

LOUISVILLE TOWN BOARD MEETING
OCTOBER 14, 2026
LOUISVILLE TOWN OFFICE
6:00 PM

CALL PUBLIC HEARING TO ORDER PERTAINING TO LOCAL LAW TO OVERRIDE THE TAX LEVEY.

CALL REGULAR MEETING TO ORDER.

ACCEPT OR CORRECT SEPTEMBER 9, 2026 REGULAR MEETING MINUTES.

ACCEPT OR CORRECT SEPTEMBER 23, 2026 SPECIAL MEETING MINUTES.

REPORT FROM LARRY CLARK, RVRDA.

REPORT FROM COUNTY LEGISLATOR RITA CURRAN.

REPORT FROM LOUISVILLE LANDING RECREATION GENERAL MANAGER PERRY FRENCH.

REPORT FROM ARENA SUPERVISOR LINDSEY GLADDING.

REPORT FROM HIGHWAY SUPERINTENDENT LINDSEY GLADDING.

REPORT FROM LINDA MCQUINN GRANT WRITER.

PUBLIC CAN MAKE COMMENTS TO THE TOWN BOARD. UP TO FIVE MINUTES WILL BE ALLOWED FOR AN INDIVIDUAL TO SPEAK DURING PUBLIC COMMENT. ONCE PUBLIC COMMENT IS OVER, PLEASE DO NOT MAKE ANY INTERRUPTIONS OR COMMENTS TO THE TOWN BOARD UNTIL THE END OF THE MEETING, AT WHICH TIME THERE WILL BE ANOTHER PUBLIC COMMENT. THANK YOU.

COMMUNICATIONS AND PETITIONS:

1. Letter from Volunteer Transportation Center, Inc.
2. Email from Enhanced Business Systems.
3. Email from Dawn Parker, Water Clerk.
4. Email from Perry French.
5. Service Estimate from Milton Cat.
6. Information on Brent Smith insurance payment.
7. Invoice from Prestige Flag.
8. Letter from Enhanced Business Systems.
9. Assessor's Report for 2026
10. Letter from Code Enforcement Officer Anthony McManaman.
11. Letter from Mary Anne Durrant.

12. Payment for St. Lawrence County Roadside Mowing for \$8,449.36.
13. LaBella Report for Fire Station #1.
14. General Recordkeeping for the Recreation Department.
15. General Recordkeeping for Louisville Landing Recreation.
16. General Recordkeeping for the Water Departments.
17. Supervisor's reports and budget adjustments.

OLD BUSINESS:

1. Report from Local Government Task Force and RVRDA.
2. Update on RVRDA grants.
3. Update on Neighborhood Watch.
4. Update on the Grasse River Road being transferred to the Town of Louisville.
5. Update on Wilson Hill lots.
6. Update on fitness studio at Whalen Park.
7. Update on events for 2026 Home Town days.
8. Update on the Oliver Road.
9. Update on 9771 State Highway property cleanup.
10. Update on Veterans Exemption.
11. Update from Tim Burley on water districts finances.
12. Update on fall cleanup.
13. Update on the operation of Louisville Landing golf course.

NEW BUSINESS:

1. Approve payment to Seaway Senior Citizens for \$1,000.00, per 2026 budget.
2. Approve payment to Meals on Wheels for \$2,500.00, per 2026 budget.
3. Advertise for a Public Hearing on Louisville Volunteer Fire Department 2027 contract on November 11, 2026 at 6:00 PM.
4. Advertise for a Public Hearing on 2027 preliminary budget to become 2027 permanent budget on November 11, 2026 at 6:00 PM.
5. Present the 2027 tentative budget. Meet to review the 2027 tentative budget and become the 2027 preliminary budget will be October 21, 2026.
6. Approve Town Clerk's abstract to pay bills as presented.

REPORTS FROM COUNCIL MEMBERS, REPORT FROM TOWN CLERK, JUSTICE REPORTS, AND BILLS.

PUBLIC COMMENTS

ADJOURNMENT



**Volunteer
Transportation
Center, Inc.**

24685 State Route 37, Watertown, New York 13601 (JEFFERSON AND LEWIS COUNTIES)
P.O. Box 515, Canton, New York 13617 (ST LAWRENCE COUNTY)
Phone: 315-788-0422 | 315-714-2034 Fax: 315-788-8021
www.volunteertransportationcenter.org

September 1, 2026

Supervisor Larry R. Legault
Town of Louisville
14810 State Highway 37
Massena, NY 13662

Dear **Supervisor Legault:**

On behalf of the Volunteer Transportation Center, I wanted to reach out to share information about our mission in the North Country to help our friends and neighbors, including those in the Town of Louisville.

Our core group of more than 250 volunteers has remained dedicated to providing essential transportation for individuals needing access to medical appointments and food sources. These services include lifesaving trips such as daily or weekly dialysis and cancer treatments — needs that are critical for the most vulnerable members of your community. We continue to make a meaningful impact in the lives of residents across the region — truly embodying the spirit of volunteerism.

Last year, our volunteers completed 58 one-way trips, traveling 2,876 miles in service to clients who reside in the Town of Louisville. These trips are made possible by a committed team of individuals who use their own vehicles and receive mileage reimbursement through funding provided by supporters like you. The overall cost to provide that transportation amounted to \$1,798.

If you are interested in supporting our mission, we would gladly welcome a contribution in any amount. All funds will be earmarked to reimburse volunteers for their mileage, specifically for those who transport Town of Louisville residents.

Enclosed you will find a sample contract that has been reviewed and approved by the Tug Hill Commission to ensure it meets their criteria. Should you prefer an electronic version, I would be happy to provide it.

Please feel free to reach out to me directly at 315-286-4510 if you have any questions or would like to discuss this request further. I'd be glad to meet with you at your convenience.

Sincerely,

Sam Purington, Executive Director

cc: Jeremiah S. Papineau, Foundation Director | foundations@volunteertransportation.org

BOARD OF DIRECTORS

Jamie Ganter, President
Celia Cook, Vice President
Lloyd Hurlbut, Treasurer
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Drew Boulter
Makenzie Piatt
Daphne Pickert
Kathy Webster
P.J. DiFabion
Tim Ruetten
Jeff Wood
Ben Coe, *Emeritus*
Howie Ganter, *Emeritus*

VTC FOUNDATION

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Sam Purington
Kay Sullivan
Andrew Bonney

VTC LEADERSHIP

Sam Purington,
Executive Director

Jeremiah S. Papineau,
Foundation Director and
Director of Communications





**Volunteer
Transportation
Center, Inc.**

Charitable Transportation Program Statistical Data by Municipality (2025)

Municipality	Total Miles	One-Way Trips	Driver Reimbursement	Total Transportation Cost
Brasher	8,515	146	\$ 4,258	\$ 5,322
Canton	44,503	1,426	\$ 22,252	\$ 27,814
Clare	-	-	\$ -	\$ -
Clifton	138	2	\$ 69	\$ 86
Colton	4,468	128	\$ 2,234	\$ 2,793
De Kalb	10,942	111	\$ 5,471	\$ 6,839
Depeyster	18,232	389	\$ 9,116	\$ 11,395
Edwards	283	11	\$ 142	\$ 177
Fine	16,191	262	\$ 8,096	\$ 10,119
Fowler	12,879	597	\$ 6,440	\$ 8,049
Gouverneur	27,852	880	\$ 13,926	\$ 17,408
Hammond	7,573	110	\$ 3,787	\$ 4,733
Hermon	21,775	539	\$ 10,888	\$ 13,609
Hopkinton	18,802	345	\$ 9,401	\$ 11,751
Lawrence	7,840	19	\$ 3,920	\$ 4,900
Lisbon	14,887	138	\$ 7,444	\$ 9,304
Louisville	2,876	58	\$ 1,438	\$ 1,798
Macomb	2,041	36	\$ 1,021	\$ 1,276
Madrid	4,910	65	\$ 2,455	\$ 3,069
Massena	21,651	577	\$ 10,826	\$ 13,532
Morristown	6,141	58	\$ 3,071	\$ 3,838
Norfolk	9,424	231	\$ 4,712	\$ 5,890
Oswegatchie	8,489	156	\$ 4,245	\$ 5,306
Parishville	19,897	327	\$ 9,949	\$ 12,436
Piercefield	7,321	64	\$ 3,661	\$ 4,576
Pierrepont	1,101	17	\$ 551	\$ 688
Pitcairn	9,569	186	\$ 4,785	\$ 5,981
Potsdam	27,518	947	\$ 13,759	\$ 17,199
Rossie	532	13	\$ 266	\$ 333
Russell	14,627	245	\$ 7,314	\$ 9,142
Stockholm	10,796	117	\$ 5,398	\$ 6,748
Waddington	2,558	59	\$ 1,279	\$ 1,599
City of Ogdensburg	17,910	770	\$ 8,955	\$ 11,194
TOTALS	382,241	9,029	\$ 191,121	\$ 238,901

The amount for our budget allocation request for the Volunteer Transportation Center is based on population percentage, not actual rides provided as the number of people needing transportation in each town will change year to year. The total transportation cost per client includes driver reimbursement expense and administrative costs to better illustrate the true cost of transportation to the VTC for a client. Transportation to VTC clients is provided free of charge to the clients. While donations are accepted from clients, there is no requirement to do so for transportation to be provided.

CONTRACT

VOLUNTEER TRANSPORTATION CENTER, INC.

AND

Town of _____

Effective as of January 1st, 2026

THIS AGREEMENT, made effective the 1ST DAY OF JANUARY 2026, by and between the Town of _____ a municipal corporation created and existing pursuant to the laws of the State of New York, having its principal place of business at, _____ (hereinafter referred to as "the Town") and Volunteer Transportation Center, Inc., a corporation created and existing pursuant to the statutes of the State of New York, having its principal place of business at 24685 Route 37, Watertown, NY 13601, Jefferson County, New York, (hereinafter referred to as "VTC");

WHEREAS, VTC provides transportation services to the citizens of the Town residents; and, WHEREAS, the Town is desirous of promoting opportunities for recreation among its citizens. NOW, THEREFORE, it is mutually agreed by and between the parties hereto as follows:

- a. The Town agrees to pay VTC the amount of \$ _____, the receipt of which is hereby acknowledged.
- b. VTC agrees to continue to provide to the citizens of the Town transportation services during the term of this contract.
- c. VTC shall procure and maintain such insurance coverage as shall be appropriate for its operations and shall indemnify and hold harmless the Town from any claim or cause of action based upon or arising out of the activities of the party-of-the-second-part.
- d. This Agreement shall terminate on December 31, 2026.

IN WITNESS WHEREOF, the parties hereto have caused and these presents to be signed by their duly authorized officers.

Town of _____

BY: _____
_____, Supervisor

Volunteer Transportation Center, Inc.

BY: _____
Sam Purington, Executive Director

STATE OF NEW YORK)

) SS.:

COUNTY OF JEFFERSON)

On the _____ day of January in the year 202__, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose names(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

STATE OF NEW YORK)

) SS.:

COUNTY OF _____)

On the _____ day of January in the year 202__, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose names(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public



Amy Ellsworth <townclerk@louisvilleny.gov>

Your 2027 budget numbers from Enhanced Business Systems

3 messages

Brandon Arentson <brandon@enhancedfund.com>
To: louisville@nnymail.com

Wed, Sep 23, 2026 at 10:49 AM

Hi Amy,

Budget season is here for many of you, so I want to get our numbers to you early.

Annual licensing and support for Enhanced stays at \$1,200 for 2027.

We're also releasing v12 before the end of the year, and I'd encourage you to plan for it in your next budget. v12 adds ACH vendor payments in the AP module, saving you time and money versus needing to print and mail checks. v12 customers also get a new updater that installs updates on your own schedule, so you won't need to book a remote session with us each time. Once you're on v12, every future update is included with your annual licensing, and we are planning to release updates multiple times per year going forward.

The first updates we have planned cover NYS compliance changes, including improvements to the updated Monthly Retirement report that were added in v11, along with fixes for the problems I've heard about most since taking over.

The v12 upgrade is a one-time \$1,495. If you upgrade in 2027, that brings your total for the year to \$2,695.

If your board needs a formal quote before this gets added to the budget, or if you have any questions, reply to this email or give me a call (phone numbers below).

Thanks,
Brandon

Brandon Arentson | Enhanced Business Systems
o: (518) 372-1420 m: (646) 780-9559
<https://enhancedfund.com/>

Amy Ellsworth <townclerk@louisvilleny.gov>
To: Brandon Arentson <brandon@enhancedfund.com>
Cc: louisville@nnymail.com

Tue, Sep 29, 2026 at 12:40 PM

Hi Brandon,

Thank you for sending over the 2027 budget numbers. Could you please provide a formal quote for the v12 upgrade and the annual licensing so I can share it with the Town Board?

Thank you
Sincerely,
Amy Ellsworth
Town Clerk Louisville
RMO/RAO
DEC Sales Agent
Registrar
(315)769-0457
www.louisvilleny.gov/town-clerk

[Quoted text hidden]

Brandon Arentson <brandon@enhancedfund.com>
To: Amy Ellsworth <townclerk@louisvilleny.gov>

Tue, Sep 29, 2026 at 12:53 PM

Hi Amy,

Sure thing! See attached, and happy to answer any questions.

Thanks,
Brandon

Brandon Arentson | Enhanced Business Systems
o: (518) 372-1420 m: (646) 780-9559
<https://enhancedfund.com/>

[Quoted text hidden]



EBS v12 Quote_Town of Louisville.pdf
90K



Amy Ellsworth <townclerk@louisvilleny.gov>

Request to Reverse Interest Charge - Water Account #0485

2 messages

Dawn Parker <water@louisvilleny.gov>

Tue, Sep 29, 2026 at 10:19 AM

To: Shawn Thompson <nothernirish@yahoo.com>, Larry Legault <supervisor@louisvilleny.gov>, Amy Ellsworth <townclerk@louisvilleny.gov>, Kevin Perretta <kperretta452@gmail.com>, Nancy Charleston <ncharleston@twcny.rr.com>, Terri Ann O'Keefe <taxcollector@louisvilleny.gov>

Dear Board Members,

Due to an error on my part, I would like to request an interest charge reversal in the amount of \$1.98.

The payor authorized direct debit (ACH) for this account effective June 1, 2026. When processing the request, I failed to include this account on the list Larry uses to process ACH charges for 2nd quarter 2026. The missed payment resulted in the \$1.98 interest charge being applied to the account on August 1, 2026.

The payor brought this to my attention when he received the 3rd quarter 2026 bill today, and upon investigation, I realized it was my error.

Thank you,

Dawn Parker

Water/Code Clerk

Town of Louisville

(315) 764-7473

<https://www.louisvilleny.gov/>**shawn Thompson** <nothernirish@yahoo.com>

Tue, Sep 29, 2026 at 10:20 AM

To: Dawn Parker <water@louisvilleny.gov>, Larry Legault <supervisor@louisvilleny.gov>, Amy Ellsworth <townclerk@louisvilleny.gov>, Kevin Perretta <kperretta452@gmail.com>, Nancy Charleston <ncharleston@twcny.rr.com>, Terri Ann O'Keefe <taxcollector@louisvilleny.gov>

I approve the reversal of the mistake on behalf of the town of Louisville

[Quoted text hidden]



Amy Ellsworth <townclerk@louisvilleny.gov>

Report for The course improvement tournament event fundraiser

1 message

Perry French <perryfrench1@gmail.com>

Tue, Sep 22, 2026 at 7:47 AM

To: Larry Legault <supervisor@louisvilleny.gov>, Kevin Perretta <kperretta452@gmail.com>, Shawn Thompson <nothernirish@yahoo.com>, nancy charleston <ncharleston@twcny.rr.com>, Amy Ellsworth <townclerk@louisvilleny.gov>

Dear Board,

We had a very successful fundraising event on Sunday for the course improvement tournament. Here is the report with the expenses, and net proceeds.

As requested for approval the PO's that are attached to this event specifically. Which after being paid shows a net proceeds of \$1350 dollars.

Thank you,

Expenses				Total			
Item	Amount	Category	Subtotal	Item	Amount	Category	Subtotal
...	...	...	...	...	...	...	...
Revenue/Donations				Total Proceeds			
...	...	...	...	...	...	...	...
Net Proceeds				Total Net Proceeds			
...				...			
Total				Total			
...				...			

Handwritten notes:
 \$7,990
 for Colours
 \$12 = paper 75⁰⁰
 BT - TRIMBOLI (see R-100)
 Total \$8,150⁰⁰

Expense: Cost for Rental. Chris \$750⁰⁰

Course Improvement → NET PROCEEDS \$7,400⁰⁰
 EVENT

PO REQUEST
 Expense: Activation Deep Time Service \$4,100⁰⁰
 Top Dressing Sand \$1,950⁰⁰

Total Balance \$1,350⁰⁰
 EXCESS CONTRIBUTION

Louisville Landing Recreation
 20180920
 ID: 97421
 Employer: French, Perry

Item	Price	Qty.	Disc %	Total
Tournament Green Fee	\$75.00	1.00	0.00%	\$75.00
Sub Total				\$75.00
Total				\$75.00
Payments				
Credit Card				\$75.00
Total Payments				\$75.00

Pat Tew Ball - pin count 644

https://mail.google.com/mail/u/0/?ik=bc50013041&view=pt&search=all&permthid=thread-f:1877032459113496913

Perry French, PGA
 GM/Director of Golf
 The River Course @
 Louisville Landing Recreation
 Golf Shop #
 315-769-2293
 Personal Cell #
 859-779-8071

Milton



SERVICE ESTIMATE

ESTIMATE NUMBER: SCQT217434

ESTIMATE DATE: 9/15/2026

ESTIMATE EXPIRES: 11/14/2026

BILL TO

Town of Louisville
14810 State Highway 37
Massena, NY 13662
USA

SHIP TO

Town of Louisville
14810 State hwy 37
Massena, NY 13662
USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR1149811	08/25/2026	0572837	0572837	North Syracuse	Engine	1 of 2
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Brown, Brenna	Lindsey Gladding	315-250-2349				
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	D50	NPF04216		E17063	303	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

02 REPLACE - INSTR PANEL/CONTROL PANEL

Replace existing MX150 transfer switch controller that has failed, with an MX250 controller due to the fact that the MX150 is obsolete.

Miscellaneous

1	Environmental Services	30.87	30.87
1	MX250 Controller	2,126.25	2,126.25
1	FREIGHT IN	100.00	100.00

Total Segment Parts	0.00
Total Segment Labor	753.00
Total Segment Miscellaneous	2,257.12

Segment Total 3,010.12

03 TRAVEL TO/FROM - GENERATOR SET

CONTINUED

CUSTOMER INITIALS

DATE

Milton



SERVICE ESTIMATE

ESTIMATE NUMBER: SCQT217434
ESTIMATE DATE: 9/15/2026
ESTIMATE EXPIRES: 11/14/2026

BILL TO

Town of Louisville
14810 State Highway 37
Massena, NY 13662
USA

SHIP TO

Town of Louisville
14810 State hwy 37
Massena, NY 13662
USA

SERVICE CALL	DATE	INVOICE ACCOUNT	ORDER ACCOUNT	LOCATION	DIVISION	PAGE
CSR1149811	08/25/2026	0572837	0572837	North Syracuse	Engine	2 of 2
SALES REP	CUSTOMER CONTACT NAME	CUSTOMER CONTACT PHONE	TERMS			
Brown, Brenna	Lindsey Gladding	315-250-2349				
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT ID	MILTON CAT EQID	SMU	
AA	D50	NPF04216		E17063	303	
DESCRIPTION				UNIT PRICE	EXTENDED PRICE	

Miscellaneous

304	Mileage	4.25	1,292.00
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Total Segment Parts	0.00
Total Segment Labor	1,255.00
Total Segment Miscellaneous	1,292.00
Segment Total	2,547.00

Total Invoice Parts	0.00
Total Invoice Labor	2,008.00
Total Invoice Miscellaneous	3,549.12

The estimate provided to you is based on what can be reasonably observed by a Milton CAT Product Support Representative. If, during actual repairs, additional worn or failed components are discovered, you will be contacted with an updated estimate that will include a breakdown of additional parts and/or labor. No additional repairs will be made without the customer's approval.

Any steam cleaning necessary to complete this service will be additional to this estimate.

This estimate is contingent on all remanufactured parts being acceptable for full core credit.

Transportation, freight, tax, miscellaneous supplies and environmental charges are not included unless otherwise noted.

We greatly appreciate the opportunity to estimate this repair for you, and look forward to providing you the best service in the industry.

Estimate Amount	5,557.12
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Terms are n/30 with approved credit

CUSTOMER PURCHASE ORDER

CUSTOMER PRINTED NAME

CUSTOMER SIGNATURE

DATE



Amy Ellsworth <townclerk@louisvilleny.gov>

Generator

1 message

Lindsey Gladding <louisvillelrg@gmail.com>

Fri, Sep 18, 2026 at 8:00 AM

To: Larry Legault <supervisor@louisvilleny.gov>, shawn Thompson <nothernirish@yahoo.com>, Nancy Charleston <ncharleston@twcny.rr.com>, Kevin Perretta <kperretta452@gmail.com>, Amy Ellsworth <townclerk@louisvilleny.gov>, Terri O'Keefe <taxcollector@louisvilleny.gov>

Good Morning, as you all know the generator is up and working after having Milton Cat diagnose and repair the issues. I have received a quote to replace the failing MX150 controller with a new MX250 controller. The MX150 is now obsolete. This controller is what operates/controls the transfer switch. The screen after 22 years has become distorted and barely usable. I would like approval to move forward with this repair before it becomes not usable. I'm not looking for an approval by email but one at the next board meeting. I'm not sure if I will be attending the next meeting so I wanted to make sure you had the information for the meeting.

Lindsey Gladding
Town of Louisville
Highway Superintendent
Recreation and Maintenance Supervisor

 **Town Of Louisville Repair Estimate 9.15.26.pdf**
32K



Amy Ellsworth <townclerk@louisvilleny.gov>

Fwd: 26-242159 Town of Louisville - Replacement 50kW Generator - Massena NY - BUDGET

1 message

Lindsey Gladding <louisvillelrg@gmail.com>

Tue, Sep 15, 2026 at 8:07 AM

To: Larry Legault <supervisor@louisvilleny.gov>, shawn Thompson <nothernirish@yahoo.com>, Nancy Charleston <ncharleston@twcny.rr.com>, Kevin Perretta <kevin.perretta@yahoo.com>, Amy Ellsworth <townclerk@louisvilleny.gov>

Good Morning, I just wanted to let everyone know the generator is repaired and working properly. The technician noticed after much testing that the unit was starting itself in auto mode when it shouldn't be. Somehow we were getting power when we shouldn't have been. By process of elimination he found a wire had to be broken somewhere in the conduit underground. Thankfully some extra wires were pulled during the original installation and he replaced the damaged wire with a new one. He also had to rewire the new charger and is now charging properly. The technician stated the generator itself is in good working order, but will probably start costing us yearly on the electrical side which could start getting expensive when it comes to repairs. I've included a quote for a replacement unit just so you are all aware down the road we may have to go that direction. I have a quote coming for a new screen for our transfer switch. This screen controls the transfer of power when needed. It also controls the times we set for routine weekly startups. Over the years the screen is becoming distorted and hard to read and set. I'm not sure currently the amount of work it will take to change it at this time. I'm not sure if you can change the screen and electronic component's, or if the transfer switch needs to be changed out. I do know there have been two different generations of these screens since this one was installed. There is also a transfer switch in the Fire station. I believe that one is functioning correctly at this time and wont need to be changed out. I will let you know the cost of a new screen, or transfer switch when I receive the quote.

----- Forwarded message -----

From: **Peebles, Seth** <Seth_Peebles@miltoncat.com>

Date: Mon, Sep 14, 2026 at 4:11 PM

Subject: 26-242159 Town of Louisville - Replacement 50kW Generator - Massena NY - BUDGET

To: louisvillelrg@gmail.com <louisvillelrg@gmail.com>

Cc: Brousseau, Tricia <Tricia_Brousseau@miltoncat.com>

Hello again, Lindsey. Thank you for taking my call a little while ago.

I have attached a budgetary quote for a new 50kW diesel generator set to replace the existing unit.

If a replacement is truly in the cards, please let me know as I would like to come and look at the existing installation to make sure I have everything correct.

Please let me know if you have any questions.

Thank you, Lindsey!

-Seth

Milton 

SETH PEEBLES

Sales - Generator Power Systems

7309 Eastman Road

North Syracuse, NY 13212

seth_peekles@miltoncat.com

(315) 727-8913 Mobile

Power Systems Website

<https://www.miltoncat.com/power-generation>

Please see link below for specification sheets and design information:

Power Engineering Consultants: Milton CAT Power Systems

Apply online: Credit Application

Ask us about 0% financing for 6 months

Lindsey Gladding
Town of Louisville
Highway Superintendent
Recreation and Maintenance Supervisor

2 attachments



26-242159 Town of Louisville - Replacement 50kW Generator - Massena NY.pdf
208K



CAT D50GC info - T-O Louisville.pdf
838K

Town of Louisville
14810 SH 37
Massena, NY 13662

ABSTRACT # 1020

VOUCHER # _____

Fund appropriation

Amount

\$2110.00

Vendor Name & Address:

John J. Burt

Date Time Started Time Finishes Description

Total Hours

Aug 2, 2006 10:00 11:00 Charged

April 2, 2006 10:00 11:00 Charged

April 2, 2006 10:00 11:00 Charged

April 2, 2006 10:00 11:00 Charged

April 2, 2006 10:00 11:00 Charged

April 2, 2006 10:00 11:00 Charged

Total Hours:

@ Rate:

Total Due:

Claimant's Certification

I, _____, certify that the above account in the amount of _____ is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

Date: _____

Signature: _____

Title: _____

PRESTIGE

Flag & Merchandise

591 Camino De La Reina #917
San Diego, CA 92108

Phone: 619.330.3408

Inv #:775266

Invoice Date: 7/28/2026

Cast #: MA557

Bill To
Perry French
The River Course At Louisville Landing
Louisville Landing Recreation
14810 State Highway 37
Massena NY 13662

Ship To
Perry French
The River Course At Louisville Landing
329 State Highway 131
Massena NY 13662

Order Number	DOB	Sales Rep	Email	Shipping Method	Tracking Num
374486		Richard Korych	richard.korych@prestigeflag.com	FedEx Ground	520408585935

Track Link URL:

FedEx Tracking URL:

Quantity	Item	Unit Price	Amount
21	Digital Logo Pin Flag, Read Right	\$33.00	\$693.00
1	Art Setup Charge - Golf	\$40.00	\$40.00
	Subtotal		\$733.00
	Shipping Cost		\$41.19
	Tax Total		\$0.00
	Deposit/Credit		\$0.00
	Total Due		\$774.19

Payment Due on Receipt of Merchandise

Please Pay: \$774.19

Pay by Company Check, ACH, Wire, E-Check, debit card, credit card, Venmo or Zelle.

A surcharge fee of 3.00% will only be assessed on CREDIT CARD TRANSACTIONS processed through this service.

Zelle: zelle@prestigeflag.com Venmo: @prestigeflag

Pay Now



Thank you for your order. For accounting questions, please call: 619.330.3408

All returns must have an approved Authorization Number issued prior to pickup and may be subject to a 15% re-stocking fee plus shipping charges.

Any legal costs associated with the collection of this invoice will be the responsibility of the customer.

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Enhanced Business Systems

EBS Software LLC | Federal EIN: 42-3364815
350 Northern Blvd, STE 324 -1639
Albany, NY 12204
518-372-1420 | support@enhancedjuno.com

QUOTE

Quote no. 2026-043
Date: September 29, 2026
Valid through: December 31, 2027

PREPARED FOR

Town of Louisville

Attn: Amy Ellsworth, Town Clerk

Item	Type	Amount
Enhanced annual licensing and support, 2027 Renewal of your existing license. Rate unchanged from 2026.	Annual	\$1,200.00
Enhanced v12 upgrade Includes installation and data conversion on every computer running Enhanced.	One time	\$1,495.00
Total, 2027		\$2,695.00

What the v12 upgrade includes

- **A new updater.** You install future updates yourself, when it suits you, with no remote appointment.
- **All future updates included.** Once you're on v12, every later update comes with your annual licensing at no additional charge, major releases included.
- **ACH vendor payments** in the Accounts Payable module, so you can pay vendors electronically.
- **Installation by EBS.** We install v12 and convert your data on each computer that runs Enhanced today, including shared setups where more than one computer uses the same data file.
- **Updated v12 guides** for Accounts Payable and ACH setup.

What annual licensing and support includes

- Phone and email support for everyone at your municipality who uses Enhanced.
- Updates for changes to New York State reporting and compliance requirements.
- Remote help when something needs a closer look.

Planned updates, included at no additional charge

These are on our current plan for v12 customers. Timing and scope may change.

