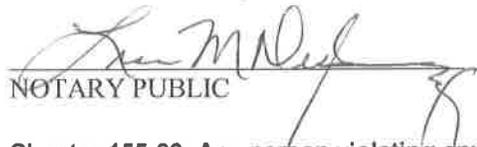
M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

N/A

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

  
Signature

Sworn to before me this 23 day of April, 2025

  
NOTARY PUBLIC

LISA M DEBOURG  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01DE6294362  
Qualified in Nassau County  
My Commission Expires December 16, 2025

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

**Insurance Requirement Notice:**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, inflatables, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

**Insurance Requirement Notice (continued):**

(Fill in Name of applicant or contracted operator) , agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (Name of municipal property/location) in Freeport, by (Name of applicant or contracted operator) , whether or not such injury to persons or damage to property are due or claim to be due to any negligence (Name of applicant or contracted operator) of (Name of applicant or contracted operator) their employees or agents.

Sign: (Name of representative and company name)

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

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Signature \_\_\_\_\_  
Applicant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary

**Application Approved:** \_\_\_\_\_ **Application Denied:** \_\_\_\_\_

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



Freedom Community Church  
 416 Archer Street • Freeport, N.Y. 11520  
 (516) 360-7404

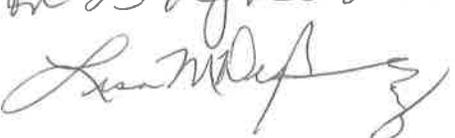
Pastor John A. Gibbone agrees to defend and indemnify and save harmless the Inc. Village of Freeport, it's employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of the Nautical Mile Esplanade in Freeport by Pastor John A. Gibbone, whether or not such injury to persons or damage to property are due or claim to be to any negligence of Pastor John A. Gibbone their employees or agents.

Sign:  Freedom Community Church

(Name of representative and company name)

Date 4/23/25

The above-mentioned insurance must be provided by all sponsors and ride concessionaires in this event.

*Sworn to before me  
 on 23 April 2025  
*

LISA M DEBOURG  
 NOTARY PUBLIC-STATE OF NEW YORK  
 No. 01DE6294362  
 Qualified in Nassau County  
 My Commission Expires December 16, 2025

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of Freedom Community Church 416 Archer St

Organization Name

Address

Freeport

NY.

11520

516 360-7404

City

State

Zip

Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

EVENT: **Freedom Community Church Concert  
Nautical Mile at the Esplanade**

DATE: **July 5, 2025**

Rain Date: **August 30, 2025**

TIME: **Assembly: 5:00 P.M. Start Time 7:00 P.M. Finish 10:00 P.M.**

- Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances.**
- Use of amplified sound, D.J. equipment, etc., will cease and desist promptly at 10:00 P.M., without prompting from police or village officials.**
- Applicant and participants will shut down the event the location at 10:00 P.M. sharp without prompting from police or village officials.**
- If an emergency occurs, the applicant, participants and attendees must be able to promptly clear the roadway for Fire, Police and other emergency vehicles. Physical barriers cannot be used to location. The sidewalk is not permitted to be obstructed at any time by participants or spectators.**
- Musical equipment or other structures placed at location must be fashioned to be rapidly removable by hand to facilitate emergency vehicle operations. No Blocking of Vehicle Traffic during the event or the unloading and loading of equipment.**
- Applicant: Rev. John Gibbone 416 Archer Street, Freeport, NY 516 360-7404  
Angela Gibbone, Adin. Asst. (516) 808-3575**

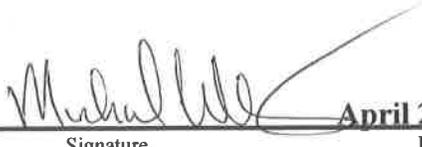
This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE  
ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS**

**PERMIT TO BE VALID.**

Please note the parade/public assembly permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Assistant Chief Michael G. Williams  April 25, 2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  
 Postmaster  Affected Public Transportation Utilities  
 Other:

RECEIVED

INTER-DEPARTMENT CORRESPONDENCE 2025 APR 28 A 11:39  
INCORPORATED VILLAGE OF FREEPORT ~ POLICE DEPARTMENT  
CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief Michael G. Williams  
**DATE:** April 25, 2025  
**RE:** Freedom Community Church Concert

---

After review of the attached Public Assembly Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves; the permit is valid.

I do not anticipate there will be any police overtime costs incurred due to this event.

Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Assistant Chief  
Michael G. Williams

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

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**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

**DATE:** April 24, 2025

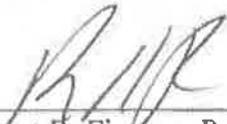
**RE:** Carnival, Festival, Bazaar and Public Assembly Permit Application

|              |  |
|--------------|--|
| Applicant:   | Pastor John Gibbone / Freedom Community Church |
| Date:        | Saturday, July 5, 2025                         |
| Rain Date:   | Saturday, August 30, 2025                      |
| Time:        | 7:00 pm – 10:00 pm                             |
| Set Up Time: | 5:00 pm  |
| Location:    | Esplanade on Woodcleft Avenue                  |

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Pastor John Gibbone on behalf of Freedom Community Church, to hold a concert.

I am conditionally approving this permit with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been met.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

---

**From:** Raymond Maguire  
**Sent:** Wednesday, April 23, 2025 5:17 PM  
**To:** Pamela Boening  
**Subject:** RE: 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

I have reviewed the Public Assembly Permit application July 5, 2025 (Rain Date: August 30, 2025)

I do not foresee any negative impact in the performance of our duties. The applicant indicates that they will be utilizing the Esplanade. They do not indicate that they will be blocking any streets. Applicant(s) should be cognizant of maintaining access to the area if an Emergency exists.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, April 23, 2025 4:42 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Please send recommendation.

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Thursday, May 8, 2025 11:44 AM  
**To:** Pamela Boening  
**Cc:** Conor Kirwan  
**Subject:** RE: 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Insurance is approved for the 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Regards,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Wednesday, April 23, 2025 4:42 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Please send recommendation.

## **Pamela Boening**

---

**From:** Christine Maguire  
**Sent:** Thursday, April 24, 2025 8:48 AM  
**To:** John Gibbone  
**Cc:** Conor Kirwan; Pamela Boening  
**Subject:** Parade and Public Assembly - 7/5/24

Hi Pastor John,

In order for the Village of Freeport to approve your Parade and Public Assembly application for Freedom Community Church on 7/5/24 we will need a copy of your updated liability insurance listing the Village of Freeport as additional insured.

Let me know if you have any questions.

Thank you,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Friday, April 25, 2025 11:06 AM  
**To:** Pamela Boening  
**Subject:** RE: 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Hi,

Sorry, it's been added to our calendar.

Thank you,

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Friday, April 25, 2025 10:42 AM  
**To:** Elizabeth Comerford <ecomerford@freeportny.gov>  
**Subject:** FW: 7.5.2025 Concert Freedom Church Woodcleft Avenue Esplanade

Liz,

I will need a recommendation for this one too.

*Pamela Walsh Boening*  
Village Clerk

46 N. Ocean Avenue  
Freeport, NY 11520  
516-377-2254



President, LIVCTA

---

**From:** Pamela Boening  
**Sent:** Wednesday, April 23, 2025 4:42 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

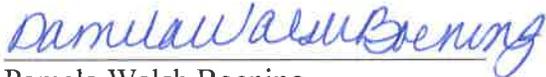
**DATE:** May 13, 2025

**RE:** Carnival, Festival, Bazaar Public Assembly Permit Application  
Organization: Sky Fitness, LLC  
Dates: July 19, 2025 and July 26, 2025  
Time: 11:00 A.M. to 5:00 P.M.  
Set up Time: 10:00 A.M.  
Location: Cow Meadow Park

---

Attached please find a copy of a Carnival, Festival, Bazaar Public Assembly Permit Application submitted on behalf of Sky Fitness, LLC, to hold a fitness competition at Cow Meadow Park, Fitness Circuit from 11:00 A.M. to 5:00 P.M., on Saturday, July 19 and Saturday, July 26, 2025. Approximately 50-100 individuals are expected at these events.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.



Pamela Walsh Boening  
Village Clerk

Attachments



D) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

N/A

Security is not necessary, but if necessary, we have a security guard who can attend both events.

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

N/A

K) Are any other public facilities or equipment to be utilized: No Yes/~~No~~  
If yes, please describe and attach all related correspondence or permits that authorize their use.

L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:

Social Media Promo, Banner next to athlete check-in table.

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

N/A

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

Cillo Jimenez  
Signature

Sworn to before me this 23 day of April, 2025

T. Esulli  
NOTARY PUBLIC

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

- A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?  
No carnival | Festival | Bazaar. Only large Public Assembly with possible vendors.
- B) List each ride.  
Indicate type of ride, dimensions of same and space or square footage required for setup.  
N/A
- C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.  
~~if~~ vendors come, it is because they are sponsors. Sponsors are only allowed a 30" x 72" table MAX.  
Maximum amount of sponsors at each event to have a setup is 10.
- D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.  
N/A
- E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.  
Fitness Circuit Park ~~and surrounding area may be necessary~~ at Cow Meadow. Please see schematic layout attached.
- F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.  
N/A
- G) What is the estimated number of customers you expect daily? 50-100 per event
- H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.  
Will have trash receptacles and clean-up.

# Insurance Requirement Notice:

## You are informed that you must meet the following insurance requirements for this event:

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

### Insurance Requirement Notice (continued): (TRANSCRIBED)

*Cielo Jimenez*

(Fill in Name of applicant or contracted operator) Cielo Jimenez, agrees to defend and indemnify and save harmless the Inc.

Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof,

arising out of or in consequence of the use of Cow Meadow Fitness Circuit Area (Name of municipal property/location) in Freeport, by Cielo Jimenez

(Name of applicant or contracted operator), whether or not such injury to persons or damage to property are due

or claim to be due to any negligence Cielo Jimenez (Name of applicant or contracted operator) of Cielo Jimenez

(Name of applicant or contracted operator) their employees or agents.

Sign: (Name of representative and company name) Cielo Jimenez, Sky Fitness LLC

Date: 4/23/2025

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Sworn to before me this 23  
day of April 20 25  
Thomas O'Sullivan  
Notary

Signature Cielo Jimenez  
Applicant  
THOMAS O'SULLIVAN  
NOTARY PUBLIC, STATE OF NEW YORK  
QUALIFIED IN NASSAU COUNTY  
REGISTRATION NO. 010 0030850  
COMMISSION EXP: NOV 12, 2028

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

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

Cielo Jimenez, agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of Cow Meadow (Fitness Circuit) in Freeport, by Cielo Jimenez, whether or not such injury to persons or damage to property are due or claim to be due to any negligence Cielo Jimenez or Cielo Jimenez their employees or agents.

Cielo Jimenez, Sky Fitness LLC  
4/23/2025



1. The competition requires no set-up as the fitness circuit is the setup.

2. Vendors are TBD. These would be sponsors of the event; related to the health industry. Small businesses interested in community building and Fitness.

3. Only equipment in use are cameras held by staff or tripods.



# Payment Receipt

**Freeport Recreation Center**

130 E. Merrick Rd.

Freeport, NY 11520

516-377-2311

Print Date: 4/24/2025 3:50 PM

**Payer: General Patron**

99 Main Street

Freeport, NY 06108

Payment Note: (D-\*\*\*\*a0pidh)

**Total Amount Paid: \$308.40**

Payment ID: 1601

Date: Thursday, April 24, 2025

Regular Fees: **\$300.00**

Sales Tax: **\$0.00**

Convenience Fee: **\$8.40**

Payment Method: **RecDesk Credit Card** CNP \*\*\*\*\*7013

| <u>Description</u>            | <u>Registrant</u> | <u>Amount</u>   |
|-------------------------------|-------------------|-----------------|
| <b>Park Permit-Cow Meadow</b> |                   | <b>\$300.00</b> |

Tax ID: 11-6002111



# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of Cielo Jimenez 25 Cherrytree Lane

Levittown New York 12207 516-582-0160  
City State Zip Telephone #  
Applicant's Name Address

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

EVENT: LONG ISLAND CALISTHENICS COMPETITION

DATES: SATURDAY, JULY 19<sup>TH</sup>, 2025 & JULY 26<sup>TH</sup> 2025

Time: 11:00 A.M. TO 5:00 P.M.

Place: Cow Meadow Park, Freeport

Assembly Time: 10:00 A.M.

1. Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances.
2. The applicant and participants will clean up and dispose of any trash upon completion of the event. The event shall end promptly at 5:00 P.M. without police assistance.
3. The applicant and participants will adhere to village regulations while in the park.
4. Applicant: Cielo Jimenez on behalf of Sky Fitness, LLC 516-582-0160

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assemblies permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Asst. Chief Michael G. Williams Michael Williams 04/25/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  Postmaster  
 Affected Public Transportation Utilities  Other: \_\_\_\_\_

# Freeport Police Department Parade and Public Assembly Permit

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Levittown New York 12207 516-582-0160  
City State Zip Telephone #  
Applicant's Name Address

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Place: Cow Meadow Park, Freeport

Assembly Time: 10:00 A.M.

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Issued by Asst. Chief Michael G. Williams Michael G. Williams 04/25/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works  Postmaster  
 Affected Public Transportation Utilities  Other: \_\_\_\_\_

RECEIVED

2025 APR 28 A 11:39

**INTER-DEPARTMENT CORRESPONDENCE**

CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

**FREEPORT POLICE DEPARTMENT**

**Michael Smith**  
Chief of Police

**40 North Ocean Avenue, Freeport, New York 11520**  
**(516) 378-0700 Fax (516) 377-2432**

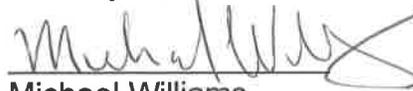
TO: Pamela Walsh Boening, Village Clerk  
FROM: Assistant Chief Michael Williams  
DATE: April 25, 2025  
RE: Sky Fitness, LLC L.I. Calisthenics Competition @ Cow Meadow Park

---

After reviewing the attached Public Assembly Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves, the permit is valid.

I do not anticipate there will be any police overtime costs incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Michael Williams  
Assistant Chief of Police

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

---

**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

**DATE:** April 25, 2025

**RE:** Carnival/Festival/Bazaar Public Assembly Permit Application

|               |   |
|---------------|---|
| Organization: | Sky Fitness, LLC                              |
| Applicant:    | Cielo Jimenez                                 |
| Date:         | Saturday, July 19 and Saturday, July 26, 2025 |
| Time:         | 11:00 am – 5:00 pm                            |
| Set-up Time:  | 10:00 am                                      |
| Location:     | Cow Meadow Park                               |

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Cielo Jimenez on behalf of Sky Fitness, LLC to hold a fitness competition at Cow Meadow Park.

I am conditionally approving this permit, with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been met.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## **Pamela Boening**

---

**From:** Raymond Maguire  
**Sent:** Thursday, April 24, 2025 7:18 PM  
**To:** Pamela Boening  
**Subject:** RE: 7.19.2025 and 7.26.2025 public assembly Cow Meadow Park

I have reviewed the Parade & Public Assembly Permit application for July 19 and 26, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties as this event will be not be blocking any streets. They indicate that they will be using the park. Event Coordinator(s) should be cognizant of moving the participants if Emergency Vehicles are approaching.

Please remind the applicant(s) that access to the area(s) must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Thursday, April 24, 2025 5:04 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** 7.19.2025 and 7.26.2025 public assembly Cow Meadow Park

Please send recommendation.

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Monday, April 28, 2025 8:46 AM  
**To:** Pamela Boening; Lisa DeBourg  
**Cc:** Conor Kirwan  
**Subject:** RE: 7.19.2025 and 7.26.2025 public assembly Cow Meadow Park

Insurance is approved for the 7.19.2025 and 7.26.2025 public assembly Sky Fitness LLC Cow Meadow Park

Regards,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Thursday, April 24, 2025 5:04 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** 7.19.2025 and 7.26.2025 public assembly Cow Meadow Park

Please send recommendation.

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Friday, April 25, 2025 9:15 AM  
**To:** Pamela Boening  
**Subject:** RE: 7.19.2025 and 7.26.2025 SKY FITNESS COMPETITION AT COW MEADOW PARK

This event has been added to the Rec Center's calendar, and use of the park has been paid for.

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Thursday, April 24, 2025 4:36 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** 7.19.2025 and 7.26.2025 SKY FITNESS COMPETITION AT COW MEADOW PARK

Please send recommendation.

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

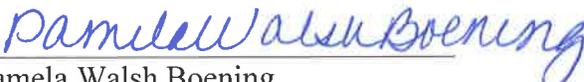
**DATE:** May 14, 2025

**RE:** Carnival/Festival/Bazaar  
Organization: Freeport Chamber of Commerce/PAL/IVF  
Date: August 3, 2025  
Rain Date: None  
Time: 9:00 A.M. – 2:00 P.M.  
Set Up Time: 8:00 A.M.  
Location: Cow Meadow Park

---

Attached is a copy of a public assembly application, submitted by on behalf of the Freeport Chamber of Commerce/PAL/IVF, to hold a public assembly, on Sunday, August 3, 2025 from 9:00 A.M. to 2:00 P.M (no rain date) at Cow Meadow Park for the annual Freeport Canoe Races.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.

  
\_\_\_\_\_  
Pamela Walsh Boening  
Village Clerk

Attachments



To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

Beach Area

B) List each ride.  
Indicate type of ride, dimensions of same and space or square footage required for setup.

None

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

None

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

None

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

Beach Area / ADJACENT PARKING

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

NO

G) What is the estimated number of customers you expect daily? \_\_\_\_\_

100

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

PARKS Dept. will be supplying

I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

None

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

K) Are any other public facilities or equipment to be utilized: Yes/No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

Bathrooms

L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event:

Banner on MAIN ST.

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.

No

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

Maquane Endo  
Signature

Sworn to before me this  
6 day of May, 20 25

[Signature]  
NOTARY PUBLIC

LISA M DEBOURG  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01DE6294362  
Qualified in Nassau County  
My Commission Expires December 16, 2025

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

**Insurance Requirement Notice:**

**You are informed that you must meet the following insurance requirements for this event:**

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

**Insurance Requirement Notice (continued):**

(Fill in Name of applicant or contracted operator) , agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (Name of municipal property/location) in Freeport, by (Name of applicant or contracted operator) , whether or not such injury to persons or damage to property are due or claim to be due to any negligence (Name of applicant or contracted operator) of (Name of applicant or contracted operator) their employees or agents.

Sign: (Name of representative and company name)

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

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

Signature \_\_\_\_\_  
Applicant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary

Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

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

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of Freeport Chamber of Commerce & Freeport PAL & IVF

Freeport New York 11520 (516) 223-8840  
City State Zip Telephone #

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and it's representatives. The conditions are:

**Event:** Freeport Canoe Race: Cow Meadow Park Beach Area,

Sponsored by the Freeport Chamber of Commerce and the Freeport PAL

**Date:** Sunday, August 3<sup>rd</sup>, 2025

**Time:** 9:00 a.m. to 2:00 p.m. Assembly: 8:00 A.M.

**Rain Date:** None

1. **Applicant and participants will be considerate of Village noise regulations and minimize unnecessary noise. This permit does not exempt the participants from abiding by village noise ordinances.**
2. **Use of amplified sound, D.J. equipment, etc., will cease and desist promptly at 2:00 P.M., without prompting from police or village officials.**
3. **Participants will shut down the event at 2:00 P.M. sharp without prompting from police or village officials.**
4. **If an emergency occurs, the event participants must be able to promptly clear the roadway for Fire, Police and other emergency vehicles. Physical barriers can not be used to block roadway.**
5. **Tables, tents, awnings, rides, amusements, D.J. Booths or other structures placed in the road must be fashioned to be rapidly removable by hand to facilitate emergency vehicle operations. Structures or items not rapidly removable by hand must be erected off the road surface or to one side of the road *Not Blocking Vehicle Traffic.***
6. **Applicants: Marianne Endo 516 659-3991**

**Victor Reyes Director of Freeport PAL**

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assembly permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Assistant Chief Michael Williams  05/12/2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief  Public Works Affected Public  
Transportation Utilities  Other: PDCN Marine Bureau and TOH Bay Constable

**INTER-DEPARTMENT CORRESPONDENCE**  
**FREEPORT POLICE DEPARTMENT**

**Michael Smith**  
Chief of Police

40 North Ocean Avenue, Freeport, New York 11520  
(516) 378-0700 Fax (516) 377-2432

**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief Michael Williams  
**DATE:** 05/12/2025  
**RE:** Freeport Canoe Race: Cow Meadow Park.  
(Foot of S. Main Street, Freeport)

RECEIVED  
2025 MAY 12 1 P 2:56  
CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

---

After reviewing the attached Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and the Board of Trustees for final approval. Once the Board approves the permit, it will be valid.

I do not anticipate there will be any police overtime costs incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Michael Williams  
Assistant Chief of Police

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

---

**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

**DATE:** May 12, 2025

**RE:** Carnival, Festival, Bazaar, Public Assembly Permit Application

|                       |  |
|-----------------------|--|
| <b>Applicant:</b>     | Marianne Endo / Freeport PAL / Chamber of Commerce |
| <b>Date:</b>          | Sunday, August 3, 2025                             |
| <b>Time:</b>          | 9:00 am – 2:00 pm                                  |
| <b>Assembly Time:</b> | 8:00 am  |
| <b>Location:</b>      | Cow Meadow Park                                    |

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Marianne Endo on behalf of Freeport PAL and Chamber of Commerce, along with IVOF to hold the Freeport Canoe Races. I am conditionally approving this permit with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been made.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Friday, May 9, 2025 7:41 AM  
**To:** Pamela Boening  
**Subject:** RE: 8.3.2025 FRPT CANOE RACES COW MEADOW PARK

All good on the Rec. Center's end. The event has been added to our calendar.

Thanks,

*Liz Comerford*  
*Freeport Recreation Center*  
516-377-2311

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Thursday, May 8, 2025 4:01 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 8.3.2025 FRPT CANOE RACES COW MEADOW PARK

Please send recommendation.

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Wednesday, May 14, 2025 10:26 AM  
**To:** freeportpal@gmail.com  
**Cc:** Conor Kirwan; Pamela Boening  
**Subject:** Canoe Races 8/3/25  
**Attachments:** Inc Vill Frpt Hold Harmless ltrr.pdf; Freeport PAL insurance 2024 (2).pdf

Good morning,

We received your application for the PAL Canoe Races on 8/3/25. We will need a copy of your insurance certificate and hold harmless a on your companies letterhead for this to be approved. I attached what was submitted to me last year.

Thank you,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

**DATE:** May 14, 2025

**RE:** Carnival/Festival/Bazaar  
Organization: Nassau County Legislature  
Date: Tuesday, August 5, 2025  
Rain Date: None  
Time: 4:00 P.M. – 7:30 P.M.  
Set Up Time: 3:30 P.M.  
Location: Bishop Frank O. White Park

---

Attached is a copy of a public assembly application, submitted by on behalf of the Nassau County Legislature, to hold the 2025 National Night Out, on Tuesday, August 5, 2025 (no rain date) at Bishop Frank O. White Park from 4:00 P.M. to 7:30 P.M. Approximately 200-300 individuals will attend the event.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, Claims Examiner, and the Recreation Center.

  
Pamela Walsh Boening  
Village Clerk

Attachments

**FREEPORT POLICE DEPARTMENT**  
**CARNIVAL ~ FESTIVAL ~ BAZAAR**  
**PUBLIC ASSEMBLY PERMIT APPLICATION**

**Applicant:**

Leg. Seth I. Koslow 1550 Franklin Ave. 242 Mineola NY 11501  
Name Address Apt City State Zip

516-571-6205 Same Smartinez @ nassaucounty ny.gov Legislator  
Telephone # Business # Email Address Permit Applicant Organization Affiliation

**Organization:**

Nassau County legislature 1550 Franklin Ave Mineola NY 11501  
Organization Name Address City State Zip

516-571-6205 \_\_\_\_\_  
Telephone # Email Address

**Organization Representatives (Other than applicant):**

- 1) \_\_\_\_\_ Contact Phone# \_\_\_\_\_ Position \_\_\_\_\_  
Name
- 2) \_\_\_\_\_ Contact Phone# \_\_\_\_\_ Position \_\_\_\_\_  
Name
- 3) \_\_\_\_\_ Contact Phone# \_\_\_\_\_ Position \_\_\_\_\_  
Name

**Carnival/Festival/Bazaar Operator / Contractor:**

Nassau County legislature 1550 Franklin Ave. Mineola NY 11501  
Business Name Address City State Zip

\_\_\_\_\_  
Operator's Name Telephone #

Name & type of requested Carnival/Festival/Bazaar: 2025 NATIONAL NIGHT OUT

Requested Carnival/Festival/Bazaar Location: Bishop Frank D. White Park (Northeast Park)  
100 Parsons Ave. Freeport, NY 11520

Set Up Day: Tuesday Date: 08/05/2025 Set Up Start Time: 3:30 AM (PM)

**Dates of operation:**

1<sup>st</sup> Day: Tue, Aug. 5 Date: 08/05/2025 Start Time: 4:00 AM (PM) End Time: 7:30 AM (PM)

2<sup>nd</sup> Day: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_ Start Time: \_\_\_:\_\_\_ AM/PM End Time: \_\_\_:\_\_\_ AM/PM

3<sup>rd</sup> Day: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_ Start Time: \_\_\_:\_\_\_ AM/PM End Time: \_\_\_:\_\_\_ AM/PM

4<sup>th</sup> Day: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_\_ Start Time: \_\_\_:\_\_\_ AM/PM End Time: \_\_\_:\_\_\_ AM/PM

Equipment Removal will be done by: Date: \_\_\_/\_\_\_/20\_\_\_ Time \_\_\_:\_\_\_ AM/PM

Rain Date:  NO  YES Date: \_\_\_/\_\_\_/20\_\_\_

To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

only a portion

B) List each ride.

Indicate type of ride, dimensions of same and space or square footage required for setup.

N/A

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

N/A

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

N/A

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

Large picnic Area and Surroundings

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

NO

G) What is the estimated number of customers you expect daily? 200-300

over the course of the day.

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

N/A

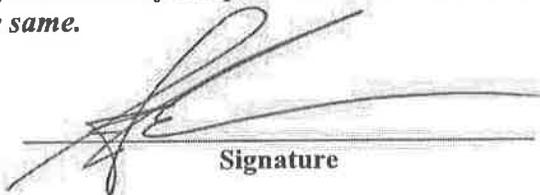
- I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.
- Requesting Freeport police and Fire Department presence  
 • police car and Fire truck for Display For the Kids.
- J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

K) Are any other public facilities or equipment to be utilized:     —     Yes  No  
 If yes, please describe and attach all related correspondence or permits that authorize their use.

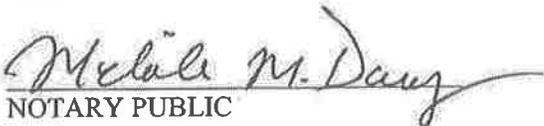
L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event: Signs / Flyers, Social Media

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.  
N/A

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

  
 Signature

Sworn to before me this  
11<sup>TH</sup> day of APRIL, 20 25

  
 NOTARY PUBLIC

MICHELE M. DARCY  
 NOTARY PUBLIC, STATE OF NEW YORK  
 NO. 02DA6423121  
 QUALIFIED IN NASSAU COUNTY  
 MY COMMISSION EXPIRES OCTOBER 4, 20 25

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**

## Insurance Requirement Notice:

### You are informed that you must meet the following insurance requirements for this event:

Comprehensive General Liability Insurance (Broad Form), with the Inc. Village of Freeport named as additional insured for the entire policy period. Required Minimum Limits: \$1,000,000 Combined Single Limit per occurrence and \$2,000,000 aggregate. A copy of the policy endorsement showing that the Inc. Village of Freeport is named as additional insured for this event is to be attached to the original certificate of insurance evidencing this coverage and must be in a form acceptable to the Inc. Village of Freeport.

All policies and certificates must provide that a minimum of ten (10) days prior notice will be given to the Village by registered mail for any cancellation or modification of the insurance.

Insurance companies providing the required insurance policies must be New York State admitted carriers, have a policy holders rating of A or better and a financial rating of at least "10" or better according to the current Best Insurance Rating Guide.

Contractual Liability coverage- All vendors providing amusements (ie: rides, live animals) for this event must also comply with all of the above mentioned insurance requirements.

The hold harmless cited below, is to be copied onto the applicant group's letterhead and signed by a representative of the festival sponsor/ride concessionaire, notarized and must be attached to application.

### Insurance Requirement Notice (continued):

(Fill in Name of applicant or contracted operator), agrees to defend and indemnify and save harmless the Inc. Village of Freeport, its employees and elected and appointed officials against loss or expense by reason of the liability imposed by laws upon the Village for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including employees or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of (Name of municipal property/location) in Freeport, by (Name of applicant or contracted operator), whether or not such injury to persons or damage to property are due or claim to be due to any negligence (Name of applicant or contracted operator) of (Name of applicant or contracted operator) their employees or agents.

Sign: (Name of representative and company name)

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

The above-mentioned insurance must be provided by all sponsors and ride concessionaires involved in this event.

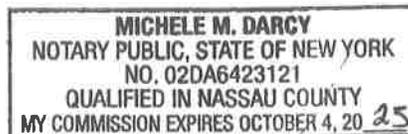
Signature

Applicant

Sworn to before me this 23rd

day of April 20 25

Michele M. Darcy  
Notary



Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

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



**Office of Legislator Seth I. Koslow**

**NASSAU COUNTY LEGISLATURE**  
1550 Franklin Avenue, Suite 242  
Mineola, N.Y. 11501  
PHONE: (516) 571-6205  
FAX: (516) 571-0291  
  
EMAIL - [SKoslow@NassauCountyNY.gov](mailto:SKoslow@NassauCountyNY.gov)



**COMMITTEES**

- Finance
- Minority Affairs
- Health & Social Services
- Veterans
- Government Services & Operations
- Towns, Villages & Cities

April 11, 2025

Mayor Robert T. Kennedy  
Inc. Village of Freeport  
46 North Ocean Avenue  
Freeport, NY 11520

Dear Mayor Kennedy,

I hope this letter finds you well. I am writing to extend an invitation to this year's Annual Kutz for Edu school supply giveaway and to respectfully request the deployment of Village resources to help ensure the success of this vital community event. The event will take place in Municipal Lot #10 from 11am to 4pm on Saturday, August 23. Enclosed with this letter is the Freeport Carnival/Festival/Bazaar Public Assembly Permit Application for use of the entire lot.

As you know, for nearly two decades, Trimz Barbershop owner Levar Broughton has brought together elected officials, local business owners, and healthcare organizations to donate school supplies, shoes, food, and other essential items to underserved students in our community. His commitment has made a lasting impact on countless families preparing for the school year. As one of Freeport's County Legislators, I am honored once again to partner with Mr. Broughton to make this giveaway the most successful yet. In my role, I will be securing County insurance for use of the lot for all parties involved, sending out mailers for the event, and recruiting potential private sponsors.

To ensure the success of the event, I am requesting the following actions from Village departments:

- Security: Freeport PD to be present during the event
- Traffic control: Freeport Highway Division of DPW to block off both entrances to Municipal Lot #10 (on Guy Lombardo Avenue and on Ocean Avenue)
- Waste management: Freeport Sanitation Division of DPW to pickup of waste after the event

Subsequent to the approval of the permit, please let me know if you can attend the giveaway and if you can fulfill these requests. Your support would be invaluable in helping us reach and

RECEIVED  
2025 APR 28 A 11:38  
CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

Mayor Robert T. Kennedy,  
Page 2

assist as many students and families as possible. I am excited to collaborate with you and give back to the community we represent. Thank you for your continued support and dedication to our community. Looking forward to another successful year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Seth I. Koslow".

Seth I. Koslow  
Nassau County Legislator  
5<sup>th</sup> Legislative District

Cc: Clerk Pamela Walsh Boening  
Inc. Village of Freeport  
46 North Ocean Avenue  
Freeport, NY 11520

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of N.C. Legislator Seth Koslow 1550 Franklin Ave. #242

Organization Name

Mineola

New York

11501 516-571-6205

City

State

Zip

Tel#

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

**Event:** 2025 National Night Out

**Location:** Bishop Frank O. White Park @ 100 Parsons Ave. Freeport, NY

**Date:** August 05, 2025

**Time:** 4:00 P.M.- 7:30 P.M.

Set Up @ 3:30 P.M.

**Rain Date:** None

- The applicant will host "National Night Out" from 4:00 P.M. -7:30 P.M. at Bishop Frank O. White Park.
- The applicant shall have access to utilize the large picnic grounds and surrounding area.
- Assorted vendors, booths and kiosk may be present at the event. 200 to 300 people may be in attendance throughout the time of the event.
- All Village of Freeport Parking Restrictions will remain in effect.
- The applicant and participants are not permitted to block any roadways. Barricades will be utilized where necessary to surround the event.
- The applicant is responsible for ensuring that the event will cease promptly at 7:30 P.M..
- The applicant is responsible for the clean up of the park after the event. Said clean up shall include but is not limited to removing any and all debris, rubbish and trash from the property.

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assemblies permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by

Asst. Chief

Rank

Michael G. Williams

Name



Signature

April 25, 2025

Date

CC to:  Mayor

Village Attorney

Fire Chief

Public Works

Postmaster

Affected Public Transportation Utilities

**INTER-DEPARTMENT CORRESPONDENCE  
FREEPORT POLICE DEPARTMENT**

RECEIVED

2025 APR 28 A 11:39

Michael Smith  
Chief of Police

40 North Ocean Avenue, Freeport, NY  
(516) 378-0700 Fax (516) 377-2432

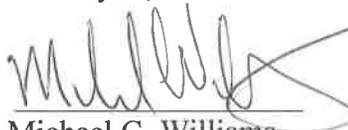
**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief, Michael G. Williams  
**DATE:** April 25, 2025  
**RE:** 2025 National Night Out at Bishop Frank O. White Park, 100 Parsons Ave. Freeport, NY

---

After review of the attached Parade & Public Assembly Permit Application I am informing you that I conditionally approve this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves, the permit is valid.

I do not anticipate police overtime incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Michael G. Williams  
Assistant Chief of Police

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

---

**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

**DATE:** April 21, 2025

**RE:** Carnival/Festival/Bazaar Public Assembly Permit Application  
Organization: Nassau County Legislature  
Applicant: Legislator Seth I. Koslow  
Date: Tuesday, August 5, 2025  
Rain Date: None  
Time: 4:00 pm – 7:30 pm  
Set-up Time: 3:30 pm  
Location: Bishop Frank O. White Park

---

I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Legislator Seth I. Koslow on behalf of Nassau County Legislature to hold the 2025 National Night Out.

I am conditionally approving this permit, with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been met.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

---

**From:** Christine Maguire  
**Sent:** Monday, April 21, 2025 10:02 AM  
**To:** Martinez, Lucia; skoslow@nassaucountyny.gov  
**Cc:** Conor Kirwan; Pamela Boening  
**Subject:** Village of Freeport - National Night out & Back to School giveaway applications  
**Attachments:** 8.6.24 Nassau County Self Insurance Letter for Leg Koslow.pdf; 8.5.2025 Bishop Frank O. White Park NC Legislature.pdf; 8.23.2025 MUNI LOT #10 KUTZ FOR EDU.pdf

Hi Lucia,

Last year you were able to send me the attached letter for the national night out for the Village of Freeport.

We will need this letter for both applications for the National Night out (8/5/25) and the Back to School supplies giveaway (8/23/25). I also attached the applications to this email.

If you have any questions please let me know.

Thank you,

Christine Maguire  
Claims Examiner  
Human Resources  
Inc. Village of Freeport  
516-377-2293

## Pamela Boening

---

**From:** Raymond Maguire  
**Sent:** Wednesday, April 23, 2025 5:27 PM  
**To:** Pamela Boening  
**Subject:** RE: 8.5.2025 Public Assembly Bishop Frank O. White Park NC Legislature

I have reviewed the Public Assembly Permit application for August 5, 2025 (Rain Date: None)

I do not foresee any negative impact in the performance of our duties. The applicant indicates that they will be utilizing the Bishop White Park. They do not indicate that they will be blocking any streets. Applicant(s) should be cognizant of maintaining access to the area if an Emergency exists.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

*Raymond F. Maguire*  
*Executive Director*  
*Freeport Fire Department*  
*Office: 5163772190*  
*Cell: 5166801801*  
*Fax: 5163772499*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Friday, April 18, 2025 12:40 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 8.5.2025 Public Assembly Bishop Frank O. White Park NC Legislature

Please send recommendation.

*Pamela Walsh Boening*  
Village Clerk

46 N. Ocean Avenue  
Freeport, NY 11520

## Pamela Boening

---

**From:** Elizabeth Comerford  
**Sent:** Monday, April 21, 2025 8:37 AM  
**To:** Pamela Boening  
**Subject:** RE: 8.5.2025 Public Assembly Bishop Frank O. White Park NC Legislature

All good on Rec Center's end. We've added it to our calendar.

Thanks,

*Liz Comerford*  
*Freeport Recreation Center*  
*516-377-2311*

---

**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Friday, April 18, 2025 12:40 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>; Elizabeth Comerford <ecomerford@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Madelyn de la Fe <mdelafe@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>; Jon Henry <jhenry@freeportny.gov>  
**Subject:** 8.5.2025 Public Assembly Bishop Frank O. White Park NC Legislature

Please send recommendation.

*Pamela Walsh Boening*  
Village Clerk

46 N. Ocean Avenue  
Freeport, NY 11520  
516-377-2254



President, LIVCTA

**INTER-DEPARTMENT CORRESPONDENCE  
INCORPORATED VILLAGE OF FREEPORT**

**TO:** Mayor Robert T. Kennedy

**FROM:** Pamela Walsh Boening, Village Clerk

**DATE:** May 14, 2025

**RE:** Carnival/Festival/Bazaar  
Organization: Nassau County Legislature  
Date: Saturday, August 23, 2025  
Rain Date: None  
Time: 11:00 A.M. to 4:00 P.M.  
Assembly Time: 8:00 A.M.  
Location: Municipal Lot #10

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Attached is a copy of the request for a Carnival~Festival~Bazaar Public Assembly Application submitted by Legislator Seth Koslow, on behalf of the Nassau County Legislature, to hold the Kutz for Edu Back to School Book Supplies Giveaway, on Saturday, August 23, 2025 (no rain date) in Municipal Parking Field # 10, from 11:00 A.M. to 4:00 P.M. Approximately 1,000 individuals will attend this event over the course of the day.

Included in the package are the recommendations from the Police Department, Department of Public Works, Fire Department, and the Claims Examiner.

  
Pamela Walsh Boening  
Village Clerk

Attachments



To process your Carnival/Festival/Bazaar ~ Public Assemblies Permit Application requesting the use of municipal property the Village of Freeport will need the information listed below. A confirmation of this information must be provided in writing, executed by someone in authority from the organization. (Attach additional sheets as necessary)

A) Will the Carnival/Festival/Bazaar occupy all or only a portion of the width of the property requested?

All

B) List each ride.  
Indicate type of ride, dimensions of same and space or square footage required for setup.

- Bouncy house (s) (amount TBD)  
- will be insured

C) List the number and type of food vendor kiosks, booths or trailers. Include space needed for setup.

N/A

D) List the number of support vehicles to remain on site such as transport trucks, employee housing trailers and generator units. Indicate the space or square footage required to park/stage such vehicles or units.

N/A

E) Total estimated dimension of space required to contain the full Carnival/Festival/Bazaar operation.

Entire Municipal lot #10

F) Are any animals included as part of the show/Carnival/Festival/Bazaar? If so indicate what type.

NO

G) What is the estimated number of customers you expect daily? 1,000 - over the course of the day.

H) Sanitation ~ list the number of trash receptacles, portable toilets and type of site cleanup that you are providing.

Requesting Sanitation pick up.

I) List on site security that you intend to use. Include the number of security guards and the name and address of the agency you will employ if security is subcontracted.

- Requesting Freeport PD Presence  
- will also request presence of Nassau Guardians

J) List where pedestrian and vehicle traffic control such as barricades and blocked streets will need to be employed. Advise if you need or are requesting public works assistance for this.

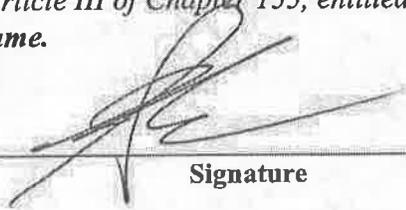
- Requesting both entrances to Municipal Lot #10 to be blocked off (Ocean Ave. and Guy Lombardo Ave)

K) Are any other public facilities or equipment to be utilized: Yes/No  
If yes, please describe and attach all related correspondence or permits that authorize their use.