- Upgrades to the NYS Monthly Retirement report to reduce the time it takes to prepare each month
- Payroll fixes that remove workarounds some clients rely on today
- Better search and navigation, improved error explanations, fewer times needing to enter the same thing twice
- Features that make audit preparation easier, including cleaner supporting detail and reporting
- Other NYS reporting and compliance changes as the state issues them
- Fixes for other issues clients report most often

Terms

- Pricing covers all computers currently running your municipality's existing Enhanced installation.
- The v12 upgrade can be invoiced immediately after installation or alongside your normal 2027 licensing renewal cycle, as desired.
- v12 is provided under the EBS service agreement, which we'll send with your order.
- To order, reply to this quote or call 518-372-1420. We'll be in touch to schedule installation once v12 is released, which is expected before the end of 2026. Nothing is invoiced until it's installed.

Brandon Arentson

Owner, Enhanced Business Systems

NYS - Real Property System
 County of St Lawrence
 Town of Louisville - 4052
 Village of West Massena
 SWIS Code - 405201

Assessor's Report - 2026 - Prior Year File
 S495 Exemption Impact Report
 Town Detail Report

RPS221/V04/L001
 Date/Time - 9/17/2026 13:33:56
 Total Assessed Value 49,243,382
 Uniform Percentage 100.00

Equalized Total Assessed Value 49,243,382

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
13650	VG - GENERALLY	RPTL 406(1)	1	15,000	0.03
25110	NONPROF CORP - RELIG(CONST PRO	RPTL 420-a	5	2,835,000	5.76
25120	NONPROF CORP - EDUC(CONST PRO	RPTL 420-a	1	200,000	0.41
25210	NONPROF CORP - HOSPITAL	RPTL 420-a	1	750,000	1.52
41121	ALT VET EX-WAR PERIOD-NON-COMB	RPTL 458-a	9	108,000	0.22
41131	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	7	140,000	0.28
41141	ALT VET EX-WAR PERIOD-DISABIL	RPTL 458-a	7	213,750	0.43
41161	COLD WAR VETERANS (15%)	RPTL 458-b	1	12,000	0.02
41630	VOL/FIRE/AMB	RPTL 466-a	1	17,500	0.04
47100	Mass Telecomm Ceiling	RPTL S499-qqqq	1	23,989	0.05

Total Exemptions Exclusive of System Exemptions:					
Total System Exemptions:			34	4,315,239	8.76
Totals:			0	0	0.00
			34	4,315,239	8.76

Values have been equalized using the Uniform Percentage of Value. The Exempt amounts do not take into consideration, payments in lieu of taxes or other payments for municipal services.

Amount, if any, attributable to payments in lieu of taxes: _____

Equalized Total Assessed Value 388,835,522

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
12100	NYS - GENERALLY	RPTL 404(1)	7	857,800	0.22
12360	NYS ENVIRONL FACILITIES CORP	RPTL 412	44	69,661,500	17.92
13500	TOWN - GENERALLY	RPTL 406(1)	35	21,616,100	5.56
25110	NONPROF CORP - RELIG(CONST PRO	RPTL 420-a	9	2,131,600	0.55
25120	NONPROF CORP - EDUCL(CONST PRO	RPTL 420-a	1	7,000,000	1.80
25130	NONPROF CORP - CHAR (CONST PRO	RPTL 420-a	1	750,000	0.19
25210	NONPROF CORP - HOSPITAL	RPTL 420-a	1	350,000	0.09
26400	INC VOLUNTEER FIRE CO OR DEPT	RPTL 464(2)	1	925,000	0.24
27350	PRIVATELY OWNED CEMETERY LAND	RPTL 446	4	117,000	0.03
28110	NOT-FOR-PROFIT HOUSING COMPANY	RPTL 422	1	1,250,000	0.32
41111	VET PRO RATA: FULL VALUE ASSMT	RPTL 458(5)	2	143,400	0.04
41121	ALT VET EX-WAR PERIOD-NON-COMB	RPTL 458-a	53	617,085	0.16
41131	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	49	949,500	0.24
41141	ALT VET EX-WAR PERIOD-DISABILI	RPTL 458-a	35	1,113,100	0.29
41161	COLD WAR VETERANS (15%)	RPTL 458-b	20	238,500	0.06
41171	COLD WAR VETERANS (DISABLED)	RPTL 458-b	1	12,250	0.00
41630	VOL/FIRE/AMB	RPTL 466-a	19	343,400	0.09
41700	AGRICULTURAL BUILDING	RPTL 483	2	71,000	0.02
41720	AGRICULTURAL DISTRICT	AG-MKTS L 305	38	1,107,534	0.28
41730	AGRIC LAND-INDIV NOT IN AG DIS	AG MKTS L 306	1	7,528	0.00
41800	PERSONS AGE 65 OR OVER	RPTL 467	5	176,250	0.05
41801	PERSONS AGE 65 OR OVER	RPTL 467	18	1,194,783	0.31
41803	PERSONS AGE 65 OR OVER	RPTL 467	16	1,169,000	0.30
41930	DISABILITIES AND LIMITED INCOM	RPTL 459-c	1	75,000	0.02
42100	SILOS, MANURE STORAGE TANKS,	RPTL 483-a	8	131,600	0.03
47100	Mass Telecomm Ceiling	RPTL S499-qqqq	3	114,987	0.03

Equalized Total Assessed Value 388,835,522

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
50000	SYSTEM CODE	STATUTORY AUTH NOT DEFINED	2	32,500	0.01
Total Exemptions Exclusive of System Exemptions:					
			375	112,123,917	28.84
Total System Exemptions:					
			2	32,500	0.01
Totals:					
			377	112,155,417	28.84

Values have been equalized using the Uniform Percentage of Value. The Exempt amounts do not take into consideration, payments in lieu of taxes or other payments for municipal services.

Amount, if any, attributable to payments in lieu of taxes: _____

October 9, 2026

Dear Town Board:

Please accept this letter as my official resignation as the Code Enforcement Officer for the Town of Louisville as of December 31, 2026. It has been a pleasure to work for the Town and I wish you all the best.

Sincerely,

Anthony McManaman

10/4/26

Hi Barry,

I've noticed some towns are doing away with posting news items & local notices in newspapers such as Stratford Times and North Country News & putting online instead. I look for these items in news print. I hope our Town does not change it.

Thanks

Mary Anne

Treasurer

St. Lawrence County
48 Court Street
Canton, New York 13617

Key Bank National Association
Canton New York 13617
26-17213

Vendor Number 103311
Check Number 238428
Check Date 09/21/2026

VOID 180 DAYS FROM DATE OF ISSUE

\$8,449.36

Pay *Eight Thousand Four Hundred Forty-nine Dollars and 36 Cents*

To the TOWN OF LOUISVILLE
Order Of 14810 STATE HIGHWAY 37
MASSENA, NY 13662-3146

Renee Cole
Authorized Signature

MP

⑈00238428⑈ ⑆021300077⑆00201001807⑈

St. Lawrence County, Canton, New York 13617

PAGE: 1 OF 1

CHECK NUMBER: 00238428

INVOICE DATE INVOICE NUMBER DESCRIPTION

09/15/2026

09/15/26

ROADSIDE MOWING 09/15/26, HWY

INVOICE AMOUNT

\$8,449.36

Lindsey Gladding
Town Highway Superintendent
& Recreation and Maintenance
Supervisor
Town Of Louisville
14810 SH 37
Massena, New York 13662

LaBella Associates
22 Depot Street
Suite 16
Potsdam, NY 13676
(315)268-1338



TOWN OF LOUISVILLE - OLD DEPOT STATION

October 3, 2026
LABELLA PROJECT NO. 2266621

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Conclusion



Owners or Authorized Agent:
Lindsey Gladding

Project No.: 2266621

Contractor:
N/A

Architect / Engineer:
LaBella Associates, D.P.C.

Date: 18 September 2026

Weather: mid to lower 70's and Sunny

Present: Lindsay Gladding (Town Representative)
Matthew French (LaBella, Project Manager)
Anneke Dominy (LaBella, Project Coordinator)

Any work on the existing facility would be governed by the following codes:

- 2025 Existing Building Code of New York State (2025 EBCNYS)
- 2025 Building Code of New York State (2025 BCNYS)
- 2025 Fire Code of New York State (2025 FCNYS)
- 2025 Plumbing Code of New York State (2025 PCNYS)
- 2025 Mechanical Code of New York State (2025 MCNYS)
- 2025 Fuel Gas Code of New York State (2025 FGCNYS)
- 2025 Energy Conservation Construction Code of New York State (2025 ECCCNYS), as applicable to new work
- Applicable NFPA standards referenced by the New York State Uniform Code

Building is most likely from the 1960-1970 era. This requires that special regulations will need to be reviewed.

A **Regulated Building Material (RBM)** Survey would be required to verify the presence of any of these components:

- Asbestos
- Vermiculite
- PCBs
- Lead Based Paint

A comprehensive hazardous materials survey should be completed prior to bidding and demolition. Identified materials shall be removed and disposed of in accordance with applicable federal, state, and local regulations before structural demolition begins.





Testing and engineering analysis anticipated for the project include the following:

- Hazardous Material Testing. Based on the age of existing construction we suggest testing for the following:
 - Full sampling of the facility should be scheduled prior to any modifications to the facility. Pre-Renovation Asbestos Survey/Inspection: Bulk sampling performed in accordance with AHERA regulations 40 CFR Part 763.86, 763.87, OSHA 1926.1101(k)(1) and 12 NYCRR Part 56-5. **Required Testing.**
 - PCB caulk/sealant in accordance with New York State Education Department (NYSED) and NYSDOH recommendations. **Required Testing.**
 - Lead Paint Survey using portions of the USHUD Guidelines for the Control and Evaluation of Lead-based Paint Hazards in Housing (2012). **Required Testing.**

A full Pre-Renovation Asbestos Survey/Inspection is required regardless of the age of the building according to 40 CFR 61, Subpart M, "National Emission Standard for Asbestos" (EPA).

The PCB caulk/sealant Survey and Limited Lead Paint Survey are required according to the Toxic Substances Control Act (TSCA) in buildings constructed before 1978.

Federal Regulations

- 29 CFR 1910.1001, "Asbestos" (OSHA)
- 29 CFR 1910.1200, "Hazard Communication" (OSHA)
- 29 CFR 1910.134, "Respiratory Protection" (OSHA)
- 29 CFR 1910.145, "Specification for Accident Prevention Signs and Tags" (OSHA)
- 29 CFR 1926, "Construction Industry" (OSHA)
- 29 CFR 1926.1101, "Asbestos" (OSHA)
- 29 CFR 1926 Subpart T, "Demolition" (OSHA)
- 40 CFR 61, Subpart A, "General Provisions" (EPA)
- 40 CFR 61, Subpart M, "National Emission Standard for Asbestos" (EPA)
- 49 CFR 171-180, Transportation Standards (DOT)

New York State Regulations

- 12 NYCRR Part 56, "Asbestos" (NYS Department of Labor)
- 6 NYCRR Parts 360 and 364, Disposal and Transportation Requirements (NYSDEC)
- 10 NYCRR Part 73, "Asbestos Safety Program Requirements" (NYSDOH)

Standards and Guidance Documents

- ANSI Z88.2, Practices for Respiratory Protection
- ANSI Z9.2, Fundamentals Governing the Design and Operation of Local Exhaust Systems
- EPA 560/5-85-024, Guidance for Controlling Asbestos-Containing Materials in Buildings (Purple Book)
- EPA 530-SW-85-007, Asbestos Waste Management Guidance

SHPO could be contacted to confirm no regulations for Historical significance would be imposed due to the age of the facility, however due to the location (and with no established historical district within the town) this may only be needed due to funding sources for future work.



LaBella

FIELD REPORT

Building Data	
Type Of Construction	II-B
Sprinklers	No
Fire District	Yes
Building height	17'-0"
Floors	Area (Square Feet)
1st Floor	3,500
Basement	685
Total Area	4,185
Classification	Non-Separated Mixed Occupancy

Site is between $\frac{1}{4}$ and $\frac{1}{2}$ acres in size and within the Community Center (CC) District. Located at the corner of CR 36 and CR39 and adjacent to both commercial and residential properties.

The parcels coverage and minimum lots size do not adhere to local zoning requirements. As an existing lot of record facility repairs can be made w/o special variance requirements. Removal of the existing structure and replacement would require a variance and approvals to construct a facility at the same size and area. Patching or milling and repaving should be of little impact for maintaining the facility.

The facility meets all other local zoning regulations for use with the exception of the double front yard setback requirements. As an existing lot and facility of record there should be no concerns for continued use.

Asphalt has been installed around the majority of the existing facility. Non-permeable conditions are not ideal around the structure.

The corners of the building are not protected from vehicle traffic. Additional bollards should be considered at the entry points and the corners of the existing facility in addition to review and removal of non-permeable surfaces within the immediate vicinity of the structure; where relevant.

No apparent oil separator location nor high alarm indicator was observed. The Fire District and Town should confirm this as an immediate environmental concern could develop if not functional or present in some capacity.



Exposed painted masonry exterior with vertical vinyl skirting where roof structure meets the exterior wall.

Masonry:

Overall the masonry façade is in good condition. Some locations will require repointing while other will require more invasive repairs. The southwestern corner would require extensive repairs. The plus side to this is that masonry or traditional framing (non-combustible) could be implemented. The Masonry appears to have been installed with its cores remaining hollow. We assume ladder reinforcements were provided at 16" to 24" O.C. within the mortar joints. We would also assume that some of the cores would be installed with rebar and solid grouting. Deconstructive investigation was not preformed for the exercise and future work on the facility should verify that reinforcements and solid grouted cores are present at some locations.

Damage at the corners we feel are due to moisture infiltration and possible strikes by a vehicles or during snow removals. CMU is very porous and susceptible to moisture infiltration should any exterior applied finished fail to function correctly. Flaking, cracking patterns of the paint should be investigated thought the building for lead components, prior to removal and applications of new finishes.

Overhead doors:

O.H. doors are from the 1980's and in very good shape for their age. These doors are insulated with acrylic visions panels, three (3) per door. Weather strips and wood blocking are deteriorating and in need of replacement.

Between the four (4) overhead doors a steel column (approximately 4x10 T.S.) is present. Columns appear solid. Paint is chipping off the columns and primer is exposed. This should be addressed to protect the integrity of these structural elements.

Vinyl façade is in need of maintenance, and a few select location are in need of replacement.

Entry Canopy:

A Steel framed entry canopy with composite decking and epdm roofing is present. The canopy has been repaired due to impact and new fasteners have been provided with attachment to the concrete entry landing. Where the steel structure enters the masonry façade large openings have appeared. the Reglet flashing and termination bar is in need of repair or replacement,

The current Hollow metal door (presumed insulated) and HM frame as in poor condition. Replacement should be considered. When viewed from the interior light is visible penetrating between the HM frame, wood rough buck framing and the existing masonry opening.

Entry landing is outside the requirements for ADA accessibility and access. The stoop projects from the asphalt apron 1-1/2" to 2" at some locations. This poses a server tripping hazard. The landing relationship to the front entry door has a 3-1/2" step up into the facility and also is cause for concerns for safety.

Windows:

There are four (4) vinyl windows on the southern face. Two (2) are located within the lower level while the other two (2) are above and in the upper-level. The upper level windows are casements and approximately 24" in width and 36" in height. These windows are in good condition however advances in fenestration and construction along with changes in the energy code requirements could see improvements in the performance of these window locations, if replaced.





Masonry:

The west façade shows the most signs of deterioration. Some locations will require repointing while other will require more invasive repairs. As indicated above the southwestern corner would require extensive repairs. Damage at the NW & SW corners a hollow "fin" style projections form the footing of the facility. The may be removed after further investigation and reconstruction efforts. The lintel above the man door is most likely undersized for the weight of the masonry above. Moisture infiltration running down the façade and into the gaps between the frame, lintel and masonry due to not having a canopy structure for protection. Future work should also take this into consideration.

Predominate wind originating from the SW pushes precipitation against the West and south facades. sun also interacts the most with these 2 faces and at is zenith can warm the CMU thawing any surface ice formations and then quickly cools with the setting of the sun only compound the climatic cycle.

Damage at the corners we feel are due to moisture infiltration and possible strikes by a vehicle. CMU is very porous and susceptible to moisture infiltration should any exterior applied finished fail to function correctly. Flaking, cracking patterns of the paint should be investigated thought the building for lead components.

Structural Factors:

The non-bearing condition of the west wall imposes minimal loading from the physical building and only subtle impacts from active and dynamic loadings from the exterior environment. The west wall is carrying approximately 2'-0" (24") of imposed roof loads along its length (from north to south) were as each bar joist at the roof structure is carrying approximately 4' of roof load for its length.

Using a simplified comparison below:

A single vertical 8'-0" tall un-braced 2x4 (SPF#2 grade) will carry +/- 2300 lbs

The west masonry wall physically weighs +/- 17,500 lbs (allow medium weight CMU wall only)

The same masonry wall is only supporting (uniformly) 5,500 lbs across its full length or +/- 150 PLF

Each of the installed roof joists carry +/- 11,200 lbs or +/- 302 PLF

**These are all theoretical numbers as specific species, CMU type, reinforcements present and if grouting was implemented at various locations. however it does provide insight into the feasibility of the replacement or repairs.*

Accessibility & Facility Access:

The man door located on the western facade is in need of replacement. The door and Frame are in poor condition as well as the lintel above. This will require some masonry repair. Depending on the timeframe and extent of the repair/re-framing of the west wall the door, frame and lintel work could be completed at the same time.

The man door access is controlled by a push button number lock to grant access to the facility. The lock appears to be in working order and securely locks the facility from the exterior when closing. Lever hardware and exit devices should be installed when this door, frame and associated hardware is replaced. Free egress is granted from the interior, however the door is not equipped with panic hardware nor lever hardware.

Accessibility warrants a level landing beyond the door on the exterior site considerations and accessibility standards should be reviewed for compliance.



Masonry:

There is significant cracking and separation in the mortar joints of the **Concrete Masonry Unit (CMU)** wall. The pattern indicates movement in the wall or foundation or moisture intrusion behind the painted façade. When this water freezes and expands it places stress on the mortar joints. The cracks run through several courses of masonry as well as their mortar joints. This is observed throughout the exterior facades of the facility.

Structural Factors:

The North & South walls are the primary bearing lines for the entire roof structure. Cracking along the mortar joints is apparent. Moisture infiltration through the surface cracks in the painted finish, drip edge or soffit and along the foundation perimeter. Water proofing at the foundation should be included in future work at the facility along with soffit and eave repairs. Envelope energy upgrades would also benefit the façade to promote a weathertight (moisture) barrier or enclosure preventing further infiltration.

Window lintels are in a similar state to the west entry door. These show signs of separation or sagging from the masonry and roof loading above. These lintels are seated into the masonry joints about 4".

A cold joint or isolation joint is visible between the third and fourth windows in the vehicle storage area. Periodic inspection of this joint should be scheduled to ensure the sealant is pliable and functioning correctly.

Chimney flue:

The original wall penetration was removed and patched/repared. This appears to be holding up well.

The newer chimney that penetrates the soffit and epdm roofing is allowing water to run down the façade. This surface staining can be cleaned and mortar joints inspected. Mortar joints and paint cracks are present. This type of damage seems to be consistent with water intrusion. Due to the location and installation of the chimney, this could be caused by consistent periods of freezing and thawing.

Windows:

There are four (8) vinyl windows on the northern face. Two (2) are located within the lower level while the other two (2) are above and in the upper-level. Four (4) are located within the vehicle storage area. These windows are in good condition as well.

Masonry:

Similar to the Northern Façade, the east side is exhibiting cracking and separation within the mortar joints of the CMU wall. Areas where cables are affixed to the wall have been repaired, however the paint and the wall need further mending. The fine fissures not only run through the mortar joints, but also the masonry blocks. The observed cracking pattern is indicative of movement within the structure, with potential moisture intrusion behind the painted facade. Freeze thaw cycles may further contribute to the deterioration.

Structural Factors:

The east wall indicated the most prevalent occurrence of stress fractures. These can be viewed when cracks do not wholly follow the mortar jointing. These are typically due to settling or due to climatic conditions. As with other areas of the exterior waterproofing along the foundation, repaired to the exterior façade or new coverings should be included. Ground work can also be implemented to provide positive drainage of surface watershed.

Existing Steel Siren Structure:

The exterior siren structure is attached directly to the masonry wall and appears to be contributing to deterioration of the wall surface and surrounding finishes. The damaged steel exposes the wall to continued moisture intrusion and staining. There is clear localized loss of the paint and surface coating. If the siren is decommissioned, it would be beneficial to remove it to ensure no further damage.

Windows:

There are four (4) vinyl windows on the East Side of the facility. Two (2) are located within the lower level while the other two (2) are above and in the upper level. As with the other windows, they appear to be in good condition, however current compliance standards may not be met.

Materials:

EPDM roof overall appears to be in fair condition with the exceptions of the rakes and Eaves.

Vinyl wrapped soffits and eaves are present. Metal fascia wrap and drip edging is also installed.

The roof is pitched in a singular direction from the high point on the south side towards the lowest point at the north eaves. Water was observed dripping through the fascia on the north side of the facility. This indicated a seam where the EPDM roofing is adhered to the drip edging at the eave (north) has faltered allowing moisture to pool below the drip but within the soffit until droplets can form.

Alternatively moisture could be making its way between the roof decking and EPDM or adjacent locations such as; the rakes are allowing water to migrate across down to the sub-facias and pooling until drips occur.

Eave projections on the north side are approximately 18" where as the eave projections on the south façade are less than 4". Rakes on both the West and East facing walls are less than 3".

Structure:

Roof is comprised of mono-sloped bar joists and metal decking.



Vehicle storage area is comprised of exposed CMU masonry walls and is open to the exposed structure above; bar joists and composite deck.

The facility has a dated fossil fuel furnace with exposed ductwork. Lack of insulation within the vehicle storage is apparent. LED bulbs have installed but into the existing fixtures.

Repairs have been made to the existing slab to promote proper drainage. A trench drain is provided showing signs of its age. Minor repairs could be implemented to promote life expectancy and reduce larger repairs in the future. The trench drain should be inspected to confirm an oil/sand separators is properly installed and functioning correctly.

Two (2) restroom facilities are provided, one with a floor mounted water heater and the other with exposed ductwork to the lower level. Neither of these facilities meet the current standards for accessibility.

Four vinyl mulled windows units are provided on the north wall (back) of the vehicle storage area. The mulled unit has an operable awning section with Picture units above.

UPPER LEVEL

The Upper level is considered part of the first floor. The area houses operational equipment and an open meeting room.

A stair leads from the Vehicle storage area to the Upper Level. The installed treads and risers meet current standards. The guardrail is less than 42" above the finished floor or landing and walking surface resulting in an inadequacy. Handrails are also not provided. No Lift is present.

Spray foam insulation was observed above the installed ACT ceiling. This insulation is applied at approximately 2-1/2" to 3" of varying thickness commonly observed with expansive foam applications and installations. This results indicate an estimated R-19 ceiling/roof insulation value of the installed foam.

Six casement windows are provided in total in the Upper level. Two windows are install on the North, East and South walls whereas the western side is open to the stair and vehicle storage area via a man door a the stair landing.

This area can be used for storage, be un-occupied and could be considered or classified as S-1/S-2 occupancy due to its relationship with the vehicle storage area in lieu of its original intent as and assembly space (A-2).





The lower level or basement was used for day to day operations for the Fire Fighters whom operated and maintained the facility. A small kitchen, lounge space; now used for storage and mechanical room is present. Exposed bar joists and steel decking are visible from the mechanical room.

The single exit stair is inadequate for occupied area access. The risers, treads and lack of handrails are all non-conforming with todays code regulations. This space would be classified as B or Business.

Lower level should be classified as a basement due to its relationship with the finished exterior grade. At no point does the grade surrounding the lower level approached more then 6'-0" below the finished floor above, therefore this cannot be classified as a **"story above grade plane"** and therefore can not be part of the first floor.

Six awning windows are provided in total in the Upper level. Two windows are install on the North, East and South walls whereas the western side is open to the stair and vehicle storage area.

This area can be used for storage, be un-occupied and could be considered or classified as due to its open relationship with the vehicle storage area Storage S-2 or S-1 occupancy in lieu of its original intent as a Business occupancy (B). This would need to be verified and wholly dependent on quantities and types of materials stored.



Due to the age and status of the existing facility, An alternative compliance exercise could be complied for the Existing facility in regard to the occupancy classifications.

Building Areas						
Story	Description and Use	Building Area per story	Table Area (	Area for Sprinkler Increase	Allowable Area or Unlimited	Maximum Building Area
1	S-2	2,815	26,000	104,000	N/A	9,500
1	A-2	685	9500	38000	N/A	
B	B	685	23,000	92,000	N/A	
Allowable height						
S-2		Allowable		Increase for sprinklers		
Type of construction		II-B				
building height in feet		55'-0"		75'-0"		
building height in stories		3		4		
B		Allowable		Increase for sprinklers		
Type of construction		II-B				
building height in feet		55'-0"		75'-0"		
building height in stories		3		4		
A-2		Allowable		Increase for sprinklers		
Type of construction		II-B				
building height in feet		55'-0"		75'-0"		
building height in stories		2		3		

Energy Requirements		
Thermal Envelope	Climate Zone	6
Roof Ceiling Assembly	R-34 Continuous (insulation entirely above the roof deck)	
Exterior walls	R-13 + R14.9ci (Metal Building) R-19 + R5ci (Wood framed/Other) R-15.2ci (Mass Walls)	
Walls below grade	R-10	
Floors Slab on grade	R-20 (down to 24" below)	

The existing facility lacks energy code compliance throughout.

Exterior walls:

Un-insulated

Foundation Walls:

Un-insulated

Roof:

Not visually inspected. The existing installed EPDM roofing appears to be a fully adhered system. Removal of a section for inspection is not something to be completed. We assume minimal insulation is provided. Due to the heights of the structure, roof structure visible from below. We anticipate that 2" of rigid insulation (mechanically fastened to the decking is provided below the EPDM roofing. Equating to an R-10-R12 continuous insulation value over the decking.

Fenestration:

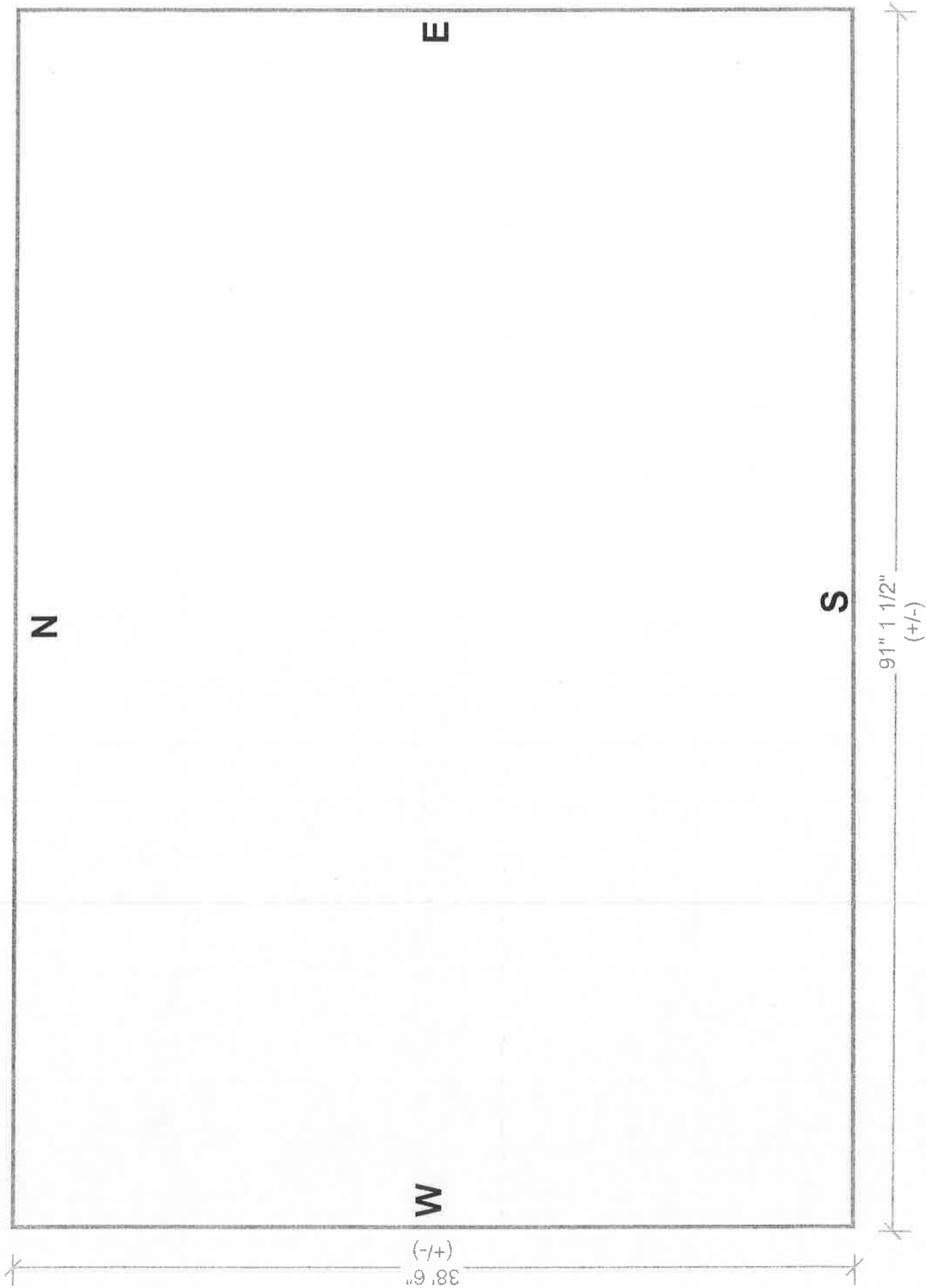
Manufactures would need to be verified. The installed units we presume to don't meet the current maximum U-Factor requirements of the Energy Conservation Construction Code of New York State.

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FIELD DOCUMENTS

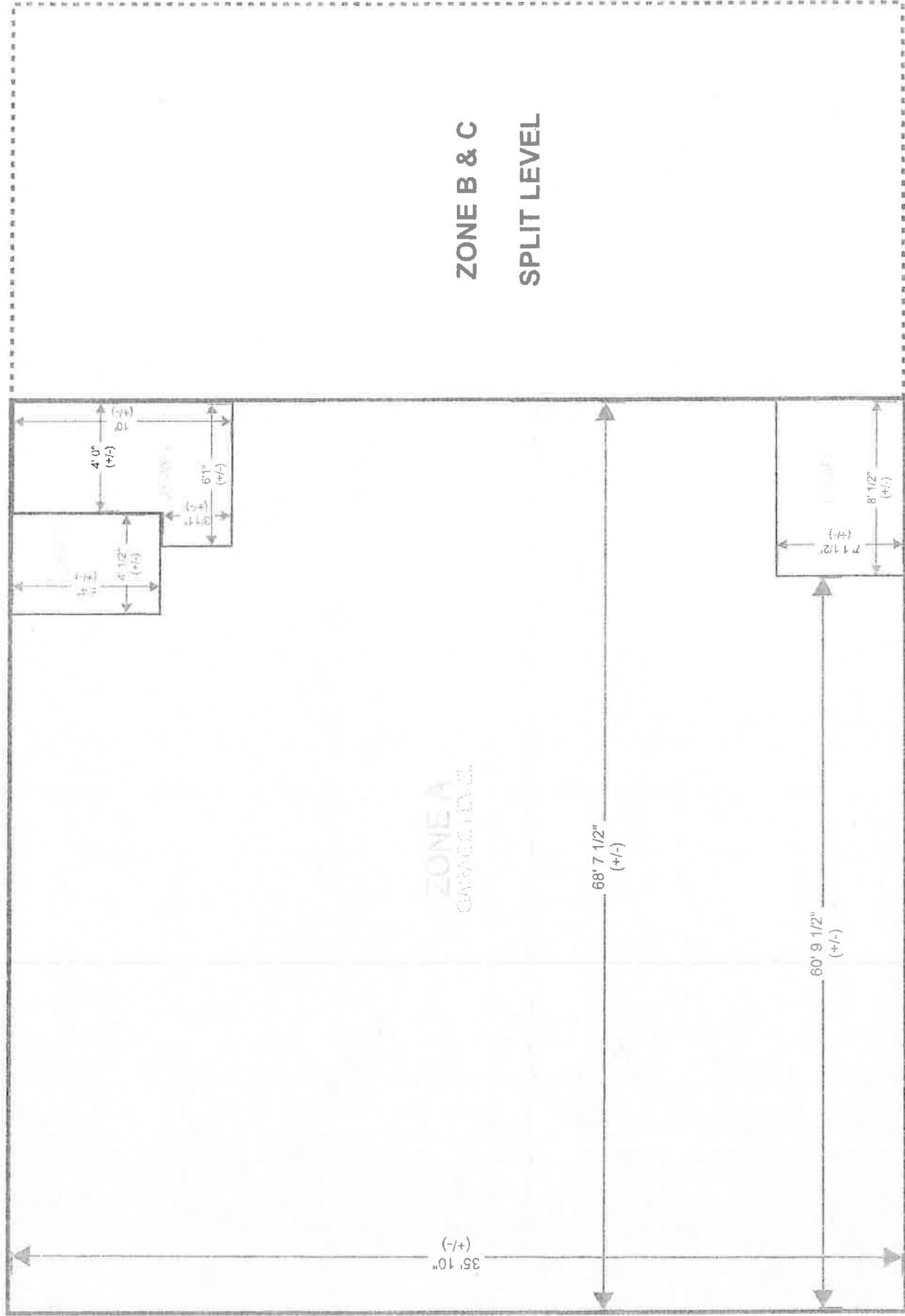
Exterior Dimensions of Fire Station

*All dimensions taken are to the nearest 1/2" increment.



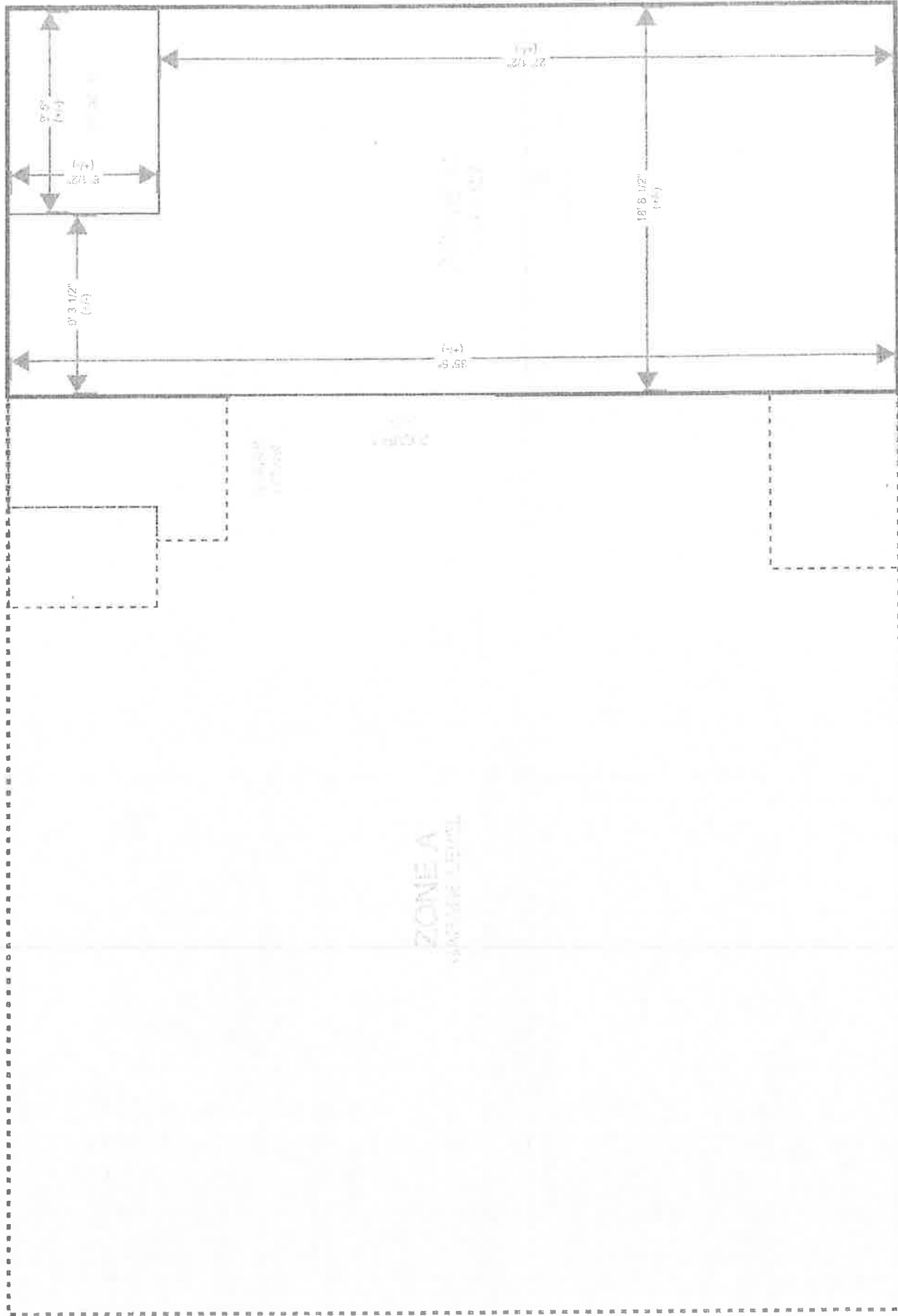
ZONE A

*All dimensions taken are to the nearest 1/2" increment.



ZONE B

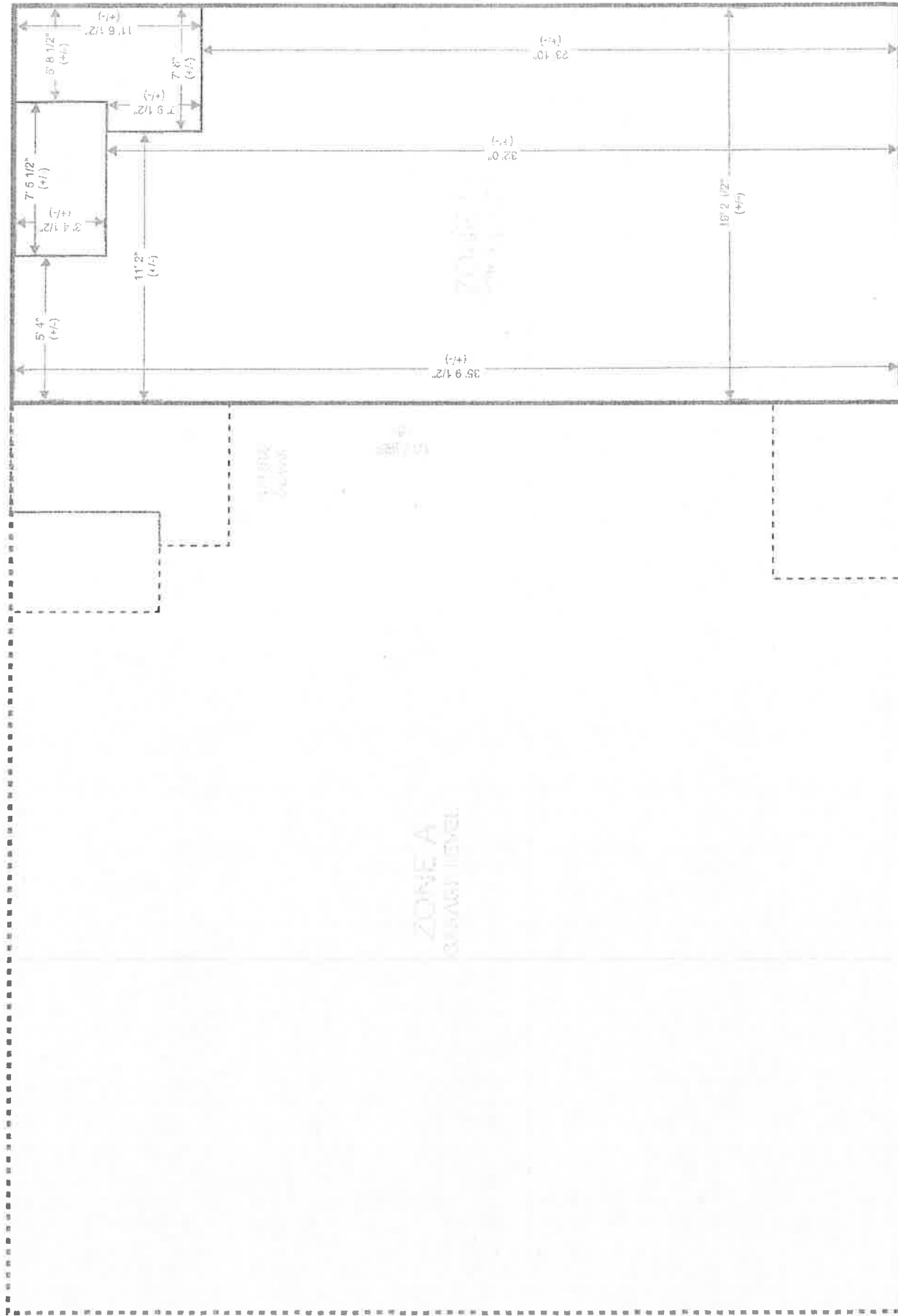
*All dimensions taken are to the nearest 1/2" increment.



Floor to Ceiling:
1.7' 8" 2.9'

ZONE C

*All dimensions taken are to the nearest 1/2" increment.

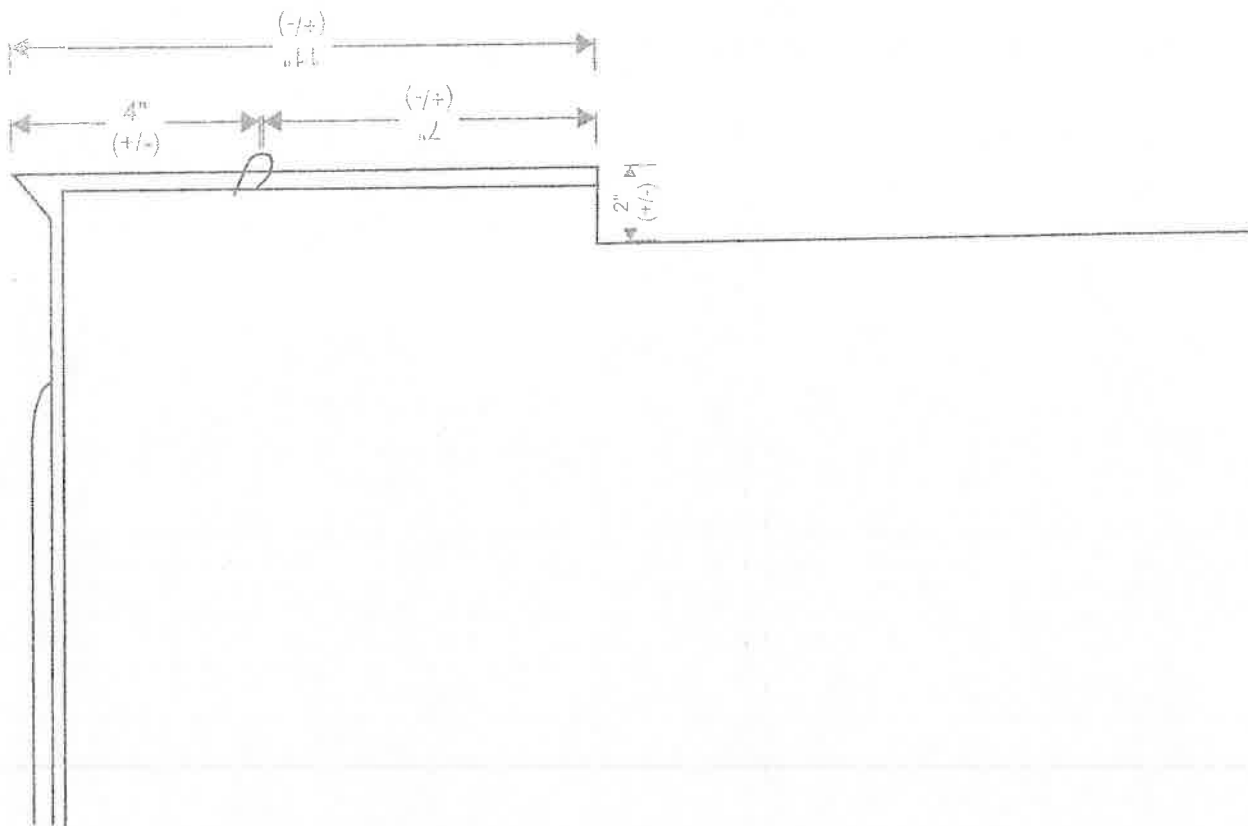


Floor to Ceiling:

1.7' 8" 2.8' 1/2" 3.7' 10 1/2"

RAKE PROFILE

*All dimensions taken are to the nearest 1/2" increment.



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PHOTOGRAPHY



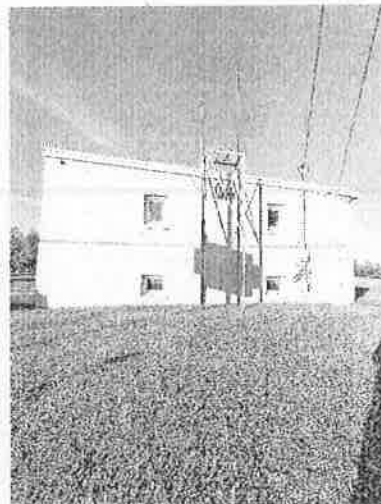
South Façade



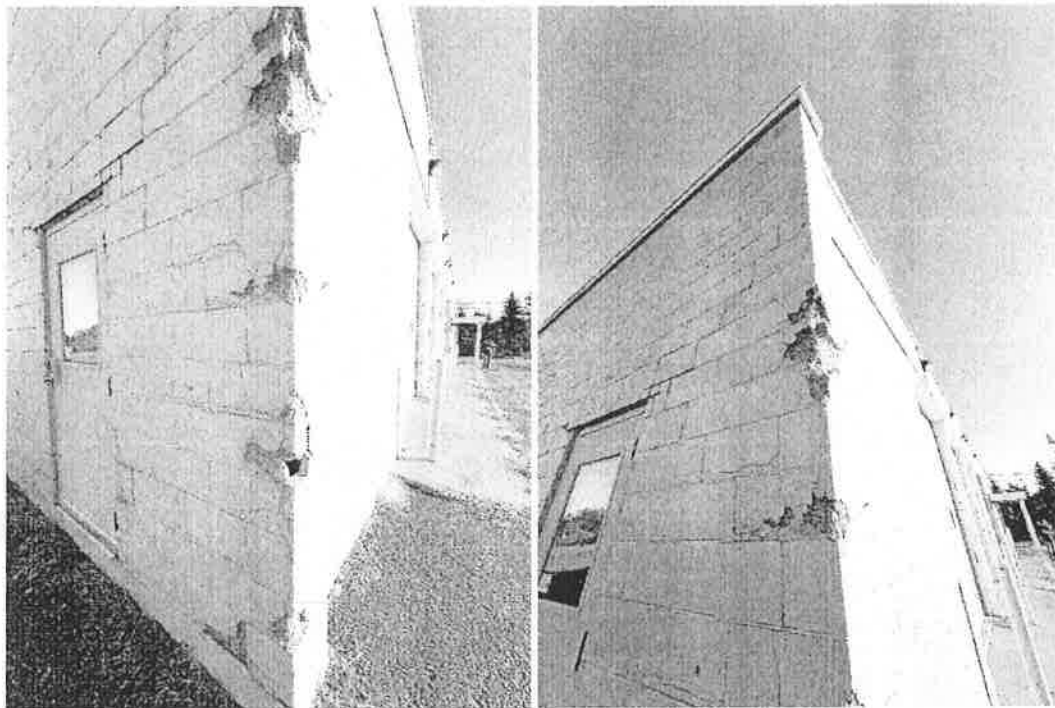
West Façade



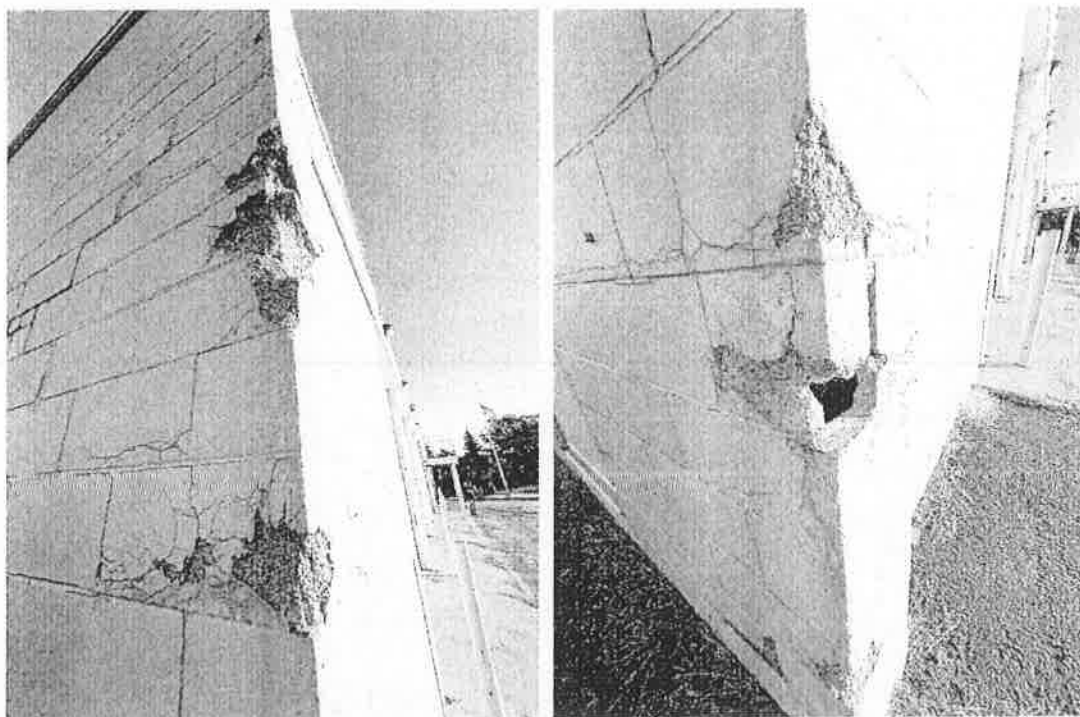
East Façade



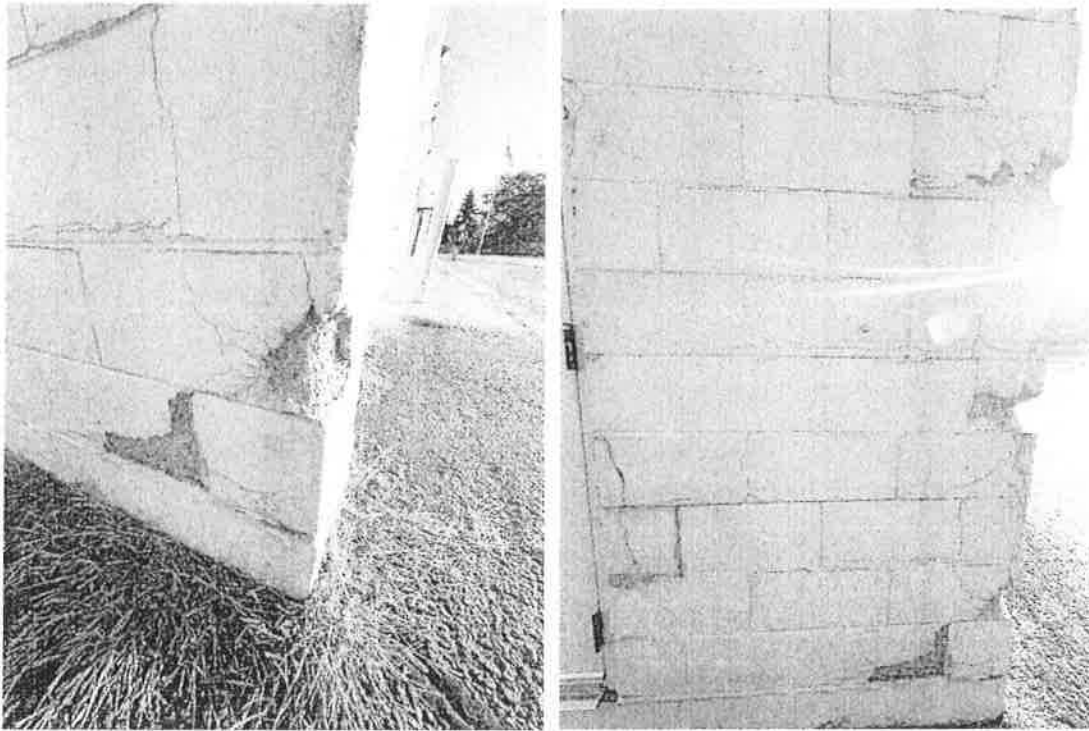
North Façade



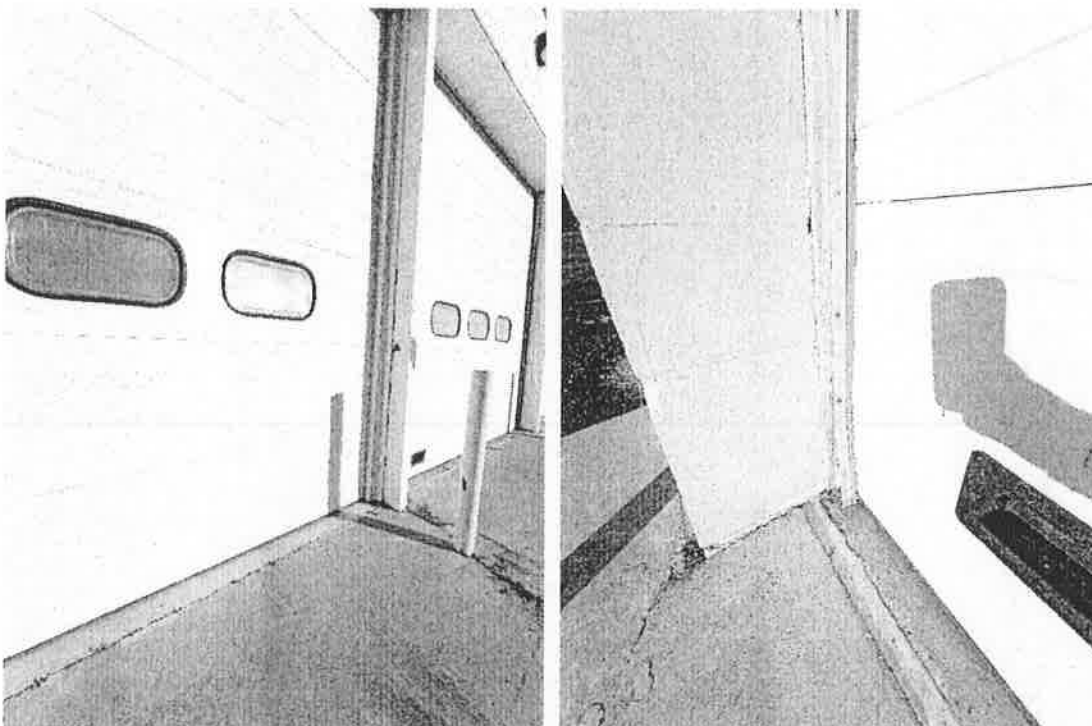
Southwest Building Corner



Southwest Building Corner



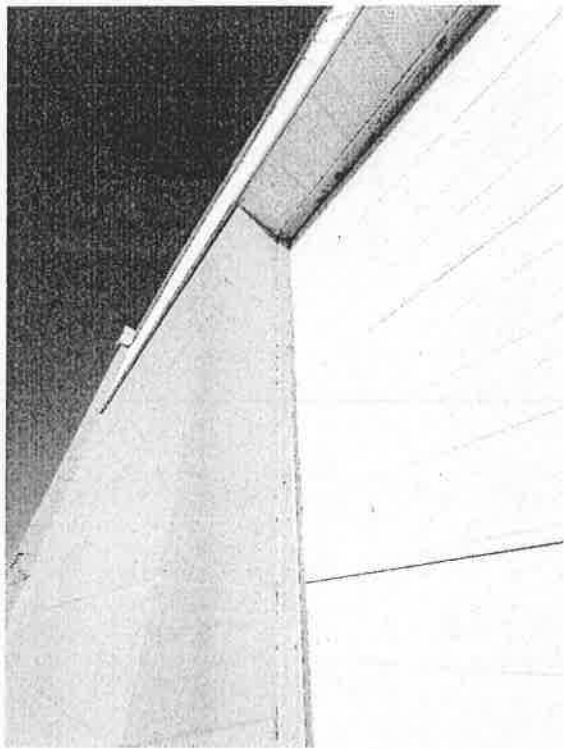
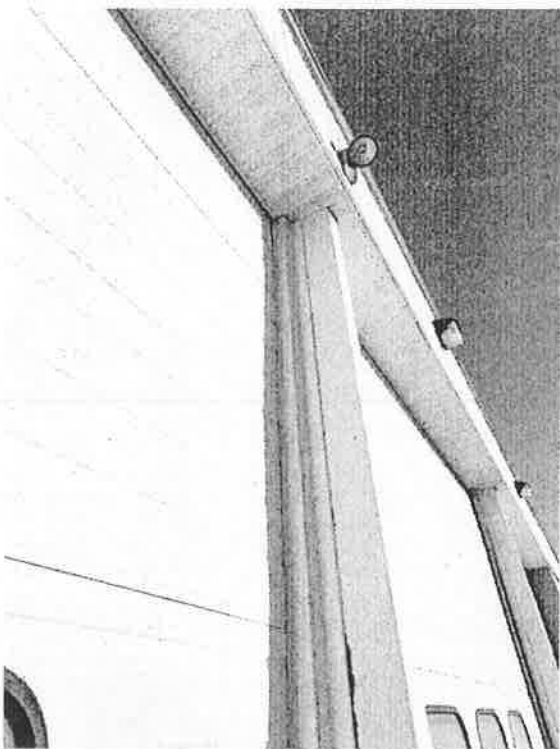
Southwest Building Corner