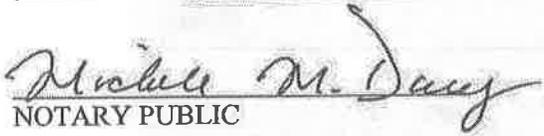
L) Please describe any advertisement, banners, signs, or other attention getting devices or methods to be used in connection with this event: Yes

M) Advise if the Carnival/Festival/Bazaar ride/show operator subcontracts any portion of their operation.  
No

*I hereby state that I have received a copy of Article III of Chapter 155, entitled "Noise Control", and I understand that I am required to comply with the same.*

  
Signature

Sworn to before me this  
11<sup>TH</sup> day of APRIL, 20 25

  
NOTARY PUBLIC

MICHELE M. DARCY  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 02DA6423121  
QUALIFIED IN NASSAU COUNTY  
MY COMMISSION EXPIRES OCTOBER 4, 20 25

**Chapter 155-39: Any person violating any of the provisions of this chapter shall be deemed guilty of a violation and, upon conviction thereof, shall be fined in an amount not exceeding \$750 for the first offense, \$1,000 for the second offense and \$2,000 for each offense thereafter or be imprisoned in the Nassau County Correctional Facility for a period not exceeding 15 days, or be subject to both such fine and imprisonment. Each day (twenty-four-hour period) such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such. Any person under the age of 16 years who shall violate any of the provisions of this article shall be deemed to be a juvenile offender.**





**Office of Legislator Seth I. Koslow**

**NASSAU COUNTY LEGISLATURE**

1550 Franklin Avenue, Suite 242

Mineola, N.Y. 11501

PHONE: (516) 571-6205

FAX: (516) 571-0291

EMAIL - [SKoslow@NassauCountyNY.gov](mailto:SKoslow@NassauCountyNY.gov)



**COMMITTEES**

Finance  
Minority Affairs  
Health & Social Services  
Veterans  
Government Services & Operations  
Towns, Villages & Cities

April 11, 2025

Mayor Robert T. Kennedy  
Inc. Village of Freeport  
46 North Ocean Avenue  
Freeport, NY 11520

Dear Mayor Kennedy,

I hope this letter finds you well. I am writing to extend an invitation to this year's Annual Kutz for Edu school supply giveaway and to respectfully request the deployment of Village resources to help ensure the success of this vital community event. The event will take place in Municipal Lot #10 from 11am to 4pm on Saturday, August 23. Enclosed with this letter is the Freeport Carnival/Festival/Bazaar Public Assembly Permit Application for use of the entire lot.

As you know, for nearly two decades, Trimz Barbershop owner Levar Broughton has brought together elected officials, local business owners, and healthcare organizations to donate school supplies, shoes, food, and other essential items to underserved students in our community. His commitment has made a lasting impact on countless families preparing for the school year. As one of Freeport's County Legislators, I am honored once again to partner with Mr. Broughton to make this giveaway the most successful yet. In my role, I will be securing County insurance for use of the lot for all parties involved, sending out mailers for the event, and recruiting potential private sponsors.

To ensure the success of the event, I am requesting the following actions from Village departments:

- Security: Freeport PD to be present during the event
- Traffic control: Freeport Highway Division of DPW to block off both entrances to Municipal Lot #10 (on Guy Lombardo Avenue and on Ocean Avenue)
- Waste management: Freeport Sanitation Division of DPW to pickup of waste after the event

Subsequent to the approval of the permit, please let me know if you can attend the giveaway and if you can fulfill these requests. Your support would be invaluable in helping us reach and

Mayor Robert T. Kennedy,  
Page 2

assist as many students and families as possible. I am excited to collaborate with you and give back to the community we represent. Thank you for your continued support and dedication to our community. Looking forward to another successful year.

Sincerely,



Seth I. Koslow  
Nassau County Legislator  
5<sup>th</sup> Legislative District

Cc: Clerk Pamela Walsh Boening  
Inc. Village of Freeport  
46 North Ocean Avenue  
Freeport, NY 11520

# Freeport Police Department Parade and Public Assembly Permit

A parade/public assembly permit has been issued to the named applicant and other named representatives on behalf of N.C. Legislator Seth Koslow 1550 Franklin Ave.

Organization Name

Mineola

New York

11501 516-571-6201

City

State

Zip

Tel#

as indicated on the Freeport Police Department Parade Permit Application which is annexed hereto and made a part thereof, with the stipulation that the conditions listed below, if any, are satisfied by the above named organization and its representatives. The conditions are:

**Event:** Kutz for Edu Back to School Bookbag and Supply Give Away

**Location:** Municipal Parking Field #10

**Date:** August 23, 2025

**Time:** 11:00 A.M.- 4:00 P.M.

**Assembly** 0830 A.M.

**Time:**

**Rain Date:** None

1. The applicant will host "Back to School Give Away" from 1100-1600 hours at MPF#10.
2. The applicant is responsible for ensuring that any music played will not violate the Freeport Village Code.
3. All Village of Freeport Parking Restrictions will remain in effect.
4. The applicant and participants are not permitted to block any roadways. Barricades will be utilized to block the entrances and surround the event where possible.
5. The applicant is responsible for ensuring that the event will cease promptly at 1600 hours.
6. The applicant is responsible for the clean up of the parking field after the event. Said clean up shall include but is not limited to removing any and all debris, rubbish and trash from the property.

Applicant: Leg. Seth Koslow (516) 571-6205

Additional contact person: Levar Broughton (516) 867-1466

This parade/public assembly permit must be available to be submitted for inspection by any Freeport Police Officer on the date and times of the parade. (Photocopies are permitted)

**THE PARADE/PUBLIC ASSEMBLY PERMIT APPLICATION MUST BE ATTACHED TO THE PERMIT AND AVAILABLE FOR INSPECTION FOR THIS PERMIT TO BE VALID.**

Please note the parade/public assemblies permit maybe revoked by the Chief of Police, or designated representative, at any time prior to or during the parade for violation of Freeport Village Code Section 155-67.

Issued by Asst. Chief Michael G. Williams  April 25, 2025  
Rank Name Signature Date

CC to:  Mayor  Village Attorney  Fire Chief

Public Works  Postmaster  Affected Public Transportation Utilities

RECEIVED

**INTER-DEPARTMENT CORRESPONDENCE**  
**FREEPORT POLICE DEPARTMENT**

2025 APR 28 A 11:39

CLERK'S OFFICE  
VILLAGE OF FREEPORT, NY

Michael Smith  
Chief of Police

40 North Ocean Avenue, Freeport, NY  
(516) 378-0700 Fax (516) 377-2432

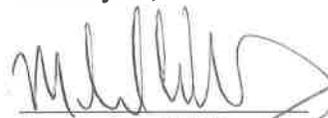
**TO:** Pamela Walsh Boening, Village Clerk  
**FROM:** Assistant Chief, Michael G. Williams  
**DATE:** April 25, 2025  
**RE:** Kutz for Edu Back to School Bookbag and Supply Giveaway, Parking Field # 10

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After review of the attached Parade & Public Assembly Permit Application I am informing you that I conditionally approved this permit. My approval is conditioned upon this matter being brought before the Mayor and Board of Trustees for final approval. Once the Board approves, the permit is valid.

I do not anticipate police overtime incurred due to this event. Please advise me when a decision has been made so I will know how to proceed.

Thank you,



Michael G. Williams  
Assistant Chief of Police

**INCORPORATED VILLAGE OF FREEPORT  
DEPARTMENT OF PUBLIC WORKS  
INTER-DEPARTMENT CORRESPONDENCE**

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**TO:** Pamela Walsh Boening, Village Clerk

**FROM:** Robert R. Fisenne, P.E., Superintendent of Public Works

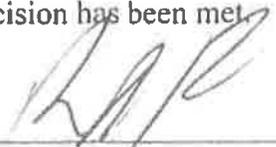
**DATE:** April 21, 2025

**RE:** Carnival/Festival/Bazaar Public Assembly Permit Application  
Organization: Nassau County Legislature  
Applicant: Legislator Seth I. Koslow  
Date: Saturday, August 23, 2025  
Rain Date: None  
Time: 11:00 am -- 4:00 pm  
Set-up Time: 8:00 am  
Location: Municipal Lot #10

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I have reviewed the above-referenced Parade and Public Assembly Permit Application submitted by Legislator Seth I. Koslow on behalf of Nassau County Legislature to hold the Kutz for Edu Back to School Book Supplies Giveaway.

I am conditionally approving this permit, with my approval conditioned upon this matter being brought to the Mayor and Board of Trustees for final approval. Please advise me when a decision has been met.

  
\_\_\_\_\_  
Robert R. Fisenne, P.E.  
Superintendent of Public Works

**C:** Ben Terzulli, Assistant Superintendent of Public Works

## Pamela Boening

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**From:** Raymond Maguire  
**Sent:** Wednesday, April 23, 2025 5:33 PM  
**To:** Pamela Boening  
**Subject:** RE: 8.23.2025 Public Assembly Leg. Koslow Kutz for EDU Back to school

I have reviewed the Carnival/Festival/Bazaar Permit application for August 23, 2025(Rain Date: None)

I do not foresee any negative impact in the performance of our duties. The applicant indicates that they will be utilizing Municipal Lot # 10. They do not indicate that they will be blocking any streets. Applicant(s) should be cognizant of maintaining access to the area if an Emergency exists.

Please remind the applicant(s) that access to the area must be made available for Emergency equipment. Therefore, physical barriers should be discouraged.

If you have any questions, please feel free to contact me.

Ray Maguire

**Raymond F. Maguire**  
**Executive Director**  
**Freeport Fire Department**  
**Office: 5163772190**  
**Cell: 5166801801**  
**Fax: 5163772499**

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**From:** Pamela Boening <pboening@freeportny.gov>  
**Sent:** Friday, April 18, 2025 12:37 PM  
**To:** Mike Smith <smithm@freeportpolice.org>; Robert Fisenne <rfisenne@freeportny.gov>; Raymond Maguire <rmaguire@freeportny.gov>; Christine Maguire <cmaguire@freeportny.gov>  
**Cc:** Michael Williams <williamsm@freeportpolice.org>; Donnie Ethier <ethierd@freeportpolice.org>; Mary Muldowney <Muldowneym@freeportpolice.org>; Ben Terzulli <bterzulli@freeportny.gov>; Sabrina Lafleur <slafleur@freeportny.gov>; Sheryl Sobers <ssobers@freeportny.gov>; Conor Kirwan <ckirwan@freeportny.gov>  
**Subject:** 8.23.2025 Public Assembly Leg. Koslow Kutz for EDU

Please send recommendation.

*Pamela Walsh Boening*  
Village Clerk

46 N. Ocean Avenue  
Freeport, NY 11520  
516-377-2254

## Pamela Boening

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**From:** Martinez, Lucia <LMartinez@nassaucountyny.gov>  
**Sent:** Tuesday, April 15, 2025 3:59 PM  
**To:** Pamela Boening; Robert T. Kennedy  
**Cc:** Elizabeth Comerford; Koslow, Seth  
**Subject:** (External E-mail)National Night out and the Annual Trimz Cutz for EDU School Supply Giveaway Permit Application and letter to Mayor Kennedy  
**Attachments:** 2025 Letter to Mayor Kennedy - Annual Kutz for Edu.pdf; 2025 Annual Kutz for Edu Permit Application.pdf; 2025 National Night Out Permit Application.pdf

Dear Mayor Kennedy and Pam,

I hope this email finds you well.

Attached please find the National Night out and the Annual Trimz Cutz for EDU School Supply Giveaway Permit Application and a letter on behalf of Legislator Seth I. Koslow. I will also be mailing out the hard copies to you.

I've been told that the insurance letter will be given 30 days before the event. I have marked this on my calendar to make sure I send it over to you within that time frame.

Below please find the details of the two events:

- Village of Freeport - National Night Out: Tuesday, August 5, 2025, from 5:30pm-7:00pm at Bishop Frank O. White Park (Northeast Park), 100 Parsons Avenue. Freeport, NY 11520 (Set up time 4:00 PM)
- Village of Freeport - 19<sup>th</sup> Annual Trimz Cutz for EDU School Supply Giveaway Saturday, August 23, 2025, from 11:00am -4:00pm at the Village of Freeport Municipal Lot #10 on South Ocean Ave. & Sunrise Hwy. (Set up time 8am)

Thank you.

Best and kind regards,

*Lucia Martinez*  
Legislative Assistant  
Nassau County Legislator Seth I. Koslow,  
5<sup>th</sup> Legislative District  
Theodore Roosevelt Executive & Legislative Building  
1550 Franklin Avenue  
Mineola, NY 11501  
O: (516) 571-6205  
F: (516) 571-0291  
Email: [lmartinez@nassaucountyny.gov](mailto:lmartinez@nassaucountyny.gov)

Visit us: [Legislator Seth I. Koslow](#) | [Facebook](#) @legislator\_seth\_i\_koslow on Instagram  
[Newsletter LD5 | Nassau County, NY - Official Website \(nassaucountyny.gov\)](#)

**INCORPORATED VILLAGE OF FREEPORT  
BOARD OF TRUSTEES DECISION**

**DATE:** May 19, 2025

A hearing was noticed for May 5, 2025, in the Board of Trustees Conference Room for a determination pursuant to Freeport Village Ordinance §128-58 (Property Maintenance Requirements), §128-59 (Maintenance Standards), and §128-62 (Nuisances and Abatement) as to the condition of the property located at 166 W Seaman Avenue, Freeport, New York. The property owner Elizabeth T. McLaughlin was noticed. No one appeared. Deputy Village Attorney Jennifer Ungar explained that the house has been vacant for a few years. There are broken windows and a boarded-up rear door, both in violation of the Village Code requiring plexi-glass for boarded-up properties. There are sections of gutter hanging off of the house. There is a section of the house when an overhang fell down, was removed from the property, but there is now an exposed section of the house, with the sheathing open to the elements, with no siding.

Due to these issues, the Board passed a motion to approve the necessary repairs on the house, including installing plexi-glass on the Boarded up door and broken windows, fixing the hanging gutters, and adding siding or other appropriate repair to the area of the house where the sheathing is exposed.

Based on the evidence and testimony about the house on 166 West Seaman Avenue, the Board finds pursuant to §128-60(C) (1) and (4) of the Freeport Village Code that the house has not been maintained under the requirements of the code. Further, the house is deemed to be a nuisance under §128-62 and §128-63 and shall be repaired as provided in the Village Code. The Board authorizes the Village Clerk to send out this decision, ordering that such repairs must be made by May 30, 2025. Should homeowner fail to complete the repairs by that date, the Board authorizes services to be obtained to repair the defects in the house, as listed above. Any expenditure by the Village for these repairs will be applied to the homeowner's taxes, and if unpaid, will become a lien on the property.

**Incorporated Village of Freeport  
INTER-OFFICE MEMO**

TO: Mayor Robert T. Kennedy and Board of Trustees  
FROM: Vilma I. Lancaster, Village Assessor  
DATE: May 13, 2025

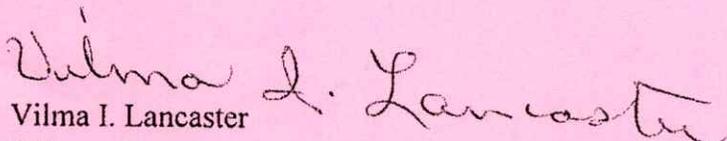
RE: Remove Exemption from 2025/2026 Final Assessment Rolls

Permission is requested for the Assessor to remove from 2025/2026 Final Assessment Roll exemption related to a Volunteer Firefighter Owned Property. The removal of assessed value exemptions is due to a transfer of title or the exempt class.

Where a partial exemption is removed and entered on an assessment roll for an ineligible parcel, it is an error in essential fact (RPTL §550(3) (e)). Errors in essential fact may be corrected by the Board in accordance with the provisions of RPTL §552.

| S / B / L      | Address                     | Exemption Code               | Exemption Amount | Reason                   |
|----------------|-----------------------------|------------------------------|------------------|--------------------------|
| 62 / 069 / 160 | 25 E 1 <sup>st</sup> Street | 41661- Volunteer Firefighter | 2025 – 640       | Property Sold 10/18/2024 |

Permission is further requested that the Board authorize the Village Treasurer to process the required tax adjustments, provide a copy of the billing invoice to the Assessor, and issue a 2025/2026 corrected property tax bill.

  
Vilma I. Lancaster  
Village Assessor

It was moved by Trustee \_\_\_\_\_, and seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, the Village Assessor periodically reviews the exemption status of properties in the Village of Freeport to ensure continuing eligibility under the criteria of particular exemptions; and

**WHEREAS**, the below list consists of changes to assessed tax value after the adoption of the 2025/2026 Final Assessment Roll; and

| S / B / L      | Address                     | Exemption Code               | Exemption Amount | Reason                   |
|----------------|-----------------------------|------------------------------|------------------|--------------------------|
| 62 / 069 / 160 | 25 E 1 <sup>st</sup> Street | 41661- Volunteer Firefighter | 2025 – 640       | Property Sold 10/18/2024 |

**WHEREAS**, the Assessor reviewed the application and made the recommendation that the exemption be removed from the 2025/2026 Final Assessment Roll as listed above; and

**WHEREAS**, where a partial exemption is entered on an assessment roll for an ineligible parcel, it is an error in essential fact, which may be corrected by the Board in accordance with the provisions of the Real Property Tax Law; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Assessment Review comprised of members of the Board of Trustees, be authorized to retroactively approve the changes recommended by the Assessor to be made to the 2025/2026 Final Assessment Roll and that the Treasurer issue a corrected tax bill.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

**VILLAGE OF FREEPORT  
INTER-OFFICE MEMORANDUM**

To: Mayor Robert T. Kennedy and Board of Trustees  
From: Vilma I. Lancaster, Assessor

Date: May 8, 2025

RE: 2024/2025 SCARS for Long Island Tax Reduction and Maidenbaum & Sternberg LLP Refund

The Village received SCARS Decisions for Long Island Tax Reduction on February 21, 2025 and Maidenbaum & Sternberg LLP on February 24, 2025. In SCAR proceedings, properties either receive a reduction, or do not receive a reduction or are disqualified. The Village reviews each property decision before entering any changes in the Village Assessment system. The properties are also verified to make sure the taxes have been paid before a refund can be processed.

Reductions to properties without exemptions are straight forward. The amount of the reduction of AV is multiplied by the tax rate (0.61561) and an award fee of \$30 is added to obtain the total refund amount.

**Taxable AV Property - Long Island Tax Reduction**

| SCARS<br>2024 / 2025<br>Petitioner /<br>SBL                      | Property<br>Address     | Current<br>2024<br>AV<br>Total | 2024 AV<br>Awarded<br>@<br>SCAR | Reduction<br>Amount | Refund<br>(.61561) | Fee<br>(\$30) | Total<br>Refund |
|--|-------------------------|--------------------------------|---------------------------------|---------------------|--------------------|---------------|-----------------|
| Long Island<br>Tax<br>Reduction /<br>SBL<br>55 / 392 /<br>98,202 | 344 N Long<br>Beach Ave | 6764                           | 6329                            | 435                 | \$267.79           | \$30          | \$297.79        |

**Taxable AV Properties - Maidenbaum & Sternberg LLC**

| SCARS<br>2024 / 2025<br>Petitioner /<br>SBL | Property<br>Address | Current<br>2024<br>AV<br>Total | 2024 AV<br>Awarded<br>@<br>SCAR | Reduction<br>Amount | Refund<br>(.61561) | Fee<br>(\$30) | Total<br>Refund |
|---|---------------------|--------------------------------|---------------------------------|---------------------|--------------------|---------------|-----------------|
| 54 / 457 /<br>211                           | 56 Beverly<br>Pkw   | 6700                           | 6048                            | 652                 | 401.38             | 30            | 431.38          |

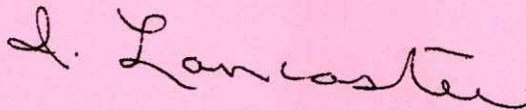
|   |                            |               |               |              |                   |              |                   |
|---|----------------------------|---------------|---------------|--------------|-------------------|--------------|-------------------|
| 55 / 401 /<br>265-266                           | 377<br>Wallace St          | 6175          | 5940          | 235          | 144.67            | 30           | 174.67            |
| 62 / 234 /<br>64-66                             | 253 E<br>Westside<br>Ave   | 7696          | 7690          | 6            | 3.69              | 30           | 33.69             |
| 62 / 034 /<br>185                               | 265 E<br>Westside<br>Ave   | 7317          | 7171          | 146          | 89.88             | 30           | 119.88            |
| 62 / 112 / 19                                   | 287 S<br>Ocean Ave         | 7746          | 6739          | 1007         | 619.92            | 30           | 649.92            |
| 55 / 385 / 6                                    | 99<br>Connecticut<br>Ave   | 6642          | 6210          | 432          | 265.94            | 30           | 295.94            |
| 62 / 206 / 4                                    | 16 Laurette<br>Ln          | 7200          | 6556          | 644          | 396.45            | 30           | 426.45            |
| 62 / 157 / 9-<br>12                             | 357 Long<br>Beach Ave      | 7400          | 7035          | 365          | 224.70            | 30           | 254.70            |
| 62 / 184 /<br>310                               | 272 Nassau<br>Ave          | 7865          | 7765          | 100          | 61.56             | 30           | 91.56             |
| 62 / 088 /<br>141                               | 369 Guy<br>Lombardo<br>Ave | 8772          | 8629          | 143          | 88.03             | 30           | 118.03            |
| 62 / 034 /<br>189                               | 299<br>Westside<br>Ave     | 6052          | 6005          | 47           | 28.93             | 30           | 58.93             |
| <b>TOTAL<br/>Maidenbaum<br/>&amp; Sternberg</b> | <b>Taxable AV</b>          | <b>79,565</b> | <b>75,788</b> | <b>3,777</b> | <b>\$2,325.15</b> | <b>\$330</b> | <b>\$2,655.15</b> |

Each property is reviewed to make sure the property taxes were paid before the refund could be processed. All 2024/2025 taxes from the attached list have been paid.

Claim Form will be prepared for 2024/2025 SCARS Refund and will be forwarded to the petitioner representative for signing to initiate the refund after Board approval.

Permission is further requested for the Village Treasurer issue a corrected 2024/2025 tax bill and refund \$297.79 to Long Island Tax Reduction and \$2,655.15 to Maidenbaum & Sternberg LLP, as stated above per the SCAR decisions.

  
Vilma I. Lancaster  
Village Assessor



It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, the Village Assessor is requesting Board approval of the court-ordered Small Claims Assessment Review (SCAR) reductions for Long Island Tax Reduction and Maidenbaum & Sternberg, LLP:

**Taxable AV Property - Long Island Tax Reduction**

| SCARS 2024 / 2025 Petitioner / SBL                   | Property Address     | Current 2024 AV Total | 2024 AV Awarded @ SCAR | Reduction Amount | Refund (.61561) | Fee (\$30) | Total Refund |
|--|----------------------|-----------------------|------------------------|------------------|-----------------|------------|--------------|
| Long Island Tax Reduction / SBL<br>55 / 392 / 98,202 | 344 N Long Beach Ave | 6764                  | 6329                   | 435              | \$267.79        | \$30       | \$297.79     |

**Taxable AV Properties - Maidenbaum & Sternberg LLC**

| SCARS 2024 / 2025 Petitioner / SBL | Property Address          | Current 2024 AV Total | 2024 AV Awarded @ SCAR | Reduction Amount | Refund (.61561) | Fee (\$30) | Total Refund  |
|------------------------------------|---------------------------|-----------------------|------------------------|------------------|-----------------|------------|---------------|
| <b>54 / 457 / 211</b>              | <b>56 Beverly Pkwy</b>    | <b>6700</b>           | <b>6048</b>            | <b>652</b>       | <b>401.38</b>   | <b>30</b>  | <b>431.38</b> |
| <b>55 / 401 / 265-266</b>          | <b>377 Wallace St</b>     | <b>6175</b>           | <b>5940</b>            | <b>235</b>       | <b>144.67</b>   | <b>30</b>  | <b>174.67</b> |
| <b>62 / 234 / 64-66</b>            | <b>253 E Westside Ave</b> | <b>7696</b>           | <b>7690</b>            | <b>6</b>         | <b>3.69</b>     | <b>30</b>  | <b>33.69</b>  |
| <b>62 / 034 / 185</b>              | <b>265 E Westside Ave</b> | <b>7317</b>           | <b>7171</b>            | <b>146</b>       | <b>89.88</b>    | <b>30</b>  | <b>119.88</b> |
| <b>62 / 112 / 19</b>               | <b>287 S Ocean Ave</b>    | <b>7746</b>           | <b>6739</b>            | <b>1007</b>      | <b>619.92</b>   | <b>30</b>  | <b>649.92</b> |
| <b>55 / 385 / 6</b>                | <b>99 Connecticut Ave</b> | <b>6642</b>           | <b>6210</b>            | <b>432</b>       | <b>265.94</b>   | <b>30</b>  | <b>295.94</b> |
| <b>62 / 206 / 4</b>                | <b>16 Laurette Ln</b>     | <b>7200</b>           | <b>6556</b>            | <b>644</b>       | <b>396.45</b>   | <b>30</b>  | <b>426.45</b> |

|   |                             |               |               |              |                   |              |                   |
|---|-----------------------------|---------------|---------------|--------------|-------------------|--------------|-------------------|
|   |                             |               |               |              |                   |              |                   |
| <b>62 / 157 / 9-12</b>                  | <b>357 Long Beach Ave</b>   | <b>7400</b>   | <b>7035</b>   | <b>365</b>   | <b>224.70</b>     | <b>30</b>    | <b>254.70</b>     |
| <b>62 / 184 / 310</b>                   | <b>272 Nassau Ave</b>       | <b>7865</b>   | <b>7765</b>   | <b>100</b>   | <b>61.56</b>      | <b>30</b>    | <b>91.56</b>      |
| <b>62 / 088 / 141</b>                   | <b>369 Guy Lombardo Ave</b> | <b>8772</b>   | <b>8629</b>   | <b>143</b>   | <b>88.03</b>      | <b>30</b>    | <b>118.03</b>     |
| <b>62 / 034 / 189</b>                   | <b>299 Westside Ave</b>     | <b>6052</b>   | <b>6005</b>   | <b>47</b>    | <b>28.93</b>      | <b>30</b>    | <b>58.93</b>      |
| <b>TOTAL Maidenbaum &amp; Sternberg</b> | <b>Taxable AV</b>           | <b>79,565</b> | <b>75,788</b> | <b>3,777</b> | <b>\$2,325.15</b> | <b>\$330</b> | <b>\$2,655.15</b> |

**WHEREAS**, these refunds are from grievances to the 2024/2025 Final Assessment Roll and apply the amount to the specific properties attached; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Assessment Review comprised of members of the Board of Trustees, be authorized to approve the court-ordered Small Claims Assessment Review (SCAR) reductions, and authorize the Village Treasurer to issue corrected tax bills and issue a refund to Long Island Tax Reduction in the amount of \$297.79 and Maidenbaum & Sternberg, LLP in the amount of \$2,655.15.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

**VILLAGE OF FREEPORT  
INTER-OFFICE MEMORANDUM**

To: Mayor Robert T. Kennedy and Board of Trustees

From: Vilma I. Lancaster, Assessor

Date: May 5, 2025

RE: 2024/2025 SCARS for Property Tax Reduction Consultants (PTRC)

The Village received SCARS Decisions for Property Tax Reduction Consultants on February 18, 2025. In SCAR proceedings, properties either receive a reduction, or do not receive a reduction or are disqualified. The Village reviews each decision before entering any changes in the Village Assessment system.

Reductions to properties without exemptions are straight forward. The amount of the reduction of AV is multiplied by the tax rate (0.61561) and an award fee of \$30 is added to obtain the total refund amount. For properties with exemptions, the process is slightly different pursuant to RPTL 733(2), which states that, “[If] the property is partially exempt from taxation, and the decision order does not specify how much of the total assessed value, as determined by the hearing officer is exempt from taxation, the exemption shall be reduced so as to preserve the ratio of taxable assessed value to total assessed value that existed on the final assessment roll.”

**Taxable AV Properties**

| SCARS 2024 / 2025 Petitioner Property Tax Reduction Consultants                                | Current 2024 AV Total | 2024 AV Awarded @ SCAR | Reduction Amount | Refund (.61561) | Fee (\$30)   | Total Refund    |
|--|-----------------------|------------------------|------------------|-----------------|--------------|-----------------|
| Property Tax Reduction Consultants<br><b>Taxable AV</b><br>(all properties without exemptions) | 265,222               | 252,635                | 12,587           | \$7,748.68      | \$1,140      | \$8,888.68      |
| Adjusted to reflect property sale/No Refund Judge Decision Only 62-156-21                      |                       |                        | (429)            | (\$264.10)      | (\$30)       | (\$294.10)      |
| <b>Taxable AV</b>  | <b>265,222</b>        | <b>252,635</b>         | <b>12,158</b>    | <b>7,484.58</b> | <b>1,110</b> | <b>8,594.58</b> |

**Properties with Exemptions@ .5000 Ratio**

|   |               |               |            |                 |             |                 |
|---|---------------|---------------|------------|-----------------|-------------|-----------------|
| <b>Property Tax Reduction Consultants Decision (property with Exemption )</b> |               |               |            |                 |             |                 |
| 55-212-732  | 5,500         | 5,335         |            |                 |             |                 |
| 62-186-253  | <u>6,880</u>  | <u>6,674</u>  |            |                 |             |                 |
| <b>TOTAL</b>  | <b>12,380</b> | <b>12,009</b> |            |                 |             |                 |
| <br>  |               |               |            |                 |             |                 |
| <b>Taxable Exempt Properties Calculated AV</b>                                |               |               |            |                 |             |                 |
| 55-212-732  | 2,750         | 2,668         | 82         | 50.48           | 30          | 80.48           |
| 62-186-253  | <u>3,440</u>  | <u>3,337</u>  | <u>103</u> | <u>63.41</u>    | <u>30</u>   | <u>93.41</u>    |
| <b>TOTAL</b>  | <b>6,190</b>  | <b>6,005</b>  | <b>185</b> | <b>\$113.89</b> | <b>\$60</b> | <b>\$173.89</b> |

Exemption amount in 24/25 for 55-212-732 and 62-186-253 -in total was 6,190 that equates to an exemption ratio of .5000. To preserve the exemption ratio, the post-decision exemption amount calculated to 6,004.

**Property with Exemption @ .07536 Ratio**

|  |       |       |    |         |      |         |
|--|-------|-------|----|---------|------|---------|
| <b>Property Tax Reduction Consultants Decision (property with Exemption ) 62-187-806</b> | 6,210 | 6,113 |    |         |      |         |
| <b>Exemption Ratio @ .07536 62-187-806</b>   | 468   | 461   |    |         |      |         |
| <b>Taxable Ratio Exempt Properties Calculated AV 62-187-806</b>                          | 5,742 | 5,652 | 90 | \$55.40 | \$30 | \$85.40 |

Exemption amount in 24/25 for 62-187-806 -in total was 468 that equates to an exemption ratio of .07536. To preserve the exemption ratio, the post-decision exemption amount calculated to 461.

**Property Tax Reduction Consultants**

**List of Properties - Taxable AV**

| 2024 / 2025 S / B / L | Property Address    | Current 2024 AV Total | 2024 AV Awarded at SCAR | Reduction Amount | Refund (.61561) | Fee (\$30) | Total Refund |
|-----------------------|---------------------|-----------------------|-------------------------|------------------|-----------------|------------|--------------|
| 36/329/166            | 106 Maryland Ave    | 7640                  | 7247                    | 393              | 241.93          | 30         | 271.93       |
| 36/536/120            | 303 N Brookside Ave | 7673                  | 7517                    | 156              | 95.04           | 30         | 126.04       |
| 36/537/4              | 37 Willowbrook Ln   | 7326                  | 7204                    | 122              | 75.10           | 30         | 105.10       |

|            |                            |      |      |     |        |    |        |
|------------|----------------------------|------|------|-----|--------|----|--------|
| 36/K/01/55 | 548 N<br>Brookside<br>Ave  | 8250 | 7636 | 614 | 377.98 | 30 | 407.98 |
| 54/300/205 | 54 Morton<br>Ave           | 8118 | 7398 | 720 | 443.24 | 30 | 473.24 |
| 54/304/82  | 228 Whaley<br>St           | 7875 | 7668 | 207 | 127.43 | 30 | 157.43 |
| 54/307/139 | 299 Locust<br>Ave          | 7050 | 7009 | 41  | 25.24  | 30 | 55.24  |
| 54/318/214 | 23 Dock<br>Drive           | 3102 | 2149 | 953 | 586.68 | 30 | 616.68 |
| 54/321/25  | 71 Cary Pl                 | 6700 | 6318 | 382 | 235.16 | 30 | 265.16 |
| 54/336/31  | 55 Lester<br>Ave           | 7600 | 7182 | 418 | 257.32 | 30 | 287.32 |
| 54/338/117 | 700 S<br>Bayview Ave       | 6500 | 6080 | 420 | 258.56 | 30 | 288.56 |
| 54/457/114 | 81 Maryland<br>Ave         | 7684 | 7398 | 286 | 175.06 | 30 | 206.06 |
| 54/460/130 | 26 Maryland<br>Ave         | 7182 | 7063 | 119 | 73.26  | 30 | 103.26 |
| 54/462/30  | 108 N<br>Brookside<br>Ave  | 6498 | 6350 | 148 | 91.11  | 30 | 121.11 |
| 54/052/2   | 90 Delaware<br>Ave         | 6669 | 6512 | 157 | 96.65  | 30 | 126.65 |
| 54/524/42  | 276 N<br>Brookside<br>Ave  | 5600 | 5508 | 92  | 56.64  | 30 | 86.64  |
| 54/055/64  | 18 Maxson<br>Ave           | 7100 | 6923 | 177 | 108.96 | 30 | 138.96 |
| 54/071/33  | 63 N<br>Bayview Ave        | 5650 | 5638 | 12  | 7.39   | 30 | 37.39  |
| 55/230/276 | 36 Rosedale<br>Ave         | 6300 | 6145 | 155 | 95.42  | 30 | 125.42 |
| 55/245/184 | 103 Grand<br>Ave           | 4800 | 4590 | 210 | 129.28 | 30 | 159.28 |
| 55/497/312 | 407 Wallace<br>St          | 6364 | 6329 | 35  | 21.55  | 30 | 51.55  |
| 55/M/502   | 172 Prince<br>Ave          | 6880 | 6772 | 108 | 66.49  | 30 | 96.49  |
| 62/102/805 | 770 Guy<br>Lombardo<br>Ave | 9135 | 8359 | 776 | 477.71 | 30 | 507.71 |
| 62/116/4   | 41 Miller<br>Ave           | 8760 | 8230 | 530 | 326.27 | 30 | 356.27 |

|  |                               |                |                |               |                   |                |                   |
|--|-------------------------------|----------------|----------------|---------------|-------------------|----------------|-------------------|
| 62/156/21<br>*Adjusted to<br>reflect sale/no<br>refund | 438<br>Roosevelt<br>Ave       | 7719           | 7290           | (429)         | (264.10)          | (30)           | (294.10)          |
| 62/161/289   | 237 Atlantic<br>Ave           | 5955           | 5886           | 69            | 42.48             | 30             | 72.48             |
| 62/163/355   | 159 Nassau<br>Ave             | 7230           | 6988           | 242           | 148.98            | 30             | 178.98            |
| 62/169/3   | 187 Ray St                    | 6735           | 5767           | 968           | 595.91            | 30             | 625.91            |
| 62/196/5   | 25 2 <sup>nd</sup> St         | 7150           | 6988           | 162           | 99.73             | 30             | 129.73            |
| 62/203/17  | 23 Ann<br>Drive               | 7260           | 6458           | 802           | 493.72            | 30             | 523.72            |
| 62/034/16  | 163 Westside<br>Ave           | 7310           | 7182           | 128           | 78.80             | 30             | 108.80            |
| 62/053/54  | 20 Smith St                   | 7125           | 6588           | 537           | 330.58            | 30             | 360.58            |
| 62/055/41  | 215 Church<br>St              | 7150           | 7106           | 44            | 27.09             | 30             | 57.09             |
| 62/061/203   | 57 West First<br>St           | 7975           | 7344           | 631           | 388.45            | 30             | 418.45            |
| 62/063/439   | 12 West 3 <sup>rd</sup><br>St | 8716           | 7636           | 1080          | 664.86            | 30             | 694.86            |
| 62/069/183   | 92 First St                   | 6970           | 6815           | 155           | 95.42             | 30             | 125.42            |
| 62/071/431   | 213 Branch<br>Ave             | 5400           | 5292           | 108           | 66.49             | 30             | 96.49             |
| 62/071/460   | 260 St.<br>Marks Ave          | 6071           | 6070           | 1             | 0.62              | 30             | 30.62             |
| <b>PTRC AV<br/>Taxable</b>                             |                               | <b>265,222</b> | <b>252,635</b> | <b>12,158</b> | <b>\$7,484.58</b> | <b>\$1,110</b> | <b>\$8,594.58</b> |
| 55/212/732   | 70 Jesse St                   | 2750           | 2668           | 82            | 50.48             | 30             | 80.48             |
| 62/186/253   | 452 Nassau<br>Ave             | 3440           | 3337           | 103           | 63.41             | 30             | 93.41             |
| 62/187/806   | 340 Branch<br>Ave             | 5742           | 5652           | 90            | 55.40             | 30             | 85.40             |
| <b>PTRC Ratio<br/>AV TOTAL</b>                         |                               | <b>11,932</b>  | <b>11,657</b>  | <b>275</b>    | <b>169.29</b>     | <b>90</b>      | <b>259.29</b>     |
| <b>PTRC<br/>Taxable AV<br/>Grand<br/>Total</b>         |                               | <b>277,154</b> | <b>264,292</b> | <b>12,433</b> | <b>\$7,653.87</b> | <b>\$1,200</b> | <b>\$8,853.87</b> |

Each property is reviewed to make sure the property taxes were paid before the refund could be processed. All 2024/2025 taxes from the attached list have been paid.

Claim Form will be prepared for 2024/2025 SCARS Refund and will be forwarded to the petitioner representative for signing to initiate the refund after Board approval.

Permission is further requested for the Village Treasurer issue a corrected 2024/2025 tax bill and refund \$8,853.87 to Property Tax Reduction Consultants as stated above per the SCAR decisions.