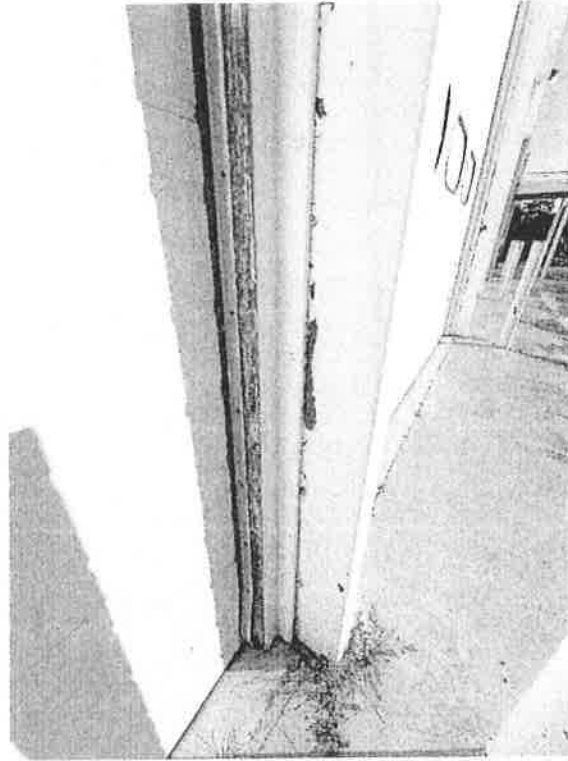
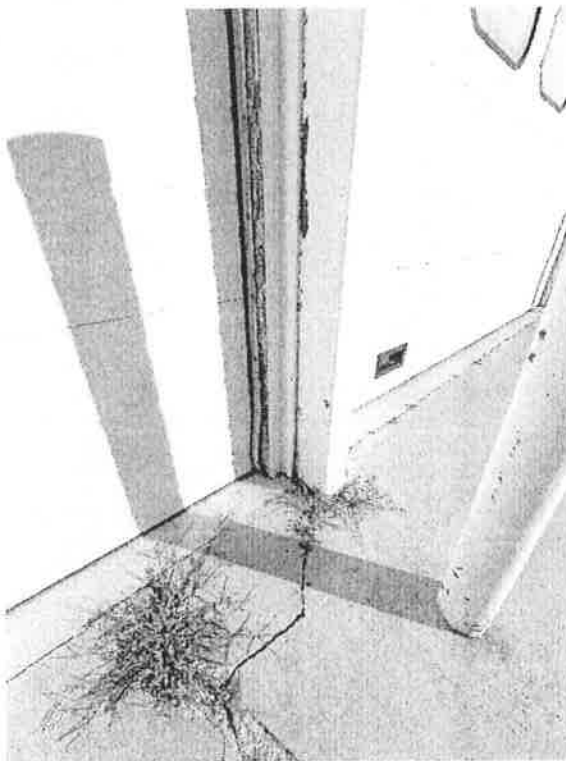
Paint Flaking & Weather Enclosure Deterioration



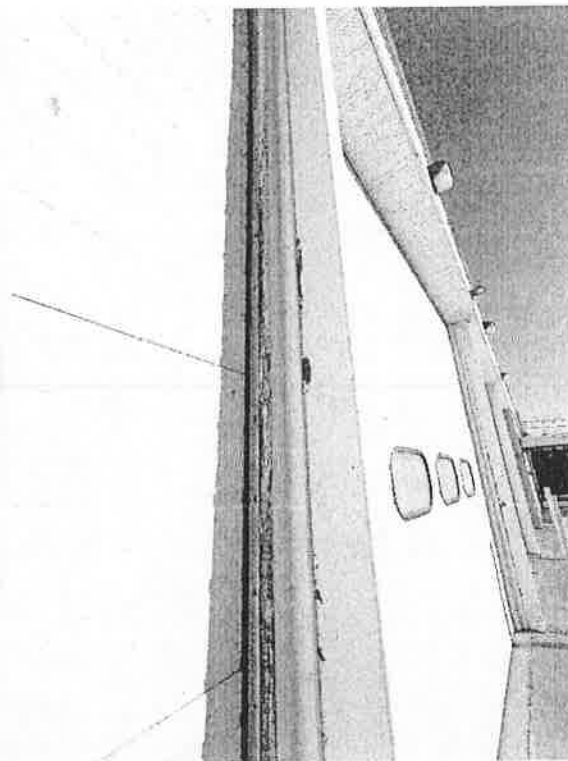
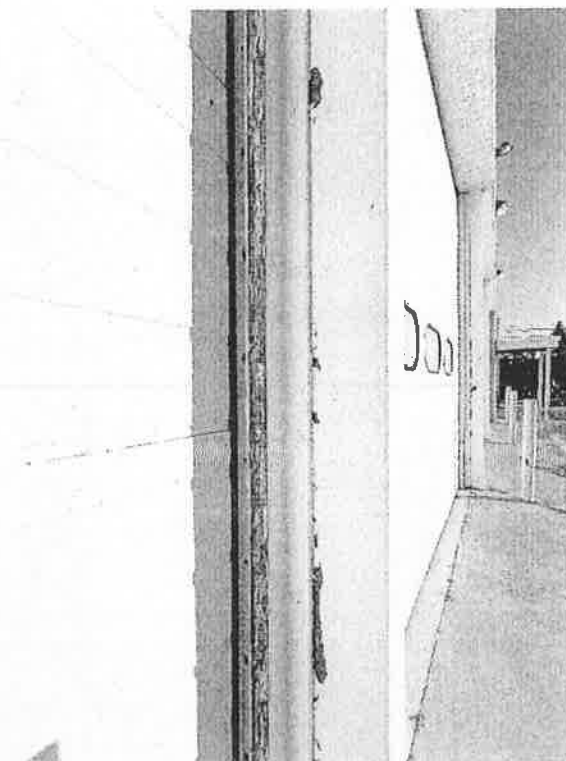
Paint Flaking & Weather Enclosure Deterioration



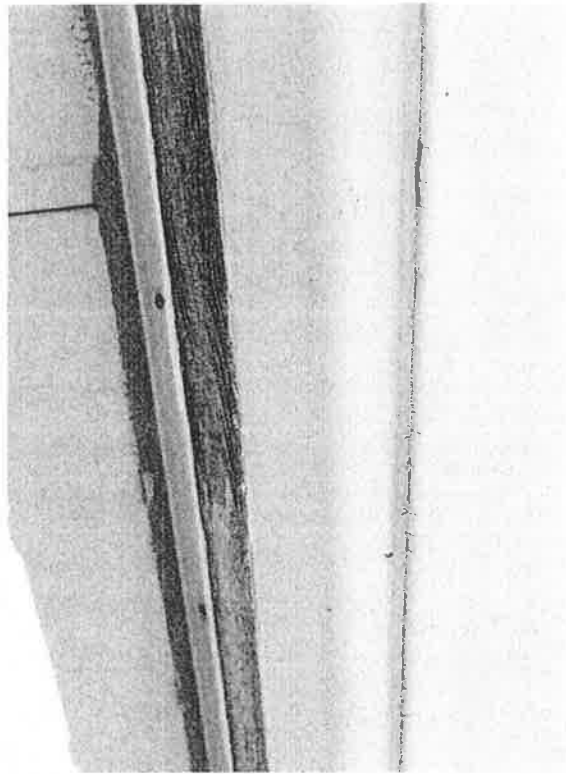
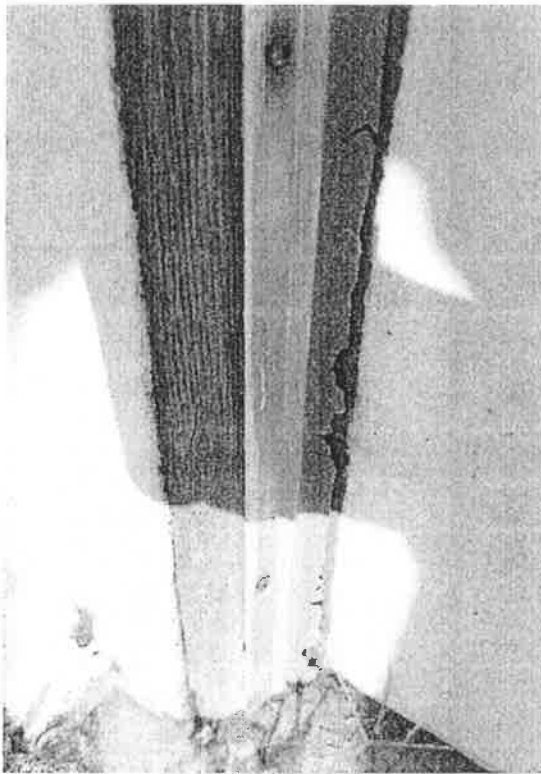
Paint Flaking & Weather Enclosure Deterioration



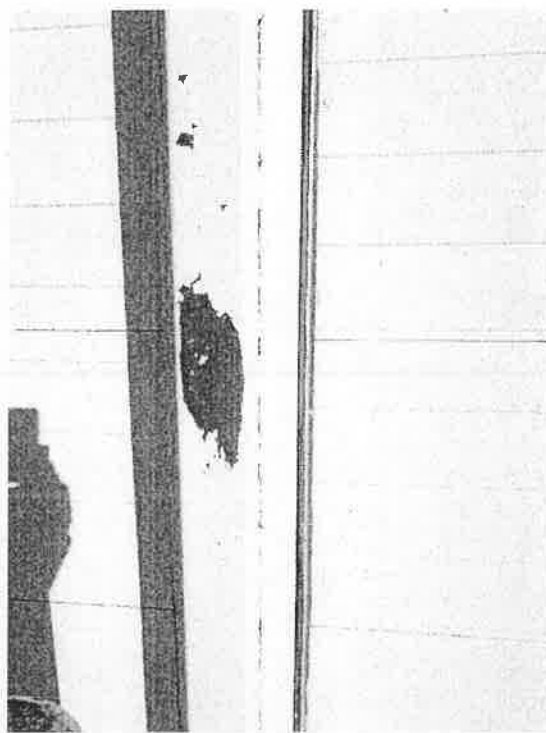
Paint Flaking & Weather Enclosure Deterioration



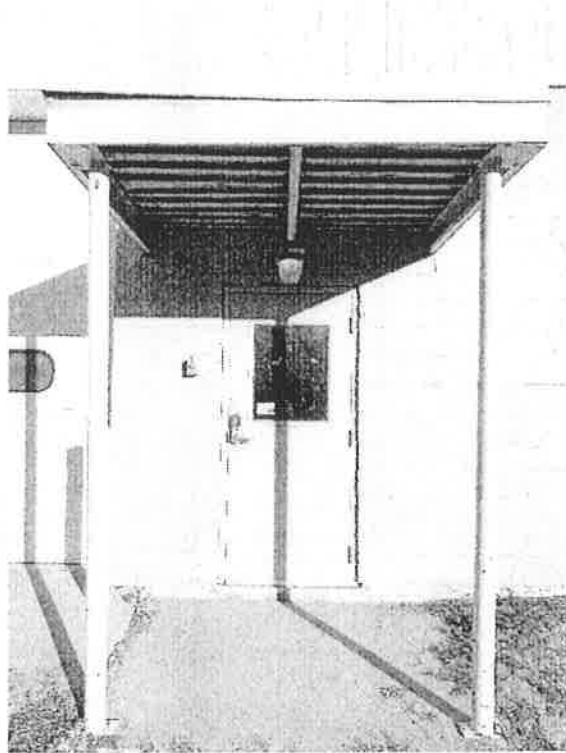
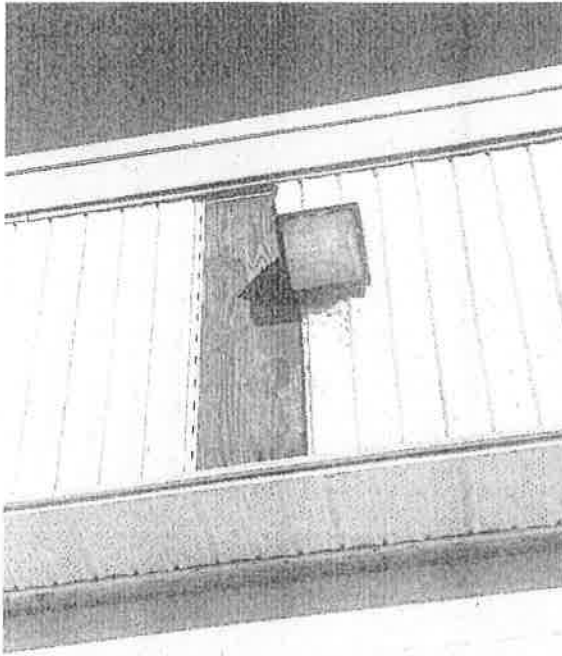
Paint Flaking & Weather Enclosure Deterioration



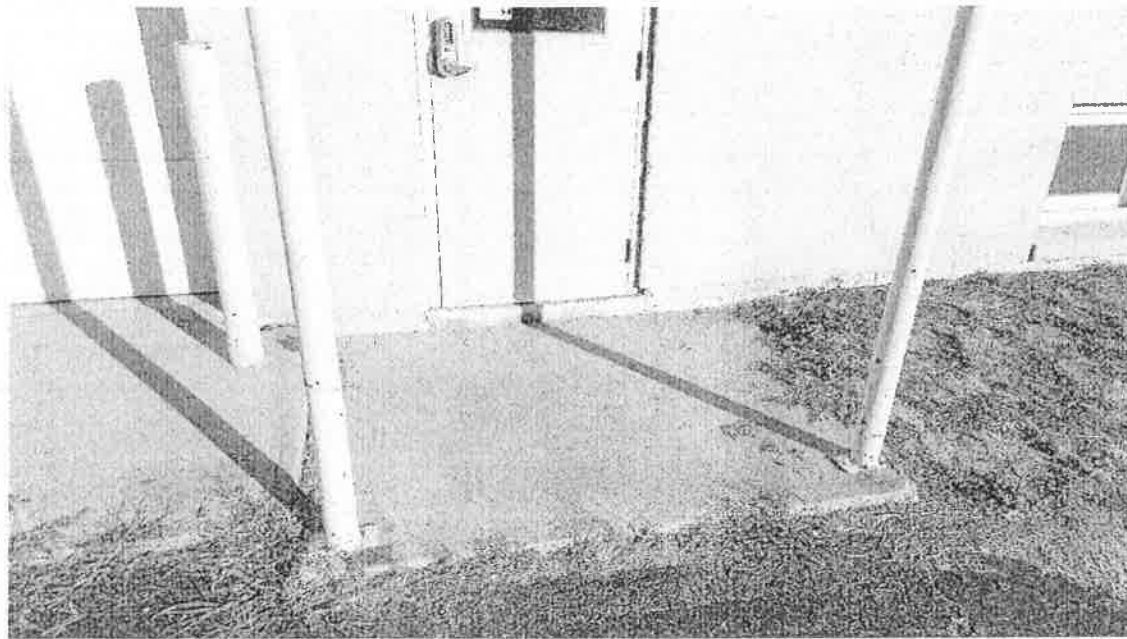
Paint Flaking & Weather Enclosure Deterioration



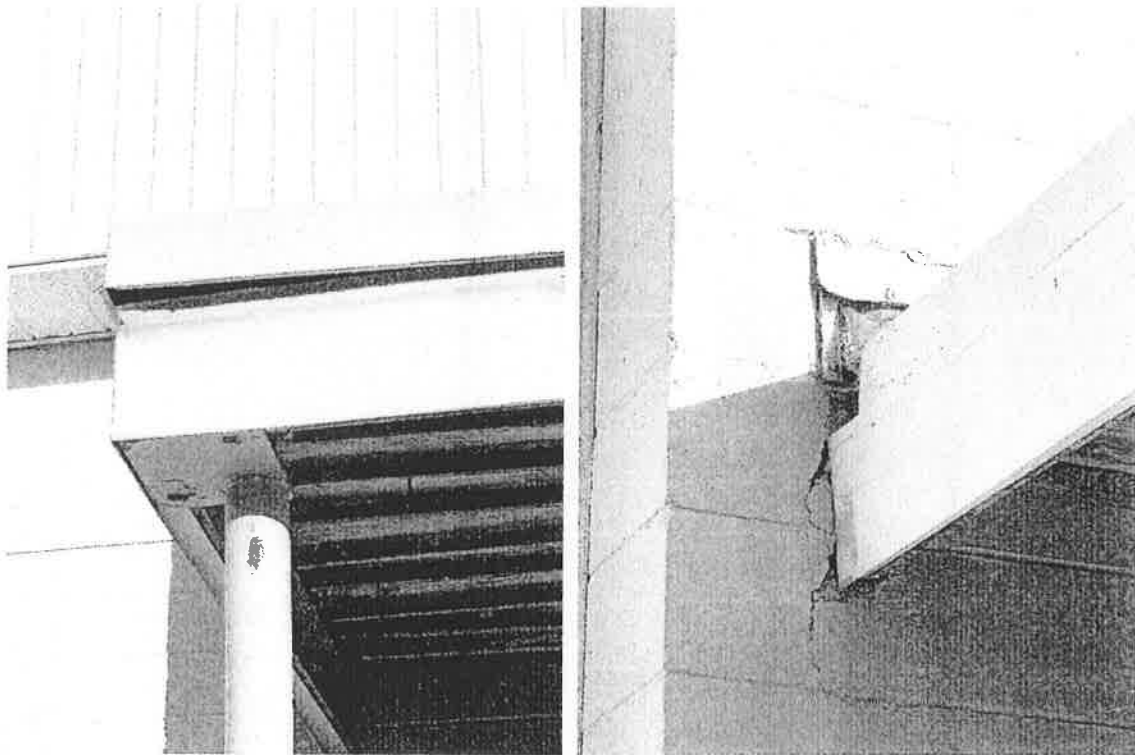
Paint Flaking & Weather Enclosure Deterioration



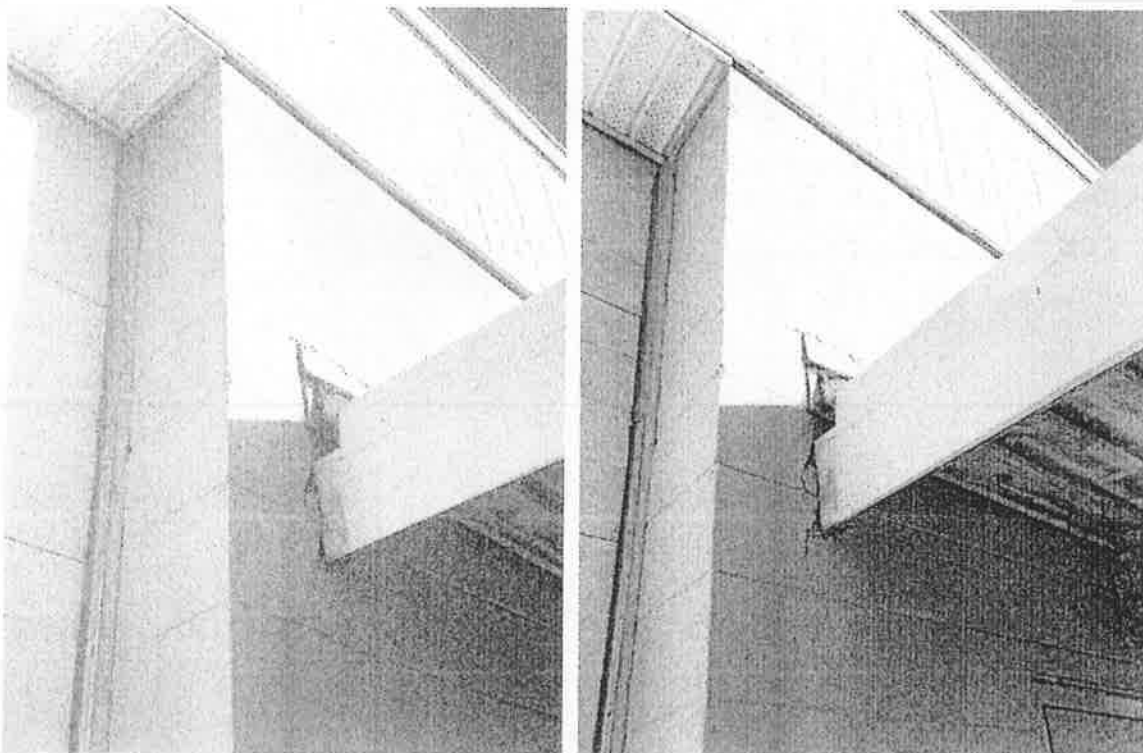
Vertical Vinyl Skirting & Entry Canopy



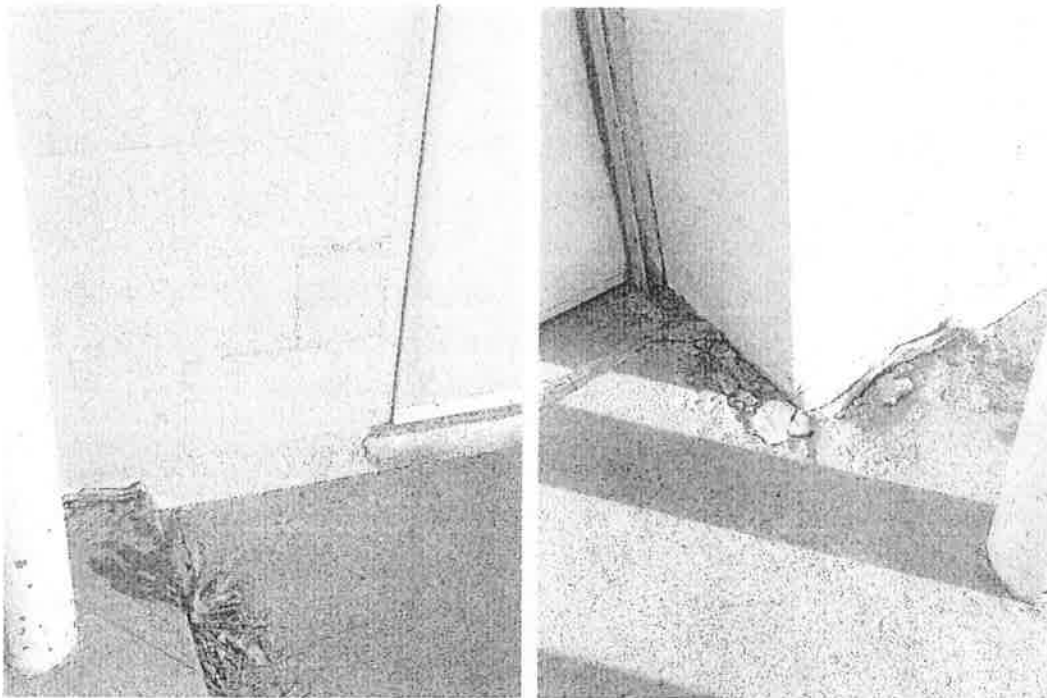
Entry Canopy



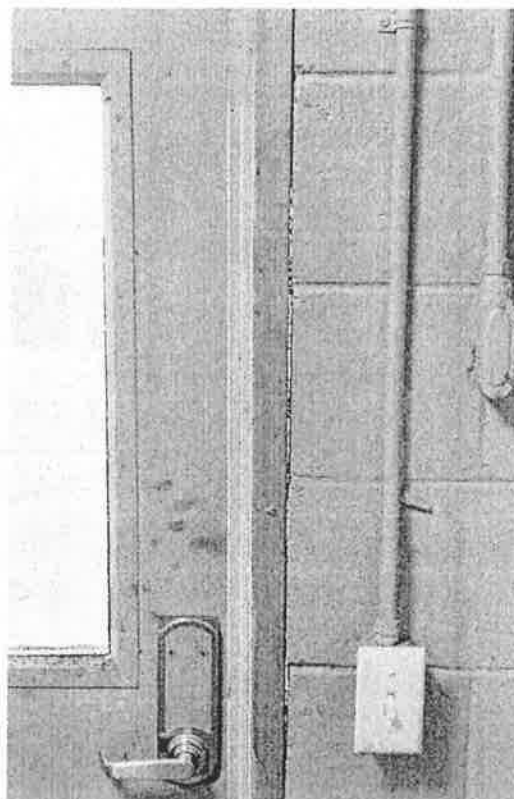
Entry Canopy



Entry Canopy

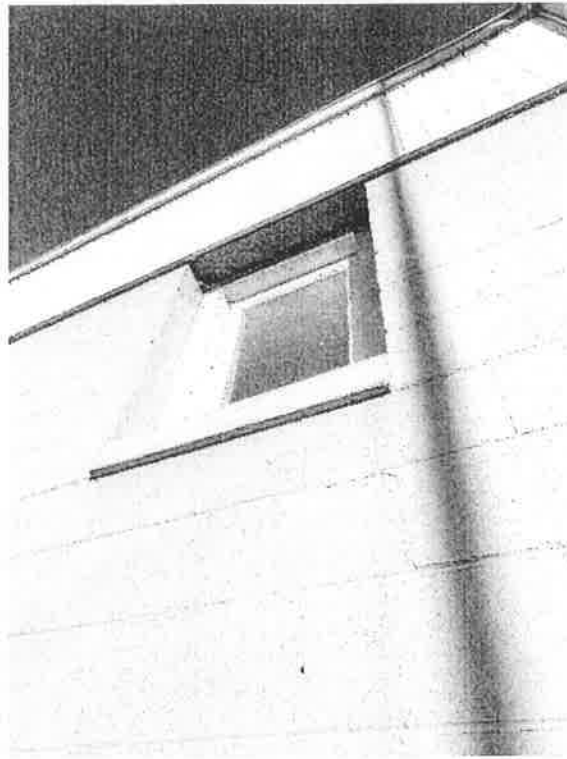
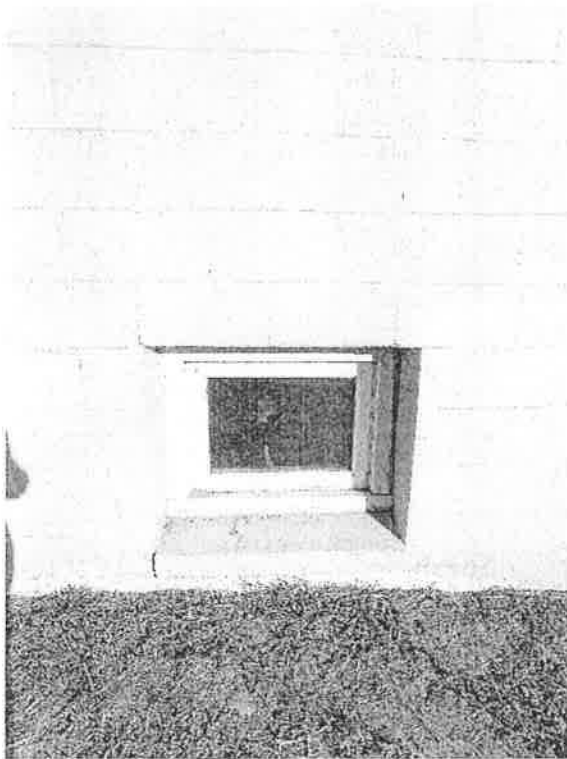


Not ADA Accessible Entrance & Damage to the Entry Landing

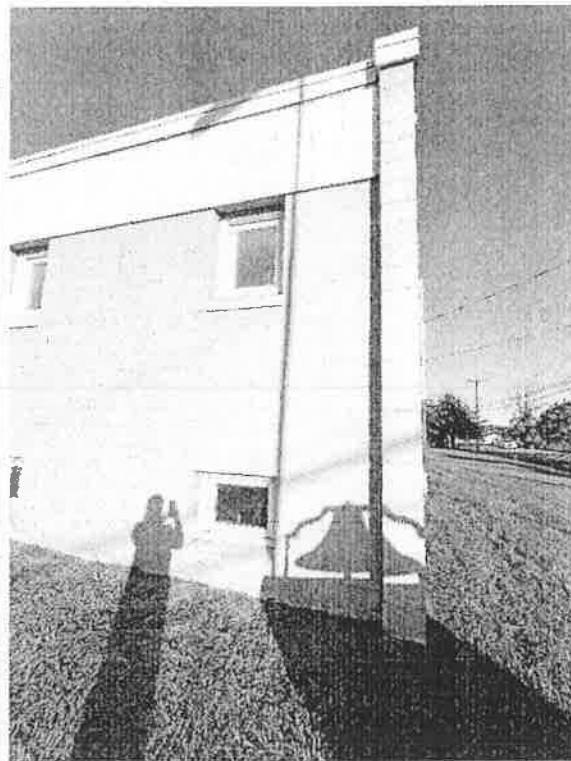


Light Visible Between Frame & Wall

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Southern Facing Windows

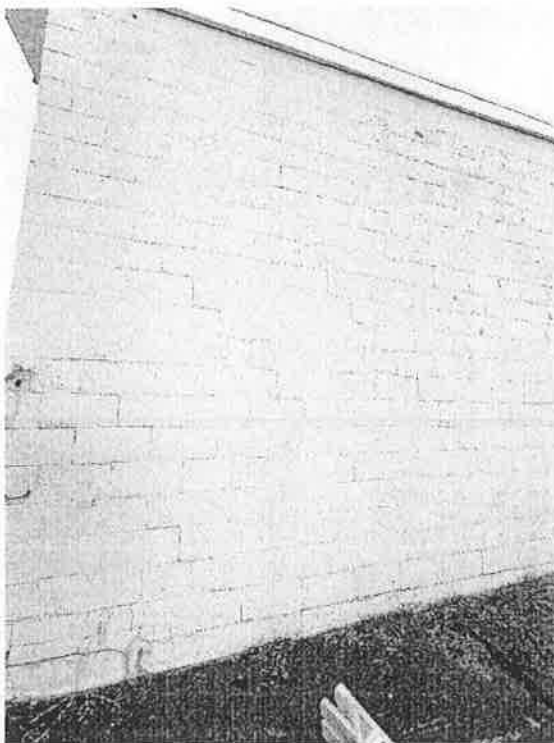


Southern Facing Windows

WEST FACADE



West Façade



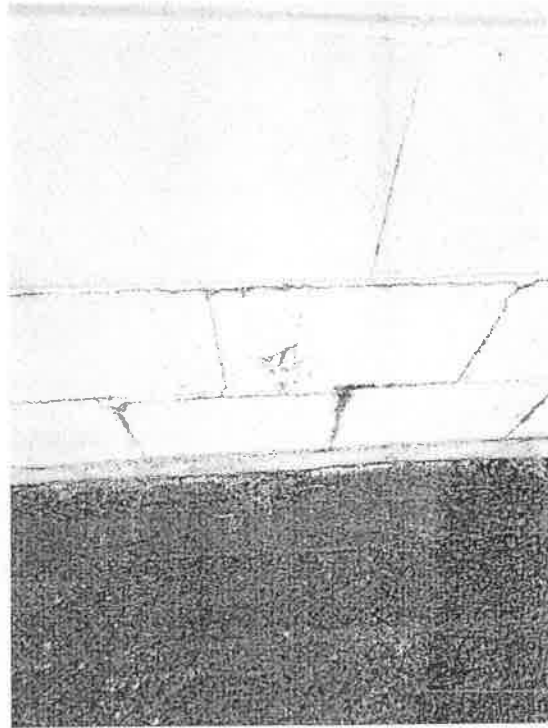
Paint Stripping & Mortar Damage



Paint Stripping & Mortar Damage



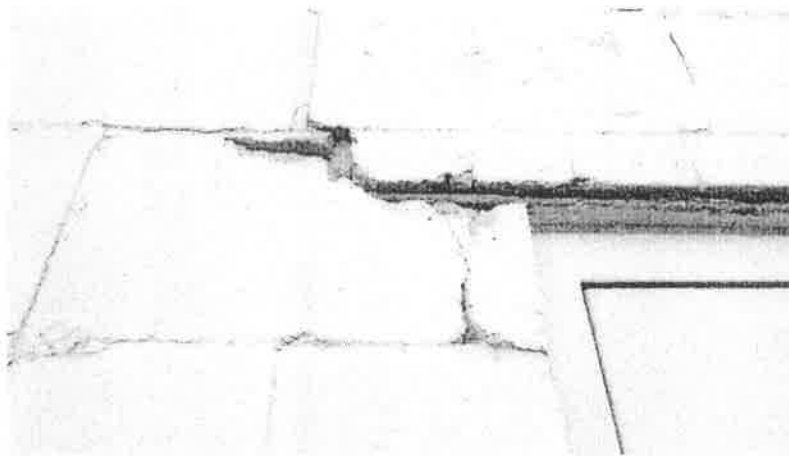
Paint Stripping & Mortar Damage



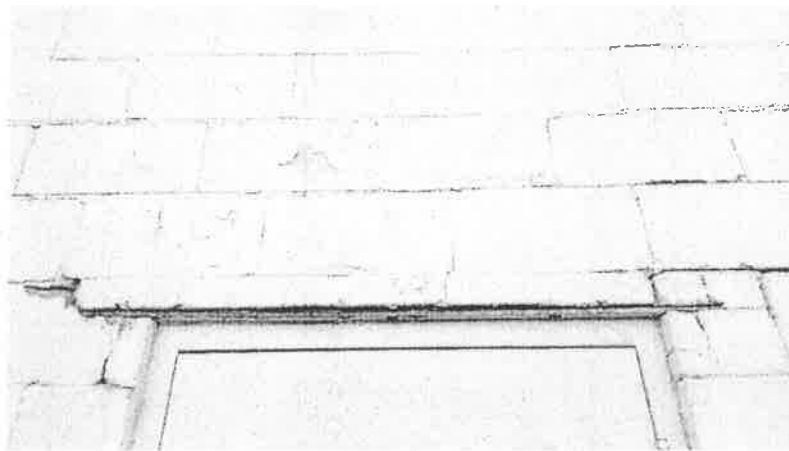
Paint Stripping & Mortar Damage



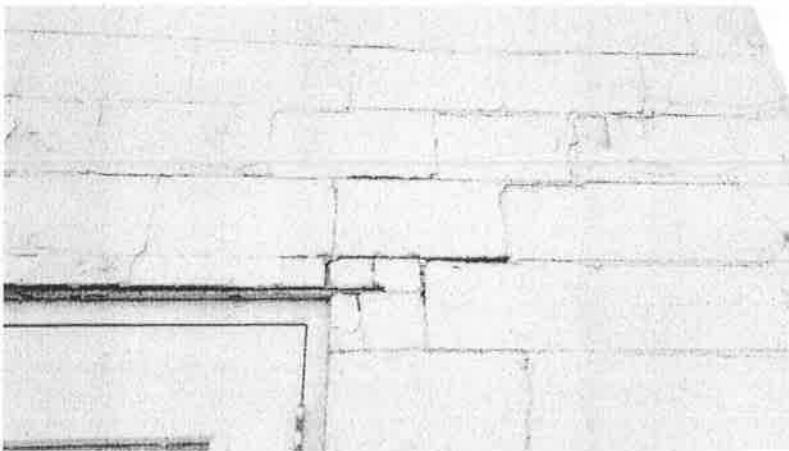
Man Door In Need of Replacement



Damage to Masonry and Lintel

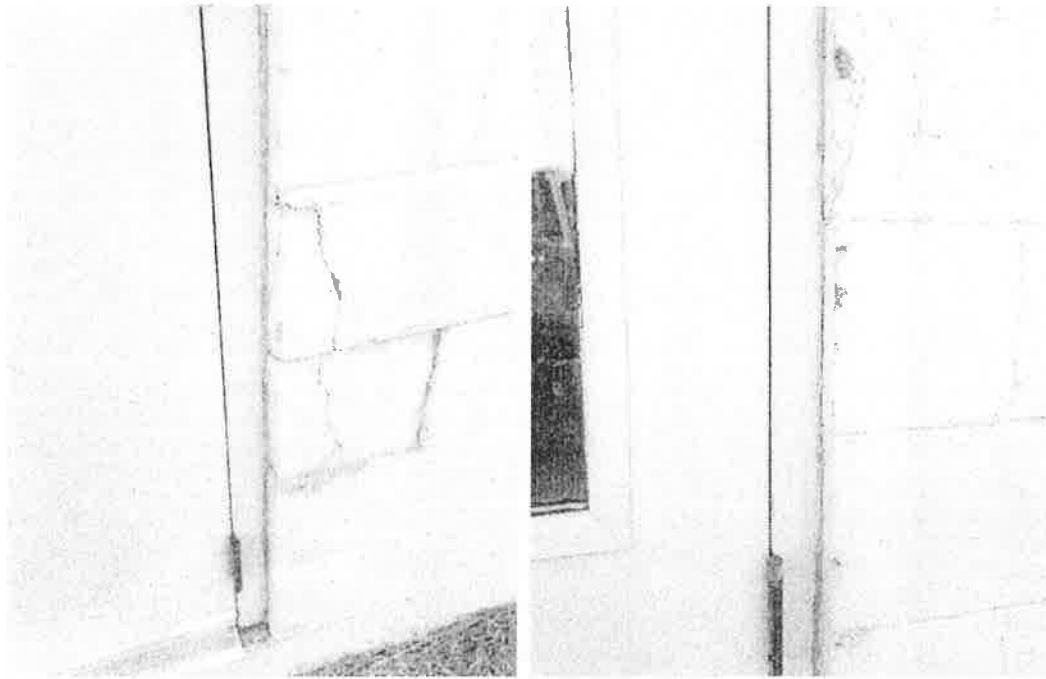


Damage to Masonry and Lintel



Damage to Masonry and Lintel

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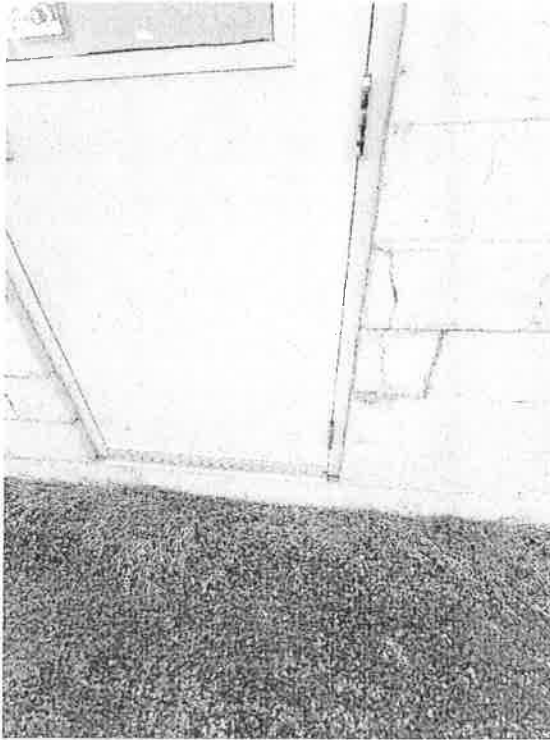


Damage to Masonry and Lintel



Door Push Button Number Lock

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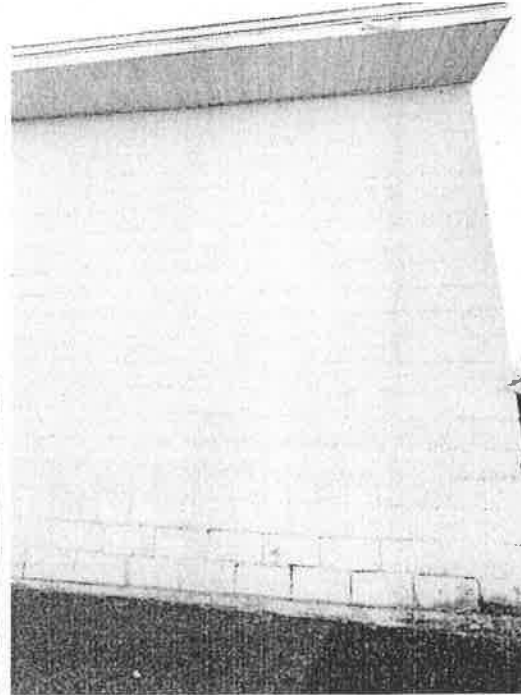


Exterior

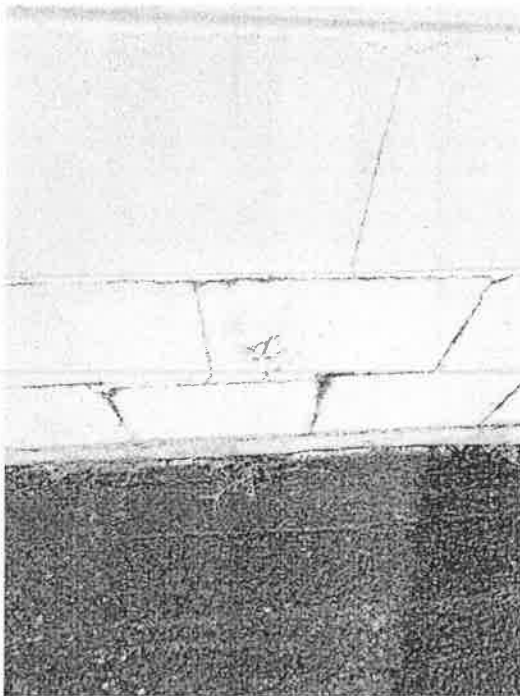


Interior

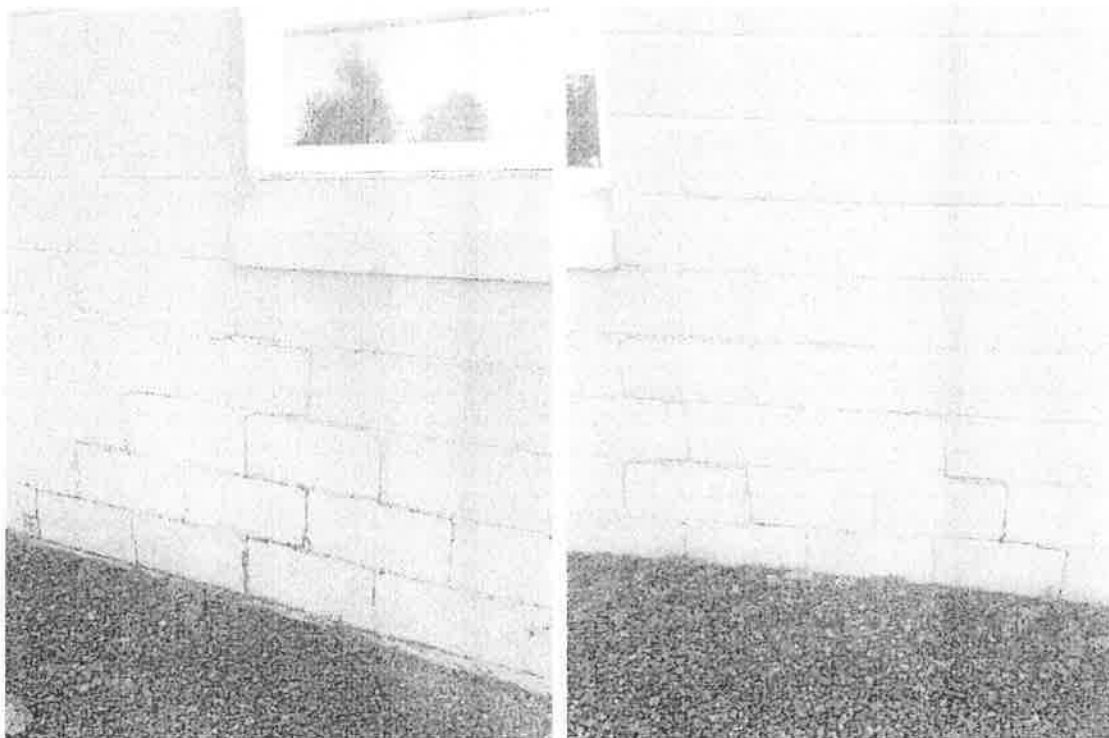
Not ADA Accessible



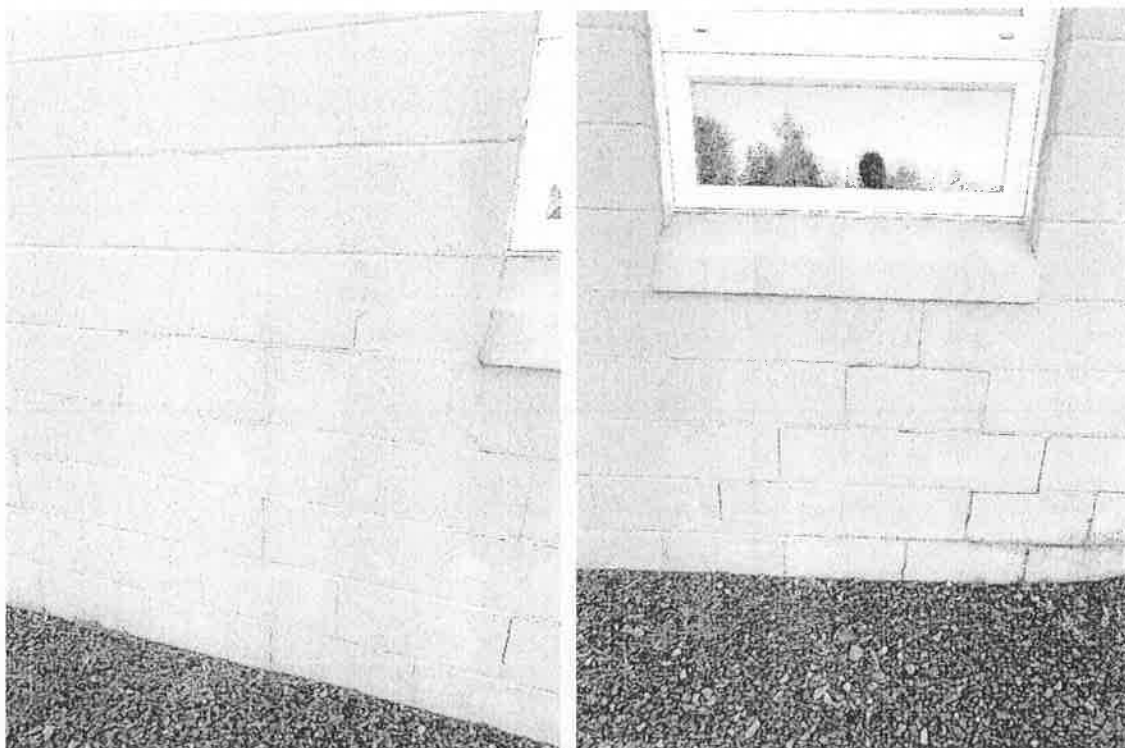
Damage From Water Infiltration



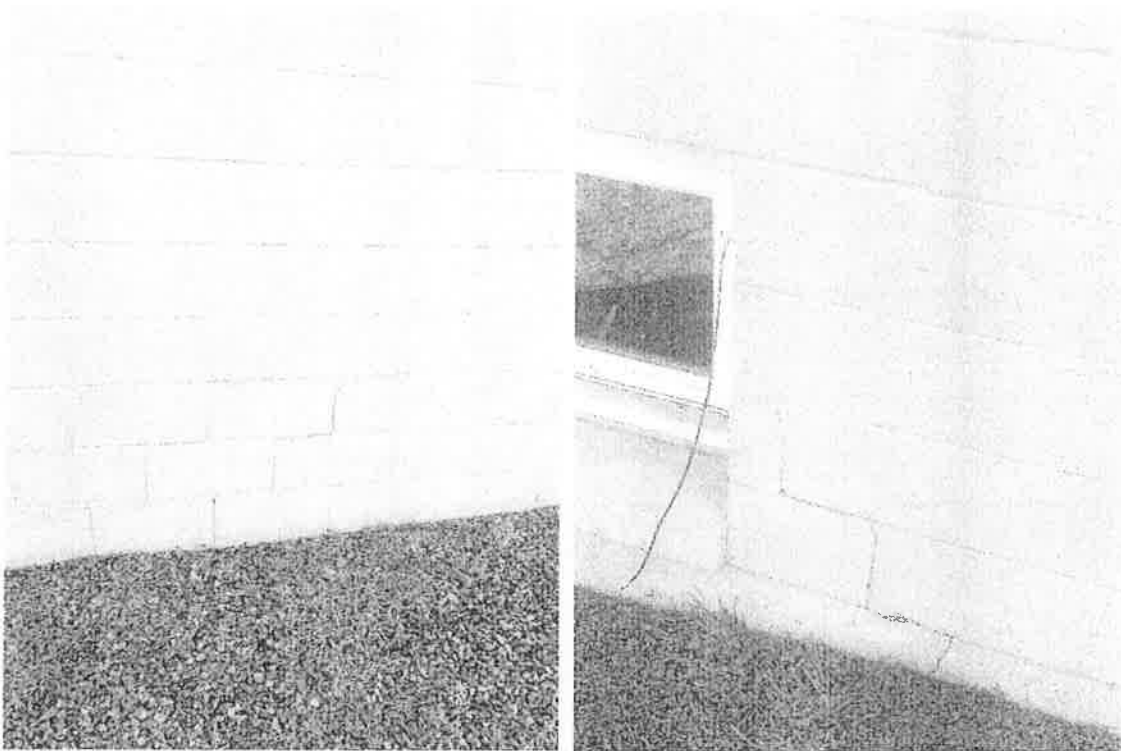
Damage From Water Infiltration



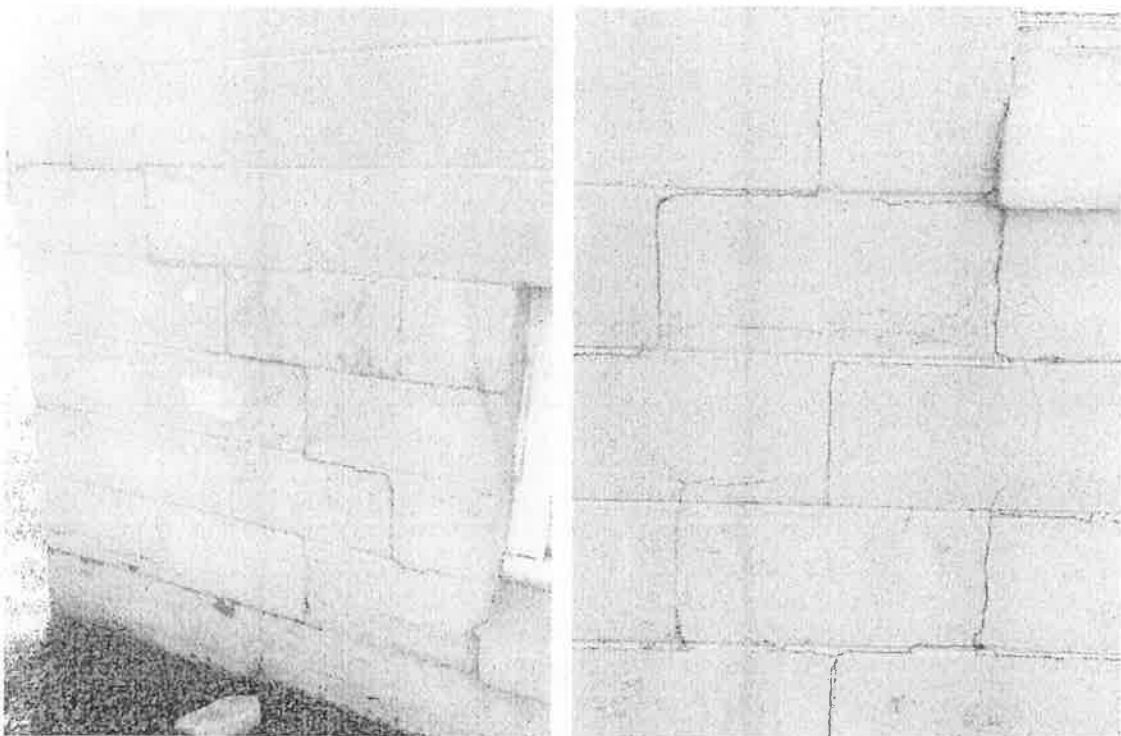
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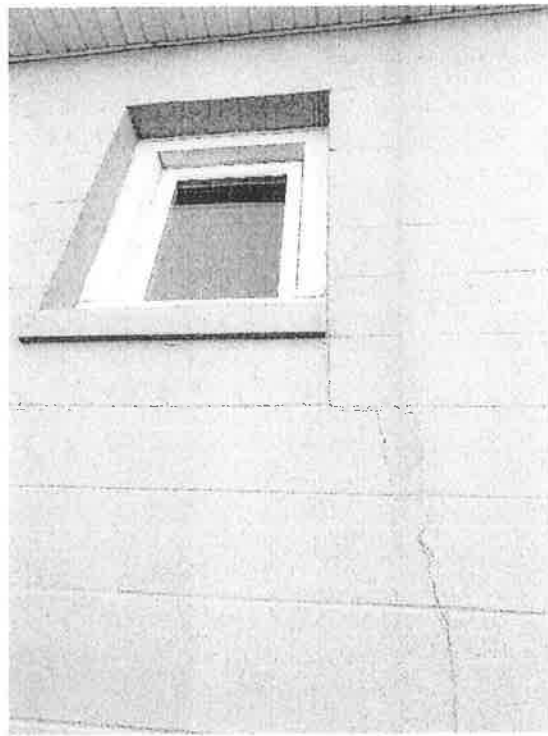
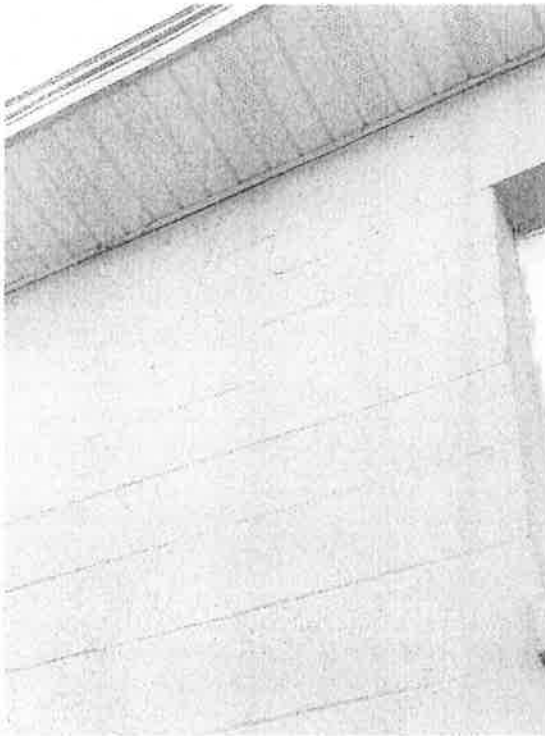
Damage From Water Infiltration