  
Vilma I. Lancaster  
Village Assessor

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, the Village Assessor is requesting Board approval of the court-ordered Small Claims Assessment Review (SCAR) reductions for Island Property Tax Reduction:

**Taxable AV Properties**

| SCARS 2024 / 2025 Petitioner Property Tax Reduction Consultants                                | Current 2024 AV Total | 2024 AV Awarded @ SCAR | Reduction Amount | Refund (.61561) | Fee (\$30)   | Total Refund    |
|--|-----------------------|------------------------|------------------|-----------------|--------------|-----------------|
| Property Tax Reduction Consultants<br><b>Taxable AV</b><br>(all properties without exemptions) | 265,222               | 252,635                | 12,587           | \$7,748.68      | \$1,140      | \$8,888.68      |
| Adjusted to reflect property sale/No Refund Judge Decision Only 62-156-21                      |                       |                        | (429)            | (\$264.10)      | (\$30)       | (\$294.10)      |
| <b>Taxable AV</b>  | <b>265,222</b>        | <b>252,635</b>         | <b>12,158</b>    | <b>7,484.58</b> | <b>1,110</b> | <b>8,594.58</b> |

**Properties with Exemptions@ .5000 Ratio**

|   |                     |                     |                   |                     |                  |                     |
|---|---------------------|---------------------|-------------------|---------------------|------------------|---------------------|
| <b>Property Tax Reduction Consultants Decision (property with Exemption )</b> |                     |                     |                   |                     |                  |                     |
| <b>55-212-732</b>   | <b>5,500</b>        | <b>5,335</b>        |                   |                     |                  |                     |
| <b>62-186-253</b>   | <b><u>6,880</u></b> | <b><u>6,674</u></b> |                   |                     |                  |                     |
| <b>TOTAL</b>  | <b>12,380</b>       | <b>12,009</b>       |                   |                     |                  |                     |
| <br>  |                     |                     |                   |                     |                  |                     |
| <b>Taxable Exempt Properties Calculated AV</b>                                |                     |                     |                   |                     |                  |                     |
| <b>55-212-732</b>   | <b>2,750</b>        | <b>2,668</b>        | <b>82</b>         | <b>50.48</b>        | <b>30</b>        | <b>80.48</b>        |
| <b>62-186-253</b>   | <b><u>3,440</u></b> | <b><u>3,337</u></b> | <b><u>103</u></b> | <b><u>63.41</u></b> | <b><u>30</u></b> | <b><u>93.41</u></b> |
| <b>TOTAL</b>  | <b>6,190</b>        | <b>6,005</b>        | <b>185</b>        | <b>\$113.89</b>     | <b>\$60</b>      | <b>\$173.89</b>     |

**Exemption amount in 24/25 for 55-212-732 and 62-186-253 -in total was 6,190 that equates to an exemption ratio of .5000. To preserve the exemption ratio, the post-decision exemption amount calculated to 6,004.**

**Properties with Exemptions@ .5000 Ratio**

|   |               |               |            |                 |             |                 |
|---|---------------|---------------|------------|-----------------|-------------|-----------------|
| <b>Property Tax Reduction Consultants Decision (property with Exemption )</b> |               |               |            |                 |             |                 |
| 55-212-732  | 5,500         | 5,335         |            |                 |             |                 |
| 62-186-253  | <u>6,880</u>  | <u>6,674</u>  |            |                 |             |                 |
| <b>TOTAL</b>  | <b>12,380</b> | <b>12,009</b> |            |                 |             |                 |
| <br>  |               |               |            |                 |             |                 |
| <b>Taxable Exempt Properties Calculated AV</b>                                |               |               |            |                 |             |                 |
| 55-212-732  | 2,750         | 2,668         | 82         | 50.48           | 30          | 80.48           |
| 62-186-253  | <u>3,440</u>  | <u>3,337</u>  | <u>103</u> | <u>63.41</u>    | <u>30</u>   | <u>93.41</u>    |
| <b>TOTAL</b>  | <b>6,190</b>  | <b>6,005</b>  | <b>185</b> | <b>\$113.89</b> | <b>\$60</b> | <b>\$173.89</b> |

Exemption amount in 24/25 for 55-212-732 and 62-186-253 -in total was 6,190 that equates to an exemption ratio of .5000. To preserve the exemption ratio, the post-decision exemption amount calculated to 6,004.

**Property with Exemption @ .07536 Ratio**

|  |              |              |           |                |             |                |
|--|--------------|--------------|-----------|----------------|-------------|----------------|
| <b>Property Tax Reduction Consultants Decision (property with Exemption ) 62-187-806</b> | <b>6,210</b> | <b>6,113</b> |           |                |             |                |
| <b>Exemption Ratio @ .07536 62-187-806</b>   | <b>468</b>   | <b>461</b>   |           |                |             |                |
| <b>Taxable Ratio Exempt Properties Calculated AV 62-187-806</b>                          | <b>5,742</b> | <b>5,652</b> | <b>90</b> | <b>\$55.40</b> | <b>\$30</b> | <b>\$85.40</b> |

Exemption amount in 24/25 for 62-187-806 -in total was 468 that equates to an exemption ratio of .07536. To preserve the exemption ratio, the post-decision exemption amount calculated to 461.

**Property Tax Reduction Consultants**

**List of Properties - Taxable AV**

| 2024 / 2025 S / B / L | Property Address    | Current 2024 AV Total | 2024 AV Awarded at SCAR | Reduction Amount | Refund (.61561) | Fee (\$30) | Total Refund |
|-----------------------|---------------------|-----------------------|-------------------------|------------------|-----------------|------------|--------------|
| 36/329/166            | 106 Maryland Ave    | 7640                  | 7247                    | 393              | 241.93          | 30         | 271.93       |
| 36/536/120            | 303 N Brookside Ave | 7673                  | 7517                    | 156              | 95.04           | 30         | 126.04       |
| 36/537/4              | 37 Willowbrook Ln   | 7326                  | 7204                    | 122              | 75.10           | 30         | 105.10       |

|            |                            |      |      |     |        |    |        |
|------------|----------------------------|------|------|-----|--------|----|--------|
| 36/K/01/55 | 548 N<br>Brookside Ave     | 8250 | 7636 | 614 | 377.98 | 30 | 407.98 |
| 54/300/205 | 54 Morton<br>Ave           | 8118 | 7398 | 720 | 443.24 | 30 | 473.24 |
| 54/304/82  | 228 Whaley St              | 7875 | 7668 | 207 | 127.43 | 30 | 157.43 |
| 54/307/139 | 299 Locust<br>Ave          | 7050 | 7009 | 41  | 25.24  | 30 | 55.24  |
| 54/318/214 | 23 Dock Drive              | 3102 | 2149 | 953 | 586.68 | 30 | 616.68 |
| 54/321/25  | 71 Cary Pl                 | 6700 | 6318 | 382 | 235.16 | 30 | 265.16 |
| 54/336/31  | 55 Lester Ave              | 7600 | 7182 | 418 | 257.32 | 30 | 287.32 |
| 54/338/117 | 700 S<br>Bayview Ave       | 6500 | 6080 | 420 | 258.56 | 30 | 288.56 |
| 54/457/114 | 81 Maryland<br>Ave         | 7684 | 7398 | 286 | 175.06 | 30 | 206.06 |
| 54/460/130 | 26 Maryland<br>Ave         | 7182 | 7063 | 119 | 73.26  | 30 | 103.26 |
| 54/462/30  | 108 N<br>Brookside Ave     | 6498 | 6350 | 148 | 91.11  | 30 | 121.11 |
| 54/052/2   | 90 Delaware<br>Ave         | 6669 | 6512 | 157 | 96.65  | 30 | 126.65 |
| 54/524/42  | 276 N<br>Brookside Ave     | 5600 | 5508 | 92  | 56.64  | 30 | 86.64  |
| 54/055/64  | 18 Maxson<br>Ave           | 7100 | 6923 | 177 | 108.96 | 30 | 138.96 |
| 54/071/33  | 63 N Bayview<br>Ave        | 5650 | 5638 | 12  | 7.39   | 30 | 37.39  |
| 55/230/276 | 36 Rosedale<br>Ave         | 6300 | 6145 | 155 | 95.42  | 30 | 125.42 |
| 55/245/184 | 103 Grand<br>Ave           | 4800 | 4590 | 210 | 129.28 | 30 | 159.28 |
| 55/497/312 | 407 Wallace<br>St          | 6364 | 6329 | 35  | 21.55  | 30 | 51.55  |
| 55/M/502   | 172 Prince<br>Ave          | 6880 | 6772 | 108 | 66.49  | 30 | 96.49  |
| 62/102/805 | 770 Guy<br>Lombardo<br>Ave | 9135 | 8359 | 776 | 477.71 | 30 | 507.71 |

|                                     |                            |                |                |               |                   |                |                   |
|-------------------------------------|----------------------------|----------------|----------------|---------------|-------------------|----------------|-------------------|
| 62/116/4                            | 41 Miller Ave              | 8760           | 8230           | 530           | 326.27            | 30             | 356.27            |
| 62/156/21                           | 438 Roosevelt Ave          | 7719           | 7290           | (429)         | (264.10)          | (30)           | (294.10)          |
| *Adjusted to reflect sale/no refund |                            |                |                |               |                   |                |                   |
| 62/161/289                          | 237 Atlantic Ave           | 5955           | 5886           | 69            | 42.48             | 30             | 72.48             |
| 62/163/355                          | 159 Nassau Ave             | 7230           | 6988           | 242           | 148.98            | 30             | 178.98            |
| 62/169/3                            | 187 Ray St                 | 6735           | 5767           | 968           | 595.91            | 30             | 625.91            |
| 62/196/5                            | 25 2 <sup>nd</sup> St      | 7150           | 6988           | 162           | 99.73             | 30             | 129.73            |
| 62/203/17                           | 23 Ann Drive               | 7260           | 6458           | 802           | 493.72            | 30             | 523.72            |
| 62/034/16                           | 163 Westside Ave           | 7310           | 7182           | 128           | 78.80             | 30             | 108.80            |
| 62/053/54                           | 20 Smith St                | 7125           | 6588           | 537           | 330.58            | 30             | 360.58            |
| 62/055/41                           | 215 Church St              | 7150           | 7106           | 44            | 27.09             | 30             | 57.09             |
| 62/061/203                          | 57 West First St           | 7975           | 7344           | 631           | 388.45            | 30             | 418.45            |
| 62/063/439                          | 12 West 3 <sup>rd</sup> St | 8716           | 7636           | 1080          | 664.86            | 30             | 694.86            |
| 62/069/183                          | 92 First St                | 6970           | 6815           | 155           | 95.42             | 30             | 125.42            |
| 62/071/431                          | 213 Branch Ave             | 5400           | 5292           | 108           | 66.49             | 30             | 96.49             |
| 62/071/460                          | 260 St. Marks Ave          | 6071           | 6070           | 1             | 0.62              | 30             | 30.62             |
| <b>PTRC AV Taxable</b>              |                            | <b>265,222</b> | <b>252,635</b> | <b>12,158</b> | <b>\$7,484.58</b> | <b>\$1,110</b> | <b>\$8,594.58</b> |
| 55/212/732                          | 70 Jesse St                | 2750           | 2668           | 82            | 50.48             | 30             | 80.48             |
| 62/186/253                          | 452 Nassau Ave             | 3440           | 3337           | 103           | 63.41             | 30             | 93.41             |
| 62/187/806                          | 340 Branch Ave             | 5742           | 5652           | 90            | 55.40             | 30             | 85.40             |
| <b>PTRC Ratio AV TOTAL</b>          |                            | <b>11,932</b>  | <b>11,657</b>  | <b>275</b>    | <b>169.29</b>     | <b>90</b>      | <b>259.29</b>     |

|                            |  |                |                |               |                   |                |                   |
|----------------------------|--|----------------|----------------|---------------|-------------------|----------------|-------------------|
| <b>PTRC<br/>Taxable AV</b> |  | <b>277,154</b> | <b>264,292</b> | <b>12,433</b> | <b>\$7,653.87</b> | <b>\$1,200</b> | <b>\$8,853.87</b> |
| <b>Grand<br/>Total</b>     |  |                |                |               |                   |                |                   |

**WHEREAS**, these refunds are from grievances to the 2024/2025 Final Assessment Roll and apply the amount to the specific properties attached; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Assessment Review comprised of members of the Board of Trustees, be authorized to approve the court-ordered Small Claims Assessment Review (SCAR) reductions, and authorize the Village Treasurer to issue corrected tax bills and issue a refund to Island Property Tax Reduction Consultants (PTRC) in the amount of \$8,853.87.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

# INCORPORATED VILLAGE OF FREEPORT

INTER-DEPARTMENT CORRESPONDENCE

**Date:** May 2, 2025

**To:** Mayor Robert T. Kennedy

**From:** Eric Rosmarin, Superintendent of Electric Utilities

**Re:** Consulting Services – Continental Economics, Inc.

---

Attached is a consulting agreement for Continental Economics, Inc. (CE) to continue to provide economic consulting services related to the allowed return on equity (ROE) for ConEd's Schedule 10 and Schedule 19 transmission projects (Docket #ER23-2212-000) and other matters. The Village of Freeport is a member of the New York Association of Public Power (NYAPP). The Village will be paying CE directly for these services instead of making the payment through Duncan, Weinberg, Genzer & Pembroke, PC. The Utility used \$3,064.74 of the \$7,000.00 allocated for 2024/2025 contract. We are expecting to increase the use of this company's services during FY 2026. As such, we are requesting an increase in the cap for these services from \$7,000.00 to \$10,000.00.

Therefore, it is the recommendation of the Superintendent of Electric Utilities that the Mayor and the Board of Trustees retroactively approve an economic consulting contract with Continental Economics, Inc., located at 16 Entranosa Lane, Edgewood, NM 87015, effective March 1, 2025 through February 28, 2026 for the not to exceed cost of \$10,000.00. Further, that the Mayor be authorized to execute any and all documentation necessary to effectuate this agreement. These services will be charged to E7852140 578100 (NYAPP).

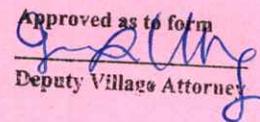


Eric Rosmarin  
Superintendent of Electric Utilities

ER:db

Attachment

Cc Howard Colton, Village Attorney  
Taylor D'Orta, Buyer  
Pamela Walsh Boening, Village Clerk  
Peggy Lester, Mayor's Office  
Alvin McDaniel, Comptroller

Approved as to form  
  
Deputy Village Attorney

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, on May 20, 2024, the Board approved a Consulting Agreement with Continental Economics, Inc. (CE), 16 Entranosa Lane, Edgewood, New Mexico 87015, for a retroactive term from March 1, 2024 to February 28, 2025, for a not-to-exceed cost of \$7,000; and

**WHEREAS**, the Superintendent of Electric Utilities is requesting Board approval to enter into a Consulting Agreement with Continental Economics to continue to provide economic consulting services related to the allowed return on equity (ROE) for ConEd's Schedule 10 and Schedule 19 transmission projects (Docket # ER23-2212-000) and other matters; and

**WHEREAS**, the Village of Freeport is a member of the New York Association of Public Power (NYAPP); and

**WHEREAS**, the services to be performed are professional services of a specialized nature and are therefore exempt from the competitive bidding requirements of General Municipal Law; and

**WHEREAS**, Continental Economics, Inc., 16 Entranosa Lane, Edgewood, New Mexico 87015, has certain unique skills, abilities and expertise that will be useful to the Incorporated Village of Freeport Electric Utility, in particular expert economic services for a wide range of energy-related matters; and

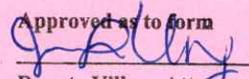
**WHEREAS**, CE is an independent contractor ready, willing and able to provide services to the Village for a retroactive term from March 1, 2025 to February 28, 2026, for a not-to-exceed cost of \$10,000; and

**WHEREAS**, these services will be charged to E7852140 578100 (NYAPP); and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Superintendent of Electric Utilities, the Board approves, and the Mayor be and is hereby authorized to sign any documentation necessary to effectuate a Consulting Agreement with Continental Economics, Inc., 16 Entranosa Lane, Edgewood, New Mexico 87015, for a retroactive term from March 1, 2025 to February 28, 2026, for a not-to-exceed cost of \$10,000.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

Approved as to form  
  
Deputy Village Attorney

THESE ARE NOT OFFICIAL MINUTES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

**DIRECTIVE**

TO: Anthony Fiore, Acting Superintendent of Electric Utilities May 21, 2024  
FROM: Pamela Walsh Boening, Village Clerk

The following directive is an excerpt from the Minutes of the Board of Trustees Meeting of May 20, 2024:

It was moved by Deputy Mayor Ellerbe, seconded by Trustee Sanchez that the following resolution be adopted:

**WHEREAS**, the Acting Superintendent of Electric Utilities is requesting Board approval to enter into a Consulting Agreement to continue to provide economic consulting services related to the allowed return on equity (ROE) for ConEd’s Schedule 10 and Schedule 19 transmission projects (Docket # ER23-2212-000) and other matters; and

**WHEREAS**, the Village of Freeport is a member of the New York Association of Public Power (NYAPP); and

**WHEREAS**, the services to be performed are professional services of a specialized nature and are therefore exempt from the competitive bidding requirements of General Municipal Law; and

**WHEREAS**, Continental Economics, Inc. (CE), 16 Entranosa Lane, Edgewood, New Mexico 87015, has certain unique skills, abilities and expertise that will be useful to the Incorporated Village of Freeport Electric Utility, in particular expert economic services for a wide range of energy-related matters; and

**WHEREAS**, CE is an independent contractor ready, willing and able to provide services to the Village for a retroactive term from March 1, 2024 to February 28, 2025, for a not-to-exceed cost of \$7,000; and

**WHEREAS**, these services will be charged to E7852140 578100 (NYAPP); and

**NOW THEREFORE BE IT RESOLVED**, that based upon the recommendation of the Acting Superintendent of Electric Utilities, the Board approves and the Mayor be and hereby is authorize to sign any documentation necessary to effectuate a Consulting Agreement with Continental Economics, Inc. (CE), 16 Entranosa Lane, Edgewood, New Mexico 87015, for a retroactive term from March 1, 2024 to February 28, 2025, for a not-to-exceed cost of \$7,000.

The Clerk polled the Board as follows:

|                      |          |
|----------------------|----------|
| Deputy Mayor Ellerbe | In Favor |
| Trustee Martinez     | In Favor |
| Trustee Squeri       | In Favor |

**CONSULTING AGREEMENT**

**by and between**

**INCORPORATED VILLAGE OF FREEPORT**

**and**

**CONTINENTAL ECONOMICS, INC.**

**MARCH 1, 2025 - FEBRUARY 28, 2026**

Incorporated Village of Freeport  
46 North Ocean Avenue  
Freeport, New York, 11520

## CONSULTING AGREEMENT

THIS AGREEMENT is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between the INCORPORATED VILLAGE OF FREEPORT, a municipal corporation having offices at 46 North Ocean Avenue, Freeport, New York 11520 (hereinafter referred to as "IVF"), and CONTINENTAL ECONOMICS, INC., with an office located at 16 Entranosa Lane, Edgewood, New Mexico 87015 (hereinafter referred to as "CE"):

### WITNESSETH:

WHEREAS, CE has certain unique skills, abilities and expertise that will be useful to the Incorporated Village of Freeport Electric Utility, in particular expert economic services for a wide range of energy-related matters;

WHEREAS, CE is an independent contractor ready, willing and able to provide services to the Incorporated Village of Freeport for the period contemplated by this Agreement;

NOW THEREFORE, it is agreed by and between the parties as follows:

### TERMS AND CONDITIONS

THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties hereto hereby agree as follows:

1. *Contract.*

IVF hereby contracts with CE as an independent contractor, and CE hereby accepts contract based upon the terms and conditions hereinafter set forth.

2. *Term.*

Subject to the provisions for termination as hereinafter provided, the term of this Agreement shall begin on March 1, 2025 and shall terminate on February 28, 2026 with the right on the part of either party to cancel this Agreement upon a thirty (30) day written notice sent to the address as listed within paragraph ten (10) herein. The IVF will compensate CE for only those services rendered prior to the termination of the contract.

3. *Compensation.*

For all services rendered by CE under this Agreement, the IVF shall pay CE a fee not to exceed \$10,000.00. All services to the IVF shall be accompanied by an itemized listing of all charges incurred.

4. *Duties.*

CE shall provide expert economic assistance related to NYPA's Return on Equity proceeding (FERC Docket #ER25-198) and other matters for the New York Association of Public Power of which the Village is a member.

5. *Extent of Services.*

CE shall devote such time, attention and energies to the IVF as is required. CE shall not, during the term of this Agreement, thereby be precluded from engaging in any other business activity, whether or not such business activity is pursued for gain, profit, or other pecuniary advantage, provided, however, that CE shall not disclose any information, IVF documents and/or other information given to or acquired by CE in the course of performing its duties.

6. *Expenses.*

CE is authorized to incur reasonable expenses related to CE's performance of the aforesaid duties. The IVF will reimburse CE for all reasonable expenses authorized by the IVF upon the presentation by CE, from time to time, of an itemized account of such expenditures. Additionally, any expense greater than One Hundred (\$100.00) Dollars shall be pre-approved by the IVF. CE agrees to submit, on or before the first day of each month, an invoice for the monthly payment, and further agrees to submit such other and further documentation as may be reasonably required by the IVF from time to time to process payment.

7. *No Participation.*

CE acknowledges and agrees that this contract shall not give or extend to CE or its principals any rights with respect to additional contributions by the IVF to any deferred compensation plan, bonus plans, or fringe benefits such as medical insurance, dental insurance or pension rights, and further agrees to hold the IVF harmless from any employment, income or other taxes which may be assessed in connection with payments to CE under the terms of this Agreement. Moreover, CE will hold the IVF harmless for any automobile liability that may occur on IVF property. CE further acknowledges and agrees that CE will not be covered under any insurance coverage under Workers Compensation provisions or accident or health and hospital coverage provided to Village employees.

8. *Death or Disability.*

If due to death, disability or illness, CE is unable to perform services the IVF hereby reserves the right to cancel this Agreement upon ten (10) days written notice to CE.

9. *Assignment.*

This Agreement may not be assigned by CE without the prior written consent of the IVF.

10. *Notices.*

All notices or other communications provided for this Agreement shall be made in writing and shall be deemed properly delivered when (I) delivered personally, or (II) by the mailing of such notices to the parties entitled thereto, registered or certified mail, postage prepaid to the parties at the following addresses (or to such address designated in writing by one party to the other):

INCORPORATED VILLAGE OF  
FREEPORT  
46 North Ocean Avenue  
Freeport, NY 11520

CONTINENTAL ECONOMICS, INC.  
16 Entramosa Lane  
Edgewood, New Mexico 87015

11. *Confidentiality.*

CE will not disclose, duplicate, copy or use for any purpose other than the performance of this Agreement, and shall treat as confidential and proprietary to IVF, all information learned directly or indirectly from IVF employees or created and/or compiled pursuant to this Agreement, and which relates to IVF or the customers thereof. The obligation to treat information as proprietary and confidential shall not apply to information made public by IVF.

12. *Entire Agreement and Waiver.*

This Agreement contains the entire agreement between the parties hereto and supersedes all prior and contemporaneous agreements, arrangements, negotiations and understandings between the parties hereto relating to the subject matter hereof. There are no other understandings, statements, promises or inducements, oral or otherwise, contrary to the terms of this Agreement. No representations, warranties, covenants or conditions, express or implied, whether by statute or otherwise, other than as set forth herein have been made by any party hereto. No waiver of any term, provisions, or condition of this "Agreement", whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or shall constitute, a waiver of any other provision hereof, whether or not similar, nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the party making the waiver.

13. *Amendments.*

No supplement, modifications or amendment of any term, provision or condition of this Agreement shall be binding or enforceable unless executed in writing by the parties hereto.

14. *Parties in Interest.*

Nothing in this Agreement, whether express or implied, is intended to confer upon any person other than the parties hereto and their respective heirs, representatives, successors and permitted assigns, any rights or remedies under or by reason of this Agreement, nor is anything in this Agreement intended to relieve or discharge the liability of any other party hereto, nor shall any provision hereof give any entity any right of subrogation against or action over against any party.

15. *Severability.*

Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.

16. *Subject Headings.*

The subject headings of the articles, paragraphs, and sub-paragraphs of this Agreement are included solely for purposes of convenience and reference only, and shall not be deemed to explain, modify, limit, amplify or aid in the meaning, construction or interpretation of any of the provisions of this Agreement.

17. *Applicable Law.*

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of New York.

18. *Disclosure.*

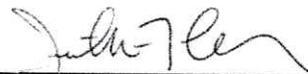
CE hereby affirmatively states that no elected official, officer or employee of IVF has any interest in CE.

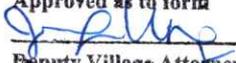
IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

**INCORPORATED VILLAGE OF FREEPORT**

BY: \_\_\_\_\_  
**ROBERT T. KENNEDY, MAYOR**

**CONTINENTAL ECONOMICS, INC.**

BY:  \_\_\_\_\_  
**JONATHAN LESSER, PRESIDENT**

Approved as to form  
  
Deputy Village Attorney

**INCORPORATED VILLAGE OF FREEPORT**  
*INTER-DEPARTMENT CORRESPONDENCE*

**Date:** May 14, 2025  
**To:** Mayor Robert T. Kennedy  
**From:** Eric Rosmarin, Superintendent of Electric Utilities  
**Re:** Laserfiche Document Imaging System (2<sup>nd</sup> Revision)  
Subscription Term – June 16, 2025 through June 15, 2026

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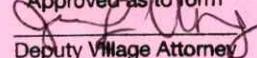
The Village of Freeport does not have a centralized document imaging system. Most files are either stored in file cabinets and/or on a file server. In both scenarios, the documents are confined to the specific departments and are time consuming to retrieve. A centralized document imaging system allows departments to scan and convert paper documents into digital images thereby reducing costs, improving efficiency, enhancing collaboration, and boosting security. Added benefits include minimizing storage space, streamlining retrieval processes, and making information accessible to authorized users from any work computer.

The Village's Information Technology Center has vetted multiple solutions for a centralized document imaging system. Five quotes and a cost spreadsheet are attached. We are recommending the lowest quote submitted by ICC Community Development Solutions, LLC, a reseller of Laserfiche self-hosted subscription site license. Laserfiche meets all current and future requirements and is a common solution in governments. The initial scope of service will cover the setup and configuration of the system as well as create the indexing criteria to import Electric applications, Court parking and traffic violations and Village Clerk zoning documents.

Therefore, it is the recommendation of the Superintendent of Electric Utilities that the Mayor and Board of Trustees approve the implementation of the Laserfiche self-hosted subscription site license through regional reseller ICC Community Development Solutions, LLC, 781 Elmgrove Road, Rochester, NY 14624 for a cost of \$11,379.90 for the period June 16, 2025 through June 15, 2026 and that the Mayor be authorized to sign any and all documents necessary and proper to obtain this service. The contract will be adjusted to the Village's fiscal year for subsequent terms. This service shall be charged to Allocation Code 5003 (Budget Lines A168004 542800 (71%), E7815630 578100 (25%), and WE93004 542800 (4%) - Service Contract/Repairs Network). There are sufficient funds available to cover this cost.



Eric Rosmarin  
Superintendent of Electric Utilities

Approved as to form  
  
Deputy Village Attorney

ER:db

Attachments

Cc: Howard Colton, Village Attorney  
Taylor D'Orta, Buyer  
Pamela Walsh Boening, Village Clerk  
Peggy Lester, Mayor's Office  
Alvin McDaniel, Comptroller

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, who moved that the following motion be adopted:

**WHEREAS**, the Superintendent of Electric Utilities is requesting Board approval for a centralized document imaging system that allow departments to scan and convert paper documents into digital images thereby reducing costs, improving efficiency, enhancing collaboration, and boosting security; and

**WHEREAS**, the Village's Information Technology Center has vetted multiple solutions for a centralized document imaging system; and

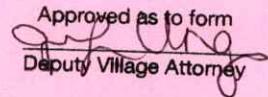
**WHEREAS**, from the five (5) quotes received, the lowest quote was submitted by ICC Community Development Solutions, LLC, a reseller of Laserfiche self-hosted subscription site license, 781 Elmgrove Road, Rochester, NY 14624, for a subscription cost of \$11,379.90 for the period from June 16, 2025 through June 15, 2026; and

**WHEREAS**, this service shall be charged to Allocation Code 5003 (Budget Lines A168004 542800 (71%), E7815630 578100 (25%), and WE93004 542800 (4%) - Service Contract/Repairs Network) and there are sufficient funds to cover this expenditure; and

**NOW THEREFORE BE IT RESOLVED**, that based on the recommendation of the Superintendent of Electric Utilities, the Board approves that the Mayor be and is hereby authorized to execute any and all documentation necessary to effectuate the purchase of a Laserfiche self-hosted subscription site license from ICC Community Development Solutions, LLC, 781 Elmgrove Road, Rochester, NY 14624, for a cost of \$11,379.90, for the period from June 16, 2025 through June 15, 2026.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

Approved as to form  
  
Deputy Village Attorney

| Vendor      | Quantity  | Unit Price       | Software Subscription | Professional Services | Total               |
|-------------|-----------|------------------|-----------------------|-----------------------|---------------------|
| CDP         | 10        | \$ 710.00        | \$ 7,100.00           | \$ 5,625.00           | \$ 12,725.00        |
| Digital Age | 10        | \$ 656.75        | \$ 6,567.50           | \$ 5,780.00           | \$ 12,347.50        |
| IP Digital  | 10        | \$ 710.00        | \$ 7,100.00           | \$ 5,600.00           | \$ 12,700.00        |
| Accelerated | 10        | \$ 710.00        | \$ 7,100.00           | \$ 10,425.00          | \$ 17,525.00        |
| <b>ICC</b>  | <b>10</b> | <b>\$ 687.99</b> | <b>\$ 6,879.90</b>    | <b>\$ 4,500.00</b>    | <b>\$ 11,379.90</b> |

# Village of Freeport

Nassau County

## Enterprise Content Management System – Self-Hosted Subscription

May 13, 2025  
Valid for 30 days



Bruce Cadman  
Director of Sales  
518-441-6496  
[BCadman@icc-cds.com](mailto:BCadman@icc-cds.com)



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## LASERFICHE SELF-HOSTED SUBSCRIPTION LICENSE OVERVIEW

The Laserfiche Self-Hosted Subscription site license introduces a straightforward software license that includes a wide variety of features to benefit all departments of the municipality. As you become more familiar, we can add automation, integrations with 3<sup>rd</sup> party applications and more.

**\*Laserfiche Self-Hosted Subscription Features:**

| Features                               | Self Hosted Professional | Self Hosted Add-Ons              | Professional |
|--|--------------------------|----------------------------------|--------------|
| Full Users                             | 10                       | SDK                              | +            |
| Document Management                    | ✓                        | Quick Fields Complete with Agent | 10+          |
| Import Agent with Email Archiving      | ✓                        | Repositories Per Server          | 15           |
| Audit Trail                            | Starter+                 | WebLink Public Portal            | +            |
| Full SQL Capabilities                  | ✓                        | Forms Portal                     | +            |
| Workflow                               | ✓                        | Participant Users                | +            |
| Forms                                  | ✓                        | Community Users                  | +            |
| Connector                              | ✓                        | Sandbox                          | +            |
| Records Management                     | +                        | ScanConnect                      | +            |
| Enterprise Identity Management         | -                        |                                  |              |
| Integrations                           | Professional             |                                  |              |
| Microsoft 365 Integration w/ Co-Editir | ✓                        |                                  |              |
| Integration with SharePoint (hosted)   | ✓                        |                                  |              |
| Federated Search                       | ✓                        |                                  |              |
| Integration with DocuSign              | +                        |                                  |              |
| Integration with LaserApp              | +                        |                                  |              |

-Not Available + Optional Add-On ✓Included

***\*Does not come with Microsoft SQL – all database and Microsoft server software needs to be provided by the client.***

### Access to Online Support Resources

The Laserfiche Support Site contains detailed technical information to increase your product knowledgebase. The Laserfiche Help Files contain useful information to help you get started with your Laserfiche System. Laserfiche also has numerous help videos which walk you through the product to help you become more familiar and comfortable with all of the different features. Additionally, Laserfiche Answers is an online forum that allows Laserfiche subscribers to collaborate on ideas and solutions.

**Pricing/Services:**

| Line Item Description  | Model # | Quantity | Unit Price | Total              |
|--|---------|----------|------------|--------------------|
| <b>Self-Hosted</b>   |         |          |            |                    |
| *Laserfiche Self-Hosted Subscription Professional Users - 10-49 Tier | JSENF2  | 10       | \$687.99   | \$6,879.90         |
| <b>Self-Hosted Subtotal</b>  |         |          |            | <b>\$6,879.90</b>  |
| <b>Professional Services</b>   |         |          |            |                    |
| **Laserfiche Installation and Training - Remote Days                 |         | 3        | \$1,400.00 | \$4,200.00         |
| Laserfiche Remote Server Configuration                               |         | 1        | \$300.00   | \$300.00           |
| <b>Professional Services Subtotal</b>                                |         |          |            | <b>\$4,500.00</b>  |
| <b>Grand Total</b>   |         |          |            | <b>\$11,379.90</b> |

*\*Please note that Laserfiche Corporate is raising their SAAS pricing by 5% on October 1, 2025. Note ICC-CDS will hold the old pricing for the Village until December 31, 2025. Year 2 forward costs for the above configuration will be: \$7,223.90 - Laserfiche SAAS Software priced at OMNIA/National Cooperative Purchasing Alliance (NCPA) levels: Contract #01-158*

**Costs for Laserfiche Related Services:**

**Laserfiche Onsite Training: \$2,200.00 per day (2 Day Minimum)**

**Laserfiche Remote Training: \$1,400.00 per day**

**Laserfiche Remote Training per hour: \$175.00 per hour**

**Laserfiche Remote Forms/Workflow Development: \$195.00 per hour**

**Laserfiche Remote Custom Integration Work: \$210.00 per hour**

**\*\*Training will include the following (see Appendix C for additional information doctype scanning, importing and indexing):**

- Remote Server configuration (Please provide minimum server specifications to support this project).
- The Village will configure a virtual server to the specifications required.
- Remote Administrative Training This should include High-level admin training for IT professionals on the following:
  - Laserfiche configuration
  - Repository setup (Folders and structure)
  - Administrative Training (Creating users, Security Access Permissions etc.)
  - 3 extraction templates setup (Document names, Field Capture, etc.)
  - **Courts**
  - **Electric Applications**
  - **Assessors Property Records Files** (Deeds, RP5217, Property Information)
- Integrating index criteria from CSV file.
- End User Training
- Estimate approximate year 2 cost

**Anticipated annual SAAS fees after the included 1st year for the above configuration would be \$7,233.90**

**Note: This estimate is subject to change based upon the then-current support prices for that year. Plan for a 5% YOY cost increase to all Laserfiche SAAS models.**

**Optional Pricing/Services:**

| Line Item Description                                | Model # | Quantity | Unit Price | Total              |
|--|---------|----------|------------|--------------------|
| <b>Support</b>                                       |         |          |            |                    |
| *SAAS for Self-Hosted Laserfiche Professional System | JSENF2  | 2        | \$7,223.90 | \$14,447.80        |
| <b>Support Subtotal</b>                              |         |          |            | <b>\$14,447.80</b> |
| <b>Professional Services</b>                         |         |          |            |                    |
| Laserfiche Forms and Workflow Development - remote   |         | 20 hrs.  | \$195.00   | \$3,900.00         |
| <b>Professional Services Subtotal</b>                |         |          |            | <b>\$3,900.00</b>  |

*\*This does not include if additional users or components are added at a later date. Laserfiche SAAS Software priced at OMNIA/National Cooperative Purchasing Alliance (NCPA) levels: Contract #01-158*

**Adjustments to Performance Schedule; Delays:**

**Adjustments to Schedule:** Upon the mutual consent of the Municipality and ICC Community Development Solutions, the "Performance Schedule" may be changed or extended as provided under "Delays" below.

**Delays:** Client must notify ICC Community Development Solutions, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables within each step of the Implementation timeline. Such notification must identify the reason for the delay, as well as the anticipated period of delay. Any delay on the part of the customer that extends 10 working days beyond the target date for completion of any step will result in a project restart and additional charges will be identified as part of a change order provided to the customer. This clause shall not apply in case of force majeure.

## AUTHORIZATION & AGREEMENT

The Village of Freeport, Nassau County, New York hereby agrees to the procedures outlined above, to ICC Community Development Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <https://icc-cds.com/terms-conditions>, and are incorporated herein by reference, and authorizes ICC-CDS to proceed with the project.

**Electronic Document Management Project** **\$11,379.90\***

*Estimated Annual support fee second year forward (SAAS): \$7,223.90*

*Note: Prices subject to change. Plan for a 5% YOY cost increase to all Laserfiche SAAS models.*

*\*Laserfiche SAAS Software priced at OMNIA/National Cooperative Purchasing Alliance (NCPA) levels: Contract #01-158*

*If/when the client wishes to implement the additional modules included with their licenses, there may be additional development, configuration and training time required. These additional service fees would not apply until you are ready and agree to implement additional components.*

|   |                    |
|---|--------------------|
| <b>Electronic Document Management Solution:</b> | <u>\$11,379.90</u> |
| <b>Optional Component (if selected):</b>        | + <u>\$</u>        |
| <b>Estimated Total Investment:</b>              | <u>\$</u>          |

### SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

\$6,879.90 - of the project price shall be invoiced upon customer site activation

\$4,500.00 - of the Laserfiche Training and Installation services shall be invoiced as they are completed

**(Client please fill out) Invoice for this Project to be sent to:**

**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

### **VILLAGE OF FREEPORT, NASSAU COUNTY, NEW YORK**

**By:** \_\_\_\_\_ **In the Presence of:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

ICC-CDS, LLC

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

**To authorize the project:**

- 1. **Sign the Proposal and return to your Solutions Account Executive**
- 2. **Fax or email the Authorization & Agreement Section only to: [ICCCDS@icc-cds.com](mailto:ICCCDS@icc-cds.com) • fax (585) 328-8189**
- 3. **Mail the signed Proposal to ICC-CDS at: 781 Elmgrove Road • Rochester, NY 14624**

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## APPENDIX A – INSTALLATION, TRAINING AND SUPPORT

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### Pre-Installation Teleconference and Technical Review

Prior to the installation and training, one of ICC-CDS's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

### Customized Training

If you are receiving training, ICC-CDS provides practical training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

**Our standard Laserfiche user training** covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

**Administrator Training** covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

### **TECHNICAL SUPPORT**

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at [lfsupport@icc-cds.com](mailto:lfsupport@icc-cds.com). With Basic Support service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. ICC-CDS's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

### **SOFTWARE PATCHES AND UPGRADES:**

In addition to receiving technical support, customers with a current SAAS contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional ICC-CDS in-house testing, as

applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

#### **LASERFICHE OFF-HOURS SYSTEMS UPGRADES:**

At times it is a requirement that Laserfiche systems upgrades are done during off hours or over the weekend to minimize operational interruptions. ICC-CDS is happy to work with our customers to accommodate these requirements. With changes in the law regarding payment of overtime for non-exempt helpdesk staff that are involved in doing work after hours or over the weekend, they must be paid overtime. ICC-CDS is going to begin charging a nominal fee for the off-hours work to cover this new expense. The charge will not exceed \$500.00 for the time involved.

#### Services covered under SAAS:

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- User group meetings
- Access to Laserfiche's knowledgebase
- Access to webinars

#### Services not covered under SAAS:

- Training - New user or refresher training - either on-site or remote
- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.

- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact ICC-CDS prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide ICC-CDS's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

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## APPENDIX B – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

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*Please click on the below links to view current specifications:*

[Laserfiche Self-Hosted & Avante Minimum Recommended Hardware Specs](#)

[Laserfiche Default Ports](#)

[Virtualization Considerations for Laserfiche](#)

## APPENDIX C – NOTES ON DOCTYPE SCANNING, IMPORTING & INDEXING

### Freeport Indexing and Scanning/Importing Notes

Please note that the details contained within this write up are suggestions – they may or may not address all of the doctypes that the Village is looking at scanning or importing into the Laserfiche repository.

#### Department Court

Division Traffic (Auto Indexing from Document information)

Document Name -VTL Traffic

Index Case Number (located on right side of document - Highlighted)

All Backup documents scanned in same document

**VTL Traffic – this doctype might benefit from Laserfiche Quick Fields – but two things need to be present to do what you want to do 1) A means of identifying the start of a new document and 2) Static information (e.g., does not move around). I also don't see the Case Number on the right-hand side – maybe Docket Number? Document prep would need to be done (e.g., if the below image needs to be the first page it needs to be sorted with all pertinent data behind it):**

VTL Traffic



SBL

**C926HH6GTW**

New York State - Department of Motor Vehicles  
SIMPLIFIED INFORMATION CERTIFICATE CONCERNING VIOLATION OF LAW RELATING TO VEHICLES

|  |  |                                     |  |  |  |
|--|--|-------------------------------------|--|--|--|
| The people of the State of New York              |  | <b>FREEPORT VILLAGE PD</b>          |  | Date of Arrignment                                   |  |
| VS.  |  | Local Police Code<br>02904          |  | Court Adjudgment Record                              |  |
| Last Name (Defendant)                            |  | First Name                          |  | M.I.   |  |
| AY SALGUERO                                      |  | CA                                  |  | R  |  |
| Number and Street                                |  | Apt. No.                            |  | Photo Lic Status <input checked="" type="checkbox"/> |  |
| 555 BLVD   |  |                                     |  | Date From  |  |
| City   |  | State                               |  | Date To  |  |
| UNION  |  | NY                                  |  | Requested By   |  |
| Zip Code   |  | Owner is Oper.                      |  | Lic Class  |  |
| 11553  |  | <input type="radio"/>               |  | D  |  |
| Client ID Number                                 |  | Sex                                 |  | Date Expires   |  |
| 85401  |  | M                                   |  | 08/16/2026   |  |
| Lic State  |  | Date of Birth                       |  | Veh. Type  |  |
| NY   |  | 08/10                               |  | S  |  |
| Year   |  | Make                                |  | Color  |  |
| 2006   |  | FORD                                |  | WH   |  |
| Plate Number                                     |  | Reg. State                          |  | Registration Expires                                 |  |
| KZJ8   |  | NY                                  |  | 01/025   |  |
| THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS |  |                                     |  |  |  |
| Time   |  | Date of Offense                     |  | IN VIOLATION OF                                      |  |
| 09:42AM  |  | 12/10/2023                          |  | VTL  |  |
| Violation Section                                |  | Traffic Infraction                  |  | Misd.  |  |
| 1172 OA  |  | <input checked="" type="checkbox"/> |  | <input type="checkbox"/>                             |  |
| Description of Violation                         |  | FELONY                              |  | Surchargo  |  |
| FLD TO STOP @ STOP SIGN                          |  | <input type="checkbox"/>            |  | MPH  |  |
|  |  | MPH ZONE                            |  |  |  |
|  |  | 115210                              |  | 1172   |  |

AYALA SALGUERO, C.