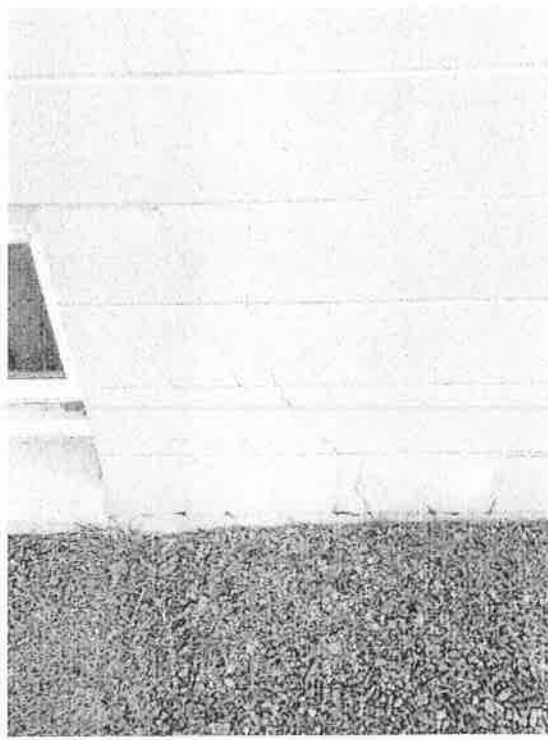
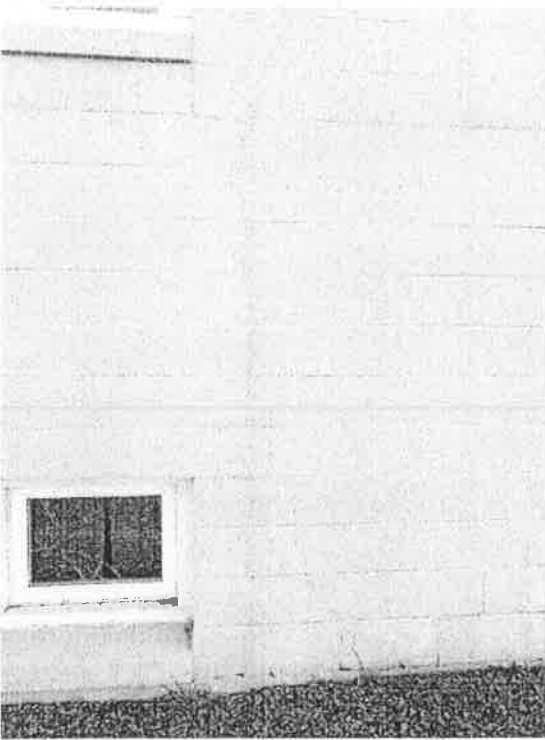
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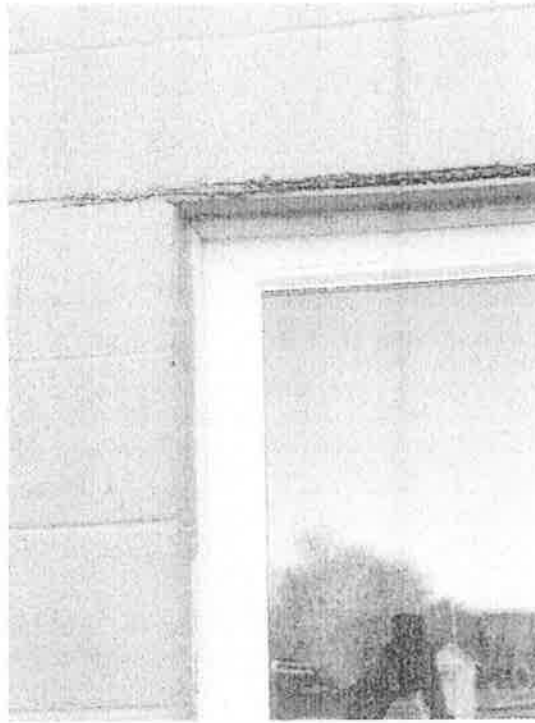
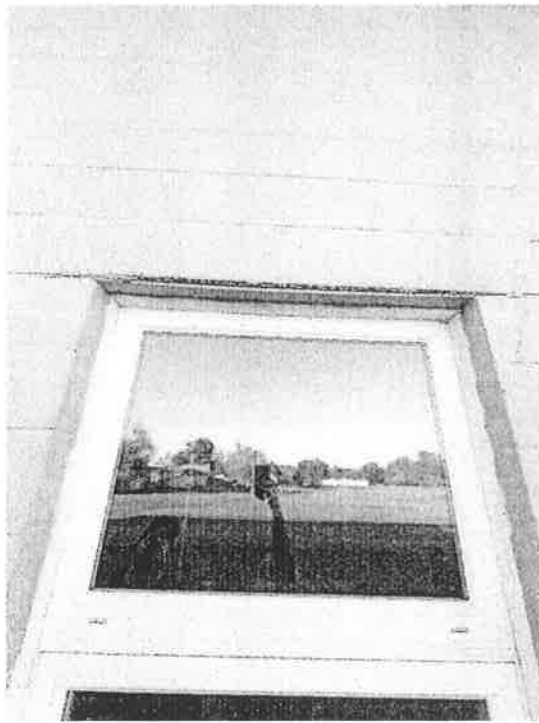
Damage From Water Infiltration



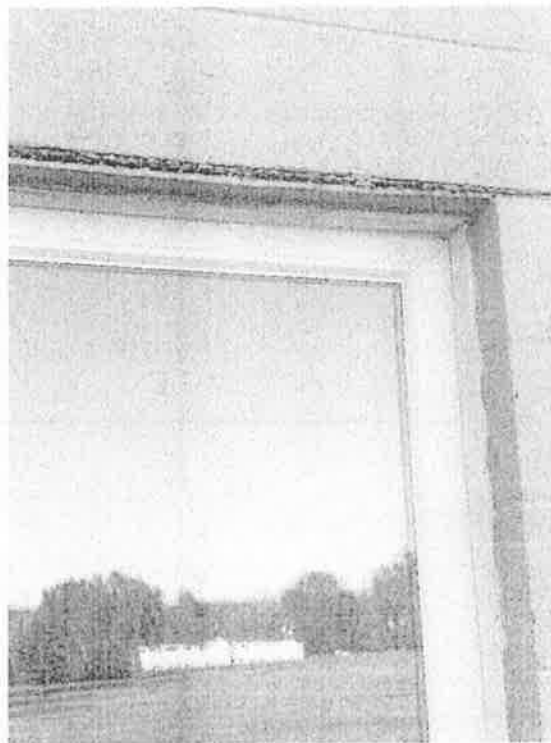
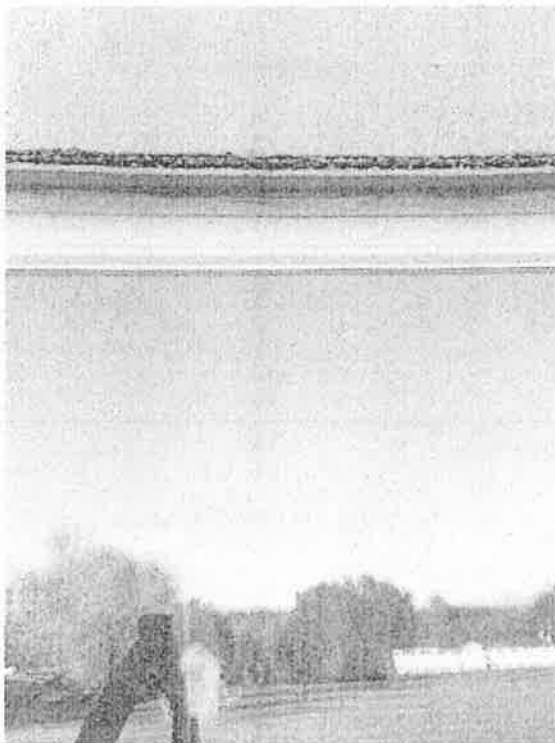
Damage From Water Infiltration



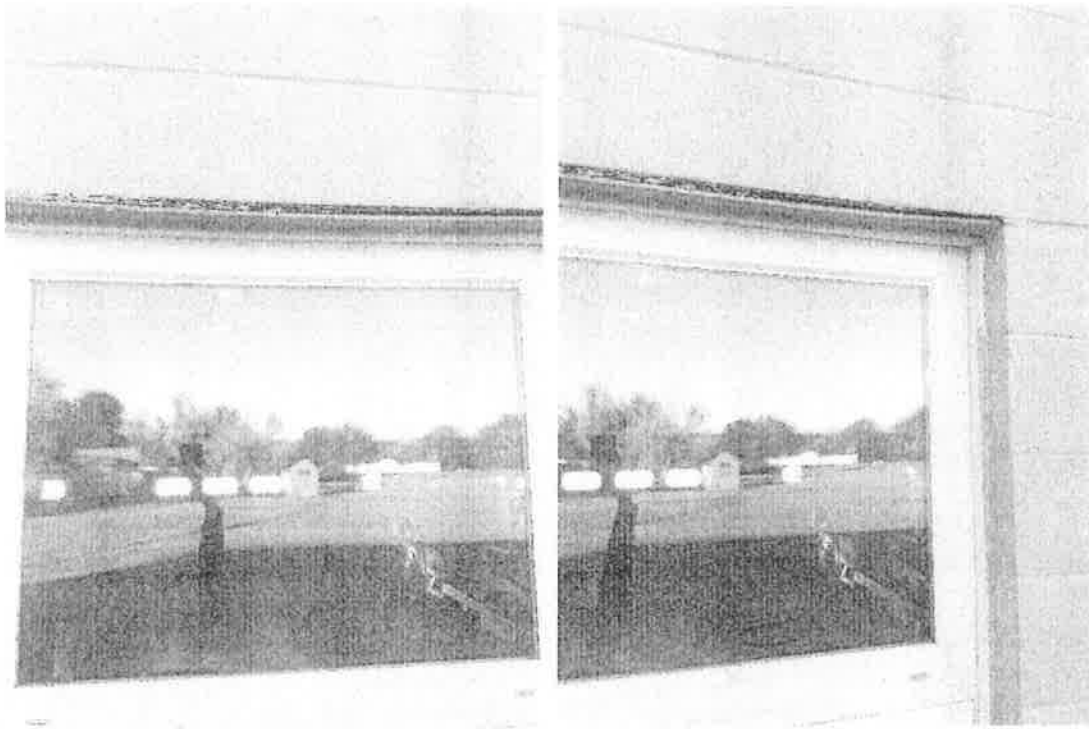
Damage From Water Infiltration



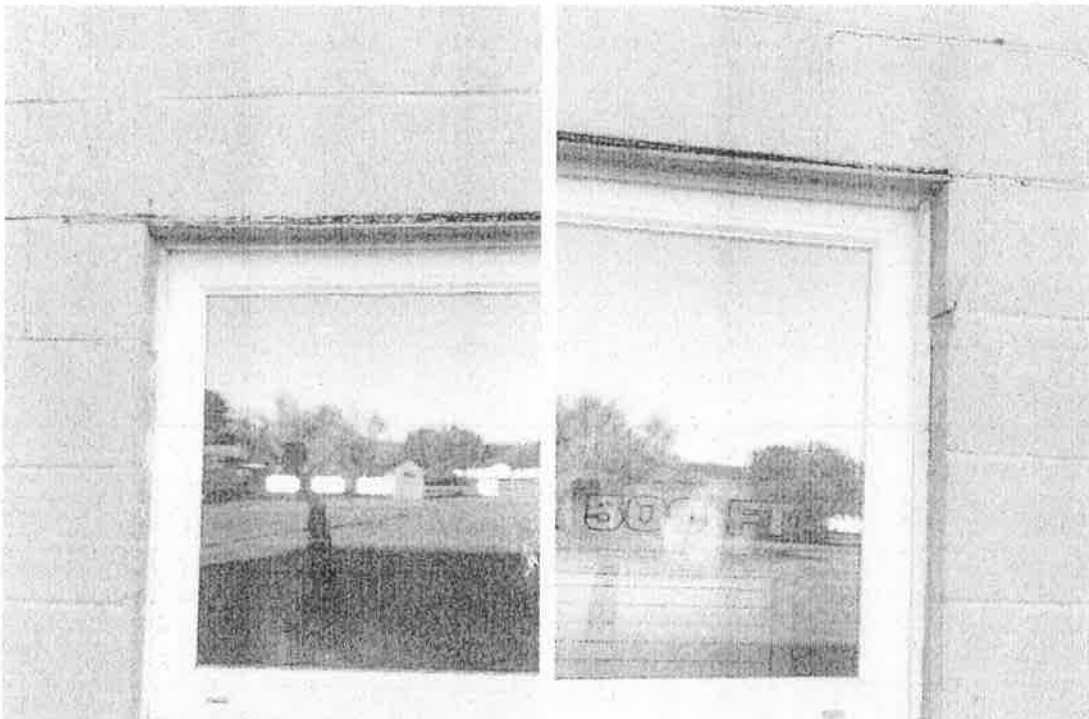
Separation from Masonry & Roof Loading



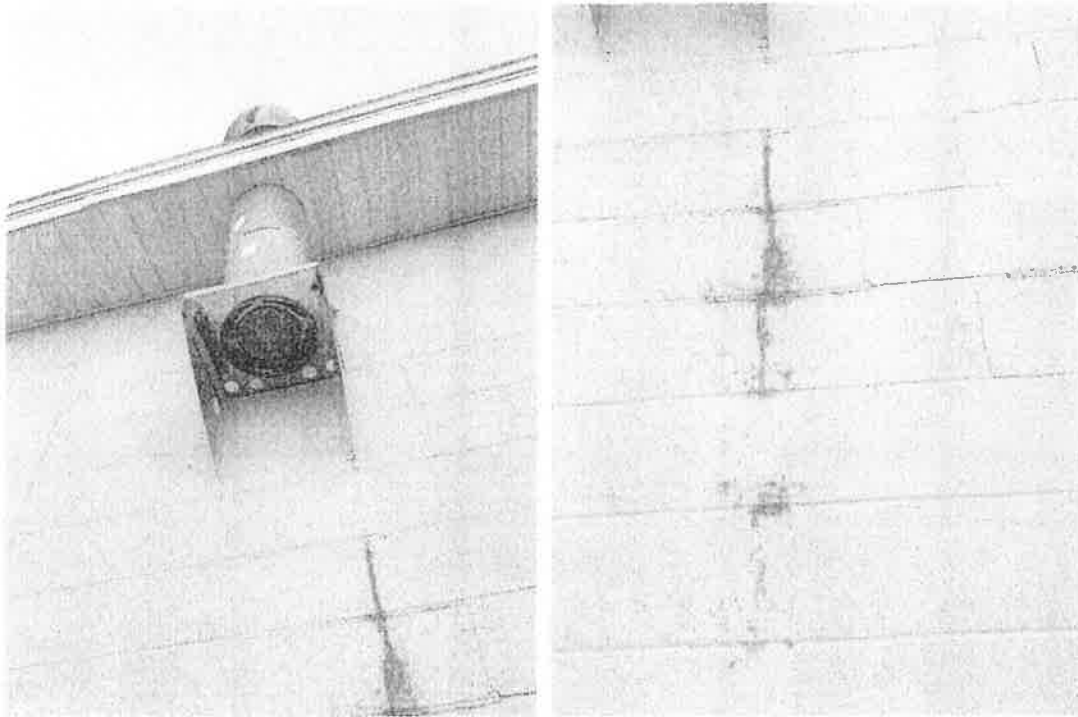
Separation from Masonry & Roof Loading



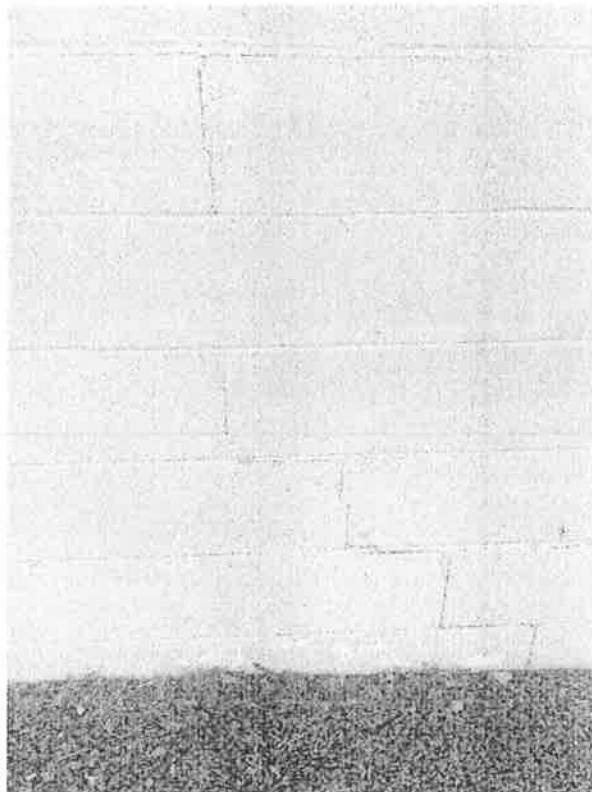
Separation from Masonry & Roof Loading



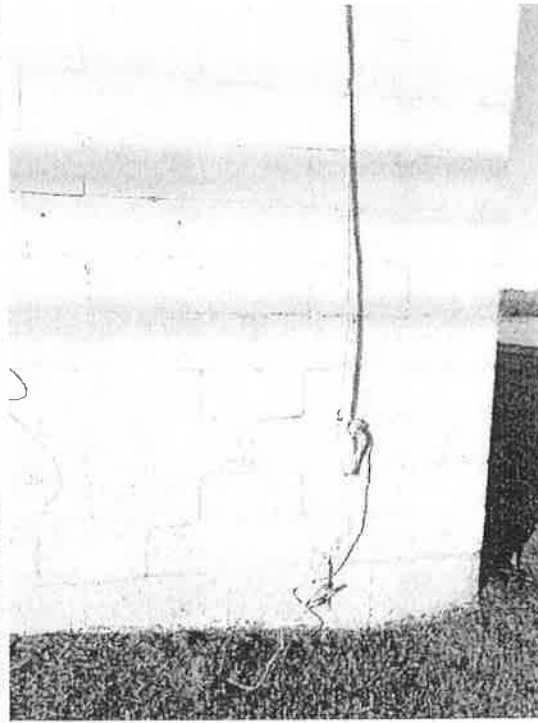
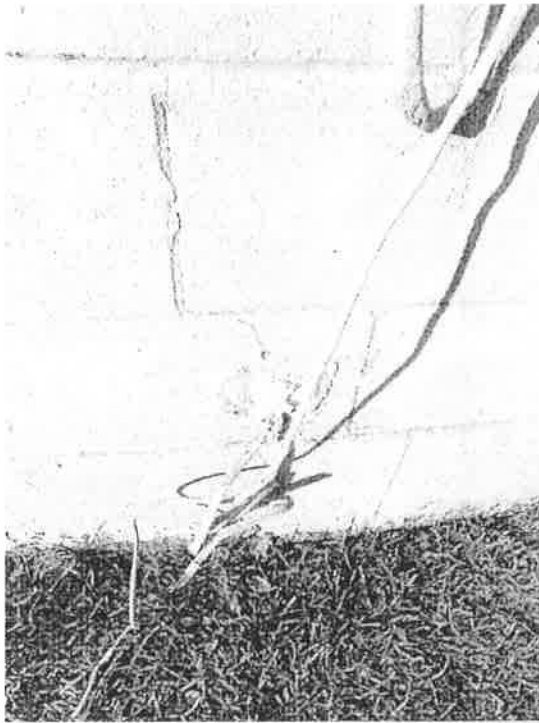
Separation from Masonry & Roof Loading



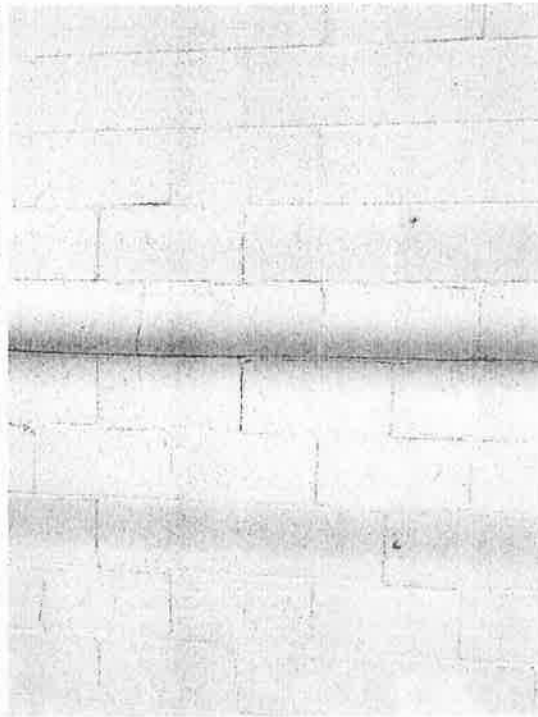
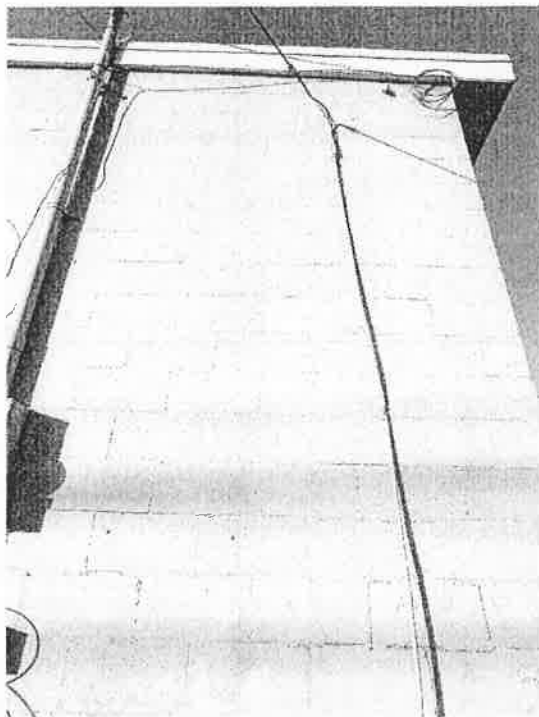
Water Damage from Chimney Flue



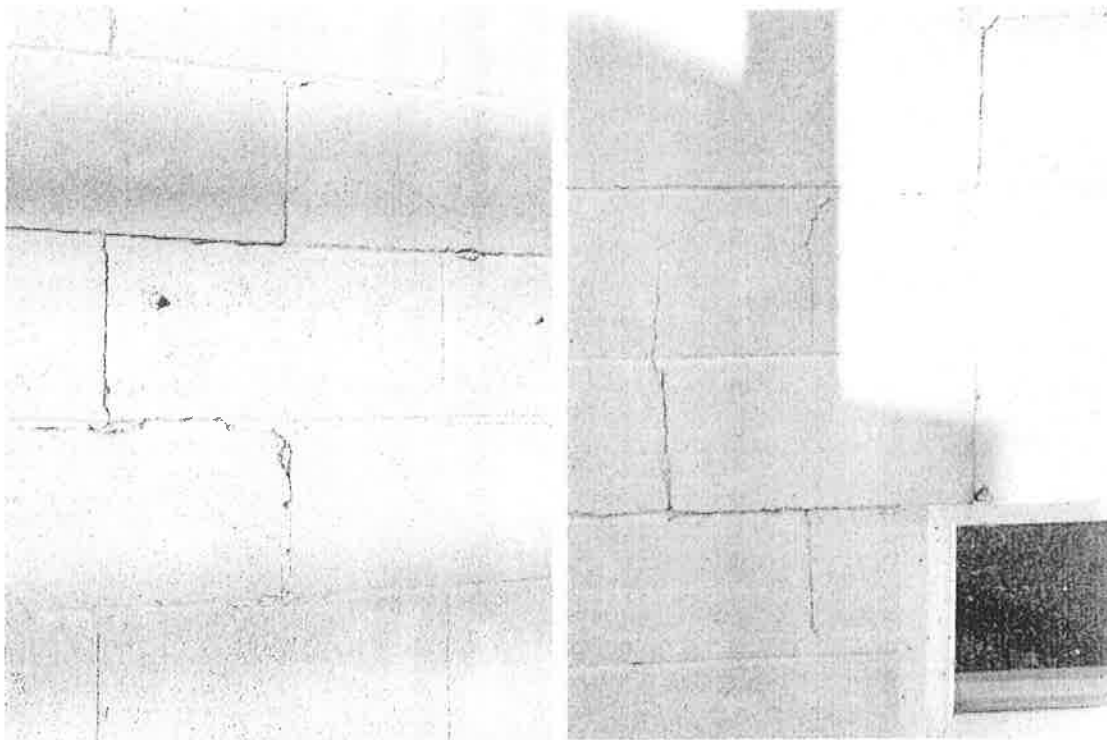
Water Damage from Chimney



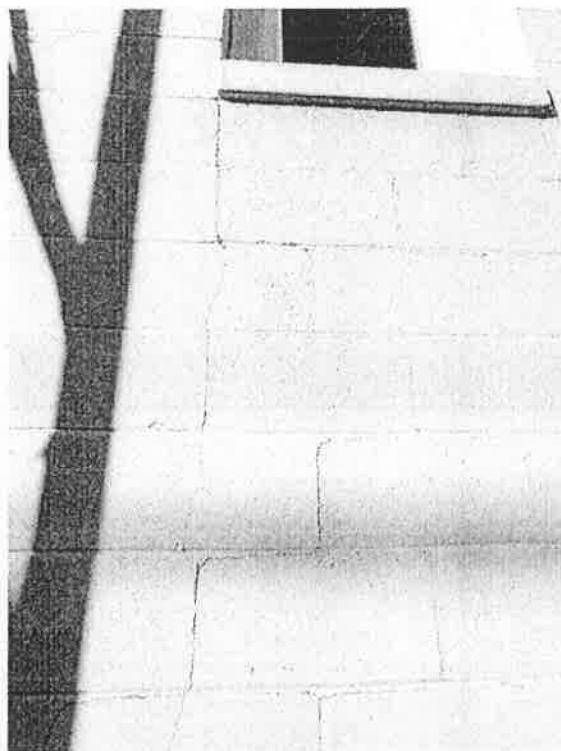
Protruding Cables



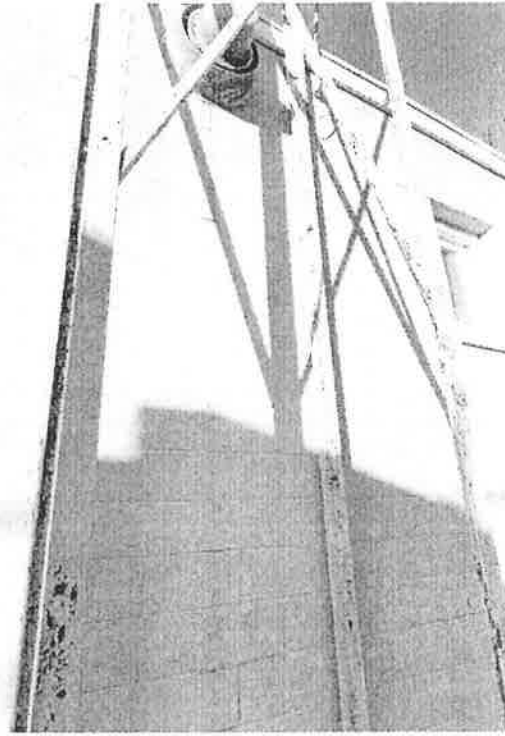
Mortar Damage from Water Infiltration



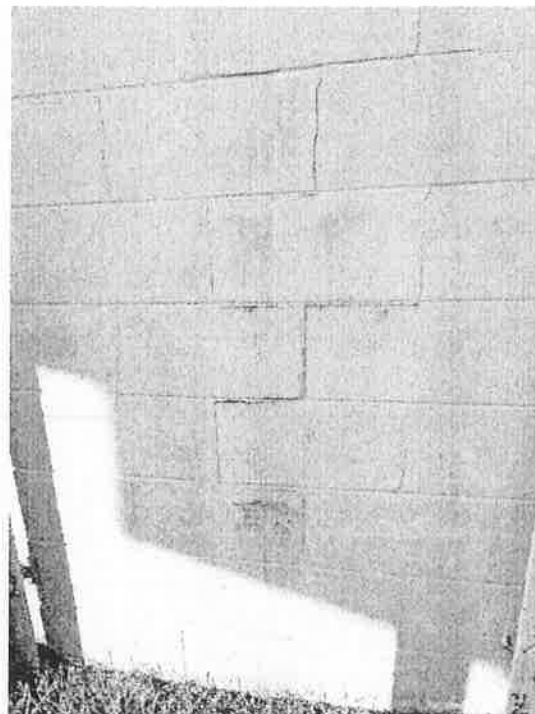
Mortar Damage from Water Infiltration



Mortar Damage from Water Infiltration

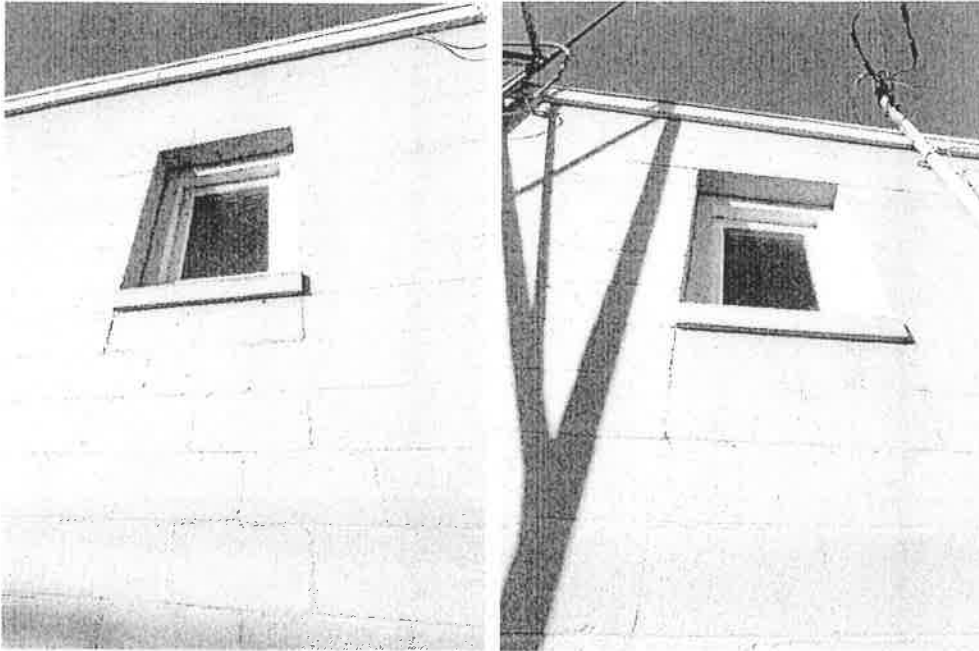


Steel Siren Structure

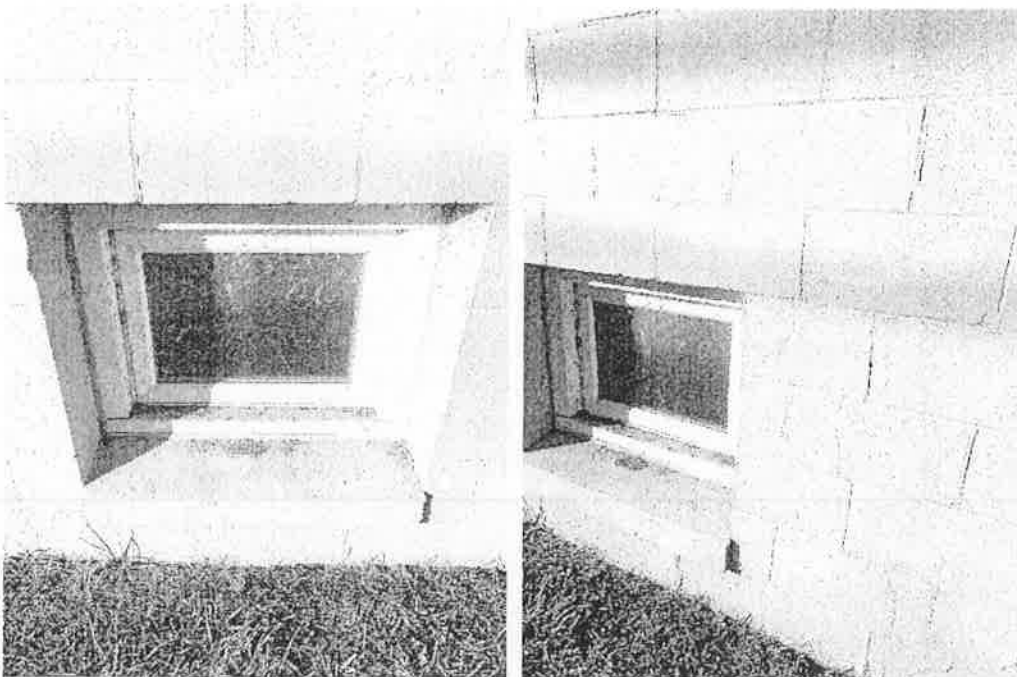


Steel Siren Structure Damage

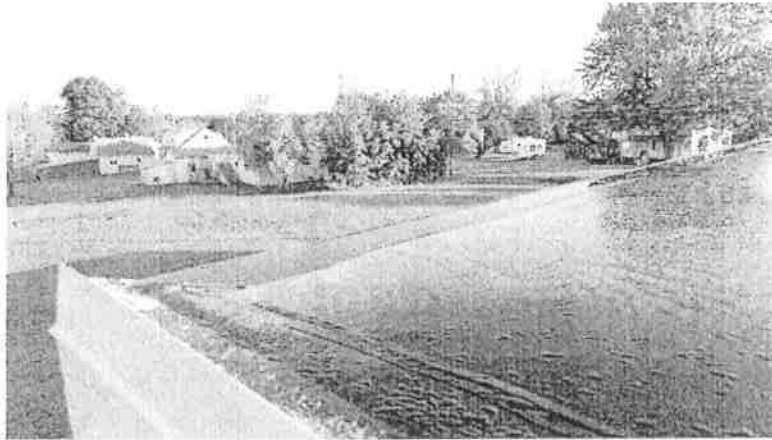
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Upper Level Windows



Lower Level Windows



EPDM Roofing



EPDM Roofing



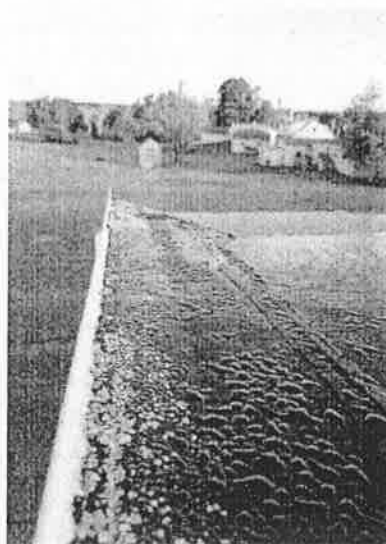
EPDM Roofing



EPDM Roofing



EPDM Roofing



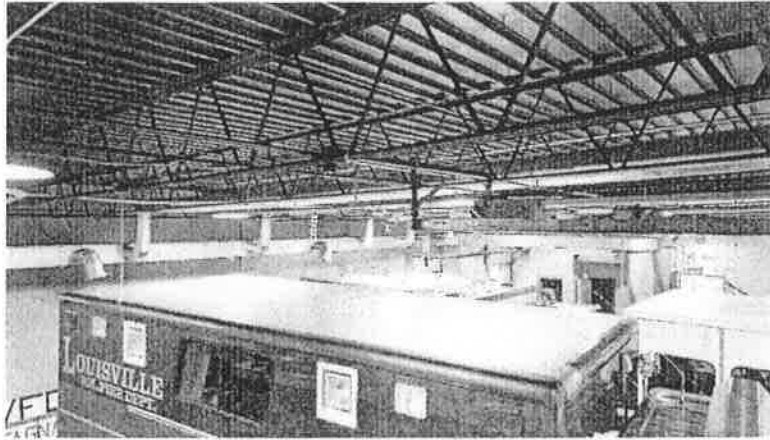
EPDM Roofing



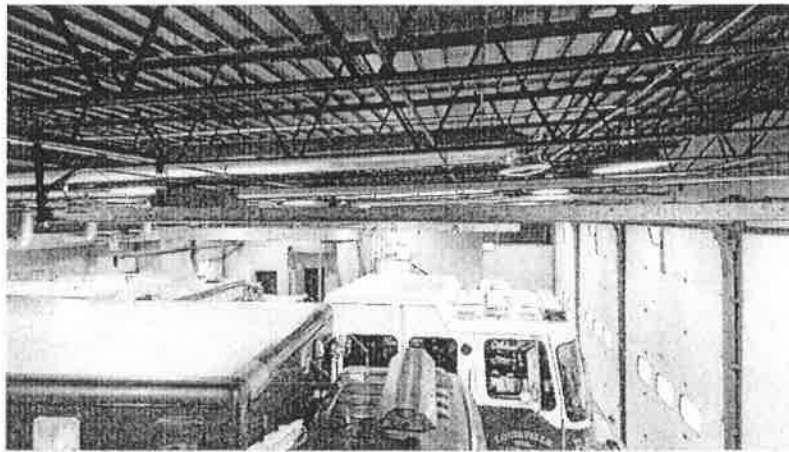
General Vehicle Storage Area



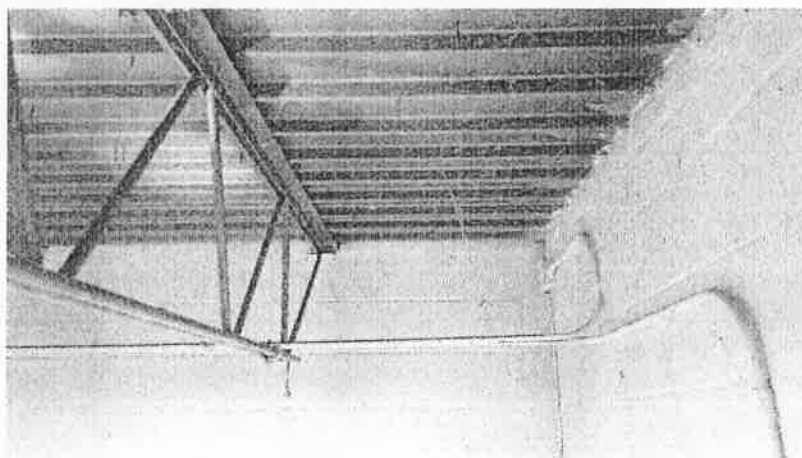
General Vehicle Storage Area



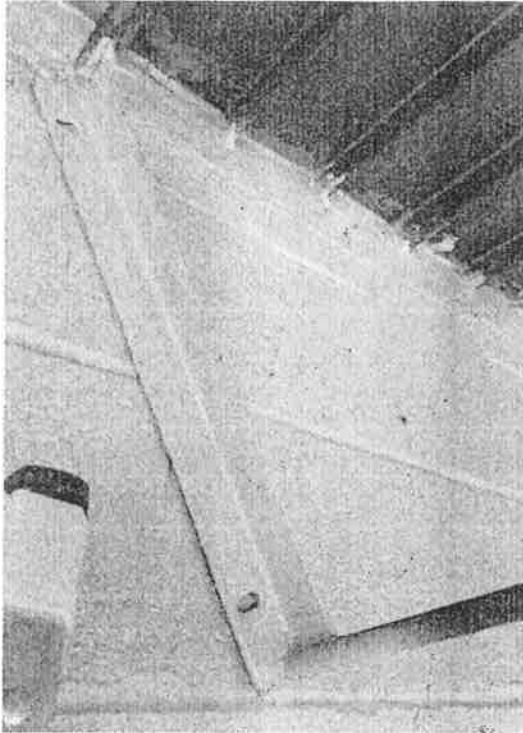
Bar Joists & Composite Deck



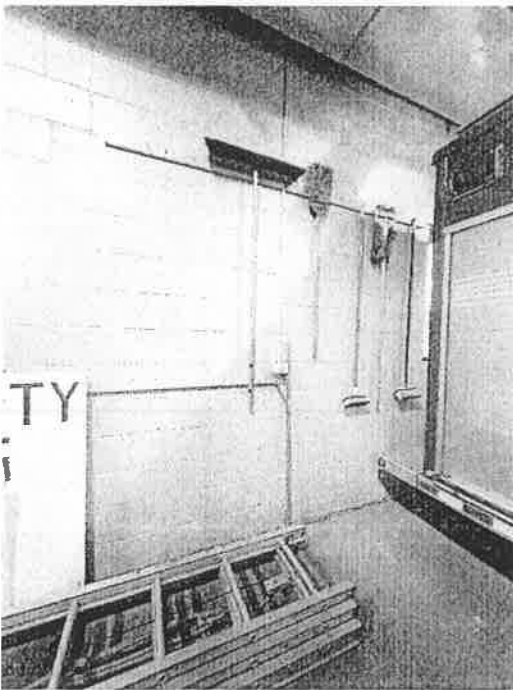
Bar Joists & Composite Deck



Bar Joists & Composite Deck



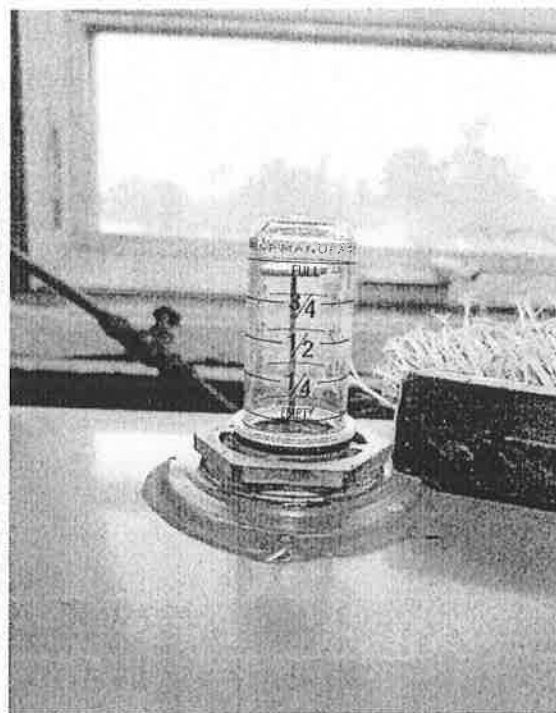
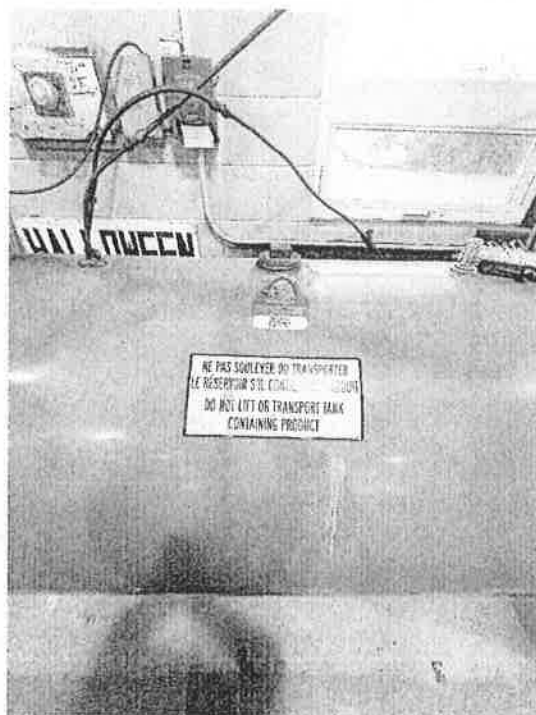
Bar Joists & Composite Deck



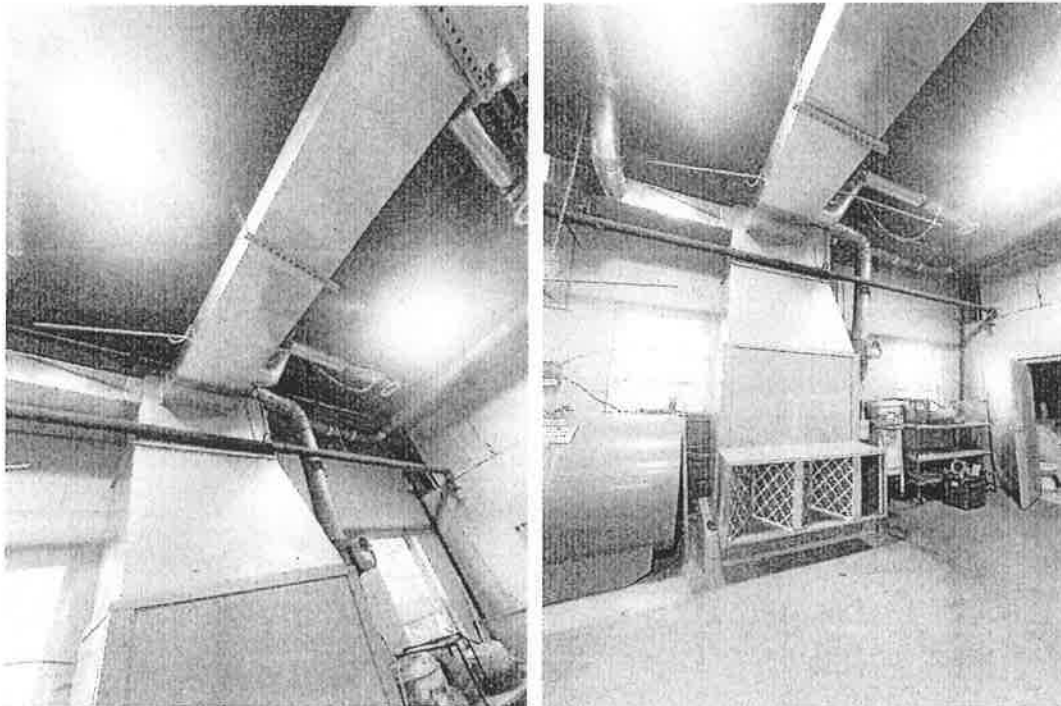
Painted CMU Interior Wall



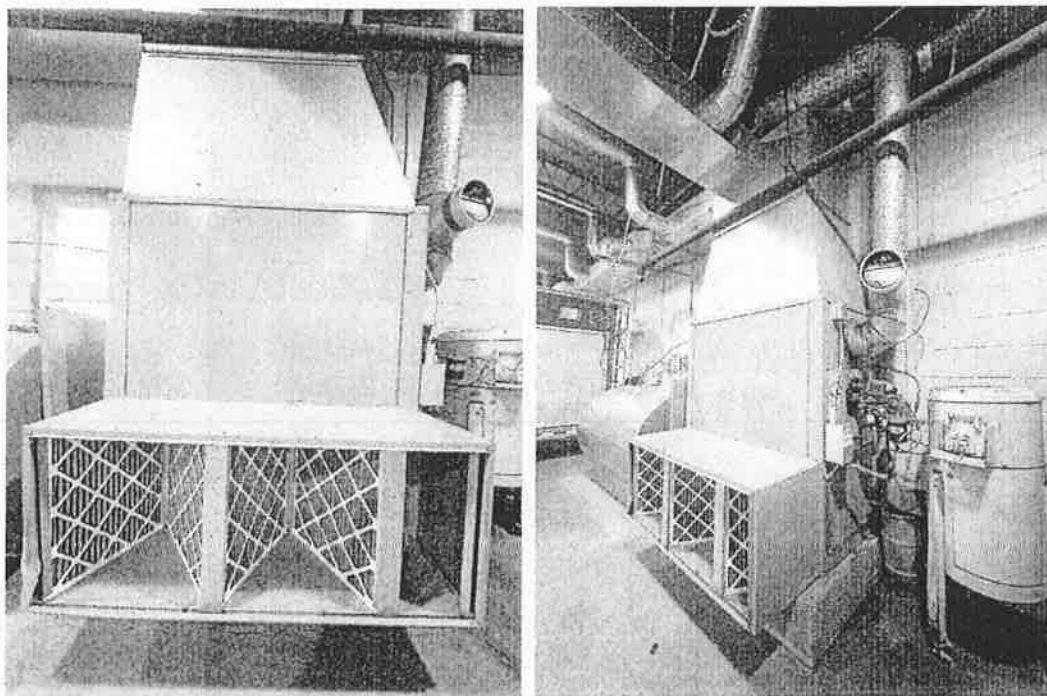
Fossil Fuel Storage & Furnace



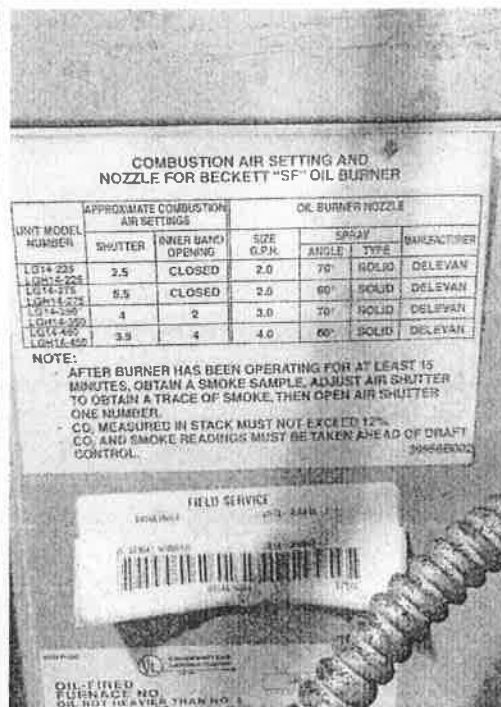
Fossil Fuel Storage Tank



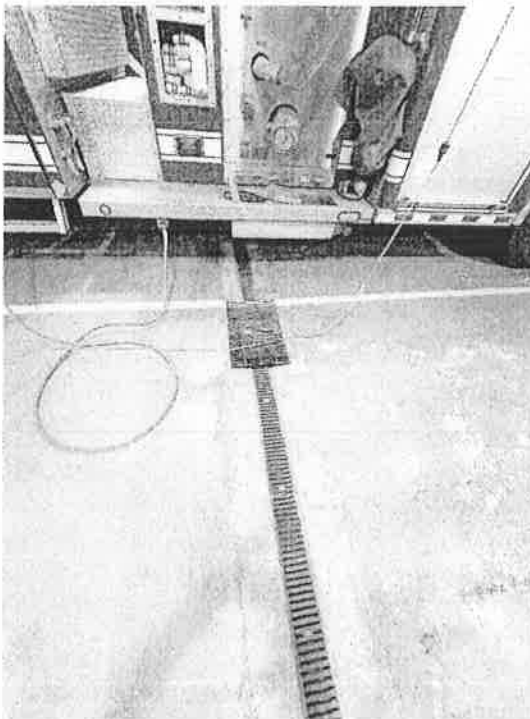
Exposed Duct Work



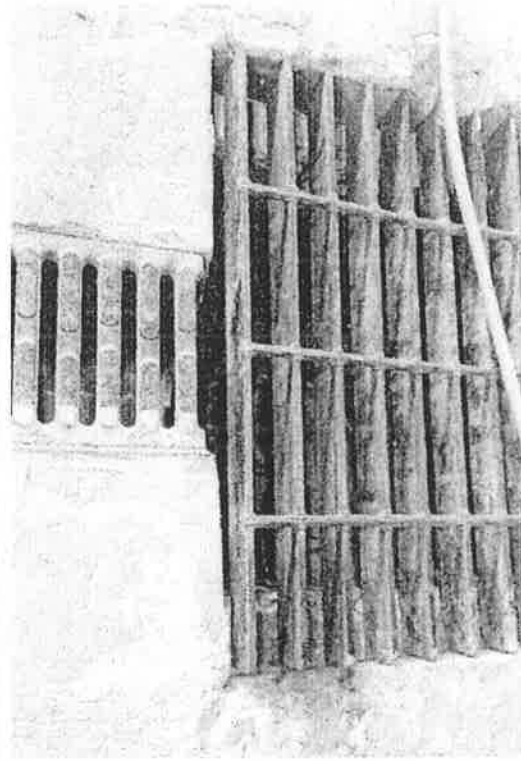
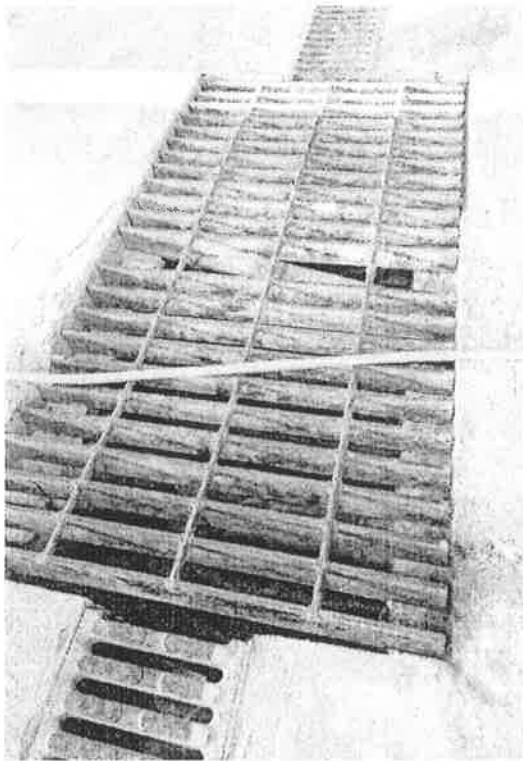
Fossil Fuel Furnace