Division Parking (Heads up Digitizing)  
 Document Name – Court Parking  
 Index Summons Number  
 All Backup Documents scanned in same document

**Court Parking Document - in theory Laserfiche Quick Fields would potentially work for this doctype - they would have to be sorted correctly at the time of scan (e.g., if Vehicle Information is the first page as there needs to be an identifier). In theory the fields you called out should be able to be captured (as long as the data is static in nature).**

2 plates

Detail Calendar - Conference - Apr 24 2025 9:00AM

---

**Vehicle Information**

Plate: NY [REDACTED]      DMV Name: [REDACTED]  
 Total Due: \$240.00      Add: 02 [REDACTED] LD PL  
 City: FREEPORT  
 Zip: 11520-3341  
 Make: ROVER      RegExp: 11/14/2025  
 VIN: [REDACTED]

---

**Summons Information**

Summons: F 006003148959      Issued: 01/02/2025      Location: Front of 65 PORTERFIELD PL  
 Violation: 006 EXPINSP-6MO      Badge: 01452 C [REDACTED]  
 Name: [REDACTED]  
 Expires sent: 1 on 2/17/2025      Addr: 62 PORTERFIELD PL      Make: ROVER  
 Officer Notes: Exp in sp 12/2024 photo      City: FREEPORT  
 State: NY      Zip: 11520-3341

vs: \$240.00      Fine: \$00.00      Penalty: \$160.00      Surcharge: \$0.00      Fee: \$0.00      Reduction: \$0.00      Paid: \$0.00      \*SCOFF #0

---

**Disposition / Summons Activity Information**

Disposition: SEN04      Plea of not guilty in CS3; without proof  
 Prosecutor Comments:      Disposition:      Amount Paid:

Document Name – Parking (Heads up Digitizing or OCR digitizing)  
 Index Ticket Number  
 All Backup Documents scanned in same document

**Parking Document - this one would be hand indexed. Unless the input of the document could be controlled (e.g., always the same size, stop physically highlighting documents) then the number in the upper right corner of the document may be able to be captured via Zone OCR and Laserfiche Quick Fields.**

**INFORMATION PARKING OFFENSE**

VILLAGE OF FREEPORT JUSTICE COURT      G 455676

THE PEOPLE OF THE STATE OF NEW YORK VS THE OWNER OR OPERATOR OF THE VEHICLE IDENTIFIED BELOW BEARING LICENSE PLATE AND/OR OTHER ELEMENTS IDENTIFIED BELOW (DEFENDANT)

Name of Operator, if known:      Last Name:      First Name:      D.O.B.:      /      /

**VEHICLE IDENTIFICATION ELEMENTS:**

License Plate #: K0F13      REG EXP: 03/26/25      STATE: N.Y.      PLATE TYPE: SPASS COMM  
 VIN OR CHASSIS #: [REDACTED]      VEHICLE MAKE: Honda      VEH YEAR: 2008  
 COLOR: Gray      BODY TYPE:  2 DR       4 DR       SEM     

The undersigned accuses the defendant of violating Village of Freeport Code and/or NYS VTL as stated below.

**YOU ARE HEREBY CHARGED WITH VIOLATING THE SECTION MARKED BELOW:**

| Code Section        | Description                      | Fine     | Ar. 30 Days | Ar. 60 Days | Ar. 90 Days |
|---------------------|----------------------------------|----------|-------------|-------------|-------------|
| § 1 VTR 41          | LIMITED, RESTRICTED & PROHIBITED | \$70.00  | \$140.00    | \$210.00    | \$280.00    |
| § 5 VTR 75B         | EXPIRED METER                    | \$55.00  | \$110.00    | \$165.00    | \$220.00    |
| § 6 VTL 305(a)      | EXP/NO INSP CERT UNDER 60 DAYS   | \$50.00  | \$100.00    | \$150.00    | \$200.00    |
| § 8 VTL 402-6       | EXP/NO REG CERT UNDER 6 MONTHS   | \$60.00  | \$120.00    | \$180.00    | \$240.00    |
| § 14 VTL 292 (b)(1) | WITHIN 15 FT OF FIRE HYDRANT     | \$100.00 | \$200.00    | \$300.00    | \$400.00    |
| § 15 VTL 402-1(b)   | PLATE VIO. NONE, UNCORR.         | \$60.00  | \$120.00    | \$180.00    | \$240.00    |
| § 52 VTR 55B        | ILLEGAL PARKING MARKED STALL     | \$60.00  | \$120.00    | \$180.00    | \$240.00    |
| § 3 VTR 51A         | NO PERMIT EMPLOYEE PARKING       | \$60.00  | \$120.00    | \$180.00    | \$240.00    |
| § 44 VTR 46         | NO STOPPING/STANDING ANYTIME     | \$70.00  | \$140.00    | \$210.00    | \$280.00    |

**Department Electric (Index using csv file)**

**Division Electric Billing**

**Document Name – Application for Service**

Index = Account Number, Premise Address , Mailing

Address Mail City, Mail Zip Customer Name

All Backup Documents scanned in same document

**Electric Application Document - this one would use the provided index - with the caveat that there would need to be something to trigger the lookup (e.g., Customer Number). Electric Application for Service Excel File Sample - in relation to the above document then it could be utilized for indexing, as long as there was something to trigger the lookup (e.g., Customer Number or Account Number).**

2018 1421 010

Account Number: 20201001 First in Value: WO # 14682  
 First in Service: Rafael Rodriguez

Applicant's Name: Rafael Rodriguez SSN: 027908107

Service Address: 35 N Long Beach Rd Apt: 4H Owner:  Tenant:

Telephone Number: 516-303-2111

Occupied Address: 4363 Sun Av Baldwin State: NY

Former Account: 11510

Employed By: Rafa Del Driver's License: [Redacted]

The Applicant agrees to pay for electric service herein requested at the rate from time to time in effect and to be bound by and comply in all respects with the rules and regulations of the utility applicable thereto.

Signature of Applicant/Agent: Rafael Rodriguez Date: 5/2/18

| New Des  | Deposit | Deposit | Date | Received |
|----------|---------|---------|------|----------|
| Asst Den | Amount  | Receipt | Paid | By       |
|          |         |         |      |          |

**Customer list**

| Row | Account Number | CISNUMBER | route | remise Address | unit | Customer Name | mailing Address | Mail unit | Mail city  | Mail ZIP   | PHONESOR   |
|-----|----------------|-----------|-------|----------------|------|---------------|-----------------|-----------|------------|------------|------------|
| 1   | 2-0201.001     | 2         | 2     | 1 E SUNRISE    |      | IDONT CARE    | 32 SHORE LN     |           | BAYSHORE   | 11706-8734 | 5166235279 |
| 2   | 2-0201.001     | 2         | 2     | 1 E SUNRISE    |      | TRUST NOONE   | 32 SHORE LN     |           | BAYSHORE   | 11706-8734 | 5169836167 |
| 3   | 2-0201.002     | 204341    | 2     | 1 E SUNRISE    |      | SATURDAY SUN  | 359 N MAIN ST   |           | FREEPORT I | 11520-1254 | 5163127094 |

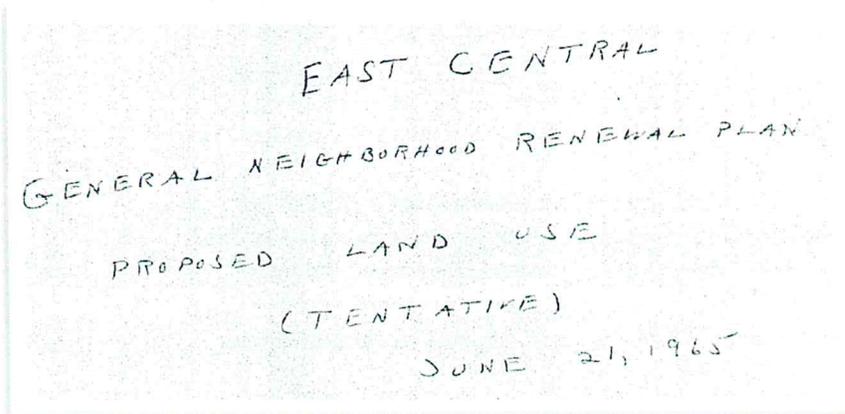
**Department Clerk (Import from File Server)**

Division **Board of Trustees**

Document Name – **BOT Minutes**

Index = Board of Trustees Minutes M-D-YYYY (Name of Document) All document content must be searchable within document)

***Board of Trustees Minutes 1-11-1965 - 08-30-1965 - we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index- we cannot guarantee that we can OCR everything within the document as it contains handwritten data.***



Division **Zoning**

Document Name – **Zoning**

Index = Street Address (Name of Document) All document content must be searchable within document)

***Zoning - we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index. In theory we can OCR all subsequent data (as long as it is not handwritten).***

Document Name – **Zoning Development**

Index = Street Address (Name of Document) All document content must be searchable within document)

***Zoning Development- we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index. In theory we can OCR all subsequent data (as long as it is not handwritten).***

Division **Rezoning**

Document Name – **Rezoning**

Index = Street Address (Name of Document) All document content must be searchable within document)

***Rezoning - we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index. In theory we can OCR all subsequent data (as long as it is not handwritten).***

**Division Subdivision**

Document Name – **Subdivisions**

Index = Street Address (Name of Document) All document content must be searchable within document)

*Subdivisions - we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index. In theory we can OCR all subsequent data (as long as it is not handwritten).*

**Division Site Plans**

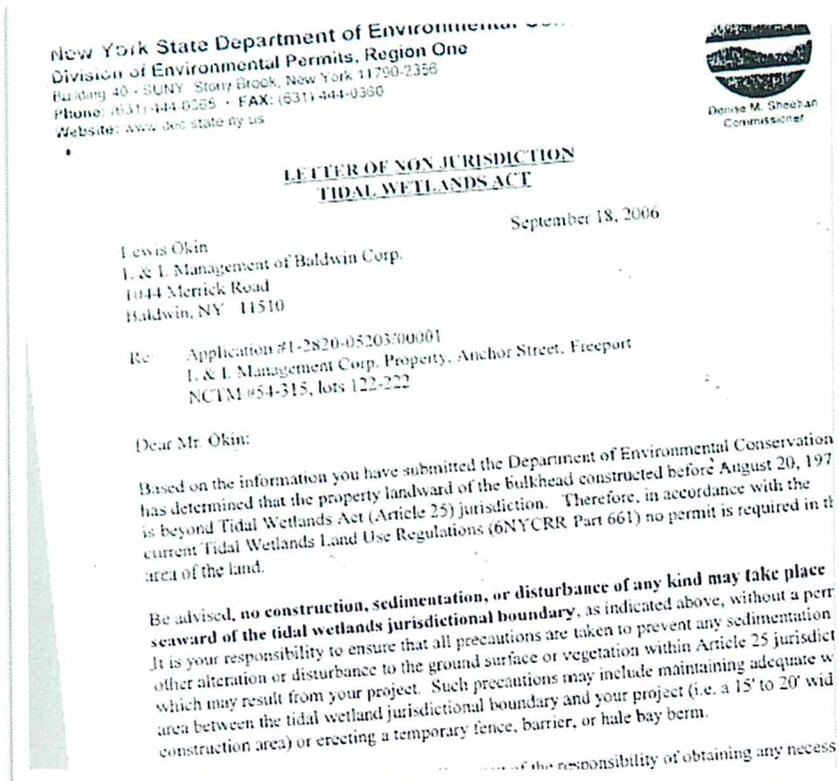
Document Name – **Site plan Application**

Index = Street Address (Name of Document) All document content must be searchable within document)

*Site Plan Application - we can utilize the name for indexing using Laserfiche Workflow to parse the name and place it into an index. In theory we can OCR all subsequent data (as long as it is not handwritten).*

**Additional Notes:**

Extracted metadata is only as good as the images that they originate from – for example: Rezon Anchor St 10 12 - a Workflow could be used to parse the name and place it into an Street Address Index. Parts of this document are a bit challenging (page 2 for example is so crooked that it's missing data), so cannot assure that everything will be OCR'ed:





# INCORPORATED VILLAGE OF FREEPORT - New Deal

**Frank Prisciandaro**  
fprisciandaro@freeportny.gov  
+15163772490

Reference: 20250407-184122864  
Quote created: April 7, 2025  
Quote expires: May 7, 2025  
Quote created by: Nirav Doshi  
nirav.doshi@securecdp.com

### Comments from Nirav Doshi

On prem LF install to be done by Village of Freeport IT. Includes windows server and sql server setup and downloading and install of Laserfiche 12. CDP to provide Laserfiche 12 NEW install experience guide.

### Products & Services

| Item & Description   | Quantity | Unit Price     | Total            |
|--|----------|----------------|------------------|
| Laserfiche Professional Users (min 10 users) on prem   | 10       | \$710.00 /year | \$7,100.00 /year |
| Professional Services -Onboarding and Implementation<br>LF configuration and repository setup, training for user, admin, and train the trainer, 3 extraction templates setup | 1        | \$5,625.00     | \$5,625.00       |

Annual subtotal \$7,100.00

One-time subtotal \$5,625.00

**Total \$12,725.00**

Hello!

**STATEMENT OF WORK**

This Statement of Work ("SOW") is entered into by and between Complete Data Products, Inc. ("CDP") and INCORPORATED VILLAGE OF FREEPORT ("Company") as of April 7, 2025 in accordance with the Product License and Maintenance Agreement (the "Agreement"). Capitalized terms used in this Statement of Work, but not otherwise defined, shall have the meanings ascribed to them in the Agreement.

This SOW is intended to supplement the Agreement and is subject in all respects to the terms of the Agreement. In the event of any conflict between the terms of this SOW and the Agreement, the terms of the Agreement shall govern unless the SOW expressly sets forth the provision of the Agreement with which it is inconsistent.

**STATEMENT OF WORK TERMS**

|                                 |   |
|---------------------------------|---|
| <b>Effective Date:</b>          | The date of the Client's signature below  |
| <b>Subscription Start Date:</b> | The date of the Client's signature below  |
| <b>Initial Term:</b>            | The term of this SOW shall commence as the Effective Date and continue until the end date of each product listed in Order Details.  |
| <b>Renewal Term:</b>            | Immediately following the Initial Term, this SOW shall automatically renew for additional successive twelve month periods (each, a "Renewal Term"), unless either party provides written notice of its intent to not renew at least (90) days prior to the end of the Initial Term or the then-current Renewal Term. Notice of non-renewal must be sent to <a href="mailto:accounting@securecdp.com">accounting@securecdp.com</a> . Any other emails or phone requests to cancel Client's account will not be considered a valid notice of intent not to renew. |
| <b>Notes:</b>                   | CDP shall not increase the Subscription Fees during the initial term. During each Renewal Term, CDP may not increase Subscription Fees by more than 10% annually in accordance with this SOW.   |

**OTHER ASSUMPTIONS**

This SOW, and any attachments to this SOW, are made and entered into as of the Effective Date between the Company's listed above and CDP pursuant to the Product License and Maintenance Agreement (the "Agreement") between Company and CDP entered into as of the date of Client signature date below. This SOW and the Agreement are collectively defined as the "Agreement." All capitalized terms not defined herein shall have the meaning set forth in the Agreement. This SOW may not be amended unless mutually agreed upon by the parties in writing which expressly references this SOW and the Agreement; provided that there shall be no force or effect to any purchase order or similar document that purports to modify this SOW or the Agreement. Each party's acceptance of this SOW was and is expressly conditional upon the other's acceptance of the terms contained in this SOW and the Agreement to the exclusion of all other terms. Each of the signatories below hereby represents and warrants that they have all necessary right, title, and interest to bind the applicable entity on whose behalf they are signing.

[Product License and Maintenance Agreement - click here to view CDP Product License and Maintenance Agreement](#)

### Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Frank Prisciandaro**

fprisciandaro@freeportny.gov

Questions? Contact me



**Nirav Doshi**

nirav.doshi@securecdp.com

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|   |  |
|---|--|
| <b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>ICC Community Development Solutions, LLC</b>   |  |
| <b>2</b> Business name/disregarded entity name, if different from above   |  |
| <b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><br><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>C</b><br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><br><input type="checkbox"/> Other (see instructions) ▶ | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |
| <b>5</b> Address (number, street, and apt. or suite no.) See instructions.<br><b>781 Elmgrove Road</b>  | Requester's name and address (optional)  |
| <b>6</b> City, state, and ZIP code<br><b>Rochester, NY 14624</b>  |  |
| <b>7</b> List account number(s) here (optional)   |  |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                       |   |   |   |   |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|---|---|---|---|
| <b>Social security number</b>         |   |   |   |   |   |   |   |   |   |
|                                       |   |   |   |   |   |   |   |   |   |
| <b>or</b>                             |   |   |   |   |   |   |   |   |   |
| <b>Employer identification number</b> |   |   |   |   |   |   |   |   |   |
| 8                                     | 1 | - | 4 | 3 | 4 | 3 | 4 | 1 | 5 |

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |  |                  |
|------------------|--|------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ <i>Diana Martin</i> | Date ▶ 8/19/2021 |
|------------------|--|------------------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

| IF the entity/person on line 1 is a(n) . . .   | THEN check the box for . . .  |
|--|---|
| • Corporation  | Corporation   |
| • Individual<br>• Sole proprietorship, or<br>• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.   | Individual/sole proprietor or single-member LLC   |
| • LLC treated as a partnership for U.S. federal tax purposes,<br>• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or<br>• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • Partnership  | Partnership   |
| • Trust/estate   | Trust/estate  |

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . .  | THEN the payment is exempt for . . .  |
|--|---|
| Interest and dividend payments   | All exempt payees except for 7  |
| Broker transactions  | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends                                   | Exempt payees 1 through 4   |
| Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup> | Generally, exempt payees 1 through 5 <sup>2</sup>   |
| Payments made in settlement of payment card or third party network transactions        | Exempt payees 1 through 4   |

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

| For this type of account:  | Give name and SSN of:   |
|--|---|
| 1. Individual  | The individual  |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI  | The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> |
| 3. Two or more U.S. persons (joint account maintained by an FFI)   | Each holder of the account  |
| 4. Custodial account of a minor (Uniform Gift to Minors Act)   | The minor <sup>2</sup>  |
| 5. a. The usual revocable savings trust (grantor is also trustee)<br>b. So-called trust account that is not a legal or valid trust under state law | The grantor-trustee <sup>1</sup><br>The actual owner <sup>1</sup>                                       |
| 6. Sole proprietorship or disregarded entity owned by an individual  | The owner <sup>3</sup>  |
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))                                     | The grantor*  |
| For this type of account:  | Give name and EIN of:   |
| 8. Disregarded entity not owned by an individual   | The owner   |
| 9. A valid trust, estate, or pension trust   | Legal entity <sup>4</sup>   |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553   | The corporation   |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization  | The organization  |
| 12. Partnership or multi-member LLC  | The partnership   |
| 13. A broker or registered nominee   | The broker or nominee   |

| For this type of account:   | Give name and EIN of: |
|---|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity     |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))  | The trust             |

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

# Laserfiche® Software Solution Proposal

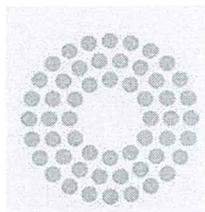
## Updated – Best and Final Pricing

Presented to:

Village of Freeport, New York

By:

Digital Age Tech Consultants, LLC



4/22/2025

Frank Prisciandaro  
IT Manager  
Village of Freeport, New York  
46 North Ocean Avenue  
Freeport, NY 11520

Dear Mr. Prisciandaro,

I would like to first thank you for the opportunity for Digital Age to present to you this Laserfiche® Software Solution Proposal. As a Platinum Certified Laserfiche® Solution Provider, we are very dedicated to the Laserfiche® product for our customers. Per our discussions, the team and I believe the Laserfiche® Software Solution will help empower your organization with this advanced technology. The solution aligns with Digital Age's commitment to enhance your organization to run more efficiently and have you all operating effectively in the digital world.

If you have any questions, please do not hesitate to reach out to the team and I. We really appreciate this opportunity to present Laserfiche®. We look forward to doing business with you and building a long-lasting relationship.

Sincerely,



Tim Yuniskis  
VP of Business Strategy  
Digital Age Tech Consultants, LLC  
1100 W. Town and Country Rd., Suite 1250  
Orange, CA 92868  
Phone: (562) 476-5044  
E-mail: tim@digitalagetechllc.com

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## Executive Summary

Mr. Prisciandaro, IT Manager for the Village of Freeport, expressed interest in the procurement of acquiring the Laserfiche® Software Solution. Digital Age is proposing the Laserfiche® Software Solution to help meet the needs of the Village to go paperless and save time on storing/retrieving multiple business documents. On top of that, the Laserfiche® Software Solution will be able to automate different business processes to reduce manual tasks and save time for the Village to focus on their mission critical tasks. The main project is to digitize the paper documents and save them into the Laserfiche® Cloud Solution by implementing workflows to automate the scanning/capture process to route documents to specified folders, rename documents, and add metadata. From there, be able to search and retrieve documents more efficiently. Digital Age assessed the Village's requirements and created this customized proposal to meet the needs of their document management project.

## Laserfiche® Software Solution – Professional Tier System Pricing

The proposed Laserfiche® Software Solution licensing option offers unparalleled bundled functionality and deployment flexibility to meet the needs of the Village of Freeport, New York. The Laserfiche® Software Solution is an On-Prem/Server-based software solution that will be installed on the Village's server. Digital Age is presenting the Professional Tier package to the Village, which requires a minimum purchase of 10 Full Users. Additionally, all line items below are bundled into the solution and they cannot be switched out or downgraded. Any add-ons will be specified below, allowing adjustments if needed. Please take a moment to review the detailed package and pricing information below.

- Multiple Repositories
- 10 Full Users
- Full SQL Support
- Web, Mobile, and Desktop Clients
- Laserfiche® Scanning
- Laserfiche® Snapshot
- Laserfiche® Import Agent with Email Archiving
- Starter Audit Trail
- Microsoft 365 Integration with Simultaneous Co-Authoring
- Workflow
- Internal Laserfiche® Forms
- Connector
- 10 Quick Fields Complete and 10 Quick Fields Agent
- Federated Search

| <b>Laserfiche® Software Professional Tier Package<br/>Software &amp; Support</b> |                     |                 |                   |                   |
|--|---------------------|-----------------|-------------------|-------------------|
| <b>Product</b>   | <b>Service Time</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Total</b>      |
| Laserfiche® Software Solution<br>(Includes 10 Full Users)                        | 1 Year              | 1               | \$7,100           | \$7,100           |
| Government Agency Discount<br>Off the first year only                            | 1 Year              | 1               | -\$355            | -\$355            |
| Extra Final Discount<br>Off the first year only                                  | 1 Year              | 1               | -\$177.50         | -\$177.50         |
| <b>Total Cost</b>  |                     |                 |                   | <b>\$6,567.50</b> |

**For Year 2, it will be a 3% increase if there is no change in the licensing via add-ons. The cost would be \$6,764.52.**

## Statement of Work (SOW) Phase 1 Pricing

The Statement of Work (SOW) for Phase 1 outlines the professional and implementation services associated with setting up the Laserfiche® Software Solution for the Village of Freeport, New York. Digital Age will primarily handle the SOW work for the Village. However, in certain cases, the Village will cooperate in good faith with Digital Age in completing the SOW work jointly. Nevertheless, Digital Age will handle most of the SOW work. Below is the breakdown for implementing the Laserfiche® Software Solution for the Village of Freeport, New York:

- 1. Activate the Laserfiche® Software Solution – (5 Hours)**
  - A.** Kickoff Call to setup the Laserfiche® Software Solution on a computer/machine in the Village’s environment. Afterwards, install the Laserfiche® Server and the Laserfiche® Full-Text Indexing and Search Service. Also, we will install LFDS.
  - B.** The Village will provide temporary access to Digital Age for the initial creation of the user and the repository
  - C.** Set up the Folder Structure in the Laserfiche® Software Solution
- 2. Set up Metadata for three templates with associated field values. Install Import Agent, create one Import Agent Session, and configure the Email Archiver to connect to Outlook - (2 Hours)**
- 3. Install one Quick Fields stations locally and create two Quick Fields sessions. Connect Quick Fields to the Laserfiche® Software Solution to route documents to respective folders. Workflows will be implemented to automate the capture process (Extra workflow capabilities beyond Quick Fields will be implemented in this process) – (10 Hours)**
- 4. Connect one Scanner (The Village must have one in place before implementation) to Laserfiche® as an ingestion point for day forward scanning into the Laserfiche® Software Solution – (1 Hour)**

- 5. Project Meetings and Status Updates – (4 Hours)**
  
- 6. Testing and User Acceptance Testing (UAT) – (5 Hours)**
  - A. Test if Users can login and access their folders**
  - B. Test the security of the Users**
  - C. Test the Import Agent**
  - D. Test the Workflow Process**
  - E. Test Quick Fields**
  - F. Test the Scanning Station**
  
- 7. Basic User Training and Remote Sessions – (7 Hours)**
  - A. Remote training sessions on various topics of Laserfiche®. These topics include Administration and Capture**
  - B. Extra hours allocated for calls for Digital Age to assist in miscellaneous activities**

| <b>Statement of Work (SOW) Pricing</b>                    |              |             |                   |
|---|--------------|-------------|-------------------|
| <b>Product</b>  | <b>Hours</b> | <b>Rate</b> | <b>Total Cost</b> |
| Professional Services Hours<br>Initial Setup and Training | 34           | \$185       | \$6,290           |
| Government Agency Discount<br>Off Phase 1 Only            | 34           | -\$10       | -\$340            |
| Extra Final Discount<br>Off Phase 1 Only                  | 34           | -\$5        | -\$170            |
| <b>Total Cost</b>   |              |             | <b>\$5,780</b>    |

**The Village can purchase a block of 20 Hours in the future if needed after the 34 hours are done. If the project is completed before the 34 hours, the Village can bank the hours in the future. Once the 34 hours are up, the block of hour rate will be \$185 an hour.**

## Proposal Disclaimer

Please note that the pricing of the Laserfiche® Software Solution and the Professional Services SOW outlined in this proposal are based on the initial discovery and assessment of the project requirements as requested by the Village of Freeport, New York. This proposal provides you with an understanding of the associated costs of procuring the Laserfiche® Software Solution and the potential scope of the SOW project. It is essential to emphasize that this is not the final estimate, and the actual terms and pricing of the proposal may be subject to change pending the negotiation and execution of a final contract between Digital Age Tech Consultants, LLC and the Village of Freeport, New York.

Payment for the Laserfiche® Software Solution is due to Digital Age before the licenses can be activated for use. Additionally, an upfront payment of five hours' worth of the SOW is also due to Digital Age so the initial setup can be initiated. The payment structure for the SOW will be calculated incrementally as hours are expended. If hours are not used, we can rollover the remaining hours to a future SOW. If the hours are used up and the SOW is not complete, Digital Age will finish the project at no additional cost.

Digital Age is committed to working collaboratively with the Village of Freeport, New York to refine the proposal and finalize all contractual details to ensure alignment with the Village's objectives and expectations. Any adjustments to the scope, schedule, or cost will be clearly documented and agreed upon through the contract amendment process. This is to ensure transparency and clarity in our partnership moving forward. Also, please keep in mind, to use the Laserfiche® Software Solution, the Village must agree to the "Laserfiche® End User License Agreement" via this website: [www.laserfiche.com/eula/home](http://www.laserfiche.com/eula/home).

Finally, all pricing information presented in this proposal is valid for a period of 30 days from the date of this proposal and the pricing information is subject to change for a future proposal.



April 30, 2025

***Laserfiche V12 On Premise Installation Outline – Prepared for the Town of Freeport NY  
Revised per Requirements outlined in 4/22/2025 message and document samples  
provided 4/25/2025***

**Installation Prerequisites:**

- Server Certificate - Certificate authority preferred, can also be AD Certificate. Certificate cannot be self-signed. Install in the Personal Store and Trusted Root.
- AD Service account, non-expiring password with DB Creation rights in SQL Server, Administrator Rights on the server, ability to access the AD Controller.
- List of users with access to the Audit Trail
- Preferable: Create an AD Group for full users.
- Examples of documents to be scanned using the three Quick Fields sessions.
- Examples of the .CSV files to be used as data sources for the Quick Fields Sessions.
- Scanner installation with TWAIN drivers (scan stations)

**Server Installation: Via Remote**

- Laserfiche Directory Server – Manages Licensing
- Laserfiche Server – The component you are familiar with
- Import Agent – Always useful
- Laserfiche Workflow – Justified with even simple use cases
- Laserfiche Distributed Computing Cluster – Automates OCR as a backend service
- Windows Client (Desktop installation)
- Admin Console on server
- Audit Trail
- Connector on one client as proof of concept (Desktop installation)
- Quick Fields Server and Agent, one instance
- Laserfiche Office Integration (Desktop installation)



## IP DIGITAL

### Not Installed:

- Laserfiche Forms
- Laserfiche Administrative Hub
- Web client (Freeport to set up redirects, if any)

### Server Configuration:

- Bind certificate to port 443
- Link the Directory Server to the AD Controller
- Authorize users, assign licenses
- Create data folders (Volumes, Indexes, Audit)
- Create Freeport Repository
- Create Workflow Database
- Allow DS users access to Freeport repository by license type
- Create Groups for each department, assign users
- Create Departmental Folders
- Assign user access and permissions
- Track activation information
- Create software installation share
- Create Import Agent Shares (If using network copiers)

### Scanning Client Installation

- Install Windows Client
- Install Quick Fields, connect to QF Server
- Track activation information
- Configure and test scanner

### System Configuration – Jointly, in Admin Training Mode

- Template and field review and creation
- Volume review and creation
- Security / Access review and application
- Audit Trail Reporting
- Build scanning process: Quick Fields, may involve Workflow



## User Training

- Scanning
- Searching
  - Fields
  - Text
  - Combinations
- Export / Print
- OCR / Word Search
- Snapshot
- Office Plugins

## Quick Fields Sessions: Extraction Templates

Based on the documents provided, the best approach for scanning and indexing will involve a combination of key entry, OCR and bar codes to capture a unique reference value, which is then used as a lookup into a Village data source. For a detailed assessment of Village documents, see "Document Assessment Village of Freeport NY.docx"

The original specification called for set up of three Quick Fields Sessions for:

- Courts
- Electric Applications
- Assessors Property Records Files. Multiple document types, including Deeds, RP5217, Property Information.

Include Zone OCR for standardized forms (i.e. consistent cover sheets or forms) and link to .csv files for Real Time Lookup.

However, each document type requires its own set up, whether is it processed stand along or within a larger group of mixed documents. The estimate has been adjusted to allow for this additional work.

Estimate: 8-10 Hrs/Department including material review, set up, bulk testing.



**Laserfiche Professional Subscription, On Premise**

|  |            |
|--|------------|
| 10-User Professional System, Per Year            | \$7,100.00 |
| ⇒ Includes 10 instances of Quick Fields Complete |            |
| LSAP (Support)                                   | \$1,420.00 |

**Installation and Configuration:**

|   |            |
|---|------------|
| Installation: 8 Hrs. @ \$175/Hr.                                | \$1,400.00 |
| Scanner and Client Installation: 6 Hrs. @ \$175/Hr.             | \$1,050.00 |
| System Configuration (Admin Training Mode): 12 Hrs. @ \$175/Hr. | \$2,100.00 |
| Quick Fields Sessions and Set Up: 24-30 Hrs. @ \$175/Hr.        | \$5,250.00 |
| User Training: 6 Hrs. @ \$175/Hr.                               | \$1,050.00 |

**SubTotal Installation and Configuration:** \$10,850.00

**SubTotal Software:** \$8,520.00

**Total System:** \$19,370.00

Optional Items: Ongoing Professional Services @ 20 Hrs./Yr: \$3,500.00

Notes: It is safe to plan on a 5% annual increase for renewals in 2026 and beyond. Items identified as Desktop Installation will involve Administrative training on the installation and configuration process, so that Freeport personal can provision all workstations.

Admin Training and Quick Fields Set Up includes Freeport specific documentation.

THE INCORPORATED VILLAGE OF  
**FREEPORT**  
NEW YORK

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Laserfiche for the Village of Freeport

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Prepared by Accelerated Information Systems

2/26/25



Authored By:

**Lukas Watson, Sales Manager**

lwatson@aisww.com

(516) 822-4466 x105

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# Your Solution

Laserfiche is a robust Enterprise Content Management solution that offers advanced modules for electronic forms, process automation, and integration with other line of business applications. Laserfiche offers customers the ability to manage documents and records, capture content, build and use web forms, automate their business processes, and access advanced reporting and compliance tools, all within one integrated solution. Laserfiche offers both On-premises and Cloud-hosted deployments options, as well as web and mobile access.

Laserfiche is highly rated by research groups and thought leaders in the field, including Gartner, Nucleus Research, Forrester, and the Info-Tech Research Group. In fact, Laserfiche is the highest rated solution with a significant number of reviews on the [Gartner Peer Insights](#) page and was recently featured in the 2024 Gartner Magic Quadrant “Leaders” category.

| Feature                               | Benefit  | Details   |
|---------------------------------------|--|---|
| <b>Document/Records Management</b>    | Save Space & Automate Records Compliance           | Save paper and space with electronic document management. Automate naming, filing, and retention schedules while ensuring compliance. Quickly and easily access your content from anywhere.   |
| <b>Capture</b>                        | Seamless Content Capture                           | Quickly and easily capture content from any source: physical or electronic. Automatically apply image enhancements to scanned documents.  |
| <b>Electronic Forms</b>               | Ensure Accurate Data Capture                       | Ensure accurate data capture the first time, with required fields and formats on electronic forms. Build forms without coding knowledge, using a drag-and-drop modeler. Automate business processes to accelerate completion of tasks and ensure proper protocol is followed.                     |
| <b>Process Automation</b>             | Increased Efficiency                               | Automate any document-based or approval process without coding knowledge, using a drag-and-drop modeler. Automate task reminders and escalation paths. Easily distribute, reassign, or escalate tasks.  |
| <b>Reporting/ Analytics</b>           | Transparency & Insight                             | Configurable, easy-to-use reports to measure process success. Easily visualize data with built-in charts and graphs, or export reports as a CSV. Gain insight to drive business and process innovation. Predictive analytics estimate completion time and likelihood to be overdue for each task. |
| <b>Security</b>                       | Data privacy & Compliance                          | Granular user and document rights ensure compliance with regulatory requirements. Maintain a complete record of all activities done in the system. Advanced encryption for data in transit and at rest. DOD 5015.2 certified for records management.  |
| <b>Business Process Library (BPL)</b> | Save Money & Time on Process Automation            | Over 100 pre-built form and process templates included to accelerate process automation deployment and reduce time for ROI.   |
| <b>Integration</b>                    | External Search & Elimination of Double Data Entry | Multiple ways to integrate with your other Line of Business applications. Integrate using Laserfiche Connector for code-free integrations or use the SDK for backend integrations. Search Laserfiche for relevant documents from any application, with a click.                                   |

## Your Solution: Laserfiche Subscription Professional Tier

As a top Laserfiche Cloud Solution Provider, AIS recommends Laserfiche Subscription Professional Tier. This tier is ideal for organizations in need workflow automation and a solution that supports compliance policies for those in regulated industries.

Professional Tier includes, Laserfiche Process Automation (Forms and Workflow), Connector Integration, Quick Fields, Audit Trail, and much more. It also includes built-in integration with Microsoft 365.

Maintenance and support are included in the annual subscription cost. Your system can be accessed via Laserfiche Web Access from any modern browser, or via the installed Laserfiche desktop of mobile clients.

We have included an optional AIS VIP Service Packs ensure your system is kept up to date with annual updates performed by the AIS team, as well as including additional training resources and annual system audits. We highly recommend all self-hosted systems take advantage of this option

| Features                                 | Laserfiche Subscription Package- Business Tier |
|--|--|
| <b>Document Management</b>               | Included                                       |
| <b>Import Agent with Email Archiving</b> | Included                                       |
| <b>Audit Trail</b>                       | Included                                       |
| <b>Full SQL Support</b>                  | Included                                       |
| <b>Repositories/Content Servers</b>      | Unlimited                                      |
| <b>Workflow</b>                          | Included                                       |
| <b>Forms</b>                             | Included                                       |
| <b>Connector Integration Tool</b>        | Included                                       |
| <b>Records Management</b>                | Optional Add-On                                |
| <b>SDK</b>                               | Optional Add-On                                |
| <b>Quick Fields Complete with Agent</b>  | 10+  |
| <b>Weblink Public Portal</b>             | Optional Add-On                                |
| <b>Forms Portal</b>                      | Optional Add-On                                |
| <b>Microsoft 365 Integration</b>         | Included                                       |
| <b>Repositories/Content Servers</b>      | Unlimited                                      |
| <b>Integration with SharePoint</b>       | Included                                       |
| <b>Federated Search</b>                  | Included                                       |
| <b>Integration with DocuSign</b>         | Optional Add-On                                |
| <b>Integration with LaserApp</b>         | Optional Add-On                                |
| <b>Participant &amp; Community Users</b> | Optional Add-On                                |
| <b>ScanConnect</b>                       | Optional Add-On                                |



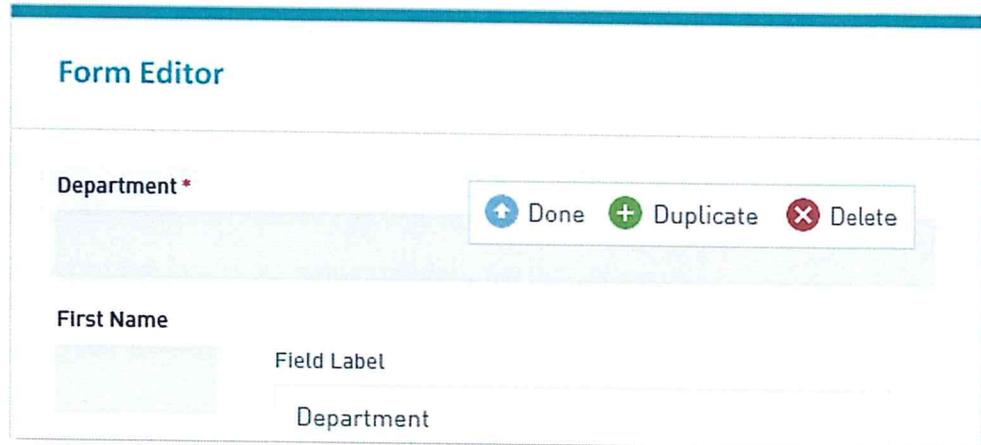
## forms

Virtually all business processes begin with the collection of structured information. However, collecting information via paper-based forms is both labor intensive and error prone.

With Laserfiche Forms, you accelerate your business processes by

simplifying data collection and processing. Our customizable Web forms can also be placed onto—or linked from—any page on your Website, Intranet or public portal so that it's easy for employees, customers and other stakeholders to access, complete and submit them to you.

Once a form has been submitted, user-defined approval processes and task lists ensure that appropriate action is taken quickly. And with Laserfiche Forms, it's easy to securely store, organize and apply version control and records retention rules to all the information you collect.



### Build web forms in minutes

- Replace paper forms with easy-to-design web forms that can be published on intranets or public websites.
- Create and publish e-forms with an intuitive forms management system that requires no coding or scripting.
- Easily create attractive forms with preconfigured templates or customize them with editable fonts, colors, uploaded images and layout options.
- Drag and drop a wide variety of fields, checkboxes and radio buttons onto your form to collect the exact information you need, in the precise format you require.
- Change the look and feel of a form – or add and delete fields from it – at any time, without requiring programming assistance.

### Laserfiche Solutions Marketplace

Formerly the Business Process Library (BPL), the Laserfiche Solutions Marketplace is a collection of process and form templates available for Laserfiche users to download to accelerate their automation goals. These forms and process models are built to best practices, to allow for the deployment of Laserfiche process automation with minimal time and/or cost investment. With over 150 templates currently available and the ability for users to submit their own, the Marketplace makes it quick and easy to download a process, customize it for your organization, and deploy it in minutes. Most templates can be accessed free of charge, with some integrations and other advanced options offered for a cost. There's something for everyone, from HR to Accounting, and more processes are always being added.

# Workflow

Laserfiche Workflow is powerful business process automation software that promotes continuous productivity with rule-based routing, email notifications, activity monitoring and built-in reporting.

## Trigger Document Routing When New Content Is Created

Save hours of staff time with rule-based workflows for simple tasks like renaming documents and emailing document changes.

- Ensure tasks are completed on time with automatic, recurring email notifications
- Automatically send notifications when a document is created, edited or deleted
- Keep your repository organized by automatically filing documents in the correct folder on import and renaming them to follow a standard naming convention

## Automate and Transform Business Processes

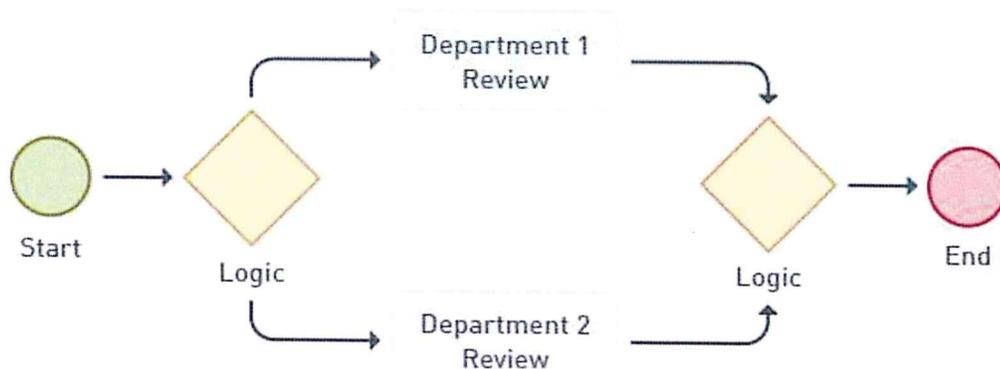
Optimize resource-intensive, multi-department processes including vendor and contract management, invoice processing, electronic records management, travel and expense management and records management.

- Digitize and model complex processes like HR onboarding and accounts payable processing without writing code
- Initiate processes, review documents and make decisions from laptop, desktop or mobile devices
- Display pending documents and required actions at various stages within a business process, increasing visibility, removing bottlenecks and prompting timely responses from colleagues
- Integrate with a wide variety of enterprise applications to run repeatable processes, such as updating metadata based on information stored in an external database

## Quickly Diagram and Implement Workflows

Build a business process automation solution for every need with an easy-to-use workflow designer.

- Use 150+ drag-and-drop activities to easily build custom workflows without any programming skills
- Expedite implementation with a collection of process templates for common processes such as new hire onboarding, contract management and more
- Automatically import and retrieve information from PDF forms into Laserfiche and map them to Laserfiche fields
- Update and modify Microsoft Word documents with information collected during business process workflow
- Extract information from Forms processes to make decisions in Workflow, and launch a Laserfiche Forms process directly from a workflow



# Integrations

Since no system exists in a vacuum, we align our project to fit your platform, ensuring that your systems can exchange information through seamless integration.

Laserfiche offers diverse integration options to allow it to pass and receive data from virtually any desktop or web-based application. A full SDK, API, ODBC compliance and more ensure that regardless of where data is stored, Laserfiche can access it. Laserfiche has confirmed integrations with Muncity, PeopleSoft, ArcGIS, Tyler Technologies, Acela, QuickBooks, and more!

## Laserfiche & Boomi

Laserfiche and AIS have teamed up with integration Platform as a Service (iPaaS) provider Boomi to provide centralized integration with your on-premises and cloud hosted applications. With over 300k pre-built app connections, Boomi makes it easy to connect all your applications. As the only Laserfiche and Boomi partner, AIS has the tools and experience to seamlessly integrate your systems. Save time and money, while preventing rekeying or data transfer errors with Boomi.

Boomi offers a low-code, unified integration platform. With Boomi, building integrations and intelligently managing data is faster, simpler, and much easier to scale. You can build any integration with exceptional speed through a drag-and-drop user interface, data mapping tools, and a comprehensive library of connectors. To further increase the speed of development, Boomi also includes pre-built integrations, aka “recipes,” at no charge. These recipes include integrations between common applications, as well as specific integration patterns.

You can improve your productivity by simplifying your integration process and error resolution through operational intelligence, reusable business logic, and recommendations for data flow. And you can take complete control of all your connected use cases with templates, process libraries, and custom scripting.

While integration management is traditionally complex and resource-intensive, this isn’t the case with Boomi. Our user interface is designed for simplicity and flow; you can use the various Dashboards to see the health of your integrations, or drill down to determine at a glance the health of any individual integration. And you can ensure maximum performance with Boomi through centralized lifecycle management, which provides you the visibility and control to manage and administer your integrations as they grow and scale. With Boomi Integration, you have:

- Support for all integration patterns via a low-code platform
- Collaborative development environment (IT and Business) with centralized management and control
- Automatic patching and updating; less management and expertise
- An inventor and leader in the space that you can bet your business on
- Open & flexible connectivity framework with over 300,000 unique apps, data sources and endpoints connected
- Leverage current assets, support for legacy, cloud and hybrid systems
- Embedded master data management capabilities to identify golden records to reduce complexity and time
- Largest cache of anonymized data that allows that platform to continue to learn, fed by millions of actions, events and associated data

## Open Database Connectivity Compliance (ODBC)

The goal of ODBC is to make it possible to access any data from any application, regardless of which database management system is handling the data. As a result, ODBC lets different types of database programs talk to each other and understand the information being exchanged. As a near universal translator so to speak, ODBC has become an industry standard in the database field.

## Laserfiche Connector

Laserfiche Connector is a wizard driven, front-end integration tool that allows the system to integrate with a near infinite number of other applications, without any coding or technical skills needed. It also mitigates the need to keep applications in version lockstep. You can request an integration test with Laserfiche Connector to confirm compatibility before purchasing.

Connector can populate metadata fields to facilitate automatic naming and filing, push data from a Laserfiche form into another app, or even search for related documents contained in your Laserfiche Repository within a docked window.

Once the profile is configured, just click the Connector icon and select an action to get started.

## Microsoft Office Integration

Laserfiche includes a Microsoft Office Integration to allow users to open and edit documents in their native application. Users can also save content into Laserfiche directly from their Office apps. Laserfiche also offers simultaneous co-authoring via integration with Office Online applications. This allows users to easily collaborate and work on content without locking the ability for others to access and edit alongside them.

## Additional Integration Options

The Laserfiche SDK is an optional module that allows for the creation of custom integrations on the back end. It provides the same tools used by the Laserfiche developers into your hands.

Laserfiche Cloud offers a full API with a limited number of calls for Professional and Business Tier systems. Additional API calls can be purchased as needed.

Laserfiche also has an Integration Marketplace which offers standard integrations for common line of business applications, such as GIS, ERP, e-signature, and databases application.

Laserfiche also offers a Capture Profile module specialized for intelligently capturing data from Invoices. This module uses machine learning to automatically capture the invoice date, invoice number, purchase order number, and total amount due and can also determine the vendor of the invoice by comparing invoice data to a vendor lookup table. This activity can also retrieve information from a vendor lookup table to automatically gather vendor information from invoices.

## Custom Reports

Laserfiche includes robust reporting features for all aspects of the system. Any metadata search in the Repository can be exported in common formats, such as CSV, for use in reporting. Searches can be easily saved for reuse or scheduled in a timed manner as needed. Authorized users can generate User Security reports in just a few clicks to easily analyze who can access each piece of content within the system.

Laserfiche Cloud also includes advanced reporting dashboards for all Business Processes within the system. You can create custom reports for any business process and the system will display data in a table or graph of your choosing. These reports can also be exported into common formats, such as CSV, for use in external reporting systems.

These include:

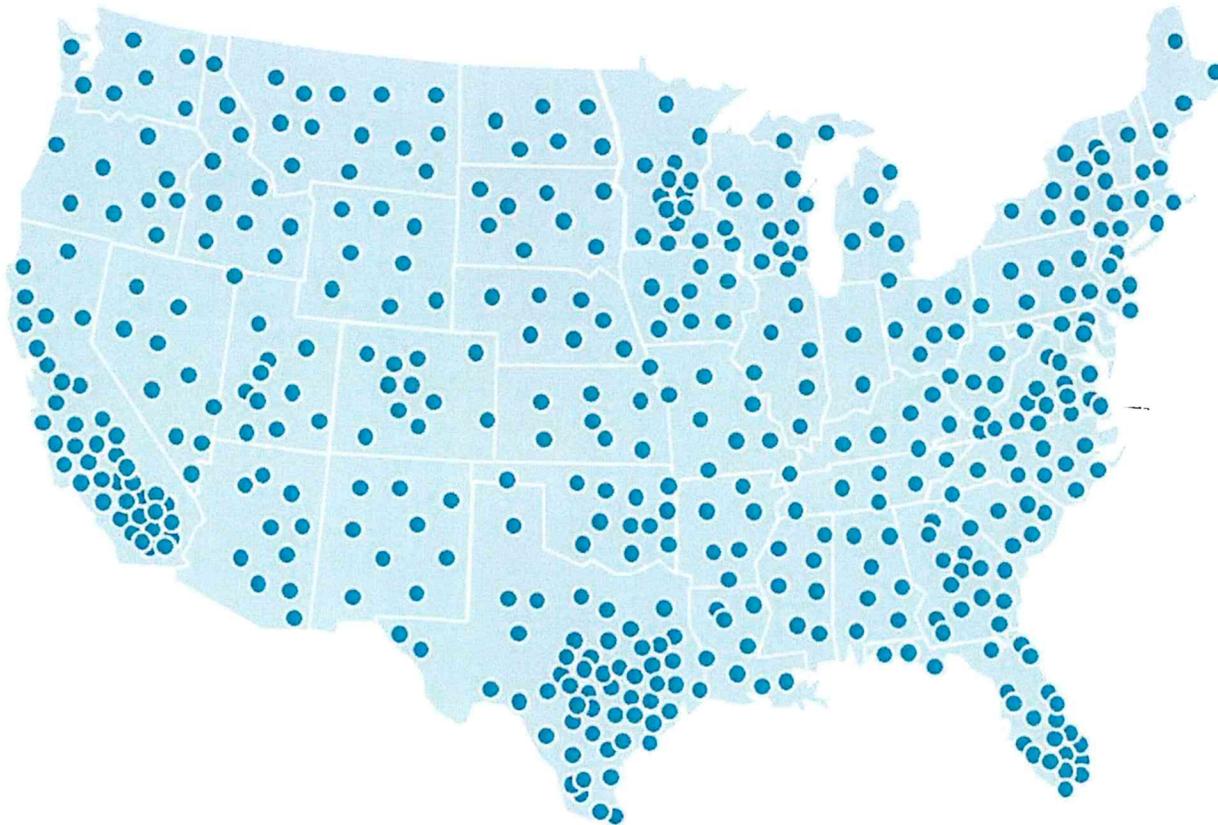
- Performance reporting to track how long your processes take to complete.

- Work in Progress reporting to monitor work items that are still in progress.
- Task Load reporting to view which steps in your process are accumulating tasks. This data can be used to assign additional resources to key tasks, or to help in process redesign to avoid future bottlenecks altogether.
- Form Reports to view data from submitted forms. This allows authorized users to view aggregate submission data and analyze trends, as well as to drill down to specific forms and submissions.
- Workload reporting to view which users or teams have in-progress and completed tasks.
- Irregularity reporting to assist with troubleshooting problems with your process. This allows authorized users to easily assess suspended or terminated instances of their processes, and drill down into each instance to determine the cause.

# Laserfiche Corporate

Laserfiche is a privately-owned software development company that has created enterprise content management, business process automation, workflow, records management, document imaging and webform software for more than 30 years.

They have over 35,000 worldwide installations, with an astounding 5 million users. They have an especially strong presence in local government, higher education, and financial services.



Laserfiche sells its software through a network of Solution Providers (SPs), one of which is AIS. This is similar to how you can buy the same car from several dealerships, but the buying experience, service, and pricing may vary between them. We like to think of AIS as the best Laserfiche dealership around. Please see the next section of this proposal for details on what separates AIS from your typical SP.

Laserfiche focuses on building their solutions for the end user, creating an intuitive and familiar design that can be quickly learned without any coding or technical knowledge. This includes features like Laserfiche Connector, a wizard-driven integration tool, and the drag-and-drop process creation tools in Laserfiche Forms and Workflow. Laserfiche releases product updates and new features annually and has been praised by Industry Analysts for their focus on cutting edge technology, such as Robotic Process Automation.

Each year Laserfiche holds a training and networking conference for users called Laserfiche Empower. Empower is the largest ECM conference for technology and business leaders from around the globe. At Empower, you'll learn ways to work smarter, drive innovation and transform your office into a digital workplace. Laserfiche also honors their most innovative and efficient users with Run Smarter awards at each Empower conference.

## The AIS Advantage

Accelerated Information Systems is a firm focused exclusively on solving enterprise content management and workflow challenges. We have worked with Laserfiche since our founding in 2005. Our focus and dedication to Laserfiche ensures rapid deployment and superior solutions for our over 100 clients. Our technical staff are all at least Gold Certified by Laserfiche.

AIS is headquartered in Melville, NY. We are a certified Minority Business Enterprise (MBE) in New York State, New York City, and New Jersey. We also have several MBE certifications for other regions pending, please contact us to ask if we qualify for your MBE needs!

Here at Accelerated Information Systems, we have a special focus on serving Local Government customers. We have helped almost every variety of government organization, from the Counties, to Towns and Villages, and service agencies, such as Fire and Sewer Districts. All of these organizations, and more, have worked with us to manage their content more efficiently using Laserfiche. We are a leading provider of Laserfiche Cloud and won the 2022 Customer Success Award from Laserfiche. We also work with a large number of Run Smarter Award-winning clients. These awards recognize users for their innovative and transformative use of the solution and the winners are honored at the annual Empower conference. We believe the consistent achievements of our customers demonstrate our commitment to their success and the benefit of a partnership with AIS.

Other AIS benefits that makes us the best partner for your project include:

- AIS customers have access to our free monthly virtual user groups, where you can see the latest features and have your questions answered by our technical staff.
- Our Service Packages help keep your system up to date, while saving time and money.
- We can help you meet your Minority Business utilization goals (NY, NYC, and NJ certified).
- 100% data conversion accuracy guarantee.
- Free integration testing: Make sure your integrations will work before you buy!
- The Accelerated Process Library (APL): a collection of exclusive form and workflow templates for use by AIS customers.
- Friendly, responsive tech support.
- Over a decade of experience building award-winning solutions with Laserfiche.



*Zaheer Master, President of AIS, alongside Laserfiche's Linda Ding, and our 2018 Run Smarter Award-Winning Clients from Bergen Community College and Shufro, Rose, and Co.*

## The AIS Approach

- AIS provides PMP certified project management, a project plan, and estimated schedule to each client
- AIS deploys server hosted modules, Client staff support with desktop installations, if required
- Additional support, development, migration, and integration services available as needed

AIS generally uses a flexible methodology to build a project plan in conjunction with the Client, to ensure each phase and task is approved before work is completed; and that the project itself will meet each of their goals. For the purpose of this proposal, we have created a generalized project plan, based on our understanding of the Client's needs and goals. These sections can evolve throughout the course of the project to better fit the evolving needs and schedule of the Client.

Our goal is to provide the solution expertise and training required to facilitate the Client's document management, eforms, and workflow digitization initiatives.

Our clients generally prefer remote services due the ease of scheduling and travel savings. Remote system access can be attended or unattended, as preferred by the Client. Remote training sessions are recorded and provided to the Client to allow them to reuse as needed. However, if you would prefer on-site installation or training services, we can accommodate these services as well. If you would like an updated quote including on-site services, please contact the AIS staff member listed on the front on this proposal.

The role of AIS in this project is to be the solution experts. We will start by deploying the Laserfiche system and configuring it according to best industry practices. Client staff will have a role in the project as subject matter experts. The people who work with the documents, forms, and workflows everyday are most familiar with the nuances associated with them and can be a valuable resource for our team.

AIS staff will perform remote installation of all Laserfiche software components onto the Client's servers for on-premises deployments. Since installation of desktop components is relatively simple, but can be time consuming, we assume Client staff will assist with the desktop component installations, after receiving proper training. Minimal desktop installation is required for this solution, since most features and capabilities are accessible via web client, without any installation. This method allows our staff to focus on advanced configuration and training, as well as reducing the cost associated with system deployment.

For Cloud-hosted deployments, AIS staff will configure the Client account and primary administrative user. For simple desktop components, like Laserfiche Scanning and the Microsoft Office Integration, Client staff will be tapped to assist in installing these components on end user machines.

AIS has also included all services required to train the Client's staff to make full use of their Laserfiche system, including advanced features requested for this project. Our training will allow the Client's staff to maintain and configure the system without help from AIS. Please see the Training section of this proposal for additional details on our training methodology, included training services, and additional training options.

After deployment and training, AIS stands ready to help with technical support or advanced development services as needed.

## Training

- AIS will provide specialized training by user role
- Training will be provided remotely for scheduling convenience and cost savings
- Training is done in the Client's environment, to familiarize users with their system
- Recordings of all live training sessions are provided as deliverables

AIS designs a customized training plan for each client to meet the unique needs of their project and users. All training is provided in the Client's environment, to allow staff to familiarize themselves and learn the system using their own content.

Training courses will focus on different features of the product, and user roles, to allow staff to specialize in relevant areas of the system (one user could focus exclusively on workflow and forms development, while another is the system administrator, and a third is simply an end user).

All users begin with end user training to familiarize themselves with basic functions in the system like importing and searching for documents. This end user training is usually divided into a basic and advanced session. Developer-level staff will attend forms and workflow development training, where they will initially build examples alongside AIS staff. Developer-level staff should also attend a training session on Laserfiche integration, where our trainers detail the numerous integration methods available within Laserfiche and build examples of code-free integrations using Laserfiche Connector. Finally, only those users who will be administrators in the system must attend the admin training sessions to teach them how to manage user rights, system access, audit trails, and more.

Training can be provided on-site, or remotely as desired, and additional training services can be arranged to supplement the included courses. AIS clients generally prefer the flexibility provided by remote training. This approach is the most flexible for their staff and reduces project costs. Remote training makes it easier to schedule time with various project stakeholders and allows staff to participate from any location (conference room, training center, office, home). All AIS training sessions are recorded and saved to the Client's Laserfiche repository to allow them to be used in training new staff members, or as a refresher. Please feel free to contact AIS for a revised training quote or for additional details.

### Additional Training Opportunities:

- Our customers are invited to a free monthly Virtual User Group. This monthly webinar allows our customers to interact directly with our Laserfiche experts while they offer insight on new features, demos of commonly used business processes, and the opportunity for user's questions to be answered by our tech team.
- Laserfiche CPP courses offer users the ability to take interactive online courses and become Gold and Platinum certified by Laserfiche by passing the included assessments. (\$100-\$125 per course)
- Laserfiche holds regional user groups to offer training and networking opportunities for users. Visit the Laserfiche website to check for events in your region.
- Laserfiche Empower is an annual Laserfiche conference held in California that offers users the chance to attend over 250 different courses, meet the AIS team, and give your feedback directly to Laserfiche.
- The Laserfiche Training Center: This comprehensive training tool provides an easy, cost-effective way to provide Laserfiche training to all users in your organization. Members will enjoy unlimited, 24/7 access to the full suite of over 200 training sessions and assessments for one low cost. Members can now create their own custom training courses for their organization and host them within the Training Center.

## Support & Maintenance

AIS technical support is included in **the Laserfiche Software Assurance Plan (LSAP)**. This maintenance plan is included in the cost of all subscription options (Laserfiche Subscription and Laserfiche Cloud) and appears as a separate line item for perpetually licensed systems (Laserfiche Avante and Laserfiche Rio).

LSAP Includes:

- Telephone support from Laserfiche engineers through Provider within 24 hours
- Access to download product updates via Laserfiche Support Site
- 100% credit towards product upgrades for perpetual licenses
- Online access to the Knowledge Base, discussion forums and other educational resources on the Laserfiche Support Site

Technical support is provided for any issue that generates a technical error message from the software. Technical support does not cover issues caused by improper configuration, e.g. security rights and workflows, unless created and configured by Accelerated Information Systems as part of a project plan. Technical support is provided via a defined escalation path for all issues:

First, when an end-user encounters an error, they will contact their internal IT helpdesk or IT contact person (Level 1). If the issue is not resolved, the internal IT helpdesk or IT contact person will contact AIS technical support via phone or email (Level 2). If an AIS support specialist is not able to resolve the issue, they will escalate it to manufacturer support (Level 3). If the manufacturer support team is still unable to resolve the issue, they will escalate it to software development team (Level 4).

Support from AIS is available during standard business hours, M-F 9am-5pm Eastern time. Support is provided via phone, email, remote web chat and an online Technical Support form. Additional phone and/or remote support time can be requested as needed but must be scheduled ahead of time. Provider will respond to any request for support submitted via the online form within 1 business day, and to any request for support via email or phone call within 3 business days.

**AIS Extended Support Hours Policy:** AIS offers our clients the opportunity to purchase extended support hours outside of standard business hours and on weekends. This option can be used to facilitate a seamless system upgrade, provide additional support during deployment and testing of a new process during low usage hours, or just to provide support at a time most convenient to you. Please see the Price Proposal for the cost of these services.

## Software Updates

Laserfiche releases major product updates annually, service packs quarterly, and hot fixes monthly. Laserfiche users can learn more about future development plans and scheduled updates by visiting the Laserfiche Support site and Product Road Map.

Access to all product updates and hotfixes is included with Client's annual LSAP payment or License Subscription. Client staff can download and apply updates themselves, or contract AIS to provide these services. AIS VIP Service Packs include an annual update performed by AIS staff.

Updates are automatically applied to the Laserfiche Cloud system during low access periods, such as after hours. Any system maintenance or updates to Cloud will be announced prior to system downtime.

## Development & Integration

- AIS staff stand ready to provide development services for building workflow, forms, integrations, and more
- AIS can also train Client staff to complete their own development goals
- Laserfiche can integrate with any desktop or web-based application thanks to its many integration options

As a specialized outside services firm, our expert team has the ability to focus on improving business processes. Leveraging the experience gained from working across various industries and companies, our specialists are uniquely positioned to create value for our clients.

Our expert staff members have created hundreds of solutions for our diverse customer base, ranging from electronic forms, to workflows, and advanced integrations. These solutions have covered many departments and functions, including: numerous auto files, Transparent Records Management (TRM), HR solutions, case management, health services, vendor management, and much more.

Since no system exists in a vacuum, we align our project to fit your platform, ensuring that your systems can exchange information through seamless integration. Our firm also specializes in data conversion and import from legacy systems, ensuring a smooth transition to our modern solution.

Laserfiche offers diverse integration options to allow it to pass and receive data from virtually any desktop or web-based application. Laserfiche has confirmed integrations with Muncity, PeopleSoft, ArcGIS, Tyler Technologies, Acela, QuickBooks, and more!

### Laserfiche Connector

Laserfiche Connector is a wizard driven, front-end integration tool that allows the system to integrate with a near infinite number of other applications, without any coding or technical skills needed. It also mitigates the need to keep applications in version lockstep. You can request an integration test with Laserfiche Connector to confirm compatibility before purchasing.

### Microsoft Office Integration

Laserfiche includes a Microsoft Office Integration to allow users to open and edit documents in their native application. Users can also save content into Laserfiche directly from their Office apps.

Please see the Case Studies section of this proposal to see how the Connecticut Metropolitan Council of Government integrated Laserfiche with the Geographic Information System (GIS) from ESRI.

### Additional Integration Options

The Laserfiche SDK is an optional module that allows for the creation of custom integrations on the back end.

Laserfiche also has an Integration Marketplace which offers standard integrations for common line of business applications, such as GIS, ERP, e-signature, and databases application.

Laserfiche Cloud offers a full API with a limited number of calls included with Professional and Business Tiers. Additional API calls can be purchased as needed.

AIS has experienced staff capable of creating and maintaining custom built integrations as required.

# Case Studies

## St. Louis Metropolitan Sewer District (MSD)

### A Cloud-First Approach for One of America's Largest Sewer Districts



**wastewater + stormwater** When the Metropolitan St. Louis Sewer District (MSD) started exploring a solution for their document management system, they knew they wanted to take a cloud-first approach. MSD is the fourth largest sewer system in the United States, providing wastewater and stormwater management service for over 1.3 million people in St. Louis City and County. With a constituency this large, MSD needed a system they wouldn't outgrow; one that could adapt and change with the needs of both their customers and their over 900 employees. They needed a way for people inside and outside the organization to access documents without sacrificing the integrity of official record retention schedules. Traditional file storage systems like their existing shared drives and Microsoft SharePoint accounts just wouldn't cut it anymore.

## A Growing Organization Needs an Adaptable Solution

Before Laserfiche Cloud, MSD had been using a small on-premises Laserfiche system to manage some departments' records, but with many staff members still using shared drives, their system wasn't able to reach its full potential. Their siloed, mismatched approach to storing their vital documents made it nearly impossible for employees to access many of the documents needed to complete projects, especially if they had been created by another department. Without a fully unified Laserfiche system tailored to what MSD employees needed, there was no way to instantaneously grant and revoke file access to employees as their needs changed. This led to distrust in the integrity of their system, which caused employees to hold on to records that they did not own even after their specified need was completed since they couldn't trust their information would be accessible again nor secure.

Beyond documents not being accessible on the right level to all staff members, MSD was unable to follow required records retention guidelines; in fact, it was concerns over security and compliance risks that pushed MSD to find a more complete solution for their records management needs. All of MSD's documents have a specific lifecycle, but with traditional shared drives, keeping track of the required steps on how and when documents complete their lifecycle was a fully manual process and nearly impossible to keep track of.

MSD didn't only have issues with employee's ability to reliably access records, but they also didn't have a reliable way to share information with parties outside the organization like vendors and customers. If someone needed to send documents, they would often need to send the necessary files via email attachment. Not only did this lead to issues with sending and receiving huge email files, but it also caused a host of issues with document version control as well as keeping track of what documents are sent to whom.

In addition to records management, MSD also needed a solution for their outdated paper-based workflow processes. Before Laserfiche Cloud, these paper workflows needed physical signatures and needed to be manually routed through their necessary processes and lifecycle.

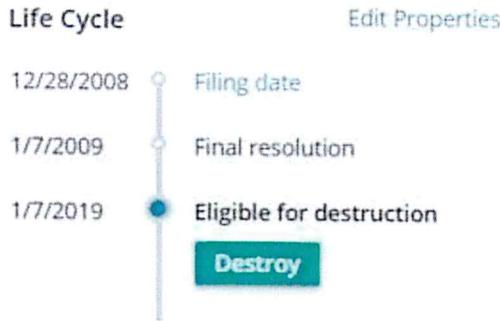
## How Laserfiche Helped MSD Overcome Their Hurdles

When MSD began working with Accelerated Information Systems, their current Laserfiche Solution Provider (SP), they knew they wanted to move from the small on-premises Laserfiche system they were using to a more customized cloud solution. With their move, records across all departments are managed within one centralized repository that is segmented down by department so that while staff members organization-wide can read and access documents they may need from outside their department, only the right people can make edits to documents. This level of granular security access coupled with the oversight capabilities of Audit Trail, means there is always a way to keep an eye on information security at every level. Employees no longer worry about holding onto documents over fears of inaccessibility, everything is right in the repository with a full history of who's used it, what edits have been made, and any other important metadata necessary for the job.



*“You don't need to be an Information Governance specialist to understand how to use Laserfiche.”*

- John Daly, CIP – Information Governance Manager at MSD



*MSD can easily manage electronic records according to the district's retention schedule.*

With their Laserfiche Cloud System, record retention schedules can be designed and implemented through customizable metadata templates that can be assigned to any document. John Daly, Information Governance Manager at MSD, was able to design specific record series templates allowing staff to simply select the right template, and the necessary compliance metadata and lifecycle rules are applied to the documents. Staff no longer need to manually move records through the stages of their lifecycle, which ensures information is properly accessible, but only for the compliant amount of time. It's also extremely simple, so those inside and outside of the information governance department understand and can execute good information governance practices.

Laserfiche Cloud lets staff easily share links to documents within their repository so that versions are always consistent, documents cannot be changed without security rights, and they can easily keep track of who has access to which records. For an extra level of security, MSD can use Direct Share to email access to specific documents with outside parties working on projects within the sewer district. Direct Share lets them give controlled access to users outside their repository with added security features like password protection and time limits on how long links will be live.

**Welcome to the Metropolitan St. Louis Sewer District Public Documents Center**

Use the search box to find documents, or click on the folder links below to browse for documents by category

- [ Search field ]
- [Browse All Documents](#)
- [Meetings](#)
- [Consent/Decree Reports](#)
- [Fiscal & Investor Relations](#)
- [Bid Opportunities](#)
- [Ordinances](#)
- [Resolutions](#)
- [Plan Review Documents](#)
- [Strategic Plans](#)
- [Capital Improvement & Replacement Plan \(CIRP\) Budgets](#)
- [Diversity Information](#)
- [Organization Charts](#)
- [Maps](#)
- [Need Assistance? Click Here for Contact Information](#)

*Constituents have self-service access to MSD's public records.*

In some cases where outside collaborators need access to MSD's repository, Laserfiche Cloud's flexible licensing model rises to the challenge. Participant User licenses allow external parties to submit content into the relevant project's folder through a forms process, as well as providing read-only access to other project files. This allows users both inside and outside of MSD anytime access to the files they need while maintaining all the security, retention, and metadata features already set up within the folder.

*"The DocuSign integration will drastically improve the speed-of-business."*

- John Daly, CIP – Information Governance Manager at MSD

To help better serve constituents, MSD implemented a public portal for easy access to the records and documents they need without going through the manual process of requesting and then waiting for records. Users simply need to visit the Metropolitan Sewer District's website and navigate to their Public Documents page. From there, anyone can search for publicly accessible documents in MDS's repository via text search or through categorized links where files can then be downloaded as needed.

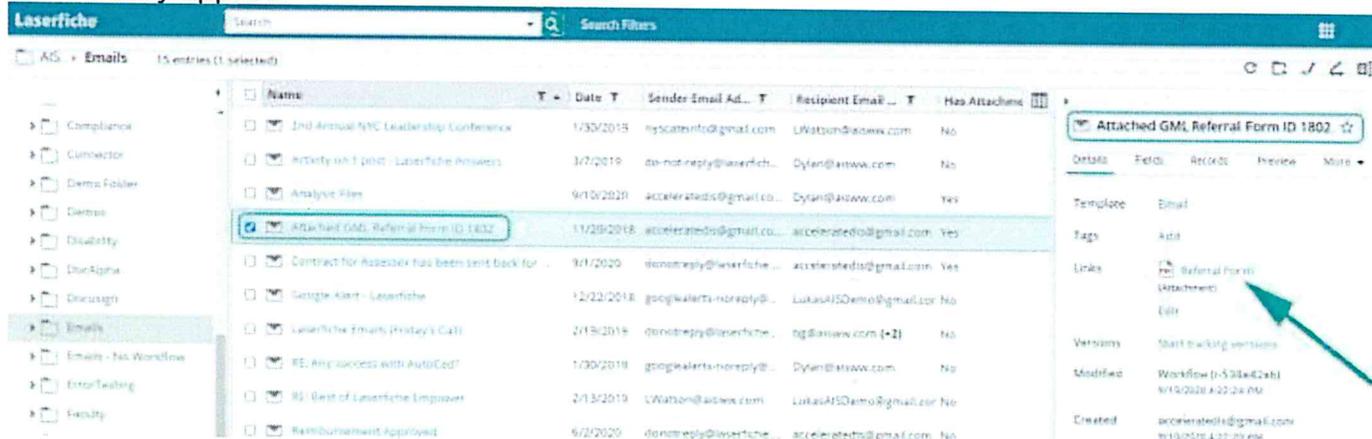
Automated workflows make it easy to sort and organize thousands of documents into folders allowing staff to quickly locate and use the documents they need. In addition to the time saved from automating so many repeatable, standardized workflows, they are interested in incorporating a digital signature option



like DocuSign, which is available for direct integration with Laserfiche. Now instead of waiting and needing to follow up on pending signatures, automated workflow reminders will make sure pending processes are being completed by the right team, plus the digital signature process is now streamlined with the whole workflow process.

## A New Outlook for Outlook

Beyond the more traditional uses for Laserfiche, MSD has worked with their SP, Accelerated, to design and build a custom solution for saving Outlook emails and their attachments to their repository. Staff can simply drag and drop emails from their Outlook inbox into the repository folder of their choice, and their emails and their attachments appear in Laserfiche exactly as they do in Outlook. In addition to the ease of viewing emails in a recognizable format, record retention and all relevant folder rules are immediately applied.



Employees can drag and drop emails with attachments and they will appear in Laserfiche similar to how they would in Outlook. This functionality was not previously available but MSD created a use case allowing Accelerated to develop the custom solution.

*“The speed of business would have come to a halt without Laserfiche.”*

- John Daly, CIP – Information Governance Manager at MSD

## Any File, Accessible Anywhere

The COVID-19 Pandemic has drastically changed how so many organizations do business. For some, that meant closing in-person operations in order to protect their teams with little time to prepare a remote work plan. Companies may have had the resources to give their remote workers the hardware and basic software tools they needed, but employees also needed access to the documents they use every day. If these documents were stored on a shared drive, that could help, but this more simplified, siloed approach can cause issues with staff access and security rights for documents from other departments, accurate versioning of documents, and proper retention scheduling. MSD didn't have any of these barriers – they had Laserfiche.

When MSD needed to move their staff to remote work, their staff not only already had access to everything they needed from home, but also were familiar with how to use it – they already use it every day. MSD’s Laserfiche repository can be accessed from any internet-connected device without a VPN connection. No one needed to worry about if they left an important document back at the office; it’s all in Laserfiche!

MSD has been using the Laserfiche app prior to COVID, but having access to their repository on their phone or tablet has helped remote workers and those who still need to be working out in the field connected. Team members who are working on a job site can not only access their important documents on their mobile devices, but they can also upload new documents and photos into the repository that can be accessed by other team members immediately. There’s no need to send multimedia files via email to team members that need access immediately, which could create issues with proper record retention. Instead, it can be immediately placed into the correct folder, and all the necessary records retention rules, security access, and metadata are immediately applied.

MSD is an example of how powerful Laserfiche can be both in the pre- and post-COVID world, especially when implemented by a team dedicated to its success. “John Daly has been a true champion for Laserfiche and Metropolitan Sewer District’s overall digital transformation,” said Zaheer Master, President of Accelerated Information Systems. “John and his team were able to scale a small on-premises Laserfiche installation in one department to an ever-expanding rollout organization-wide. As the premier Laserfiche Cloud Solution Provider, Accelerated is proud to work with a team that maximizes Laserfiche Cloud’s potential, and we are excited to continue working with MSD on their future projects.”

The move to Laserfiche Cloud has helped the MSD team move beyond the bounds of paper and manual work, making a truly intuitive and expandable platform. Whether the future means more staff members working remotely or an eventual return to a physical office, MSD’s staff can keep moving; no one needs to choose between employee health and safety and providing services for their customers – they have Laserfiche!



*The Laserfiche app allows work to get done in any location at any time.*

## GIS and Laserfiche Solution Summary

The Connecticut Metropolitan Council of Governments, also known as MetroCOG, is utilizing ESRI ArcGIS software for mapping and displaying property information within the Town of Monroe. MetroCOG's GIS software contains many beneficial data layers, each of which can be utilized for separate workflows. A walkthrough of the septic and well record retrieval process has been shown below.



MetroCOG's Laserfiche Avante system has been implemented in a cloud environment that is hosted by Amazon Web Services. Their ESRI ArcGIS server is also hosted in the cloud. Latitude's GeoCortex has been leveraged to create the web app. This combination of thoughtful implementation and purposeful development has allowed both employees and constituents to access vital records through a convenient public portal. An integration using Laserfiche Connector also allows Town of Monroe employees to pull information from the GIS software and apply the data to metadata fields within the Laserfiche repository.

## Importing Documents to Laserfiche with GIS Metadata

The ability to import documents to Laserfiche, from within ArcGIS, has been made available by use of the Laserfiche Connector module.

1. Search for the property in GIS
2. Click the Laserfiche Connector icon
3. The option to scan a paper document or add data using a Laserfiche electronic form is given
4. The user is guided through the importing process
5. Laserfiche pulls information from ArcGIS (such as the address, parcel ID, and owner name) during the import and adds it as metadata according to a Laserfiche template.

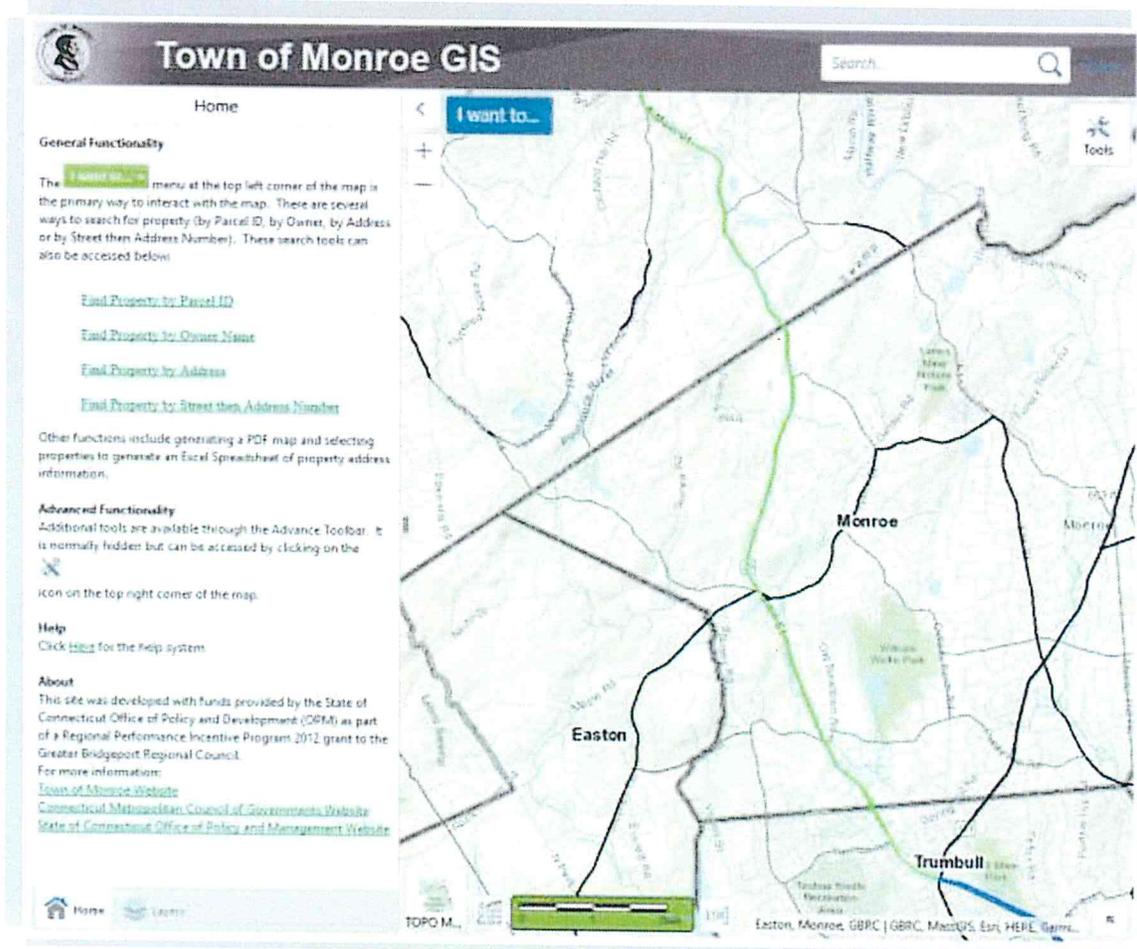
### Common Document Types:

- Well Completion Report: Standard state-provided report that contains property information as well as a diagram sketch of the well.
- Septic As-Built Report: Typically 1 or 2 pages that contains information about the location, owner, and a diagram sketch of the sewage system.

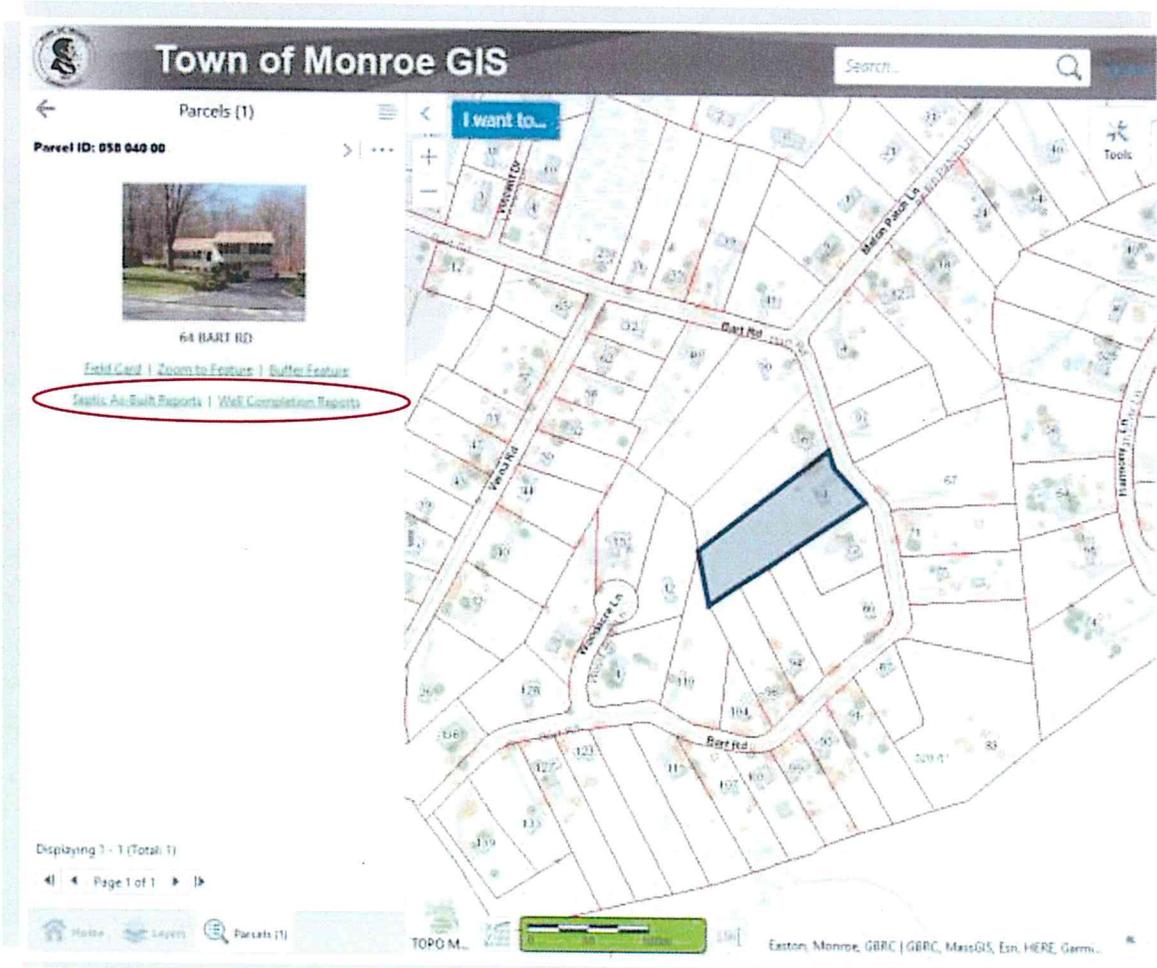
# Walkthrough of Record Retrieval in GIS using Laserfiche WebLink

Members of the public such as property owners, local engineers, construction workers, and other may retrieve records by Parcel ID, Owner Name, or Address using the method outlined below.

Live URL: <https://metrocoq.mapxpress.net/Monroe/>



*In the above screenshot, you can see the map of the Town of Monroe prominently displayed along with the option to search by Parcel ID, Owner Name, or Address in the left pane. After selecting an option, a text field will be displayed and the user will be prompted to enter information.*



*After selecting the address, the map will be zoomed in on the exact location and the Parcel ID will be displayed along with options to retrieve the Septic As-Built Report and Well Completion Reports.*

Laserfiche WebLink MyWebLink | Help | About | Sign Out

Home Browse Search **Septic As-Built Report 64 BART RD 19920722**

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Metadata Thumbnails Annotations

**Entry Properties**

Last modified  
4/17/2018 1:21:27 PM

Creation date  
4/17/2018 1:20:36 PM

**Metadata**

Fields

Template:  
MonroeHealthDocuments

MonroeDocType  
Septic As-Built Report

Address  
64 BART RD

Parcel ID  
05804000

Report Date  
7/22/1992

Page 1 of 1 PDF View plain text 3.77 in x 11.69 in

**TOWN OF MONROE**

**Private Sewage System As-Built Plan**

Location: 64 Bart Rd Permit No. NA

Owner: De Selby Installer: Frank Septic

Please check septic system:  Clean system,  Repaired system,  Abandoned system

Describe type system: 4x4 SALTWATER

Test sewage area: 2x8 ft. width of trench: 2 ft. depth of perforator or dry well: 4 ft.

The undersigned hereby certifies that this Sewage Disposal System conforms to all governing codes and ordinances and the dimensions shown are substantially correct.

Signature of installer: Frank Septic License No. 002562 Date: 7/22/92

| Point                     | N1 | N2 | N3 | N4 | N5 | N6 | N7 | N8 | N9 | N10 | N11 | N12 | N13 | N14 |
|---------------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|
| Distance from station 'A' | 26 | 47 | 70 | 70 |    |    |    |    |    |     |     |     |     |     |
| Distance from station 'B' | 27 | 50 | 29 | 21 |    |    |    |    |    |     |     |     |     |     |
| Distance from station 'C' |    |    |    |    |    |    |    |    |    |     |     |     |     |     |
| Distance from station 'D' |    |    |    |    |    |    |    |    |    |     |     |     |     |     |

**DIAGRAM (NOT INCLUDING)**

SEPTIC TANK, 5' BODER, THROUGHT, RAILROAD, FITS OR BRIS, CURTAIN TRAILS, WALL / WATER LINE, POOLING (RAINS), PUMPS, INSINS, SWIMMING POOLS, UTILITY LINES, AND OPEN MATCH CORNERS.

Inspected by: Thomas Thorne Date: 07/22/92

Permits: 452-5422

*In the example above, we have clicked on the Septic As-Built Report which opens a new tab in the browser and retrieves the associated record via Laserfiche Connector using the Parcel ID as a token. You can view metadata and annotations in the left pane and the document itself can be interacted with (zoom, print, or download) in the main area.*

### Future Plans

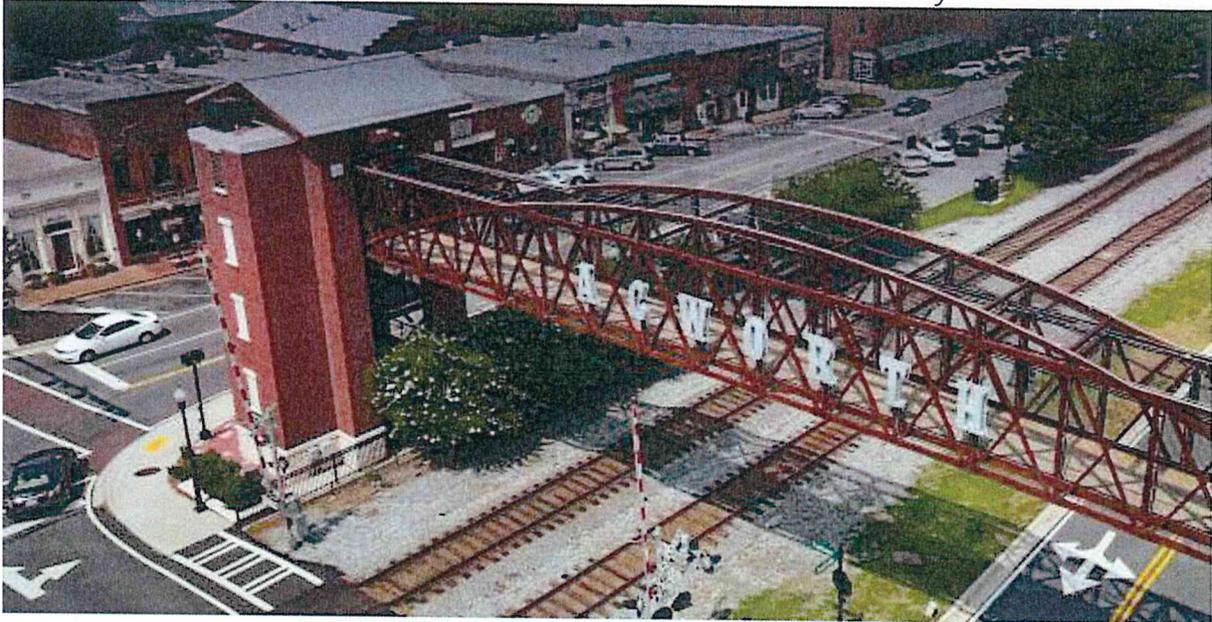
MetroCOG is making use of the Parcel ID data layer within their GIS software implementation but also has plans to extend functionality to the stormwater data layer as well.

MetroCOG is also planning to upgrade their Laserfiche installation to accommodate more users as well as expand their GIS public portal to provide service to all six towns within the Connecticut Metropolitan Council of Governments.

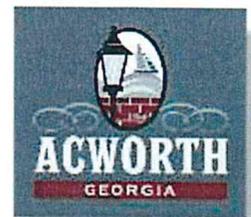
Laserfiche for Village of Freeport 25 | Page

## The City of Acworth, Georgia

The City of Acworth Delivers on ROI and Sustainability with Laserfiche



With over 22,000 residents, the City of Acworth, GA is home to a rich culture with its citizens at the center. Like many cities, Acworth faced challenges with digitally transforming their manual processes and documents to better meet the needs of constituents. With the goal of improving citizen services, streamlining processes in the city, protecting against ransomware attacks, and getting future-ready while ensuring proper compliance, the City of Acworth set out to tackle their challenges once and for all.



### A City-Wide Solution

Before selecting Laserfiche, the City of Acworth went through a few phases of improving their document management system, but nothing was a complete fit. Acworth first realized they needed to update their document and records management 23 years ago; beginning with moving paper records to floppy discs, they then moved to a centralized server, and finally to USB drives before deciding they needed to bring in an outside platform. They also had issues with storage, with multiple rooms in city hall housing thousands of paper documents, wasting valuable space. After meeting with vendors and finding the right fit in Laserfiche and SP Accelerated Information Systems (AIS), they finally found the right fit to make a measurable change.

*"We first started looking at true document management systems about 15 years ago, but never could find the right fit for the right cost. It wasn't until 2022 that we were able to finally find a solution that provided us with everything we were looking for at a price point that we could justify and that was Laserfiche."*

When planning their digital transformation, Acworth understood the challenges of implementing a new system; people are used to completing tasks the way they've always done them. Showing team members the benefits of Laserfiche and getting them to understand how it can improve their work was vital to their strategy for success.

## Delivering ROI for Citizens and Staff

One win that helped with staff buy-in was automating invoice payment management for their finance department. Previously there were countless issues with getting invoice payments completed with departments submitting invoices via untraceable methods including printed paper and email. To

address the issue, Acworth created a Laserfiche form for all the necessary information including the ability to attach invoices to the process. Not only does this help get more processes completed, it also helped standardize the process leaving less guess work.



*"I firmly believe if you make something easier, then more people will participate, and that's exactly what we did with Laserfiche this year."*

– Keith Wilson, Director of IT, City of Acworth, GA

Building on the invoice process success, Acworth began implementing more automated processes including a team feedback form used during annual reviews. Surveys have replaced previously manual sign-up sheets including one for the city's annual employee flu shot offering. Instead of signing up on a spreadsheet, the simple yes or no option on the survey made the process much easier for staff and helped raise the

response rate to nearly 40% and participation rates from 10% to 15%.

Concurrent to Acworth implementing Laserfiche, they also began major renovations at their city hall and power and public works buildings causing employees and their documents to be shuffled and displaced. With processes starting to be automated and documents in Laserfiche, it made it much easier to mitigate disruptions. For example, renovations caused the elimination of 25 desktop printers; without Laserfiche, this would have caused major issues for staff and citizens, but with Laserfiche, staff were able to reduce printing by 14% or 10,000 pages without reducing productivity. This decrease in printer needs also allowed Acworth to renegotiate their multi-function printer (MFP) leases allowing them to get 18 new MFPs for the same cost as their old printer leases.

*"There's no way I could have survived the last 8 months had we not went to Laserfiche."*

– Anaie Luna, Deputy Director, Power & Public Works, City of Acworth, GA

## Looking Ahead

With initial buy-in strong, and numerous successful use cases, the possibilities for Laserfiche at Acworth are endless. They plan to do even more with automation, including using some of the new AI tools built in to Laserfiche to help make processes and forms even easier to complete. All these improvements are with the goal of continuing to implement change strategically.



*"If I had it to do over, I'd make the exact choice I made with both Laserfiche and AIS. I'm 24 years into my time here, and plan on retiring within the next five years. I'm 100% confident that when I retire, Laserfiche will be a part of Acworth, and a decade after I retire, Laserfiche will still be a part of our daily work."*

## Additional References

Wading River Fire District- Greg Michalakopoulos, [gmichala@wadingriverfd.org](mailto:gmichala@wadingriverfd.org), 631-929-4340

Orange County, NJ- Glenn Terwilliger, [gterwilliger@orangecountygov.com](mailto:gterwilliger@orangecountygov.com), (845) 615-3745

Putnam County, NY- Jimmy McConnell, [james.mcconnell@putnamclerkny.com](mailto:james.mcconnell@putnamclerkny.com), (845) 808-1142 x49360

Town of Woodbury, NY- Desiree Potvin, [treasurer@villageofwoodbury.com](mailto:treasurer@villageofwoodbury.com), (845) 928-6829 x1253 or 52

Town of Rye, NY- Deborah Resiner, [dreisner@townofryeny.com](mailto:dreisner@townofryeny.com), (914) 939-3553

Village of Mamaroneck, NY- Sally Roberts, [sroberts@vomny.org](mailto:sroberts@vomny.org), (914) 777-7723

Village of Malone, NY- Rebahka Scaccia, [rscaccia@villageofmalone-ny.com](mailto:rscaccia@villageofmalone-ny.com), (518) 483-4570

# Pricing

Quotes are valid for 30 days from date of proposal unless otherwise noted.

## Option 1:

This option is for a traditional deployment, led by the AIS team. We will train the Village team to take over administration of the system once the core system components are configured. The AIS team installs and configures all Laserfiche systems to industry best practices as well as creating system diagrams and documentation to ensure a smooth support process in the future.

| Annual Software License Subscription |  |          |                     |                    |
|--------------------------------------|--|----------|---------------------|--------------------|
| Code                                 | Product Name   | Quantity | Unit Price          | Total              |
| JSENF20                              | Subscription Professional Users (10-49 users)            | 10       | \$710.00            | \$7,100.00         |
| JSRM                                 | Subscription Record Management                           | 0        | \$5,000.00          | \$0.00             |
|                                      |  |          | <b>Subtotal:</b>    | <b>\$7,100.00</b>  |
| Annual Service Subscription          |  |          |                     |                    |
| Code                                 | Product Name   | Quantity | Unit Price          | Total              |
| AISLSPV2                             | AIS Laserfiche Service Package VIP 2                     | 0        | \$2,000.00          | \$0.00             |
|                                      | <i>Includes annual update for your Laserfiche system</i> |          | <b>Subtotal:</b>    | <b>\$0.00</b>      |
| Professional Services                |  |          |                     |                    |
| Code                                 | Product Name   | Quantity | Unit Price          | Total              |
| PS103                                | Project Management - Per Hour                            | 8        | \$200.00            | \$1,600.00         |
| PSONP2                               | On-Prem Deployment and User Configuration-Professional   | 1        | \$6,695.00          | \$6,695.00         |
| PS105                                | End User Training - Per Hour                             | 4        | \$200.00            | \$800.00           |
| PS211                                | Administrator Training -Per Hour                         | 6        | \$225.00            | \$1,350.00         |
| PS302                                | Advanced Training - Per Hour                             | 2        | \$250.00            | \$500.00           |
|                                      |  |          | <b>Subtotal:</b>    | <b>\$10,945.00</b> |
|                                      |  |          | <b>Total:</b>       | <b>\$18,045.00</b> |
|                                      |  |          | <b>Tax:</b>         | <b>\$0.00</b>      |
|                                      |  |          | <b>Grand Total:</b> | <b>\$18,045.00</b> |

## Option 2:

This option includes additional training services to allow the Village team to manage their own deployment process. We do not typically recommend this approach, as it can complicate the support process. Supporting a system we did not install and are thus less familiar with can bring additional challenges.

| Annual Software License Subscription |   |          |            |            |
|--------------------------------------|---|----------|------------|------------|
| Code                                 | Product Name                                  | Quantity | Unit Price | Total      |
| JSENF20                              | Subscription Professional Users (10-49 users) | 10       | \$710.00   | \$7,100.00 |
| JSRM                                 | Subscription Record Management                | 0        | \$5,000.00 | \$0.00     |

|                                    |  |                 |                     |                    |
|------------------------------------|--|-----------------|---------------------|--------------------|
|                                    |  |                 | <b>Subtotal:</b>    | <b>\$7,100.00</b>  |
| <b>Annual Service Subscription</b> |  |                 |                     |                    |
| <b>Code</b>                        | <b>Product Name</b>                                      | <b>Quantity</b> | <b>Unit Price</b>   | <b>Total</b>       |
| AISLSPV2                           | AIS Laserfiche Service Package VIP 2                     | 0               | \$2,000.00          | \$0.00             |
|                                    | <i>Includes annual update for your Laserfiche system</i> |                 |                     |                    |
|                                    |  |                 | <b>Subtotal:</b>    | <b>\$0.00</b>      |
| <b>Professional Services</b>       |  |                 |                     |                    |
| <b>Code</b>                        | <b>Product Name</b>                                      | <b>Quantity</b> | <b>Unit Price</b>   | <b>Total</b>       |
| PS103                              | Project Management - Per Hour                            | 10              | \$200.00            | \$2,000.00         |
| PS105                              | End User Training - Per Hour                             | 4               | \$200.00            | \$800.00           |
| PS211                              | Administrator Training -Per Hour                         | 25              | \$225.00            | \$5,625.00         |
| PS302                              | Advanced Training - Per Hour                             | 8               | \$250.00            | \$2,000.00         |
|                                    |  |                 | <b>Subtotal:</b>    | <b>\$10,425.00</b> |
|                                    |  |                 | <b>Total:</b>       | <b>\$17,525.00</b> |
|                                    |  |                 | <b>Tax:</b>         | <b>\$0.00</b>      |
|                                    |  |                 | <b>Grand Total:</b> | <b>\$17,525.00</b> |

# Appendix

## AIS Service-Packages

*Simplified yearly upgrades to ensure the maximum return on your Laserfiche investment.*

We offer our customers service packages that include everything you need to keep your Laserfiche system up-to-date with the latest features and your staff trained to use them.

The table below contains a breakdown of our service packages.

| Product / Service   | VIP 2   | VIP 3   |
|---|---|---|
| <b>Recommended Deployment</b>                             | Simple Rio Systems (single environment) & Cloud Professional Tier | Advanced Rio System (multiple environments) & Cloud Business Tier |
| <b>ON PREMISES ONLY: Annual System Update<sup>1</sup></b> | ~10 service hours<br>Retail Value: \$2500                         | ~20 service hours<br>Retail Value: \$5000                         |
| <b>CLOUD ONLY: Annual Professional Hours<sup>1</sup></b>  | 10  | 20  |
| <b>System Review &amp; Consulting / Training</b>          | Biannual (2 per year)<br>Retail Value: \$500                      | Quarterly (4 per year) Retail Value: \$1000                       |
| <b>Laserfiche Aspire Courses<sup>2</sup></b>              | 1000 credits per year<br>Retail Value: \$1000                     | 1500 credits per year<br>Retail Value: \$1500                     |
| <b>Laserfiche Empower Pass<sup>3</sup></b>                | Not Included  | 1 Pass Per Year<br>Retail Value: \$1599                           |
| <b>Estimated Total List Cost</b>                          | \$4000  | \$9099  |
| <b>Percent Discount from List Price</b>                   | 50%   | 50%   |
| <b>Annual Package Cost</b>                                | <b>\$2000</b>   | <b>\$4500</b>   |

<sup>1</sup>Annual system update is applicable for on-premises systems only. Cloud systems include automated updates as part of your annual license subscription and have had an equivalent amount of professional service hours included in their package instead. These hours can be used for consulting, development, training, and more.

<sup>2</sup>Laserfiche Aspire Courses: The Laserfiche Aspire Platform provides on-demand e-learning courses and exams to certify customers and resellers on installing, configuring, and managing Laserfiche solutions. Courses vary from Getting Started with Laserfiche to Building Laserfiche Workflows, and System Administration.

<sup>3</sup>Laserfiche Empower: This conference is held annually in Long Beach, California by Laserfiche. A pass includes access to the 3-day conference and its hundreds of training courses. Empower is attended by the Laserfiche development team and Laserfiche users from all over the world!

Please note that system upgrades from VIP Service Packs are to be used during standard business hours only (9:00 AM-5:00 PM ET, Monday-Friday). Upgrades outside of these hours are subject to our Extended Support Hours Policy and will incur additional cost.

## Glossary

**Full Users:** This license permits access to the full capabilities of your Laserfiche System Tier, including the ability to add or modify repository content, create, forms, workflows, and reports and more. Specific features or rights can be restricted by authorized users.

**Participant User:** This license permits read-only access to the repository (no adding content or editing metadata) as well as the ability to start and participate in forms processes.

**Education User:** Provides the same capabilities as the Participant User, but with convenient block pricing for when user count is imprecise. Restricted to accredited educational institutions. This license permits read-only access to the repository (no adding content or editing metadata) as well as the ability to start and participate in forms processes. Special block discounts for educational organizations available.

**Community User:** Provides the same capabilities as the Participant User, but with convenient block pricing for when user count is imprecise. Restricted to usage by non-employees and non-contractors, as they can be used by constituents or customers). This license permits read-only access to the repository (no adding content or editing metadata) as well as the ability to start and participate in forms processes. Special block discounts for educational organizations available.

**Laserfiche Workflow:** Automates business processes, such as approvals, routing based on conditions, or database integrations, improving consistency with how records are filed in Laserfiche. Laserfiche Workflow and Forms and included in the Professional and Business Tier.

**Laserfiche Snapshot:** Print directly into Laserfiche, capturing a "snapshot" of the electronic file at the time. These files are saved in TIFF format, an unalterable image.

**Laserfiche Email Plug-In:** Allows instant electronic document distribution via standard MAPI-compliant e-mail applications. This feature is included in every Full User and Retrieval User license.

**Laserfiche Web Access:** A web-based thin client, offering virtually all document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access and version updates without increasing your organization's application support burden. Web Access also includes access to Laserfiche Mobile and the Laserfiche SharePoint Integration resources.

**Laserfiche SharePoint Integration:** The SharePoint Integration (SPI) is built on the power of Laserfiche Web Access, a Section 508-compliant thin client that reduces installation, support, and maintenance requirements. The integration requires an on-premise installation of SharePoint.

**Laserfiche Mobile/Web Access Light:** allows organizations access the features of the Laserfiche Client through a smartphone or tablet. They can remotely capture, edit, and search for documents, interact with Laserfiche Forms and start/participate in a business process. Mobile is available for iOS, Windows, and Android devices. Laserfiche Web Access or Laserfiche Forms is required for any/all mobile access options.

**Laserfiche Microsoft Office Integration:** Laserfiche includes a built-in integration for Microsoft Office Applications that allows users to open and edit Office documents in their native application, directly from Laserfiche. Users also have access to a Laserfiche section in the tool bar which allows them to save a document or version from Word, Excel, Outlook, PowerPoint, and other Office applications directly into Laserfiche without opening it.

**Laserfiche Digital Signatures:** A way of indicating that a document signature is authentic and has not been modified since the signature was applied. Allows users to automatically sign and validate documents directly in the Laserfiche Client or Laserfiche Web Access.

**Laserfiche Audit Trail Modules:** Tracks all events that occur in the repository, including: those that involve accessing, modifying, or exporting data, creating, editing, printing, or deleting documents, creating annotations, and assigning metadata, tracking additional security/access-related events, and unsuccessful attempts to perform actions, such as failed attempts to access or print documents, password changes, creation or modification of users and groups, and changes to repository-wide settings. It can also track all searches users perform, require users to enter reasons for performing certain actions, and automatically add watermarks to printed documents.

**Laserfiche ScanConnect:** A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. ScanConnect can be purchased as an add-on to both Laserfiche scanning and Quick Fields.

**Laserfiche Forms:** Laserfiche Forms allows organizations to create electronic fillable forms using a drag-and-drop interface for collection and processing information. All information entered into forms can be used in the advanced reporting and team management tools included. Includes the robust security and reporting capabilities. Laserfiche Workflow and Forms and included in the Professional and Business Tier.

**Laserfiche Forms Portal Module:** The Forms Portal license allows Form submission from unlicensed (public) users. Forms Portal is designed primarily for non-internal/public user submissions, therefore there is no security validation provided. The users that access Forms through the Forms Portal can only submit forms (these users cannot participate in the business process after a form has been submitted). Portals are included in the Business Tier and available as an add-on to the Professional Tier.

**Laserfiche Public Portal (Weblink):** Allows read-only access by non-licensed or public users. The Weblink module publishes select documents in a Laserfiche repository in read-only form. The portal can be customized to match the look and feel of an organization. Portals are included in the Business Tier and available as an add-on to the Professional Tier.

**Laserfiche Import Agent:** Automatically adds files stored in a Windows folder or shared drive and into a Laserfiche repository. Also includes the Email Archiver to allow for the automated retention of emails in Laserfiche, based on rules.

**Laserfiche Records Management:** The Records Management module allows for managing the complete life cycle of records in Laserfiche to include retention schedule management, legal holds/record freezes, disposition and vital record management, etc. Records management is included Business Tier and available as an add-on to the Professional Tier.

**Laserfiche Quick Fields:** Module for the processing of structured or batch documents. High volume capture software that automates document import, classification, and indexing. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process, improving the speed and accuracy of data capture. QF is the base package, which can be enhanced with any of the packages below. Quick Fields Complete includes all available modules and is included with each Subscription Full User license. Included in the Professional and Business Tier.

**Laserfiche Vault:** Laserfiche Vault is a solution package that supports your firm's compliance with SEC Rule §17a-4 using services and cloud-based features that provide security and accurate system of record. It includes:

Laserfiche Cloud Records Management, Strict Compliance Mode for Laserfiche Cloud (WORM Storage), and Optional Designated 3rd Party (D3P) Services Provided by Laserfiche. Available as an add-on to all tiers.

**Laserfiche Connector:** A code-free, wizard-driven tool that provides integration capabilities with almost any application via screen scarping. Provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons. Included in the Professional and Business Tier. Laserfiche Connector allows you to:

- Search results will automatically open in the Laserfiche Client, Web Access, or WebLink.
- Scan and automatically populate metadata with information from a third-party application.
- Import and automatically populate metadata with information from a third-party application.
- Connect two applications by allowing one of them to start the other (including the ability to pass parameters between them).
- Choose whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both.

**Laserfiche Software Developers Kit (SDK):** Provides the same tools and documentation used by the Laserfiche development team, to support customizing the system and integrating Laserfiche with other applications. included in the Business Tier and available as an add-on for the Professional Tier.

**VILLAGE OF FREEPORT**  
**DEPARTMENT OF PUBLIC WORKS**  
**INTER-DEPARTMENT CORRESPONDENCE**

---

To: Mayor Robert T. Kennedy

From: Robert R. Fisenne, P.E., Superintendent of Public Works

Date: May 2, 2025

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**RE: Parking Restrictions on Colonial Avenue**

The Department of Public Works has received a request to remove parking restrictions on the north side of Colonial Avenue between N. Main Street and Powell Street. We have reviewed this request and approve of the change.

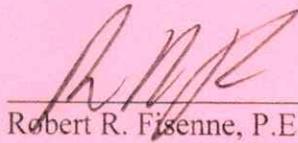
Therefore it is recommended that Counsel's office prepare the necessary documentation to revise the Village's Vehicle and Traffic Regulations as follows:

**Sec. 41. Parking prohibited at all times unless otherwise designated.**

No person shall park a vehicle within the designated areas in the following streets at any time, or at the times otherwise indicated:

**REMOVE:**

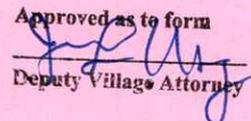
Colonial Avenue, north side, between North Main Street and Powell Street.



---

Robert R. Fisenne, P.E.  
Superintendent of Public Works

c. P. Boening, Village Clerk  
Taylor D'Orta, Purchasing Agent

Approved as to form  
  
Deputy Village Attorney

The following resolution was proposed by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, as follows:

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF FREEPORT, NEW YORK**, that the VEHICLE AND TRAFFIC REGULATIONS Article III Parking Restrictions be amended as follows:

**Sec. 41. Parking prohibited at all times unless otherwise designated.**

No person shall park a vehicle within the designated areas in the following streets at any time, or at the times otherwise indicated:

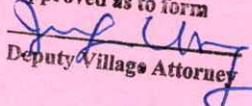
**REMOVE:**

Colonial Avenue, north side, between North Main Street and Powell Street.

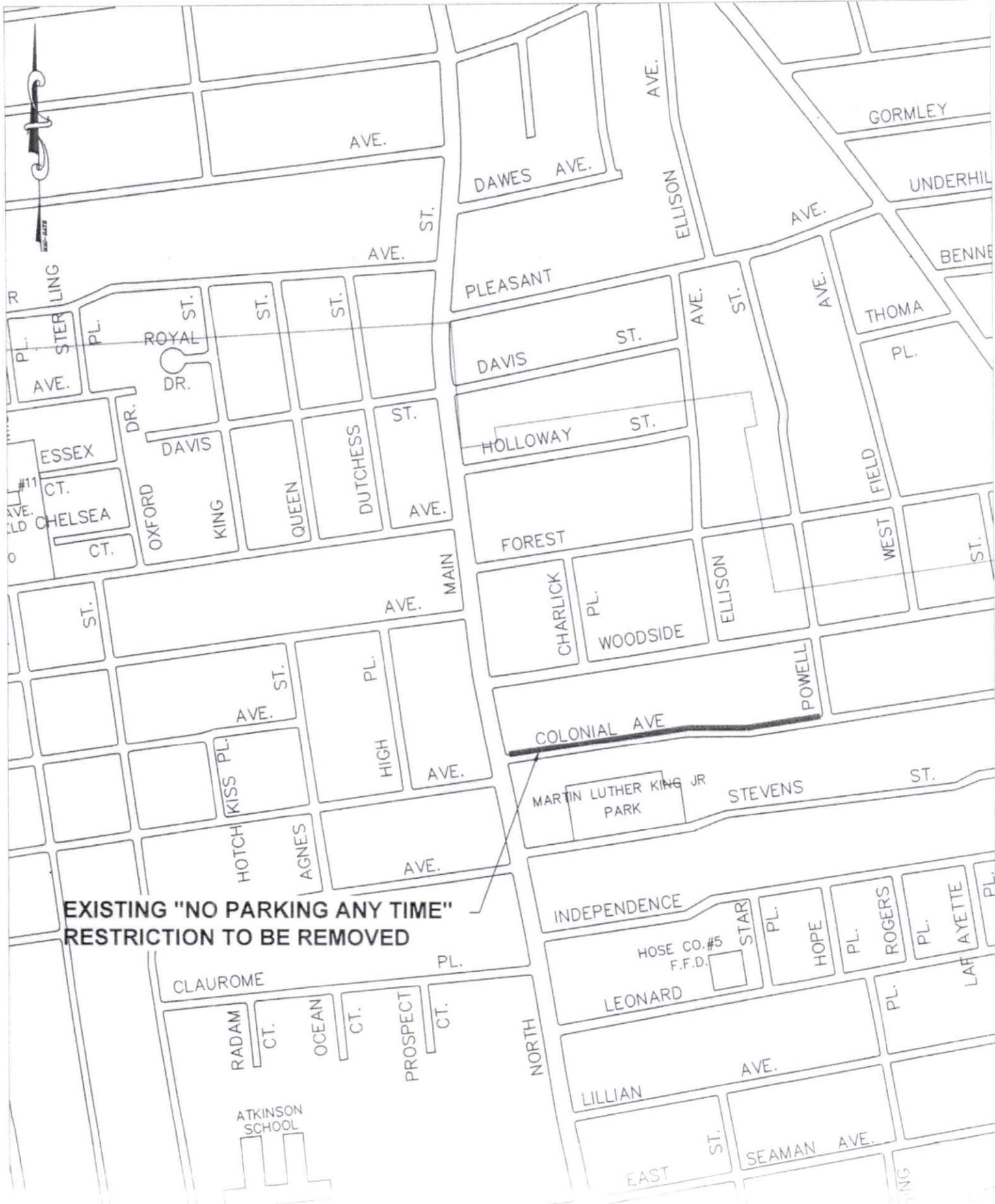
The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

This resolution was declared duly adopted on the 19th day of May, 2025.

Approved as to form  
  
Deputy Village Attorney

# REMOVE PARKING RESTRICTIONS ON COLONIAL AVENUE



**INCORPORATED VILLAGE OF FREEPORT**  
**Treasurer's Office**  
**INTER-DEPARTMENT CORRESPONDENCE**

**TO:** Mayor Robert T. Kennedy

**DATE:** 05/12/2025

**FROM:** Ismaela M. Hernandez, Village Treasurer

**Telephone:** 516 377-2257

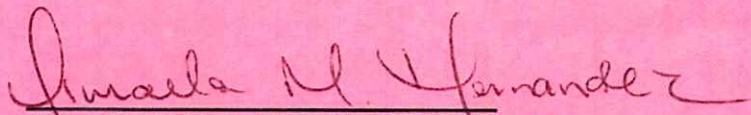
**RE:** Exclusion of Indebtedness FYE 2025 - Electric Utility

---

Request authorization from the Mayor and Board of Trustees to submit an application to the New York State Comptroller's Office for the Electric Utility debt exclusion. We are requesting to exclude \$31,357,166 of indebtedness for the Electric Utility from the Constitutional Debt Limit for the FYE 2025.

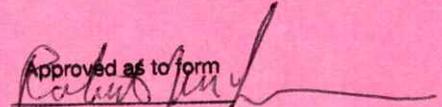
Section 123(h) of the Local Finance Law states that a publication must be made within fifteen days after filing of the exclusion application with the State Comptroller. The enclosed Debt Exclusion Application will be filed with the State on or before May 30, 2025

Sincerely,



Ismaela M Hernandez, Village Treasurer

Cc: Eric Rosmarin, Superintendent of Electric  
Alvin McDaniel, Village Comptroller  
Howard Colton, Village Attorney  
Pam Walsh Boening, Village Clerk

Approved as to form  
  
Deputy Village Attorney

It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, that the following resolution be adopted:

**WHEREAS**, the Village of Freeport will file an application with the New York State Comptroller seeking the exclusion of \$31,357,166 of outstanding indebtedness as of Fiscal Year Ended February 28, 2025 for the Electric Utility; and

**WHEREAS**, Section 123(h) of the Local Finance Law requires that notice of the application be published in the local newspaper within fifteen days after filing of the exclusion application with the State Comptroller; and

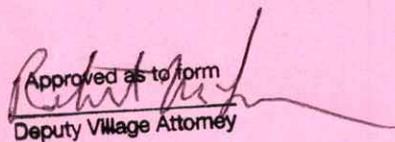
**WHEREAS**, the exclusion application has to be filed with the State no later than May 30, 2025; and

**NOW THEREFORE BE IT RESOLVED**, that upon the recommendation of Village Treasurer, approval be granted to file an application with the New York State Comptroller seeking an exclusion of electric utility indebtedness; and

**BE IT FURTHER RESOLVED**, that the Treasurer and/or Village Clerk be authorized to publish the required notice of the above-referenced debt exclusion application in the Freeport Herald.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |

Approved as to form  
  
Deputy Village Attorney

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SECTION 123.00 REGULAR EXCLUSION APPLICATION

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STATE OF NEW YORK

DEPARTMENT OF AUDIT AND CONTROL

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*In the Matter of*

The application of Ismaela M. Hernandez as Chief Fiscal Officer of the Village of Freeport, for a Certificate of the State Comptroller authorizing the Exclusion of certain outstanding Indebtedness, pursuant to section 123.00 of the Local Finance Law.

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1. This Application is made pursuant to the provisions of section 123.00 of the Local Finance Law and is made by Ismaela Hernandez, Village Treasurer and Chief Financial Officer of the Village of Freeport on the direction of the Board of Trustees of the Village of Freeport

2. The current fiscal year of the Municipality commenced on March 1, 2025 and will end on February 28, 2026. The next preceding fiscal year of the Municipality commenced on March 1, 2024 and ended on February 28, 2025 and is hereafter referred to as the preceding fiscal year.

3. Description of the public improvement (or part thereof) or service. See Schedule C, hereto annexed and made a part hereof

4. Most recent previous Exclusion(s) granted pursuant to Section 123.00 of the Local Finance Law. See Schedule C, hereto annexed and made a part hereof

5. The Indebtedness sought to be excluded in this proceeding in the total amount of \$31,357,166 is described in the verified itemized statement (Schedule A) hereto annexed and made a part hereof.

6. The debt service required for the Indebtedness incurred for the public improvement (or part thereof) or service during the preceding fiscal year in the total amount of \$4,250,581 is described in the verified itemized statement (Schedule A) hereto annexed and made a part hereof.

7. a. The gross revenue of the public improvement (or part thereof) or service actually received during the preceding fiscal year, exclusive of taxes, assessments or subsidies of

the municipality was \$40,377,854.

b.The amount incurred for costs of operation, maintenance and repairs by the public improvement (or part thereof) or service during the preceding fiscal year, exclusive of depreciation was \$33,443,845. The improvement or service was maintained in good condition during the preceding fiscal year and no item of normal operation, maintenance and repair was deferred to a subsequent year.

c.The net revenue of the public improvement (or part thereof) or service during the preceding fiscal year was \$6,934,009. (Subtract b. from a.)

***THE AMOUNTS IN a., b., AND c., ARE DESCRIBED IN THE VERIFIED STATEMENT OF NET REVENUE (Schedule B) HERETO ANNEXED AND MADE A PART HEREOF.***

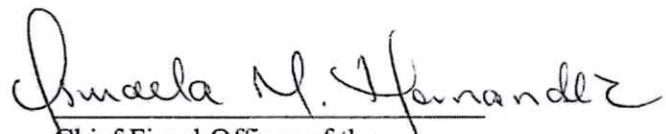
8. The amount of a. real property liabilities and/or contract liabilities incurred for the public improvement (or part thereof) or service and b. judgments, claims awards and/or determinations attributable to or chargeable against the public improvement (or part thereof) or service outstanding at the close of the preceding fiscal year was \$0.

9. A copy of the most recently adopted budget and a copy of the previously adopted budget of the Village of Freeport have been filed with the Office of the State comptroller prior to the date of this Application.

10. This Application is supported by the financial statements, computations and information which are set forth in Schedules B-1.A, B-1.B, B-1.C and PSC Preliminary Year Ended 02/28/2025 Financial Statements of the Village.

WHEREFORE, the following chief fiscal officer hereby request the State Comptroller to issue a certificate setting forth his determination excluding the proper proportionate amount of such outstanding indebtedness of such municipality, described in Schedule A aforesaid, from the limitations imposed by Section 4 Article VIII of the Constitution and Section 104.00 of the Local Finance Law in relation to the power of the Municipality to contract indebtedness, during the remainder of the current fiscal year of such Municipality which will terminate on February 28, 2026 and until the first day of the fourth month following the close of the current fiscal year.

Dated 5/ 12 /2025

  
Chief Fiscal Officer of the  
Village of Freeport

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VERIFICATION

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STATE OF NEW YORK

COUNTY OF NASSAU ss,

**Ismaela M. Hernandez** being duly sworn deposes and says:

That she is the duly appointed, qualified, and acting Chief Fiscal Officer of the Village of Freeport in the County of Nassau, New York; that she prepared and has read the forging application and attached schedules and knows the contents thereof; that same is true to her own knowledge except as to matters therein stated to be alleged upon information and belief, and that as to those matters she believes it to be true.

*Ismaela M. Hernandez*

Ismaela M. Hernandez, Treasurer and Chief Fiscal Officer  
Village of Freeport  
46 North Ocean Ave.  
Freeport, NY 11520

Subscribed and sworn to before me this 12<sup>th</sup> day of May 2025

*Amarilis Ledesma*  
Notary Public

AMARILIS A LEDESMA  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01LE6382087  
Qualified in Nassau County  
Commission Expires October 15, 2026

**SCHEDULE B – STATEMENT OF NET REVENUE**

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**THIS SCHEDULE CONTAINS A STATEMENT OF GROSS REVENUE, COSTS OF OPERATION MAINTENANCE AND REPAIRS, AND NET REVENUE OF THE PUBLIC IMPROVEMENT (OR PART THEREOF) OR SERVICE DESCRIBED IN THE APPLICATION DURING THE PRECEDING FISCAL YEAR:**

**GROSS REVENUE** actually received during the ***PRECEDING FISCAL YEAR*** by the Municipality from the public improvement (or part thereof) or service described in the Application:  
*(Revenue should be detailed as to source)*

**\$40,377,854**

***PLEASE NOTE: TAXES, ASSESSMENTS AND SUBSIDIES BY THE MUNICIPALITY  
CANNOT BE INCLUDED IN COMPUTING GROSS REVENUES.***

**COSTS OF OPERATION, MAINTENANCE AND REPAIRS**

Total amount actually paid out during the ***PRECEDING FISCAL YEAR***  
For Costs of Operations, Maintenance and Repairs:

**\$35,781,548**

***NOTE: Include as a "cost" any contribution to a Repair Reserve  
Fund during the PRECEDING FISCAL YEAR. Expenditures from such  
Fund shall NOT be deemed "cost" in the year of expenditure.***

**PLUS:** Total amount of current bills, accounts, claims and demands which were unpaid at the close of the ***PRECEDING FISCAL YEAR***:

**\$6,238,966**

**LESS:** Total amount of current bills, accounts, claims and demands which were unpaid at the close of the ***FISCAL YEAR NEXT PRECEDING THE PRECEDING FISCAL YEAR*** and subsequently paid during the ***PRECEDING FISCAL YEAR*** from gross revenues:

**\$8,576,669**

**TOTAL COSTS OF OPERATION, MAINTENANCE AND REPAIRS**

**\$33,443,845**

**NET REVENUE:** to be received during the ***PRECEDING FISCAL YEAR*** by the Municipality from the public improvement (or part thereof) or service described in the Application:  
*(i.e. Gross Revenues LESS Estimated Costs of Operation, Maintenance and Repairs)*

**\$6,934,009**

## SCHEDULE C:

### STATE OF NEW YORK DEPARTMENT OF AUDIT AND CONTROL

*In the Matter  
of  
The application of Ismaela M. Hernandez  
As Chief Fiscal Officer of the Village of Freeport  
For a certificate of the State Comptroller authorizing the exclusion  
Of certain outstanding indebtedness  
Pursuant to section 123.00 of the Local Finance Law*

#### **3. Brief description of the Public Improvement:**

##### ***The Freeport Electric Utility***

The Freeport Electric Utility, New York ("Freeport Electric") was established by public referendum in 1897 and commenced operation in April 1898. Freeport Electric is owned by the Village and is operated in accordance with Chapter 106 of the Code of the Village of Freeport, as amended, and with other general laws of the State of New York. Today, Freeport Electric serves a community of over 45,000 people with a customer base of approximately 15,000. Freeport Electric operates two generating stations with a total installed capacity of 75,000 kilowatts and has a system peak of 65 megawatts. In 1996, a new interconnection substation was placed on-line and took the place of an older and less efficient substation that was decommissioned the following year. The new system allows Freeport Electric to meet its energy requirements on a daily basis and allows it to purchase energy only when it can be purchased and transported for less money per kilowatt than generation.

Freeport Electric's energy costs are among the lowest on Long Island, with rates approximately thirty-five percent lower than those in surrounding communities. Freeport Electric is also a member of a forty-seven member municipal and cooperative organization called the Municipal Electric Utilities Association ("MEUA").

Freeport Electric, the largest of the three municipal electric utilities on Long Island, operates and maintains seven generating units, reads 15,000 meters per month, processes 15,000 payments per month, maintains five substations and over 200 miles of electric wires and fifteen miles of 144 strand self-supporting fiber optic cable. Generally, all engineering and design work associated with maintaining the electric system is performed by members of Freeport's Electric Department.

On June 24, 2002, the Village of Freeport (the "Village") adopted a bond resolution in the amount of \$51,000,000 authorizing improvements to the Electric power project, to fund the modernization of Power Plant No. 2 in the Village, and adding generation capacity at that site. This project included the construction of a 47-megawatt generator. This new unit replaced two 35-year-old diesel powered generators located at Power Plant #2. The new unit, which is primarily gas-fired, is environmentally friendly.

#### **4. Most recent previous Exclusion(s) granted pursuant to Section 123.00 of the Local Finance Law:**

The Village had submitted an application to the New York State Comptroller's Office seeking to exclude certain debt from the Village's debt limit that was issued to fund the construction of improvements to the Village's electric power plant and distribution systems on the basis that such debt will be self-supporting.

On November 13, 2024, the Village's prior year application to exclude such debt was granted by the Controller's Office. \$25,567,564 in outstanding bonds for electric purposes was excluded. This Exclusion expires on June 1, 2025, the first day of the fourth month after the close of the fiscal year in which the application was made.

During the year in which this exclusion was in effect and during the three months following such year, the gross revenues of the public improvements (or part thereof) or service were (and will be) applied to and actually used for the payment of all costs of operation, maintenance and repairs for such period, and for the payment of the amounts required in such period for interest on and amortization of or redemption of the outstanding indebtedness which was so excluded, or such revenues were deposited in a special fund which was (and will be) used solely for such payments.

VILLAGE OF FREEPORT  
Schedule A

Itemized Statement of Outstanding Obligations Sought to be Excluded

(NOTE: Numbers are rounded down)

| Orig. Issue Amt. Total Bond | Orig. Issue Amt. Excl. Only | Principal Outstanding as of 12/31/24 | Principal Outstanding as of 5/31/25 | Principal Outstanding as of 5/31/25 | Date of Issue | Date of Final Maturity | Interest Rate | Principal Payment Dates | Interest Payment Dates                     | FY 2025 Debt Service (rounded down) Principal | FY 2025 Debt Service (rounded down) Interest | Total FY-1         | Previous Exclusion  |            |
|-----------------------------|-----------------------------|--------------------------------------|-------------------------------------|-------------------------------------|---------------|------------------------|---------------|-------------------------|--|---|--|--------------------|---------------------|------------|
| 315.00 SB 2015 Ref A        | 8,390,000                   | 242,866                              | 51,249                              | 27,058                              | 27,058        | 9/30/2015              | 7/15/2023     | 2.22%                   | One odd Jan. 15 prnt then annually on July | Jan 15 and July 15                            | 26,190                                       | 1,331              | 27,221              | 51,249     |
| 331.00 SB 2016 Ref B        | 1,350,000                   | 1,350,000                            | -                                   | -                                   | -             | 8/31/2016              | 5/1/2023      | 2.12%                   | One odd Nov. 1 prnt then annually on May 1 | May 1 and Nov. 1                              | -  | -                  | -                   | -          |
| 334.00 SB 2016 Ref A        | 13,730,000                  | 3,150,010                            | 1,229,161                           | 749,668                             | 252,631       | 8/3/2016               | 5/1/2028      | 1.62%                   | One odd Nov. 1 prnt then annually on May 1 | May 1 and Nov. 1                              | 478,493                                      | 42,102             | 521,995             | 749,668    |
| 366.00 SB 2017 Series A     | 11,530,500                  | 1,075,000                            | 674,060                             | 598,543                             | 520,279       | 5/22/2017              | 5/1/2031      | 2.49%                   | May 1                                      | May 1 and Nov. 1                              | 75,517                                       | 16,013             | 91,530              | 598,543    |
| 446.00 SB 2019 Series A     | 5,880,000                   | 150,000                              | 124,489                             | 117,219                             | 106,693       | 4/10/2019              | 4/15/2037     | 2.73%                   | April 15                                   | April 15 and October 15                       | 7,270  | 3,357              | 10,627              | 117,219    |
| 492.00 SB 2020 Ref          | 33,465,000                  | 31,653,000                           | 24,949,200                          | 21,900,000                          | 18,940,000    | 10/7/2020              | 5/1/2031      | 1.46%                   | One odd Nov. 1 prnt then annually on May 1 | May 1 and Nov. 1                              | 3,048,200                                    | 326,184            | 3,375,384           | 21,900,000 |
| 506.00 SB 2021 Series A     | 7,512,350                   | 695,000                              | 615,000                             | 575,000                             | 515,000       | 4/28/2021              | 4/15/2037     | 1.88%                   | April 15                                   | April 15 and October 15                       | 40,000                                       | 11,900             | 51,900              | 575,000    |
| 510.00 SB 2022 Series A     | 2,791,500                   | 420,000                              | 400,215                             | 373,885                             | 347,555       | 04/27/2022             | 04/15/2036    | 3.50%                   | April 15                                   | April 15 and October 15                       | 26,320                                       | 13,546             | 39,876              | 373,885    |
| 533.00 BAN 2023 Series C    | 8,399,250                   | 600,000                              | -                                   | -                                   | -             | 04/27/2022             | 04/27/2023    | 2.23%                   | April 27, 2023                             | April 27, 2023                                | -  | -                  | -                   | -          |
| 548.00 BAN 2023 Series E    | 5,907,825                   | 674,000                              | -                                   | -                                   | -             | 11/15/2022             | 11/15/2023    | 3.97%                   | November 15, 2023                          | November 15, 2023                             | -  | -                  | -                   | -          |
| 561.00 BAN 2023 Series C    | 9,455,000                   | 600,000                              | 600,000                             | -                                   | -             | 04/26/2023             | 04/26/2024    | 3.57%                   | April 26, 2024                             | April 26, 2024                                | 35,000                                       | 26,975             | 61,975              | -          |
| 578.00 BAN 2023 Series E    | 4,223,670                   | 674,000                              | 635,000                             | -                                   | -             | 11/14/2023             | 11/14/2024    | 4.23%                   | November 14, 2024                          | November 14, 2024                             | 40,000                                       | 30,173             | 70,173              | 635,000    |
| 588.00 BAN 2024 Series B    | 11,003,831                  | 600,000                              | -                                   | 565,000                             | -             | 04/25/2024             | 04/25/2025    | 3.89%                   | April 25, 2025                             | April 25, 2025                                | -  | -                  | -                   | 565,000    |
| 597.00 BAN 2024 Series D    | 9,500,000                   | 9,500,000                            | -                                   | 9,500,000                           | 9,500,000     | 10/17/2024             | 10/17/2025    | 3.19%                   | October 17, 2025                           | October 17, 2025                              | -  | -                  | -                   | -          |
| 601.00 BAN 2024 Series E    | 5,015,000                   | 674,000                              | -                                   | 595,000                             | 595,000       | 11/13/2024             | 11/13/2025    | 3.31%                   | November 13, 2025                          | November 13, 2025                             | -  | -                  | -                   | -          |
| 619.00 BAN 2025 Series C    | -                           | 600,000                              | -                                   | -                                   | 530,000       | 4/24/2025              | 4/24/2026     | -                       | April 24, 2026                             | April 24, 2026                                | -  | -                  | -                   | -          |
| <b>TOTALS</b>               |                             | <b>\$20,280,374</b>                  | <b>\$15,001,373</b>                 | <b>\$13,357,166</b>                 |               |                        |               |                         |  | <b>\$3,779,000</b>                            | <b>\$671,581</b>                             | <b>\$4,450,581</b> | <b>\$15,567,564</b> |            |

**NOTES:**

- 1 The Village issued its Public Improvement Refunding (Serial) Bonds - 2015 Series A on September 30, 2015, refunding its Various Purpose Serial Bonds - 2005 Series A. On July 15, 2015 the Village of Freeport made its final payment on its Various Purpose Serial Bonds - 2005 Series A in the amount of \$34,745.16 (P= \$15,135 and I= \$19,610.16)
- 2 Subsequent to the Village's filing of its FY 2016 Debt Exclusion Application, the principal amount of the Village's Public Improvement Refunding (Serial) Bonds - 2015 Series A was reallocated between the Village's General Fund, Water Fund and Electric Fund in conjunction with the completion of the Village's FY 2016 audit. The Electric Fund Portion of the PAR value of the refunding bond was increased from \$23,439.10 to \$24,238.86.
- 3 The Village issued its Public Improvement Refunding (Serial) Bonds - 2016 Series B (Federally Taxable) on August 3, 2016, refunding its Electric System Serial Bonds - 2008 Series B (Federally Taxable). The Village made its final payment on the un-refunded portion of the 2008 Series B Bonds (Federally Taxable) on May 1, 2018 in the amount of \$285,750 (P= \$206,900 and I= \$5,750)
- 4 The Village issued its Public Improvement Refunding (Serial) Bonds - 2016 Series A on August 3, 2016, refunding its Various Purpose Serial Bonds - 2008 Series A and Various Purpose Serial Bonds, 2008 Series C. The Village made its final payment on the un-refunded portion of the 2008 Series A Bonds on May 1, 2018 in the amount of \$311,140 (P= \$324,640 and I= \$5,492). The Village made its final payment on the un-refunded portion of its 2008 Series C Bonds on Oct. 15, 2018 in the amount of \$89,146 (P= \$56,310 and I= \$1,408)
- 5 The Village refinanced its 2016 Series C BANS with the issuance of its Public Improvement (Serial) Bonds - 2017 Series A on May 2, 2017 in the principal amount of \$1,075,000 (ELEC. ONLY) having retired \$40,000 in principal towards the purchase of two bucket trucks, upon the maturity of its 2016 Series C BANS.
- 6 In October 2020 the Village issued its 2020 REFUNDING SERIAL BONDS (FEDERALLY TAXABLE) in the principal amount of \$33,465,000 refunding \$376,633 of its Public Improvement Refunding (Serial) Bonds - 2011 Series B, (electric portion only) and \$29,455,000 of its Public Improvement Refunding (Serial) Bonds - 2012 Series A.
- 7 The Village refinanced its 2020 Series C BANS with the issuance of its Public Improvement Serial Bonds - 2021 Series A on April 28, 2021, in the principal amount of \$695,000 (ELEC. ONLY) having retired \$49,490 in principal, upon the maturity of its 2020 Series C BANS.
- 8 The Village refinanced its 2021 Series B BANS with the issuance of its Public Improvement Serial Bonds - 2022 Series A on April 27, 2022, in the principal amount of \$420,000 (ELEC. ONLY) having retired \$250,000 in principal, upon the maturity of the 2021 Series B BANS.
- 9 On November 15, 2022 the Village refinanced its 2021 Series D BANS with the issuance of its 2022 Series E BANS, in the principal amount of \$674,000 (ELEC. ONLY.) No principal was retired in connection with this refinancing.
- 10 On April 27, 2022 the Village issued its 2022 Series C BANS in the principal amount of \$600,000 (ELEC. ONLY), providing original financing.
- 11 On April 26, 2023 the Village refinanced its 2022 Series C BANS with the issuance of its 2023 Series C BANS, in the principal amount of \$600,000 (ELEC. ONLY.) No principal was retired in connection with this refinancing.
- 12 On November 14, 2023 the Village refinanced its 2022 Series E BANS with the issuance of its 2023 Series E BANS, in the principal amount of \$635,000 (ELEC. ONLY) having retired \$39,000 in principal, upon the maturity of the 2022 Series E BANS.
- 13 On April 25, 2024 the Village refinanced its 2023 Series C BANS with the issuance of its 2024 Series B BANS, in the principal amount of \$545,000 (ELEC. ONLY) having retired \$35,000 in principal, upon the maturity of the 2023 Series C BANS.
- 14 On November 13, 2024 the Village refinanced its 2023 Series E BANS with the issuance of its 2024 Series E BANS, in the principal amount of \$595,000 (ELEC. ONLY) having retired \$40,000 in principal, upon the maturity of the 2023 Series E BANS.
- 15 On April 24, 2025 the Village refinanced its 2024 Series B BANS with the issuance of its 2025 Series C BANS, in the principal amount of \$530,000 (ELEC. ONLY) having retired \$35,000 in principal, upon the maturity of the 2024 Series B BANS.
- 16 On October 17, 2024 the Village issued its 2024 Series D BANS in the principal amount of \$8,500,000 (ELEC. ONLY), providing original financing.

Village of Freeport  
2/28/2025

Schedule B-1.A

Current Bills, Accounts, Claims and Demands Unpaid

| OBJ  | ACCOUNT NAME                 |                        |
|------|------------------------------|------------------------|
| E165 | AR CONSUMER BILLING          | \$ 5,474,064.48        |
| E165 | AR MISC BILLING              | \$ 91,748.86           |
| E165 | AR DAMAGES                   | \$ 285,006.80          |
| E165 | AR LIPA CONTRACT             | \$ 362,982.02          |
| E165 | AR TENANT GENERATION         | \$ 25,053.53           |
| E165 | ACCOUNTS RECEIVABLE OTHER    | \$ 110.90              |
| E165 | AR DUE FROM CUSTOMER 18A     | \$ -                   |
| E165 | ELEC DUE FR OTHER GOV (FEMA) | \$ -                   |
|      | <b>FYE 2025</b>              | <b>\$ 6,238,966.59</b> |

| OBJ  | ACCOUNT NAME                 |                        |
|------|------------------------------|------------------------|
| E165 | AR CONSUMER BILLING          | \$ 7,296,890.96        |
| E165 | AR MISC BILLING              | \$ 78,738.04           |
| E165 | AR DAMAGES                   | \$ 253,749.81          |
| E165 | AR LIPA CONTRACT             | \$ 892,391.03          |
| E165 | AR TENANT GENERATION         | \$ 54,789.00           |
| E165 | ACCOUNTS RECEIVABLE OTHER    | \$ 110.90              |
| E165 | AR DUE FROM CUSTOMER 18A     | \$ -                   |
| E165 | ELEC DUE FR OTHER GOV (FEMA) | \$ -                   |
|      | <b>FYE 2024</b>              | <b>\$ 8,576,669.74</b> |

Account Detail - 785 - Other General Expenses

|          |                                       | <u>FY2024</u>       | <u>FY2025</u>       |
|----------|---------------------------------------|---------------------|---------------------|
| E7850000 | 578100 EDUCATION AND TRAINING         | 107,664.77          | 98,651.61           |
| E7851700 | 578100 MEDICARE REIMBURSEMENTS        | 113,295.00          | 121,267.90          |
| E7851710 | 578100 MEDICAL INSURANCE              | 3,260,761.62        | 3,583,054.03        |
| E7851720 | 578100 DENTAL INSURANCE               | 136,428.00          | 111,196.37          |
| E7851730 | 578100 DISABILITY INSURANCE           | -                   | (329.59)            |
| E7851740 | 578100 UNEMPLOYMENT INSURANCE         | -                   | -                   |
| E7851750 | 578100 WORKERS COMPENSATION EXPENSE   | 255,402.18          | 316,454.34          |
| E7851760 | 578100 FICA EXPENSE                   | 455,154.00          | 417,433.24          |
| E7851770 | 578100 RETIREMENT EXPENSE             | 1,040,637.26        | 1,260,190.22        |
| E7851780 | 578100 LABOR TRANSFERS RETIREMENT     | -                   | -                   |
| E7851790 | 578100 LEAVE BENEFITS EXPENSE         | 1,382,463.00        | 1,377,527.88        |
| E7851800 | 578100 LEAVE BENEFITS ACCRUAL         | -                   | -                   |
| E7851810 | 578100 MEDICARE CONTRIBUTIONS         | 110,594.00          | 101,066.82          |
| E7851820 | 578100 LABOR TRANSFERS EMP BENEFITS   | -                   | -                   |
| E7851920 | 578100 SAFETY SUPPLIES AND EQUIPMENT  | 60,644.00           | 42,773.87           |
| E7851970 | 578100 SAFETY LABOR                   | 9,629.00            | 4,122.61            |
| E7852000 | 578100 MISC GENERAL EXPENSE           | 24,706.00           | 24,593.10           |
| E7852020 | 578100 TRANSPORTATION EXECUTIVE       | -                   | 2,079.20            |
| E7852050 | 578100 BANK FEES OPERATING CASH       | 29,275.15           | 36,064.88           |
| E7852060 | 578100 MCTMT TAX                      | 28,479.65           | 25,258.99           |
| E7852140 | 578100 MISC GENERAL EXPENSE NYAPP     | 7,349.00            | 65,129.67           |
| E7853300 | 578100 SECURITY LIGHTING PROGRAM      | -                   | -                   |
| E7854000 | 578100 MISC ENERGY EFFICIENCY PROGRAM | -                   | -                   |
| E7855000 | 578100 CONSUMER EDUCATION             | 1,507.00            | 58.41               |
| E7856000 | 578100 ELECTRIC WEBSITE               | 658.52              | 304.14              |
| E7857000 | 578100 ENERGY EFFICIENCY FUND EXPENSE | 54,008.04           | (111.94)            |
|          |                                       | <u>7,078,656.19</u> | <u>7,586,785.75</u> |

Net Revenue Tabulations

|                                    | ac. Code | Per PSC Prelim Report for FYE 2/28/25<br>depr / amort | Per Acct's Rec'd - Sched. B-1.A | Per LFL 123 Application |
|------------------------------------|----------|---|---------------------------------|-------------------------|
| <u>REVENUE</u>                     |          |   |                                 |                         |
| Gross Rev                          |          | \$40,377,854  |                                 | <u>\$40,377,854</u>     |
| <u>EXPENSES</u>                    |          |   |                                 |                         |
| Exp incl depr / amort              |          | \$38,821,826  |                                 |                         |
| depr                               | 717      | \$1,393,981   |                                 |                         |
| depr                               | 733      | \$398,993   |                                 |                         |
| depr                               | 738      | \$158,848   |                                 |                         |
| depr                               | 743      | \$716,184   |                                 |                         |
| depr                               | 753      | \$142,289   |                                 |                         |
| depr                               | 757      | \$33,659  |                                 |                         |
| depr                               | 788      | \$98,392  |                                 |                         |
| amort                              | 790      | \$97,932  |                                 |                         |
| Total depr / amort                 |          | \$3,040,278   |                                 |                         |
| OM&R                               |          | \$35,781,548  |                                 | \$35,781,548            |
| <u>ACCOUNT RECEIVABLES</u>         |          |   |                                 |                         |
| Current bills, accounts, Etc.      | FY 2025  |   | \$6,238,966                     | \$6,238,966             |
| Current bills, accounts, Etc.      | FY 2024  |   | \$8,576,669                     | <u>(\$8,576,669)</u>    |
| Total Cost of Op, Main't & Repairs |          |   |                                 | <u>\$33,443,845</u>     |
| <u>NET REVENUE</u>                 |          |   |                                 | <u>\$6,934,009</u>      |

| COMPARATIVE INCOME AND SURPLUS ACCOUNT |          |  |               |                  |               |                         |
|--|----------|--|---------------|------------------|---------------|-------------------------|
| Line No.                               | Acct No. | Item (a)   | Page Ref. (b) | Current Year (c) | Last Year (d) | Increase (Decrease) (e) |
| 1                                      |          | ELECTRIC OPERATIONS                                |               |                  |               |                         |
| 2                                      | 401      | Operating Revenues - Electric                      | 300           | \$33,512,231     | \$43,141,148  | (\$9,628,917)           |
| 3                                      |          | Operating Expenses - Electric                      | 307           | 38,821,824       | 38,701,386    | 120,438                 |
| 4                                      | 403      | Taxes - Electric                                   |               | 2,847,000        | 2,847,000     | 0                       |
| 5                                      | 404      | Uncollectible Revenues - Electric                  |               | 150,100          | 79,902        | 70,198                  |
| 6                                      |          | Net Operating Revenue - Electric                   |               | (8,306,693)      | 1,512,860     | (9,819,553)             |
| 7                                      |          | OTHER OPERATIONS                                   |               |                  |               |                         |
| 8                                      | 421      | Operating Revenues - Other                         |               | 4,087,635        |               | 4,087,635               |
| 9                                      | 422      | Operating Expenses - Other                         |               |                  |               | 0                       |
| 10                                     | 423      | Taxes - Other                                      |               |                  |               | 0                       |
| 11                                     | 424      | Uncollectible Revenues - Other                     |               |                  |               | 0                       |
| 12                                     |          | Net Operating Revenue - Other                      |               | 4,087,635        | 0             | 4,087,635               |
| 13                                     |          | Total Net Operating Revenue                        |               | (4,219,058)      | 1,512,860     | (5,731,918)             |
| 14                                     |          | LEASED PROPERTY                                    |               |                  |               |                         |
| 15                                     | 431      | Rent from Lease of Electric Plant - Credit         |               | 2,439,744        |               | 2,439,744               |
| 16                                     | 432      | Deductions from Rent Revenues - Electric           |               |                  |               | 0                       |
| 17                                     | 433      | Rent for Lease of Electric Plant - Debit           |               |                  |               | 0                       |
| 18                                     |          | Net Return or Expense - Leased Property - Electric |               | 2,439,744        | 0             | 2,439,744               |
| 19                                     | 434      | Rent from Lease of Other Plant - Credit            |               |                  |               | 0                       |
| 20                                     | 435      | Deductions from Rent Revenues - Other              |               |                  |               | 0                       |
| 21                                     | 436      | Rent for Lease of Other Plant - Debit              |               |                  |               | 0                       |
| 22                                     |          | Net Return or Expense - Leased Property - Other    |               | 0                | 0             | 0                       |
| 23                                     |          | Operating Income                                   |               | (1,779,313)      | 1,512,860     | (3,292,173)             |
| 24                                     |          | NON-OPERATING INCOME                               |               |                  |               |                         |
| 25                                     | 441      | Revenues from Non-Operating Property               |               |                  |               | 0                       |
| 26                                     | 442      | Interest Revenues                                  |               | 338,243          | 141,475       | 196,768                 |
| 27                                     | 443      | Dividend Revenues                                  |               |                  |               | 0                       |
| 28                                     | 444      | Miscellaneous Non-Operating Revenues               |               |                  | 342,910       | (342,910)               |
| 29                                     | 449      | Non-Operating Revenue Deductions                   |               |                  |               | 0                       |
| 30                                     |          | Total Non-Operating Income                         |               | 338,243          | 484,385       | (146,142)               |
| 31                                     |          | Gross Income                                       |               | (1,441,070)      | 1,997,245     | (3,438,315)             |
| 32                                     |          | INTEREST DEDUCTIONS                                |               |                  |               |                         |
| 33                                     | 451      | Interest on Long Term Debt                         |               | 509,352          | 513,290       | (3,938)                 |
| 34                                     | 452      | Miscellaneous Interest Deductions                  | 309           | 11,401           | 28            | 11,373                  |
| 35                                     | 453      | Amortization of Debt Discount and Expense          |               |                  | 123,394       | (123,394)               |
| 36                                     | 454      | Release of Premium on Debt - Credit                |               | 122,286          | 0             | 122,286                 |
| 37                                     | 455      | Interest Charged to Property - Credit              |               |                  |               | 0                       |
| 38                                     | 456      | Miscellaneous Amortization                         | 309           |                  |               | 0                       |
| 39                                     | 459      | Contractual Appropriations of Income               | 309           |                  |               | 0                       |
| 40                                     | 460      | Miscellaneous Deductions from Income               | 309           | 0                |               | 0                       |
| 41                                     |          | Total Interest Deductions                          |               | 643,039          | 636,712       | (238,245)               |
| 42                                     |          | Net Income   |               | (\$2,084,110)    | \$1,360,533   | (\$3,200,071)           |
| <b>SURPLUS (ACCOUNT 281)</b>           |          |  |               |                  |               |                         |
| 43                                     |          | Balance at the Beginning of the Year               |               | 45,327,161.00    | \$43,966,628  | \$1,360,533             |
| 44                                     | 501      | Balance Transferred from Income                    |               | (\$2,084,110)    | \$1,360,533   | (\$3,444,643)           |
| 45                                     | 502      | Miscellaneous Credits to Surplus (Detail Below)    |               | (2,500,842)      |               | (\$2,500,842)           |
| 46                                     |          | Fiscal Year-End adjusting JE's                     |               |                  |               | 0                       |
| 47                                     |          |  |               |                  |               | 0                       |
| 48                                     | 512      | Appropriations to Reserves                         | 309           |                  |               | 0                       |
| 49                                     | 514      | Miscellaneous Debits to Surplus (Detail Below)     |               |                  |               | 0                       |
| 50                                     |          | Prior Year PSC report errors                       |               |                  |               | 0                       |
| 51                                     |          |  |               |                  |               | 0                       |
| 52                                     |          | Balance at the End of the Year                     |               | 40,742,209.37    | \$45,327,161  | (\$4,584,952)           |

**OPERATING PROPERTY**

1. Show below the required information regarding electric operating property accounts for the year.
2. Transfers in column (e) should be restricted to entries made during the year to reflect changes in use of plant under circumstances which do not call for retirement accounting. This includes the transfer of plant from one class of utility to another, or between plant accounts within the electric department. Include in this column and clearly indicate as such transfers from subdivisions of accounts temporarily carried for plant in process of reclassification.

| Line No. | Account (a)                                      | Balance at Beginning of Year (b) | Additions (c) | Retirements (d) |
|----------|--|----------------------------------|---------------|-----------------|
| 1        | (301) Organization                               | 150                              | \$0           | \$0             |
| 2        | (302) Franchises and Consents                    | -                                |               |                 |
| 3        | (303) Miscellaneous Intangible Plant             | 3,917,267                        |               |                 |
| 4        | (311) Land and Land Rights                       | 71,253                           |               |                 |
| 5        | (312) Structures and Improvements                | 6,922,906                        | 326,913       |                 |
| 6        | (321) Boiler Plant Equipment                     | -                                |               |                 |
| 7        | (322) Engine Driven Generator Units - Steam      | -                                |               |                 |
| 8        | (323) Turbo-Generators -Steam                    | -                                |               |                 |
| 9        | (324) Accessory Electric Equipment - Steam       | -                                |               |                 |
| 10       | (325) Misc. Power Plant Equipment - Steam        | -                                |               |                 |
| 11       | (331) Reservoirs, Dams, and Waterways            | -                                |               |                 |
| 12       | (332) Roads, Trails and Bridges                  | -                                |               |                 |
| 13       | (333) Water Wheels, Turbines, and Generators     | -                                |               |                 |
| 14       | (334) Accessory Electric Equipment - Hydro       | -                                |               |                 |
| 15       | (335) Misc. Power Plant Equipment - Hydro        | -                                |               |                 |
| 16       | (342) Engine Dr. Gen. Units - Internal Combust.  | 34,633,186                       | 314,587       |                 |
| 17       | (344) Accessory El. Eq. - Internal Combust.      | 9,319,616                        | 933,697       | 100,003         |
| 18       | (345) Misc. Pr. Plant Equip. - Internal Combust. | 11,259,710                       | 145,385       | 34,255          |
| 19       | (351) Transmission Roads and Trails              | -                                |               |                 |
| 20       | (352) Transmission Substation Equipment          | 15,672,364                       | 9,217         |                 |
| 21       | (353) Transmission Overhead Conductors           | 28,896                           |               |                 |
| 22       | (354) Transmission Underground Conductors        | 878,510                          |               |                 |
| 23       | (358) Poles, Towers and Fixtures                 | 2,080,888                        | 28,797        | 7,264           |
| 24       | (359) Underground Conduits                       | 3,847,876                        |               |                 |
| 25       | (361) Distribution Substation Equipment          | 3,919,392                        |               |                 |
| 26       | (362) Storage Battery Equipment                  | -                                |               |                 |
| 27       | (363) Distribution Overhead Conductors           | 4,626,077                        | 67,418        | 18,153          |
| 28       | (364) Distribution Underground Conductors        | 4,557,419                        | 1,220         | 8,894           |
| 29       | (365) Line Transformers                          | 5,168,433                        | 51,646        | 50,258          |
| 30       | (366) Overhead Services                          | 1,133,636                        | 29,961        | 5,223           |
| 31       | (367) Underground Services                       | 1,041,267                        | 46,991        | 6,008           |
| 32       | (368) Consumers' Meters                          | 1,372,293                        | 33,300        | 6,418           |
| 33       | (369) Consumers' Meter Installation              | 316,326                          |               |                 |
| 34       | (370) Other Property on Consumers' Premises      |                                  |               |                 |
| 35       | (371) Street Lighting and Signal System Equip.   | 4,182,589                        | 213,587       | 230,701         |
| 36       | (381) Office Equipment                           | 1,209,329                        | 95,297        | 56,369          |
| 37       | (382) Stores Equipment                           | 166,038                          | 32,911        | 2,128           |
| 38       | (383) Shop Equipment                             | 66,990                           |               |                 |
| 39       | (384) Transportation Equipment                   | 2,264,823                        | 24,879        | 16,864          |
| 40       | (385) Communication Equipment                    | 2,767,615                        | 86,841        | 13,250          |
| 41       | (386) Laboratory Equipment                       | 98,276                           | 13,250        |                 |
| 42       | (387) General Tools and Implements               | 60,532                           | -             | -               |
| 43       | (388) Miscellaneous General Equipment            | -                                |               |                 |
| 44       | (391) Miscellaneous Tangible Property            | -                                |               |                 |
| 45       | (392) Undistributed Operating Property           | -                                |               |                 |
| 46       |  | -                                |               |                 |
| 47       | Total Operating Property - Electric              | \$ 121,583,657                   | \$ 2,455,899  | \$ 555,789      |
| 48       | (102-  |                                  |               |                 |
| 49       | 108) Operating Property - Other Departments      | \$0                              |               |                 |

**OPERATING PROPERTY (Continued)**

- 3. "Adjustments during the year" should be interpreted to mean entries, if any, made in operating property accounts not to record current transactions but as modification of entries made in prior accounting periods.
- 4. In an attached memorandum explain all entries in column (f).
- 5. In column (i) enter the annual depreciation rate for the continuing property account listed in column (h).
- 6. I column (j) enter the year end balance in the 261 account for the continuing property account listed in column (h).

| Transfers<br>(e) | Adjustments<br>(f) | Balance at<br>End of Year<br>(g) | Acct.<br>(h) | Depreciation Reserve     |                 | Line<br>No. |
|------------------|--------------------|----------------------------------|--------------|--------------------------|-----------------|-------------|
|                  |                    |                                  |              | Curr Ann<br>Rate - % (i) | Accr Res<br>(j) |             |
| \$0              | \$0                | \$150                            | (301)        |                          |                 | 1           |
|                  |                    | 0                                | (302)        |                          |                 | 2           |
| -                | -                  | 3,917,267                        | (303)        |                          |                 | 3           |
| -                | -                  | 71,253                           | (311)        |                          | 3,657           | 4           |
| -                | -                  | 7,249,819                        | (312)        | 1.63                     | 6,386,660       | 5           |
| -                | -                  | -                                | (321)        |                          |                 | 6           |
| -                | -                  | -                                | (322)        |                          |                 | 7           |
| -                | -                  | -                                | (323)        |                          |                 | 8           |
| -                | -                  | -                                | (324)        |                          |                 | 9           |
| -                | -                  | -                                | (325)        |                          |                 | 10          |
| -                | -                  | -                                | (331)        |                          |                 | 11          |
| -                | -                  | -                                | (332)        |                          |                 | 12          |
| -                | -                  | -                                | (333)        |                          |                 | 13          |
| -                | -                  | -                                | (334)        |                          |                 | 14          |
| -                | -                  | -                                | (335)        |                          |                 | 15          |
| -                | -                  | 34,947,773                       | (342)        | 2.30                     | 17,598,302      | 16          |
| -                | -                  | 10,153,310                       | (344)        | 2.29                     | 6,118,124       | 17          |
| -                | -                  | 11,370,840                       | (345)        | 2.94                     | 8,524,711       | 18          |
|                  |                    | 0                                | (351)        |                          |                 | 19          |
| -                | -                  | 15,681,581                       | (352)        | 2.38                     | 9,558,939       | 20          |
| -                | -                  | 28,896                           | (353)        | 2.93                     | 4,655           | 21          |
| -                | -                  | 878,510                          | (354)        | 2.86                     | 623,941         | 22          |
|                  |                    | 2,102,421                        | (358)        | 3.92                     | 1,801,481       | 23          |
| -                | -                  | 3,847,876                        | (359)        | 2.10                     | 2,296,665       | 24          |
| -                | -                  | 3,919,392                        | (361)        | 3.14                     | 2,476,555       | 25          |
| -                | -                  | -                                | (362)        |                          |                 | 26          |
| -                | -                  | 4,675,342                        | (363)        | 2.75                     | 2,486,817       | 27          |
| -                | -                  | 4,549,745                        | (364)        | 2.90                     | 2,753,013       | 28          |
| -                | -                  | 5,169,821                        | (365)        | 3.59                     | 3,884,226       | 29          |
| -                | -                  | 1,158,374                        | (366)        | 4.96                     | 1,115,740       | 30          |
| -                | -                  | 1,082,249                        | (367)        | 3.14                     | 390,674         | 31          |
| -                | -                  | 1,399,175                        | (368)        | 3.43                     | 1,226,211       | 32          |
| -                | -                  | 316,326                          | (369)        | 3.42                     | 308,990         | 33          |
|                  |                    |                                  | (370)        |                          |                 | 34          |
| -                | -                  | 4,165,475                        | (371)        | 4.00                     | 732,310         | 35          |
| -                | -                  | 1,248,257                        | (381)        | 6.59                     | 1,233,233       | 36          |
| -                | -                  | 196,821                          | (382)        | 3.70                     | 196,814         | 37          |
| -                | -                  | 66,990                           | (383)        | 4.09                     | 68,797          | 38          |
| -                | -                  | 2,272,838                        | (384)        | 8.32                     | 2,541,952       | 39          |
| -                | -                  | 2,841,206                        | (385)        | 3.31                     | 2,520,403       | 40          |
| -                | -                  | 111,526                          | (386)        | 3.97                     | 96,734          | 41          |
| -                | -                  | 60,532                           | (387)        | 4.28                     | 54,909          | 42          |
|                  |                    | 0                                | (388)        |                          |                 | 43          |
|                  |                    | 0                                | (391)        |                          |                 | 44          |
|                  |                    | 0                                | (392)        |                          |                 | 45          |
|                  |                    | 0                                |              |                          |                 | 46          |
| \$ -             | \$ -               | \$ 123,483,767                   |              |                          | \$ 75,004,512   | 47          |
|                  |                    |                                  | (102-        |                          |                 | 48          |
|                  |                    | \$0                              | 108)         |                          |                 | 49          |

ELECTRIC OPERATING REVENUES (Account 401)

1. Report below electric operating revenues for the year for each account.
2. Number of customers, columns (l) and (m), should be reported on the number of meters, plus number of flat rate accounts, except that where separate meter readings are added for billing purposes, one customer should be counted for each group of meters so added. The average number of customers means the average of twelve figures at the close of each month. If customer count in the residential and commercial classifications includes customers counted more than once because of special services, indicate in a footnote the number of such customers included in each of the two service classifications.
3. If preceding year columns (i), (k) and (m) are not derived from previously reported figures, explain any inconsistencies.

| Line No.             | Acct No. | Account Title                           | Operating Revenues             |                                      |                            |                                | Number of KWH Sold                   |                                     | Average Number Of Customers Per Month |                              |                     |                         |
|----------------------|----------|---|--------------------------------|--------------------------------------|----------------------------|--------------------------------|--------------------------------------|-------------------------------------|---------------------------------------|------------------------------|---------------------|-------------------------|
|                      |          |   | Current Year                   | Previous Year                        | Amount for Year            | Amount for Previous Year       | Number for Year                      | Number for Pre. Yr.                 |                                       |                              |                     |                         |
| (a)                  | (b)      | (c)                                     | Revenues at Base Plus PPAC (d) | Discounts Not Taken Late Charges (e) | Total Revenue for Year (f) | Revenues at Base Plus PPAC (g) | Discounts Not Taken Late Charges (h) | Total Revenue for Previous Year (i) | Amount for Year (j)                   | Amount for Previous Year (k) | Number for Year (l) | Number for Pre. Yr. (m) |
| SALES OF ELECTRICITY |          |   |                                |                                      |                            |                                |                                      |                                     |                                       |                              |                     |                         |
| 1                    | 601      | Residential Sales                       | \$14,257,721                   | \$51,039                             | \$14,308,760               | \$15,026,027                   | \$62,911                             | \$15,088,938                        | 119,647,608                           | 121,556,125                  | 13,322              | 13,288                  |
| 2                    |          | DSS Credit                              | (220)                          |                                      | (\$220)                    |                                |                                      | \$0                                 |                                       |                              |                     |                         |
| 3                    | 602      | Commercial Sales                        | 11,996,919                     | 24,862                               | \$12,021,780               | 12,512,830                     | 35,556                               | \$12,548,386                        | 107,890,878                           | 110,408,184                  | 1,854               | 1,875                   |
| 4                    | 603      | Security Lighting                       | 43,985                         |                                      | \$43,985                   | 43,904                         |                                      | \$43,904                            | 208,387                               | 196,110                      |                     |                         |
| 5                    | 604      | Public Street Lighting - Operating Mun. | 1,457,101                      |                                      | \$1,457,101                | 1,466,277                      |                                      | \$1,466,277                         | 5,258,612                             | 5,258,612                    | 7                   | 1                       |
| 6                    | 605      |   |                                |                                      | \$0                        |                                |                                      | \$0                                 |                                       |                              |                     |                         |
| 7                    | 606      | Other Sales to Operating Municipality   | 1,024,100                      |                                      | \$1,024,100                | 1,091,153                      |                                      | \$1,091,153                         | 9,856,606                             | 10,193,427                   | 90                  | 54                      |
| 8                    | 607      | Other Sales to Other Public Authorities | 91,787                         |                                      | \$91,787                   | 98,241                         |                                      | \$98,241                            | 697,693                               | 691,100                      | 184                 | 176                     |
| 9                    | 608      | Sales to Other Distributors             | 573,710                        |                                      | \$573,710                  | 1,605,756                      |                                      | \$1,605,756                         |                                       |                              |                     |                         |
| 10                   | 608.4    | Energy Efficiency-Case #06-E-0911       | (243,560)                      |                                      | (\$243,560)                | (248,339)                      |                                      | (\$248,339)                         |                                       |                              |                     |                         |
| 11                   | 608.5    | TCC Collection                          | 4,234,788                      |                                      | \$4,234,788                | 4,234,788                      |                                      | \$4,234,788                         |                                       |                              |                     |                         |
| 12                   |          |   |                                |                                      | \$0                        |                                |                                      | \$0                                 |                                       |                              |                     |                         |
| 13                   |          |   |                                |                                      | \$0                        |                                |                                      | \$0                                 |                                       |                              |                     |                         |
| 14                   |          | Total Sales                             | 33,436,331                     | 75,901                               | 33,512,231                 | 35,830,637                     | 98,467                               | 35,929,104                          | 243,559,784                           | 248,303,558                  | 15,457              | 15,394                  |
| 15                   |          |   |                                |                                      |                            |                                |                                      |                                     |                                       |                              |                     |                         |
| 16                   |          | OTHER OPERATING REVENUES                |                                |                                      |                            |                                |                                      |                                     |                                       |                              |                     |                         |
| 17                   | 621      | Rent From Electric Property             | 2,439,744                      |                                      | 2,439,744                  | 2,438,850                      |                                      | 2,438,650                           |                                       |                              |                     |                         |
| 18                   |          | Contract/Shared Revenue                 | 3,010,871                      |                                      | 3,010,871                  | 4,506,975                      |                                      | 4,506,975                           |                                       |                              |                     |                         |
| 19                   | 622      | Miscellaneous Electric Revenues         | 1,415,008                      |                                      | 1,415,008                  | 266,419                        |                                      | 266,419                             |                                       |                              |                     |                         |
| 20                   |          |   |                                |                                      | 0                          |                                |                                      | 0                                   |                                       |                              |                     |                         |
| 21                   |          |   |                                |                                      | 0                          |                                |                                      | 0                                   |                                       |                              |                     |                         |
| 22                   |          |   |                                |                                      | 0                          |                                |                                      | 0                                   |                                       |                              |                     |                         |
| 23                   |          | Total Other Operating Revenues          | 6,865,623                      | 0                                    | 6,865,623                  | 7,212,044                      | 0                                    | 7,212,044                           |                                       |                              |                     |                         |
| 24                   |          | Total Electric Operating Revenues       | \$40,301,954                   | \$75,901                             | \$40,377,854               | \$43,042,681                   | \$98,467                             | \$43,141,148                        |                                       |                              |                     |                         |

Footnotes:

SIXTY ROUTES ARE MAINTAINED BY THE ELECTRIC DEPARTMENT. METERS CONTAINED IN ONE OR MORE ROUTES ARE READ EACH WORKING DAY. ALL ROUTES ARE READ WITHIN THE MONTH AND BILLED FOR THAT MONTH, IN INSTANCES WHEN ADMITTANCE TO PREMISES IS NOT POSSIBLE ESTIMATED BILLS ARE PREPARED. BILL SUBMITTED TO CUSTOMERS LESS THEN A WEEK AFTER READING THROUGH FEBRUARY 28, 2024.

Customers taking service under Classification No. 1 or No.2 who own or operate solar or wind electric generating equipment will be reviewed as per Leaf 58.1 and 61.1 of P.S.C. No 9 Electricity. For Fiscal Year End 2/29/2016, no adjustments have been applied to customer accounts.

Starting with fiscal year 2014, the Village of Freeport began collecting from customers on a per Kwh basis the cost of the Transmission Congestion Contracts (TCC). Revenues shown above in the different blocks, include the cost recovery of the TCC. However, account 608.4 shows the subtraction of the cost recovery that has been previously reported as revenue.

**OPERATING EXPENSES - ELECTRIC**

1. Enter in the space provided the operation and maintenance expenses for the year and previous year.
2. Designation in Class columns indicate the accounts applicable to each class of utilities.

| LINE NO. | ACCOUNT<br>(a) |  |   |   | AMOUNT FOR          | AMOUNT FOR           |
|----------|----------------|--|---|---|---------------------|----------------------|
|          |                |  | C | D | CURRENT YEAR<br>(b) | PREVIOUS YEAR<br>(c) |
| 1        | 701.           | Supervision and Labor                              | x | x |                     |                      |
| 2        |                |  |   |   |                     |                      |
| 3        | 702.           | Power Plant Supplies and Expense                   |   | x |                     |                      |
| 4        | 702.1          | Fuel   | x |   |                     |                      |
| 5        | 702.2          | Water  | x |   |                     |                      |
| 6        | 702.3          | Miscellaneous Supplies and Expense                 | x |   |                     |                      |
| 7        | 703.           | Repairs to Power Plant                             | x | x |                     |                      |
| 8        | 704.           | Steam from Other Sources                           | x | x |                     |                      |
| 9        | 705.           | Steam Transferred - Cr                             | x | x |                     |                      |
| 10       | 706.           | Depreciation of Power Plant                        | x | x |                     |                      |
| 11       | 707.           | Production Rents                                   | x | x |                     |                      |
| 12       |                |  |   |   |                     |                      |
| 13       |                | Total Electric Generation - Steam Power            |   |   | 0                   | 0                    |
| 14       |                |  |   |   |                     |                      |
| 15       | 708.           | Supervision and Labor                              | x | x |                     |                      |
| 16       | 709.           | Power Plant Supplies and Expense                   |   | x |                     |                      |
| 17       | 709.1          | Water for Power                                    | x |   |                     |                      |
| 18       | 709.3          | Miscellaneous Supplies and Expenses                | x |   |                     |                      |
| 19       | 710.           | Repairs to Power Plant                             | x | x |                     |                      |
| 20       | 711.           | Depreciation of Power Plant                        | x | x |                     |                      |
| 21       | 712.           | Production Rents                                   | x | x |                     |                      |
| 22       |                |  |   |   |                     |                      |
| 23       |                | Total Electric Generation-Hydraulic Power          |   |   | 0                   | 0                    |
| 24       |                |  |   |   |                     |                      |
| 25       | 713.           | Supervision and Labor                              | x | x | 1,993,665           | 1,838,982            |
| 26       | 714.           | Power Plant Supplies and Expenses                  |   | x |                     |                      |
| 27       | 714.1          | Engine Fuel  | x |   | 39,544              | 239,956              |
| 28       | 714.3          | Miscellaneous Supplies and Expenses                | x |   | 1,151,816           | 737,310              |
| 29       | 715.           | Repairs to Power Plant                             | x | x | 770,789             | 1,098,282            |
| 30       | 716.           | Gas for Power                                      | x | x | 1,451,035           | 3,936,370            |
| 31       |                |  |   |   |                     |                      |
| 32       | 717.           | Depreciation of Power Plant                        | x | x | 1,393,981           | 1,274,871            |
| 33       |                |  |   |   |                     |                      |
| 34       | 718.           | Production Rents                                   | x | x | 503,694             | 503,694              |
| 35       | 719            | Security   |   |   | 139,567             | 199,271              |
| 36       |                | Total Electric Generating Int. Comb. Engine Power  |   |   | 7,444,091           | 9,828,736            |
| 37       |                |  |   |   |                     |                      |
| 38       | 721.           | Electricity Purchased                              | x | x | 14,034,226          | 15,276,845           |
| 39       |                |  |   |   |                     |                      |
| 40       | 722.           | Purchased Electricity Expense                      | x | x | 131,994             | 105,966              |
| 41       | 726.           | Production Expense Transferred - Cr.               | x | x |                     |                      |
| 42       | 729.           | Duplicate Production Charges - Cr.                 | x | x |                     |                      |
| 43       |                |  |   |   |                     |                      |
| 44       |                | Total Other Production Expense                     |   |   | 14,166,220          | 15,382,811           |
| 45       |                |  |   |   |                     |                      |
| 46       |                | Total Production Expense                           |   |   | 21,610,311          | 25,211,547           |
| 47       |                |  |   |   |                     |                      |
| 48       | 731.           | Transmission System Operation                      |   | x |                     |                      |
| 49       | 731.1          | Transmission Supervision & Eng.                    | x |   |                     |                      |
| 50       | 731.2          | Operation of Transmission Substations              | x |   | 196,449             | 138,791              |
| 51       | 731.4          | Operation of Transmission System                   | x |   | 2,388               |                      |
| 52       | 732.           | Repairs to Transmission System                     | x | x | 88,117              | 711                  |
| 53       | 733.           | Depreciation of Transmission Property              | x | x | 398,993             | 365,727              |
| 54       | 734.           | Transmission Rents                                 | x | x |                     |                      |
| 55       |                |  |   |   |                     |                      |
| 56       |                | Total Transmission Expense                         |   |   | 685,947             | 505,229              |
| 57       |                |  |   |   |                     |                      |
| 58       | 736.           | Repairs to Poles, Towers and Fixtures              | x | x | 2,577               | 65                   |
| 59       | 737.           | Repairs to Underground Conduits                    | x | x |                     | 3,904                |
| 60       | 738.           | Depreciation of Poles, Towers, Fixtures & Conduits | x | x | 158,848             | 145,068              |
| 61       |                |  |   |   |                     |                      |
| 62       |                | Total Maint. Poles, Towers, Fixtures & Conduits    |   |   | 161,425             | 149,037              |
| 63       |                |  |   |   |                     |                      |
| 64       |                | Total acct. 701 to 738 carried forward             |   |   | 22,457,683          | \$25,865,813         |

| OPERATING EXPENSES - ELECTRIC (Continued) |   |       |     |                             |                              |
|---|---|-------|-----|-----------------------------|------------------------------|
| LINE NO.                                  | ACCOUNT (a)   | Class |     | AMOUNT FOR CURRENT YEAR (b) | AMOUNT FOR PREVIOUS YEAR (c) |
|   |   | A,B   | C D |                             |                              |
| 1   | Account 701 to 738 Carried forward                    |       |     | 22,457,683                  | \$25,865,813                 |
| 2   |   |       |     |                             |                              |
| 3   | 741. Distribution System Operation                    |       | x   | 18,852                      |                              |
| 4   | 741.1 Distribution Super. and Engineering             | x     |     | 67,471                      | 64,420                       |
| 5   | 741.2 Operation of Distribution Substations           | x     |     | 15,598                      | 13,757                       |
| 6   | 741.3 Operation of Storage Batteries                  | x     |     |                             |                              |
| 7   | 741.4 Operation of Distribution Lines                 | x     |     | 1,157,107                   | 882,449                      |
| 8   | 741.5 Operation of Consumers' Meters                  | x     |     | 137,464                     | 124,703                      |
| 9   | 741.6 Service on Consumers Premises                   | x     |     | 61,875                      | 56,990                       |
| 10  | 742. Repairs to Distribution System                   |       | x   |                             |                              |
| 11  | 742.1 Repairs to Distribution Structure and Equipment | x     |     |                             | 0                            |
| 12  |   |       |     |                             |                              |
| 13  | 742.4 Repairs to Overhead Distribution Cond.          | x     |     | 17,774                      | 21,629                       |
| 14  |   |       |     |                             |                              |
| 15  | 742.5 Repairs to Underground Dist. Cond.              | x     |     | 67                          | 2,082                        |
| 16  | 742.6 Repairs to Line Transformers                    | x     |     | 7,158                       | 4,402                        |
| 17  | 742.7 Repairs to Services                             | x     |     | 16,332                      | 46,958                       |
| 18  | 742.8 Test and Repairing Consumers' Meters            | x     |     | 3,699                       | 2,445                        |
| 19  | 742.9 Repairs to Other Property on Cons. Premises     | x     |     |                             |                              |
| 20  | 743. Depreciation of Distribution Property            | x     | x   | 716,184                     | 651,703                      |
| 21  | 744. Distribution Rents                               | x     | x   |                             |                              |
| 22  |   |       |     |                             |                              |
| 23  | Total Distribution Expense                            |       |     | 2,219,580                   | 1,871,538                    |
| 24  |   |       |     |                             |                              |
| 25  | 752. Repairs to Street Lighting & Sig Sys Equipment   |       | x   | 140,037                     | 136,578                      |
| 26  | 753. Depreciation of Street Lighting & Sig Sys Equip  | x     |     | 142,289                     | 128,178                      |
| 27  |   | x     |     |                             |                              |
| 28  | 757.1 Fiber Optics Depreciation                       | x     | x   | 33,659                      | 30,731                       |
| 29  | 757.2 Fiber Optics Repairs and Maintenance            | x     | x   | 117,875                     | 90,940                       |
| 30  |   |       |     |                             |                              |
| 31  |   |       |     |                             |                              |
| 32  | Total Street Lighting & Signal System Expense         |       |     | 433,861                     | 386,427                      |
| 33  |   |       |     |                             |                              |
| 34  | 761. Consumer Accounting and Collection Labor & Su    | x     | x   | 890,702                     | 867,337                      |
| 35  |   |       |     |                             |                              |
| 36  | 764. Consumer Accounting and Collection Rents         | x     | x   |                             |                              |
| 37  |   |       |     |                             |                              |
| 38  | Total Customer Accounting & Collection Expense        |       |     | 890,702                     | 867,337                      |
| 39  |   |       |     |                             |                              |
| 40  | 771. Sales Labor and Supplies                         | x     | x   |                             |                              |
| 41  | 772. Appliance Selling and Jobbing                    | x     | x   |                             |                              |
| 42  | 774. Sales Department Rents                           | x     | x   |                             |                              |
| 43  |   |       |     |                             |                              |
| 44  | Total Sales Expense                                   |       |     | 0                           | 0                            |
| 45  |   |       |     |                             |                              |
| 46  | 781. General Office Salaries and Expense              | x     | x   | 2,936,212                   | 1,834,610                    |
| 47  |   |       |     |                             |                              |
| 48  | 782. Management Service                               | x     | x   | 45,594                      | 51,683                       |
| 49  | 783. Insurance, Injuries and Damages                  | x     | x   | 847,258                     | 582,929                      |
| 50  | 784. Regulatory Commission Expense                    | x     | x   | 72,736                      | 123,707                      |
| 51  | 785. Other General Expense                            | x     | x   | 8,664,797                   | 6,876,016                    |
| 52  | 786. General Rents                                    | x     | x   | 48,570                      | 48,570                       |
| 53  | 787. Repairs to General Property                      | x     | x   | 8,510                       | 13,314                       |
| 54  | 788. Depreciation of General Property                 | x     | x   | 98,392                      | 89,671                       |
| 55  |   |       |     |                             |                              |
| 56  | 789. Deferred Retirement Losses                       | x     | x   |                             | -                            |
| 57  |   |       |     |                             |                              |
| 58  | 790. Amortization of Intangible Property              | x     | x   | 97,932                      | 89,771                       |
| 59  | 791. Franchise Requirements                           | x     | x   |                             |                              |
| 60  | 792. Miscellaneous Expenses Transferred - Cr.         | x     | x   |                             |                              |
| 61  |   |       |     |                             |                              |
| 62  | 793. Duplicate Miscellaneous Charges Transferred - C  | x     | x   |                             |                              |
| 63  |   |       |     |                             |                              |
| 64  | Total Admin. and General Expenses                     |       |     | 12,820,001                  | 9,710,271                    |
| 65  |   |       |     |                             |                              |
| 66  | Total Operating Expense - Electric                    |       |     | 38,821,826                  | 38,701,386                   |

THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

**AGENDA**

**BOARD OF TRUSTEES' MEETING    May 19, 2025**

**COMMENTS PERMITTED ON AGENDA ITEMS**

**&**

**GENERAL PUBLIC COMMENTS**

At the conclusion of the Agenda, the Mayor and Board will entertain questions and comments on non-Agenda items from the general public.

THIS MAY NOT BE THE OFFICIAL AGENDA AS ADDITIONS AND DELETIONS MAY OCCUR.

**AGENDA**

**BOARD OF TRUSTEES' MEETING**

**May 19, 2025**

**5:30 PUBLIC HEARING**

To consider a Water Rate Change.



THESE ARE NOT OFFICIAL MINUTES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

**DIRECTIVE**

TO: Howard E. Colton, Village Attorney May 8, 2025  
FROM: Pamela Walsh Boening, Village Clerk

The following directive is an excerpt from the Minutes of the Board of Trustees Meeting of May 5, 2025:

It was moved by Trustee Squeri, seconded by Trustee Butler that the following resolution be adopted:

RESOLVED, that the Board of Trustees of the Incorporated Village of Freeport, by virtue of the authority invested by law, shall conduct a public hearing to be duly held on the 19<sup>th</sup> day of May 2025, at 5:30 P.M., to consider a Water Rate Change in the Village of Freeport.

FURTHER RESOLVED, that the foregoing notice of public hearing shall be entered in the minutes of the Board of Trustees of the Incorporated Village of Freeport, and published in the Freeport Leader and a printed copy thereof posted conspicuously in at least three (3) public places in the Incorporated Village of Freeport, Nassau County, New York.

STATE OF NEW YORK, COUNTY OF NASSAU, VILLAGE OF FREEPORT, ss: I, PAMELA WALSH BOENING, Clerk of the Village of Freeport, Nassau County, New York, do hereby certify that the foregoing is a true and correct copy of said notice duly authorized by the Board of Trustees of the said Village at a meeting of the Said Board of Trustees, calling for a public hearing to be duly held in the Main Conference Room of the Municipal Building of the Village of Freeport, 46 N. Ocean Avenue, Freeport, New York on the 19<sup>th</sup> day of May 2025 at 5:30 P.M., and of the whole thereof, as entered upon the minutes of the proceedings of the said Board kept by me as Village Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of said Village this 5<sup>th</sup> day of May 2025.

Pamela Walsh Boening  
Village Clerk

Dated: Freeport, New York  
May 5, 2025

The Clerk polled the Board as follows:

|                       |          |
|-----------------------|----------|
| Deputy Mayor Martinez | In Favor |
| Trustee Squeri        | In Favor |
| Trustee Sanchez       | In Favor |
| Trustee Butler        | In Favor |

THESE ARE NOT OFFICIAL MINUTES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

Mayor Kennedy

In Favor

---

cc:

X Auditor

X Assessor

X Attorney

X Bldg. Dept.

       Board & Comm.

X Claims Examiner

X Comptroller

X Court

X Electric Utilities

X Fire Dept.

X File

X Personnel

X Police Dept.

X Publicity

X Public Works

X Purchasing

X Registrar

X Rec. Center

X Treasurer

X Dep. Treasurer

X Dep. V. Clerk

       OTHER



NOTICE OF PUBLIC HEARING

RESOLVED, that the Board of Trustees of the Incorporated Village of Freeport, by virtue of the authority invested by law, shall conduct a public hearing to be duly held on the 19<sup>th</sup> day of May 2025, at 5:30 P.M., to consider a Water Rate Change in the Village of Freeport.

FURTHER RESOLVED, that the foregoing notice of public hearing shall be entered in the minutes of the Board of Trustees of the Incorporated Village of Freeport, and published in the Freeport Leader and a printed copy thereof posted conspicuously in at least three (3) public places in the Incorporated Village of Freeport, Nassau County, New York.

STATE OF NEW YORK, COUNTY OF NASSAU, VILLAGE OF FREEPORT, ss: I, PAMELA WALSH BOENING, Clerk of the Village of Freeport, Nassau County, New York, do hereby certify that the foregoing is a true and correct copy of said notice duly authorized by the Board of Trustees of the said Village at a meeting of the Said Board of Trustees, calling for a public hearing to be duly held in the Main Conference Room of the Municipal Building of the Village of Freeport, 46 N. Ocean Avenue, Freeport, New York on the 19<sup>th</sup> day of May 2025 at 5:30 P.M., and of the whole thereof, as entered upon the minutes of the proceedings of the said Board kept by me as Village Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of said Village this 5<sup>th</sup> day of May 2025.

Pamela Walsh Boening  
Village Clerk

Dated: Freeport, New York  
May 5, 2025

11-11-11

**PUBLIC AND  
LEGAL NOTICES...**  
To place a  
notice here  
call us at  
**516-569-4000 x232**  
or send an email to:  
legalnotices@liherald.com

**LEGAL NOTICE  
NOTICE OF PUBLIC  
HEARING**

RESOLVED, that the Board of Trustees of the Incorporated Village of Freeport, by virtue of the authority invested by law, shall conduct a public hearing to be duly held on the 19th day of May 2025, at 5:30 P.M., to consider a Water Rate Change in the Village of Freeport.

FURTHER RESOLVED, that the foregoing notice of public hearing shall be entered in the minutes of the Board of Trustees of the Incorporated Village of Freeport, and published in the Freeport Leader and a printed copy thereof posted conspicuously in at least three (3) public places in the Incorporated Village of Freeport, Nassau County, New York.

STATE OF NEW YORK,  
COUNTY OF NASSAU,  
VILLAGE OF FREEPORT,  
ss: I, PAMELA WALSH  
BOENING, Clerk of the  
Village of Freeport,  
Nassau County, New  
York, do hereby certify  
that the foregoing is a  
true and correct copy of  
said notice duly  
authorized by the  
Board of Trustees of  
the said Village at a  
meeting of the Said  
Board of Trustees,  
calling for a public  
hearing to be duly held  
in the Main Conference  
Room of the Municipal  
Building of the Village  
of Freeport, 46 N.  
Ocean Avenue,  
Freeport, New York on  
the 19th day of May  
2025 at 5:30 P.M., and  
of the whole thereof,  
as entered upon the  
minutes of the  
proceedings of the said  
Board kept by me as  
Village Clerk.  
IN WITNESS WHEREOF,  
I have hereunto set my  
hand and affixed the  
Corporate Seal of said  
Village this 5th day of  
May 2025.  
Pamela Walsh Boening  
Village Clerk  
Dated: Freeport, New  
York  
May 5, 2025  
153583

... ..

VILLAGE OF FREEPORT  
Department of Buildings  
Recommendation

Notice

x Negative Declaration

Positive Declaration

In accordance with Section 8-0113, Article 8 of the New York Environmental Conservation Law and Chapter 110 of the Village Code, this Department has conducted an initial review to determine whether the following project may have a significant effect on the environment and on the basis of that review hereby finds:

x The proposed project will not have a significant effect on the environment and therefore does not require the preparation of an Environmental Impact Statement.

— The proposed project may have a significant effect on the environment and therefore requires the preparation of an Environmental Impact Statement.  
(See reasons below)

Project : Water Rate Change

Building Permit App. N/A

Location: N/A

Applicant: The Incorporated Village of Freeport

Description: To consider a Water Rate Change in the Village of Freeport.

Lead Agency: Department of Buildings  
for the Board of Trustees  
Village of Freeport  
46 North Ocean Avenue

Agency Contact Person:  
Superintendent of Buildings  
(516) 377-2242

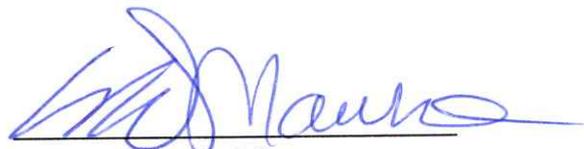
**REASON(S) FOR DETERMINATION**

This finding is based upon Section 617.10 of Article of the New York Environmental Conservation Law, the criteria for determining what actions may have a significant effect on the environment, as follows:

A) \_\_\_\_\_  
\_\_\_\_\_

B) Possible environmental effects identified:  
(only if positive determination)

**DATED:** May 6, 2025  
Freeport, New York



**Sergio Mauras**  
Superintendent of Buildings

**IMPORTANT:** This declaration and supporting attachments are open for inspection and public response at the office of the Superintendent of Buildings.



**INCORPORATED VILLAGE OF FREEPORT**  
**DEPARTMENT OF PUBLIC WORKS**  
**INTER-OFFICE CORRESPONDENCE**

---

To: Mayor Robert Kennedy

From: Robert Fisenne, P.E., Superintendent of Public Works

Date: April 17, 2025

**RE: WATER RATE CHANGE**

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The Village currently has approximately 10,075 water customers. Due to increased water production costs, it is estimated that our overall shortfall in the Water Department budget would be approximately \$325,000.00 for fiscal year ending 2025. In order to account for this increased cost the Village must consider an increase to the water rates for metered sales. The last time the Village increased the water rates was in August of 2023. The proposed changes for the metered sales rates would be as follows:

| <b><u>In Village</u></b>  | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>              |
|---------------------------|-------------------------------------|-------------------------------------|
| Service Charge            | \$39.00 per quarterly billing cycle | \$39.00 per quarterly billing cycle |
| First 50,000 gallons      | \$2.27 per 1000 gallons             | \$2.52 per 1000 gallons             |
| 50,001 to 100,000 gallons | \$4.51 per 1000 gallons             | \$4.86 per 1000 gallons             |
| 100,001 and up            | \$5.80 per 1000 gallons             | \$6.25 per 1000 gallons             |

| <b><u>Outside Village</u></b> | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>              |
|-------------------------------|-------------------------------------|-------------------------------------|
| Service Charge                | \$46.80 per quarterly billing cycle | \$46.80 per quarterly billing cycle |
| First 50,000 gallons          | \$2.73 per 1000 gallons             | \$3.03 per 1000 gallons             |
| 50,001 to 100,000 gallons     | \$5.41 per 1000 gallons             | \$5.81 per 1000 gallons             |
| 100,001 and up                | \$6.96 per 1000 gallons             | \$7.46 per 1000 gallons             |

This rate change would represent approximately a \$2.95 monthly increase to the average water customer and would be effective 30 days following the adoption by the Board. The changing of water rates will allow the Village to adequately fund the Water Department and provide for upcoming capital improvements.



---

Robert R. Fisenne, P.E.  
Superintendent of Public Works



# VILLAGE OF FREEPORT

Nassau County, New York



## 2025 WATER RATE STUDY

**MAYOR**

**ROBERT T. KENNEDY**

**TRUSTEES**

**JACQUES BUTLER  
CHRISTOPHER SQUERI**

**JORGE MARTINEZ  
EVETTE SANCHEZ**

**DEPARTMENT OF PUBLIC WORKS**

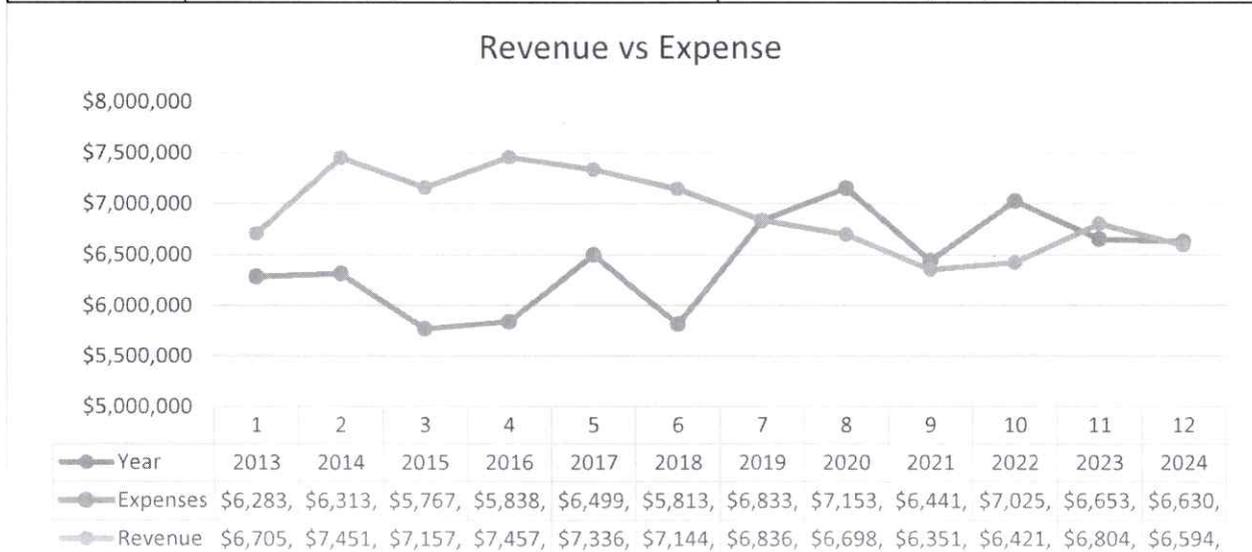
**Robert R. Fisenne, P.E., Superintendent of Public Works**

**Mark Quinton, Superintendent of Water and Sewer**

The Board of Trustees of the Incorporated Village of Freeport authorized this water rate study to address shortfalls in Water Department revenue and in order to ensure adequate planning for present and future demands on the water supply. New water rates were last adopted to cover the capital and operating costs in 2023

Water consumption since 2012 has been generally declining. This is a result of several factors including an unusual number of spring and summer irrigation seasons with cool wet weather, as well as improved water conservation measures. Unfortunately, the consequence of decreased water sales is decreased revenue. Operating costs did not decrease in proportion to the reduced water pumpage. Adjustments to the current water rate structure are now required to generate revenue adequate to meet operating costs.

| <u>Year</u> | <u>Expense</u> | <u>Revenue</u> |
|-------------|----------------|----------------|
| 2013        | \$6,283,806.00 | \$6,705,662.00 |
| 2014        | \$6,313,326.00 | \$7,451,178.00 |
| 2015        | \$5,767,353.00 | \$7,157,733.00 |
| 2016        | \$5,838,612.00 | \$7,457,783.00 |
| 2017        | \$6,499,136.67 | \$7,336,346.16 |
| 2018        | \$5,813,386.66 | \$7,144,374.10 |
| 2019        | \$6,833,197.43 | \$6,836,900.97 |
| 2020        | \$7,153,476.00 | \$6,698,714.00 |
| 2021        | \$6,441,285.28 | \$6,351,853.00 |
| 2022        | \$7,025,917.00 | \$6,421,488.00 |
| 2023        | \$6,653,119.00 | \$6,804,907.00 |
| 2024        | \$6,630,119.00 | \$6,594,399.00 |



The Village utilizes a progressive block rate structure for water billing. The progressive block rate structure has had the effect of encouraging water conservation. In order to generate the revenue needed the block rate structure needs to be modified. An average increase in metered water revenue of approximately \$350,000.00 per year is required. This revenue requirement can be achieved by using the following recommended increases to the block rate structure:

| <b><u>In Village</u></b>         | <b><u>Current Rate</u></b> | <b><u>New Rate</u></b>    |
|----------------------------------|----------------------------|---------------------------|
| Service Charge per billing cycle | \$39.00 per billing cycle  | \$39.00 per billing cycle |
| First 50,000 gallons             | \$2.27 per 1000 gallons    | \$2.52 per 1000 gallons   |
| 50,001 to 100,000 gallons        | \$4.51 per 1000 gallons    | \$4.86 per 1000 gallons   |
| 100,001 and up                   | \$5.80 per 1000 gallons    | \$6.25 per 1000 gallons   |

| <b><u>Outside Village</u></b>    | <b><u>Current Rate</u></b> | <b><u>New Rate</u></b>  |
|----------------------------------|----------------------------|-------------------------|
| Service Charge per billing cycle | \$46.80 per billing cycle  | \$46.80 per quarterly   |
| First 50,000 gallons             | \$2.50 per 1000 gallons    | \$3.03 per 1000 gallons |
| 50,001 to 100,000 gallons        | \$5.12 per 1000 gallons    | \$5.81 per 1000 gallons |
| 100,001 and up                   | \$6.60 per 1000 gallons    | \$7.46 per 1000 gallons |

This rate change would represent approximately a \$2.91 monthly increase to the average water customer and would be effective 30 days following the adoption by the Board. The changing of water rates will allow the Village to adequately fund the Water Department and provide for upcoming capital improvements.



The Following Resolution was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, who moved its adoption:

**WHEREAS**, the Board of Trustees of the Incorporated Village of Freeport, as lead agency, has determined that the proposed action described below, will not have a significant effect on the environment and neither a draft environmental impact statement nor a final environmental impact statement will be prepared; and

**WHEREAS**, the proposed action is to consider a Water Rate Change in the Village of Freeport; and

**WHEREAS**, this Board determines that the proposed action is an unlisted action, as that term is defined in the New York State Environmental Quality Review Act, herein after referred to as SEQRA. After careful consideration, the Board has concluded that the proposed action will not have a significant effect on the environment for the following reasons:

1. The proposed action will not result in a substantial adverse change in the existing air quality, ground or surface water quality, traffic or noise level, will not affect solid waste production, and will not affect erosion, flooding, leaching or drainage problems.
2. The proposed action will not result in the removal or destruction of large quantities of vegetation or fauna nor interfere with the movement or any resident or migratory fish or wildlife species, nor impact on a significant habitat area, nor result in any other significant adverse effect to natural resources.
3. The proposed action will not encourage or attract a large number of people.
4. The proposed action is consistent with the community's current plans and goals for enforcement of Village laws.
5. The proposed action would not impair the character or quality of important historical, archeological, architectural or aesthetic resources of the Village.
6. The proposed action will not bring about a major change in the use of either the quantity or type of energy.
7. The proposed action will not create a hazard to human health.
8. The proposed action will not produce a substantial change in the use or intensity of land, including cultural or recreational resources, or its capacity to support existing uses.
9. The proposed action will not create a material demand for other actions that would result in any of the above consequences.

10. The proposed action will not change two or more elements in the environment, which when considered together could result in a substantial adverse impact on the environment.
11. When considered cumulatively with other actions, the proposed action will not have a significant effect on the environment or meet one of the above criteria.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Incorporated Village of Freeport, after reviewing the above criteria has determined that the proposed action is not environmentally significant.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |



The Following Resolution was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, who moved its adoption:

**WHEREAS**, the Board of Trustees of the Incorporated Village of Freeport, as lead agency, has determined that the proposed action described below, will not have a significant effect on the environment and neither a draft environmental impact statement nor a final environmental impact statement will be prepared; and

**WHEREAS**, the proposed action is to consider a Water Rate Change in the Village of Freeport; and

**WHEREAS**, this Board determines that the proposed action is an unlisted action, as that term is defined in the New York State Environmental Quality Review Act, herein after referred to as SEQRA. After careful consideration, the Board has concluded that the proposed action will not have a significant effect on the environment for the following reasons:

1. The proposed action will not result in a substantial adverse change in the existing air quality, ground or surface water quality, traffic or noise level, will not affect solid waste production, and will not affect erosion, flooding, leaching or drainage problems.
2. The proposed action will not result in the removal or destruction of large quantities of vegetation or fauna nor interfere with the movement or any resident or migratory fish or wildlife species, nor impact on a significant habitat area, nor result in any other significant adverse effect to natural resources.
3. The proposed action will not encourage or attract a large number of people.
4. The proposed action is consistent with the community's current plans and goals for enforcement of Village laws.
5. The proposed action would not impair the character or quality of important historical, archeological, architectural or aesthetic resources of the Village.
6. The proposed action will not bring about a major change in the use of either the quantity or type of energy.
7. The proposed action will not create a hazard to human health.
8. The proposed action will not produce a substantial change in the use or intensity of land, including cultural or recreational resources, or its capacity to support existing uses.
9. The proposed action will not create a material demand for other actions that would result in any of the above consequences.

10. The proposed action will not change two or more elements in the environment, which when considered together could result in a substantial adverse impact on the environment.
11. When considered cumulatively with other actions, the proposed action will not have a significant effect on the environment or meet one of the above criteria.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Incorporated Village of Freeport, after reviewing the above criteria has determined that the proposed action is not environmentally significant.

The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |



It was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, who moved that the following be adopted:

**WHEREAS**, due to increased costs of the administration, enforcement, and inspection process associated with the Freeport Water Department, the Department requests that the water rates for metered sales of the Village of Freeport be changed as follows:

| <b><u>In Village</u></b>      | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>              |
|-------------------------------|-------------------------------------|-------------------------------------|
| Service Charge                | \$39.00 per quarterly billing cycle | \$39.00 per quarterly billing cycle |
| First 50,000 gallons          | \$2.27 per 1000 gallons             | \$2.52 per 1000 gallons             |
| 50,001 to 100,000 gallons     | \$4.51 per 1000 gallons             | \$4.86 per 1000 gallons             |
| 100,001 and up                | \$5.80 per 1000 gallons             | \$6.25 per 1000 gallons             |
| <b><u>Outside Village</u></b> | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>              |
| Service Charge                | \$46.80 per quarterly billing cycle | \$46.80 per quarterly billing cycle |
| First 50,000 gallons          | \$2.73 per 1000 gallons             | \$3.03 per 1000 gallons             |
| 50,001 to 100,000 gallons     | \$5.41 per 1000 gallons             | \$5.81 per 1000 gallons             |
| 100,001 and up                | \$6.96 per 1000 gallons             | \$7.46 per 1000 gallons             |

And,

**WHEREAS**, pursuant to relative case law, the Water Department, through the Department of Public Works, conducted a study to determine if the changes are rationally related to the costs of administration, enforcement and inspection of the Department's functions, licensing and permitting programs; and,

**WHEREAS**, such study was presented at the public hearing on May 19, 2025, and placed into the record; and,

**WHEREAS**, the Board of Trustees took comment from the public on the proposed changes,

**NOW THEREFORE BE IT RESOLVED**, that the Board makes the following findings of facts:

1. The study conducted by the Water Department demonstrates that the requested increases to metered water rates within the Village of Freeport are rationally related to the costs associated with the administration, enforcement, and inspection of what is the Department's functions and permitting programs; and,
2. The last increase to water rates was in 2023 and there have been steady expenditure increases within the Water Department's budget since then

**BE IT FURTHER RESOLVED**, that upon such evidence and testimony, the Board of Trustees hereby sets the water rates for metered service within the Village of Freeport as follows:

| <b><u>In Village</u></b>        | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>  |
|---------------------------------|-------------------------------------|-------------------------|
| Service Charge<br>billing cycle | \$39.00 per quarterly billing cycle | \$39.00 per quarterly   |
| First 50,000 gallons            | \$2.27 per 1000 gallons             | \$2.52 per 1000 gallons |
| 50,001 to 100,000 gallons       | \$4.51 per 1000 gallons             | \$4.86 per 1000 gallons |
| 100,001 and up                  | \$5.80 per 1000 gallons             | \$6.25 per 1000 gallons |

| <b><u>Outside Village</u></b>   | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>  |
|---------------------------------|-------------------------------------|-------------------------|
| Service Charge<br>billing cycle | \$46.80 per quarterly billing cycle | \$46.80 per quarterly   |
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The Clerk polled the Board as follows:

|                       |        |
|-----------------------|--------|
| Deputy Mayor Martinez | VOTING |
| Trustee Squeri        | VOTING |
| Trustee Sanchez       | VOTING |
| Trustee Butler        | VOTING |
| Mayor Kennedy         | VOTING |



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**WHEREAS**, such study was presented at the public hearing on May 19, 2025, and placed into the record; and,

**WHEREAS**, the Board of Trustees took comment from the public on the proposed changes,

**NOW THEREFORE BE IT RESOLVED**, that the Board makes the following findings of facts:

1. The study conducted by the Water Department demonstrates that the requested increases to metered water rates within the Village of Freeport are rationally related to the costs associated with the administration, enforcement, and inspection of what is the Department's functions and permitting programs; and,
2. The last increase to water rates was in 2023 and there have been steady expenditure increases within the Water Department's budget since then

**BE IT FURTHER RESOLVED**, that upon such evidence and testimony, the Board of Trustees hereby sets the water rates for metered service within the Village of Freeport as follows:

| <b><u>In Village</u></b>        | <b><u>Current Rate</u></b>          | <b><u>New Rate</u></b>  |
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The Clerk polled the Board as follows:

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| Deputy Mayor Martinez | VOTING |
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