Fossil Fuel Furnace



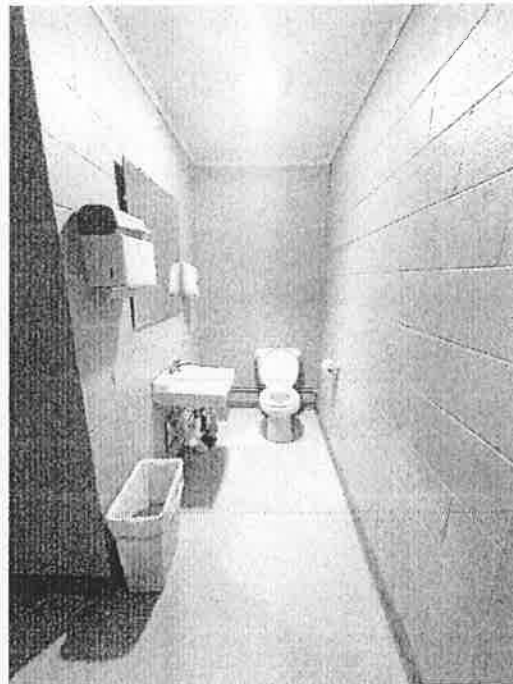
Trench Drain



Trench Drain



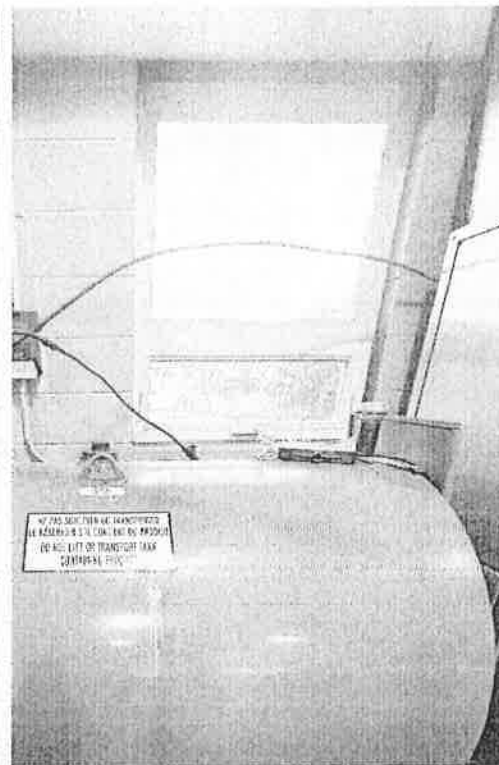
Bathroom #1



Bathroom #2



North Façade Windows



North Façade Windows

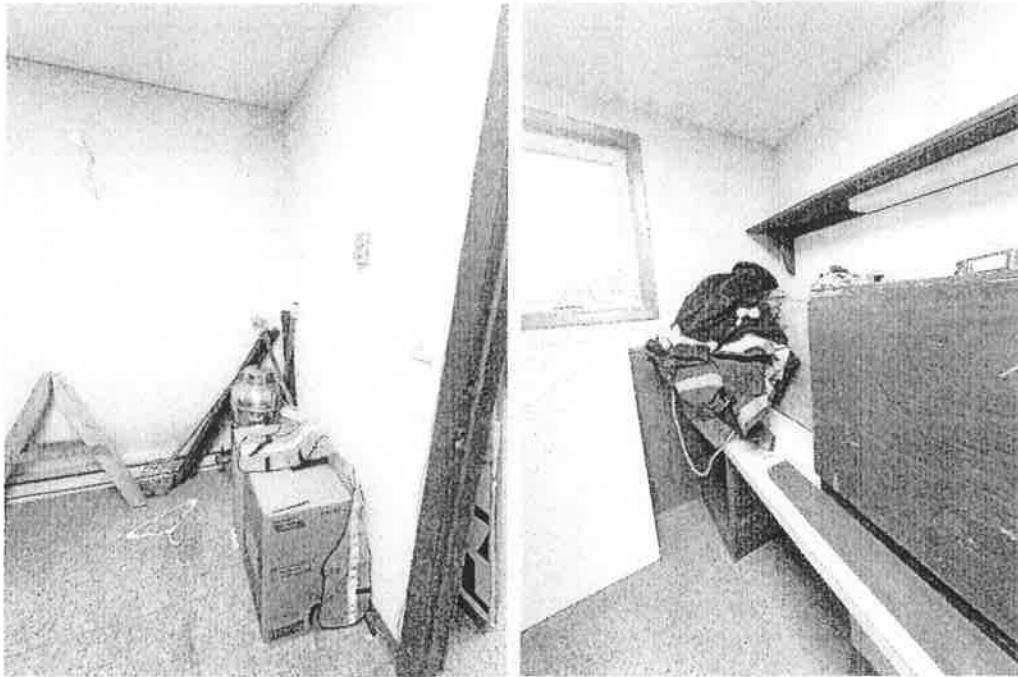
MEETING SPACE



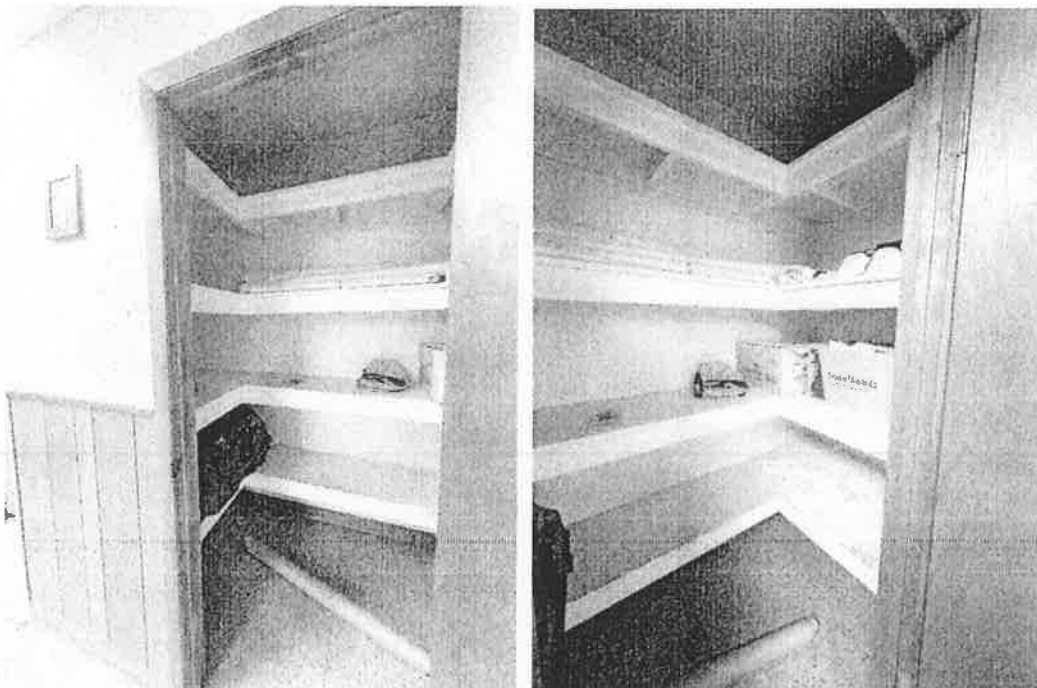
Meeting Space



Meeting Space



Storage Area



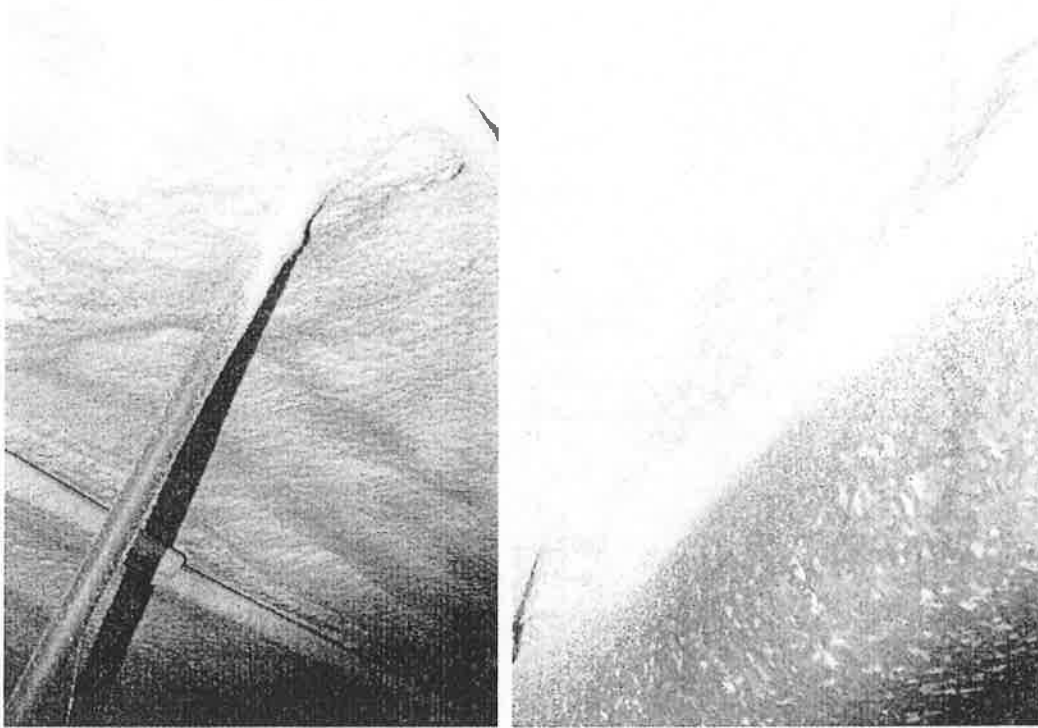
Storage Area



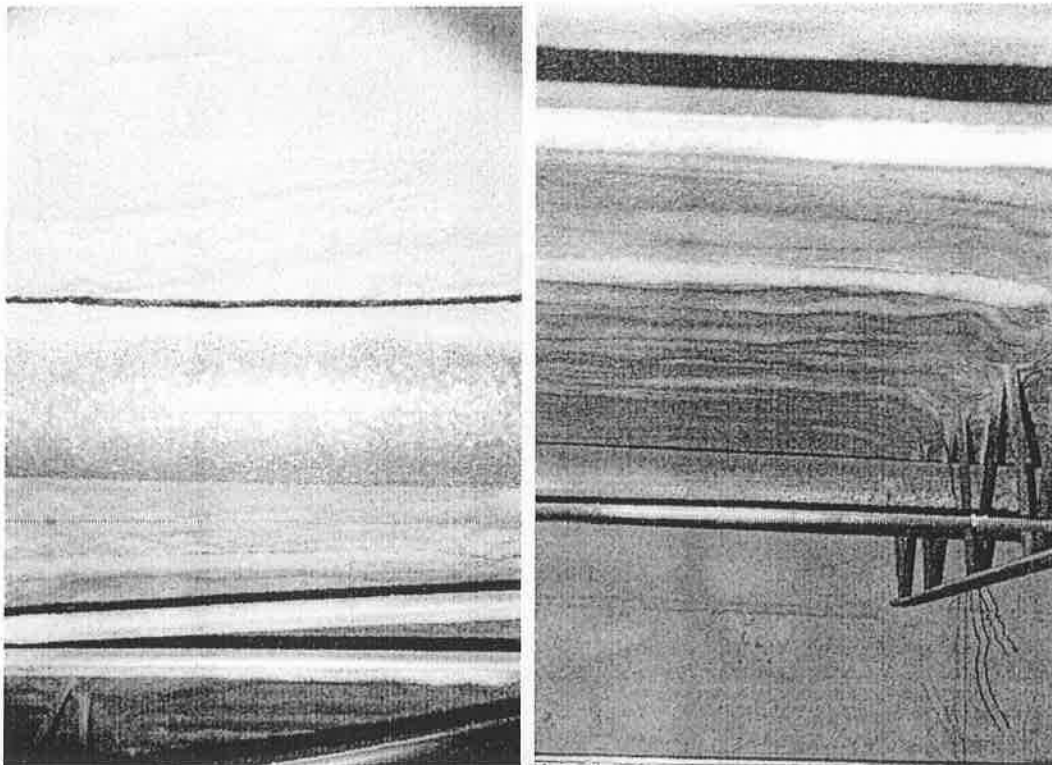
Stairs to Upper Level Area



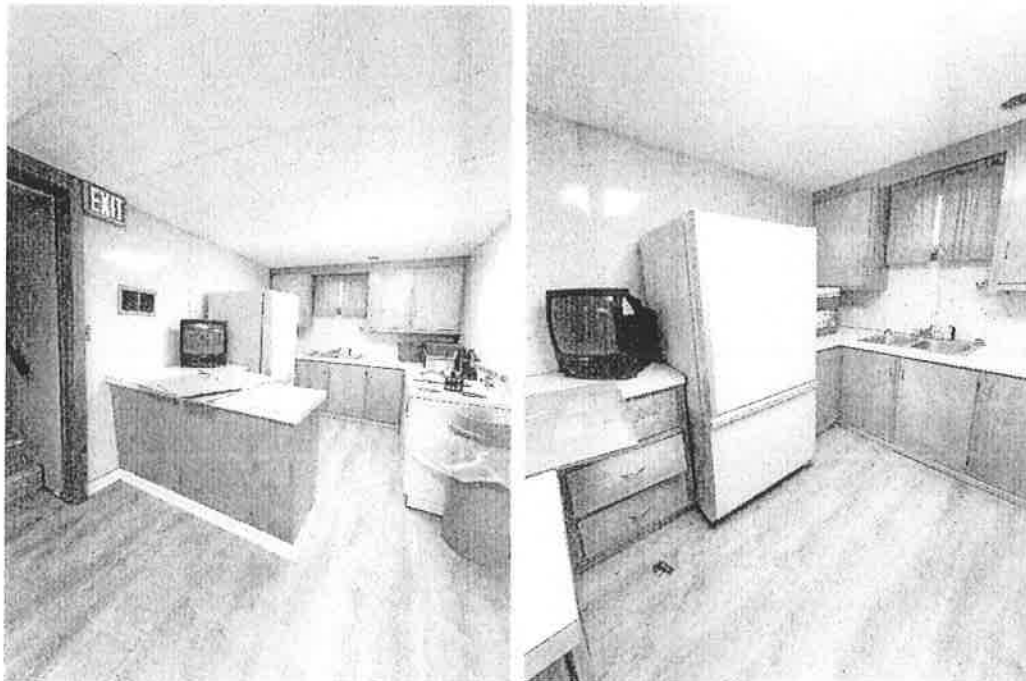
Guardrails/Handrails to Upper Level



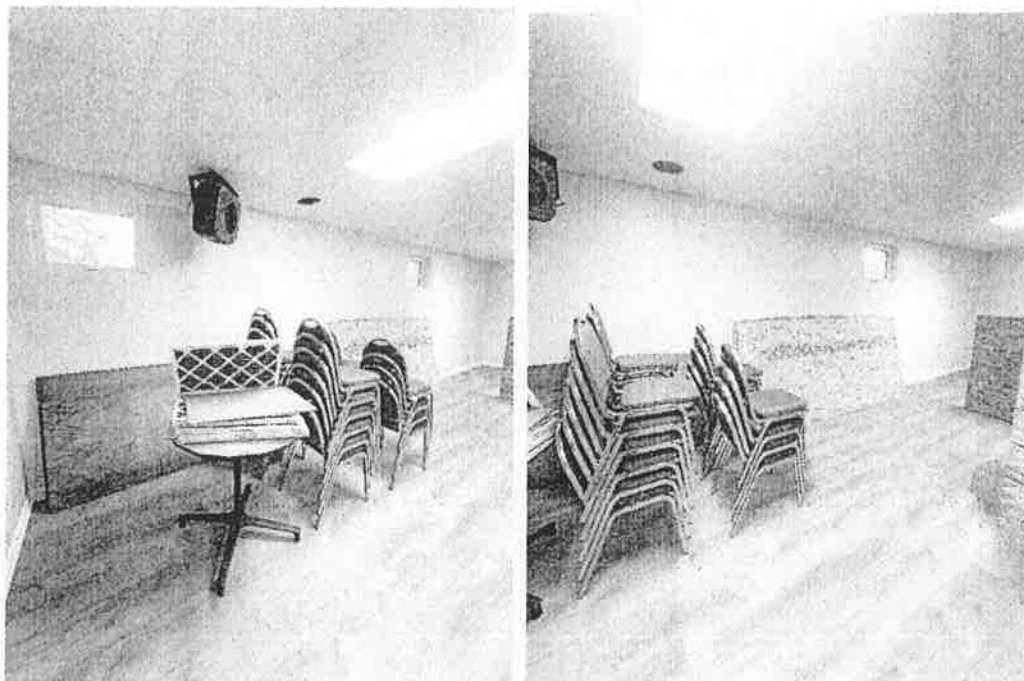
Spray Foam Insulation Above ACT Ceiling



Spray Foam Insulation Above ACT Ceiling

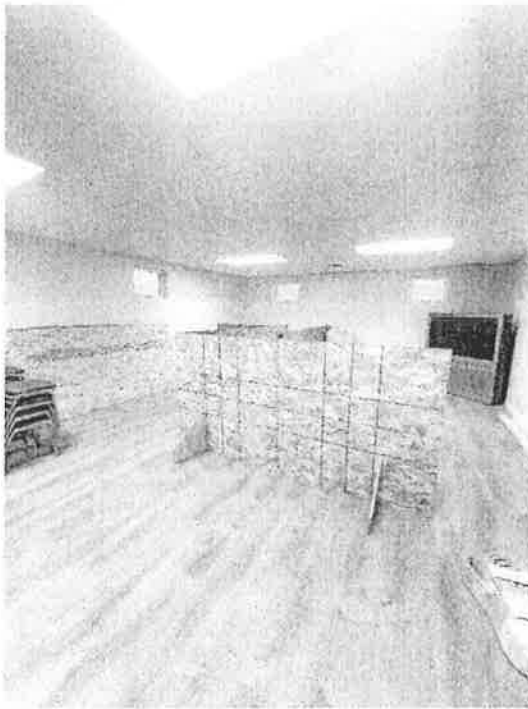


Kitchen Area in Lower Level

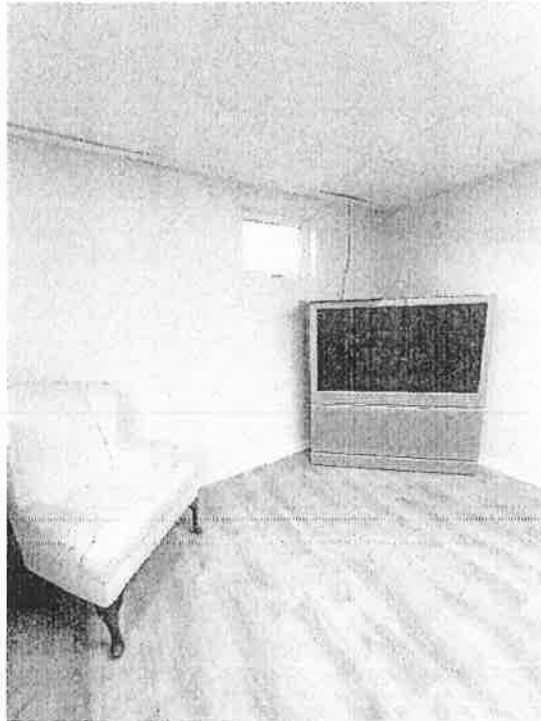


District Lounge Area

LaBella



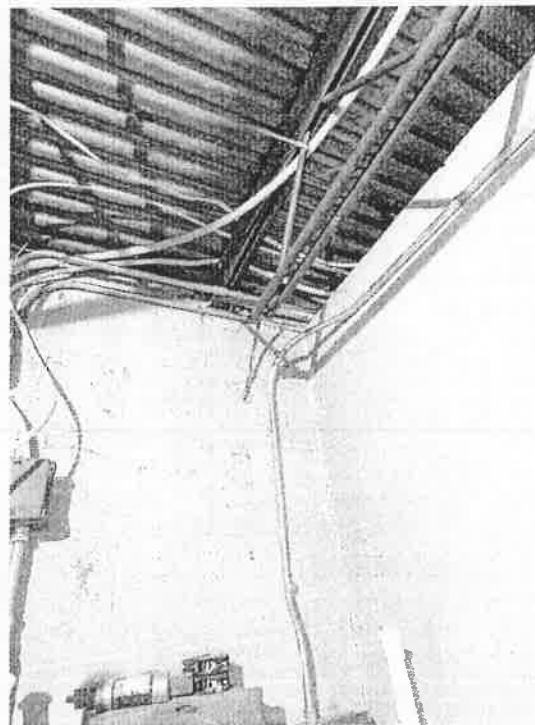
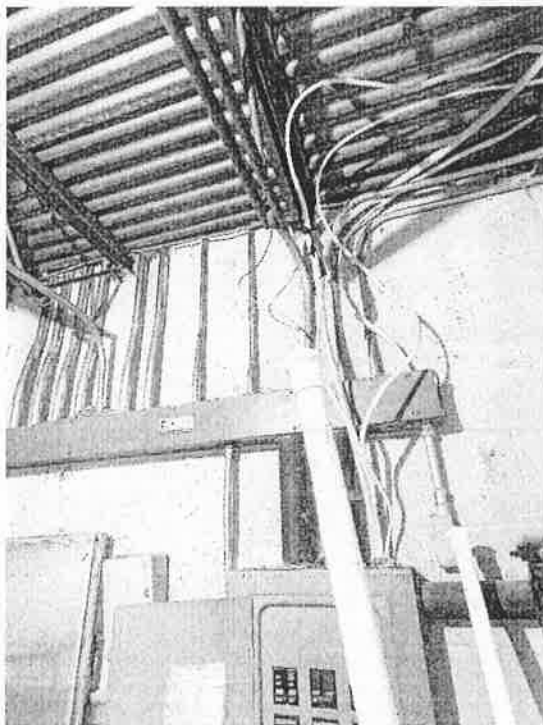
District Lounge Area



District Lounge Area



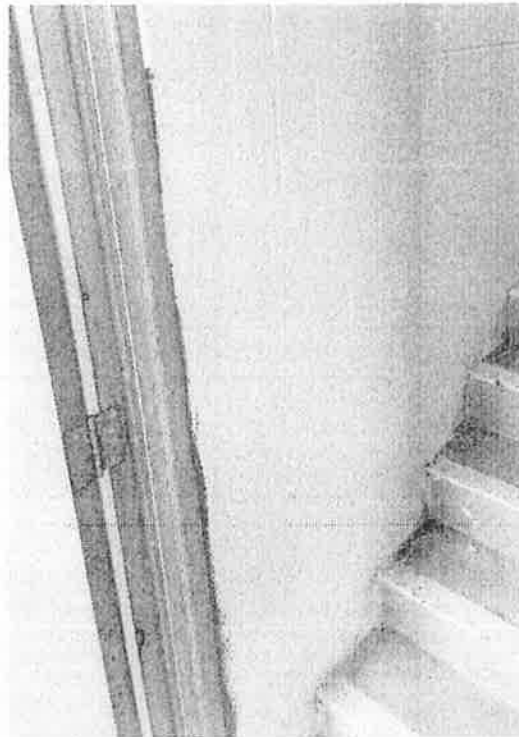
Electrical & Storage Room



Electrical & Storage Room



Single Exit Stair to Lower Level



Single Exit Stair to Lower Level



We understand you are looking towards future options for revitalization of the existing facility or future use potential.

A full Code review would be part of a program verification or Schematic Design process and dependent on multiple factor such as intent, use, level of alteration and pending an alternative compliance review for existing facilities. Other factors may need to be reviewed once the Town comes to a determination on the facility and continued use.

The overall structure is in very good condition, based on the era of construction, however due to the age this also provided concerns with RBMs that could be present in the facility. Exterior fenestration and energy compliance upgrades would greatly increase the building longevity. Bollards could be placed at the corners to protect against ice forming at grade and possible impacts. Perimeter adjustments are strongly suggested at the exterior to promote water permeation and the option to waterproof the foundation.

Reconstruction or repairs are needed, mostly due to moisture migration in the buildings envelope. Should these go unaddressed the deterioration of the building would only compound with time. Orientation and climate zone have taken its toll on the facility façade, however we feel the structure is still sound with the exception of the west wall needing repairs.

Due to the minimal imposed loads metal framing and non-combustible sheathing could be used to reconstruct the west façade in lieu of full masonry restoration efforts.

The construction market is still volatile. New construction, for a facility this size we would estimate between 1.2 and 1.5 million with pricing we have seen in the past year. Prices are coming in between \$350 to \$400 per square foot on average for new construction of commercial spaces. There is always a chance that in a competitive bidding environment a lower cost per Square foot could be achieved, however we using a full value with numbers we are currently seeing at the time of this report.

Respectfully submitted,

Matthew French
LaBella Associates / Project Manager

m.french@labella.com

Cell 260-1030 Office

Cell 627-8849 Home



Appendix G:

Recreation 07/01/2026

General Recordkeeping Requirements for Departments

To exercise effective oversight, as a general rule, the governing board should first gain an understanding of department operations. Board members will need to know the general rules and requirements for financial accountability and reporting. Board members will also need to determine what types of financial records should be maintained to meet these responsibilities. Many board members, particularly those newly elected, may not be familiar with these requirements.

The department's personnel should maintain appropriate records (either manual or computerized) to account for money received and disbursed. Board members should expect to find the following minimum records:

1. Cash receipt records and supporting documents.
2. Cash disbursement records and supporting documents.
3. Bank statements and supporting documents.
4. Determinations of accountability.
5. Reports to the chief fiscal officer or other applicable officials, individuals, entities, or agencies.

Appendix G:

General Recordkeeping Requirements for Departments

Checklist for Review of Departments

The following checklist may be used for reviewing departments that receive and/or disburse cash.

Cash Receipts	YES	NO
Is the cash receipts journal up-to-date?	☒	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records?	☒	☐
Are duplicate deposit slips kept?	☒	☐
Do deposit amounts agree with cash receipt amounts?	☒	☐
Are deposits made timely and recorded up-to-date? <i>Last Recorded Deposit: Date <u>06/15/2026</u> amount <u>13,270.00</u></i>	☒	☐
Are un-deposited cash receipts safeguarded?	☒	☐
Is the cash receipts journal totaled and summarized monthly?	☒	☐

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	☐	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	☐	☐
Are pre-numbered checks used for all disbursements (other than petty cash)?	☐	☐
Are all checks signed by the appropriate official?	☐	☐
If checks are signed electronically, is the signature stamp or software in the custody and control of the department head?	☐	☐
Are canceled checks or check images returned with bank statements and maintained on file?	☐	☐
Are all unused checks properly controlled (blank check stock)?	☐	☐
Are checks recorded up-to-date? <i>Last Recorded Check: # _____ Date _____ Amount _____</i>	☐	☐
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	☐	☐

Appendix G:

General Recordkeeping Requirements for Departments

Cash Reconciliations	YES	NO																					
Are bank accounts reconciled? By Whom? <u>Michele Stone</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Larry Legault</u>	☒	☐																					
Is the bank reconciliation performed timely after the bank statement is received? <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">Last Bank Reconciliation for Each Bank Account</th></tr> <tr> <th>Bank Account</th><th>Date Performed</th><th>Month Ending</th></tr> </thead> <tbody> <tr> <td>9126</td><td>5/31/2026</td><td>5/31/2026</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Last Bank Reconciliation for Each Bank Account			Bank Account	Date Performed	Month Ending	9126	5/31/2026	5/31/2026													☒	☐
Last Bank Reconciliation for Each Bank Account																							
Bank Account	Date Performed	Month Ending																					
9126	5/31/2026	5/31/2026																					
Are reconciliations documented and available for review?	☐	☐																					
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	☐	☐																					

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect town clerk deposits (held in department bank accounts) that exceed FDIC insurance, if applicable?	☐	☐

Accountability	YES	NO
Is accountability (what the town clerk owes) determined at the end of each month?	☐	☐
Does the accountability amount agree with the bank reconciliation and supporting records?	☐	☐
Are receipts for the year comparable with those of previous years?	☐	☐
Are there significant safeguards for the protection of records and cash, such as a safe or a locking file cabinet, an office with a door that can be locked, regular deposits of cash, etc.?	☐	☐

Appendix G:

General Recordkeeping Requirements for Departments

Financial Reporting	YES	NO
Are monthly reports and payments to the chief fiscal officer timely?	☐	☐
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?	☐	☐
Do amounts reported agree with summarized cash receipt and disbursement books?	☐	☐
Are annual reports prepared and submitted timely?	☐	☐
Do annual reports agree with the records?	☐	☐

Other Concerns (if applicable)	YES	NO
Are receivable control accounts maintained?	☐	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	☐	☐

Comments and Conclusions

Each department has its own account, however the funds required for the monthly bills are transferred to the general checking account and checks are written from there.

<i>Nancy Charleston</i>	dotloop verified 09/08/26 12:59 PM EDT QYJO-6873-MQ9K-MIPV	<i>Shawn Thompson</i>	dotloop verified 09/08/26 3:19 PM EDT SDCF-QGXN-8WVY-D7C1
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Appendix G:

Louisville Landing 2026

General Recordkeeping Requirements for Departments

To exercise effective oversight, as a general rule, the governing board should first gain an understanding of department operations. Board members will need to know the general rules and requirements for financial accountability and reporting. Board members will also need to determine what types of financial records should be maintained to meet these responsibilities. Many board members, particularly those newly elected, may not be familiar with these requirements.

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General Recordkeeping Requirements for Departments

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Are duplicate deposit slips kept?	☒	☐
Do deposit amounts agree with cash receipt amounts?	☒	☐
Are deposits made timely and recorded up-to-date?	☒	☐
<i>Last Recorded Deposit: Date 6/16/2026 Amount 1,691.00</i>		
Are un-deposited cash receipts safeguarded?	☒	☐
Is the cash receipts journal totaled and summarized monthly?	☒	☐

Cash Disbursements	YES	NO
Is the cash disbursements journal up-to-date?	☒	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	☒	☐
Are pre-numbered checks used for all disbursements (other than petty cash)?	☐	☐
Are all checks signed by the appropriate official?	☐	☐
If checks are signed electronically, is the signature stamp or software in the custody and control of the department head?	☐	☐
Are canceled checks or check images returned with bank statements and maintained on file?	☐	☐
Are all unused checks properly controlled (blank check stock)?	☐	☐
Are checks recorded up-to-date?	☐	☐
<i>Last Recorded Check: # _____ Date _____ Amount _____</i>		
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation.	☐	☐

Appendix G:

General Recordkeeping Requirements for Departments

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Are bank accounts reconciled? By Whom? <u>Michele Stone</u> How Often? <u>Monthly</u> Who Reviews/Verifies Them? <u>Larry Legault</u>	☒	☐																					
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Bank Account	Date Performed	Month Ending																					
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Are reconciliations documented and available for review?	☒	☐																					
Does the reconciled bank balance agree with the cash balance recorded in the accounting records?	☒	☐																					

Deposit Protection	YES	NO
Has the bank pledged adequate, eligible securities to protect town clerk deposits (held in department bank accounts) that exceed FDIC insurance, if applicable?	☒	☐

Accountability	YES	NO
Is accountability (what the town clerk owes) determined at the end of each month?	☐	☐
Does the accountability amount agree with the bank reconciliation and supporting records?	☐	☐
Are receipts for the year comparable with those of previous years?	☐	☐
Are there significant safeguards for the protection of records and cash, such as a safe or a locking file cabinet, an office with a door that can be locked, regular deposits of cash, etc.?	☐	☐

Appendix G:

General Recordkeeping Requirements for Departments

<u>Financial Reporting</u>	YES	NO
Are monthly reports and payments to the chief fiscal officer timely?	☐	☐
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?	☐	☐
Do amounts reported agree with summarized cash receipt and disbursement books?	☐	☐
Are annual reports prepared and submitted timely?	☐	☐
Do annual reports agree with the records?	☐	☐

<u>Other Concerns</u> (if applicable)	YES	NO
Are receivable control accounts maintained?	☐	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	☐	☐

Comments and Conclusions

Each department has its own account, however when bills are to be paid, the necessary funds are transferred into the general checking accounts and checks are written from there.

Nancy Charleston

dotloop verified
09/08/26 1:09 PM EDT
H7IH-Z2FJ-EWFZ-IIRA

Shawn Thompson

dotloop verified
09/08/26 3:19 PM EDT
DMI4-WW6C-6LVM-LGWY

Appendix G:

Water 2026

General Recordkeeping Requirements for Departments

To exercise effective oversight, as a general rule, the governing board should first gain an understanding of department operations. Board members will need to know the general rules and requirements for financial accountability and reporting. Board members will also need to determine what types of financial records should be maintained to meet these responsibilities. Many board members, particularly those newly elected, may not be familiar with these requirements.

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Is the cash receipts journal up-to-date?	☒	☐
Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipt records?	☒	☐
Are duplicate deposit slips kept?	☒	☐
Do deposit amounts agree with cash receipt amounts?	☐	☐
Are deposits made timely and recorded up-to-date? <i>Last Recorded Deposit: Date 05/29/2026 Amount 187.81</i>	☒	☐
Are un-deposited cash receipts safeguarded?	☒	☐
Is the cash receipts journal totaled and summarized monthly?	☒	☐

<u>Cash Disbursements</u>	YES	NO
Is the cash disbursements journal up-to-date?	☒	☐
Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls?	☒	☐
Are pre-numbered checks used for all disbursements (other than petty cash)? <i>N/A</i>	☐	☐
Are all checks signed by the appropriate official? <i>N/A</i>	☐	☐
If checks are signed electronically, is the signature stamp or software in the custody and control of the department head? <i>N/A</i>	☐	☐
Are canceled checks or check images returned with bank statements and maintained on file? <i>N/A</i>	☐	☐
Are all unused checks properly controlled (blank check stock)? <i>N/A</i>	☐	☐
Are checks recorded up-to-date? <i>N/A</i> <i>Last Recorded Check: # _____ Date _____ Amount N/A</i>	☐	☐
Are payments supported by appropriate documentation? Consider comparing a sample of disbursements with supporting documentation. <i>N/A</i>	☐	☐

Appendix G:

General Recordkeeping Requirements for Departments

Financial Reporting	YES	NO
Are monthly reports and payments to the chief fiscal officer timely?	☒	☐
Are monthly reports and payments to other appropriate officials, individuals, entities, or agencies timely?	☒	☐
Do amounts reported agree with summarized cash receipt and disbursement books?	☒	☐
Are annual reports prepared and submitted timely?	☒	☐
Do annual reports agree with the records?	☒	☐

Other Concerns (if applicable)	YES	NO
Are receivable control accounts maintained?	☐	☐
Is there indication that the receivable control accounts are reconciled to the detail subsidiary records?	☒	☐

Comments and Conclusions

Each Department has a separate account, but all checks are written out of the general account the funds to cover the checks are moved in to the general account

<i>Nancy Charleston</i>	dotloop verified 09/08/26 12:49 PM EDT AZIN-KCEO-7U5G-EHP9	<i>Shawn Thompson</i>	dotloop verified 09/08/26 3:18 PM EDT HRIV-FZHE-OWBG-IMH8
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Budget Adjustment Recommendations

General B Increase:

80104.02 Zoning CE \$ 100.00

Total: \$ 100.00

General B Decrease:

80204.02 Planning CE \$ (100.00)

Total: \$ (100.00)

Water District #1 Increase:

83204.11 Source Power Pump CE \$ 526.00

Total: \$ 526.00

Water District #1 Decrease:

83104.11 Administration CE \$ (526.00)

Total: \$ (526.00)

LLR Increase:

14204.20 Attorney CE \$ 162.00

** 97887.20 Leases \$ 200.00

Total: \$ 362.00

LLR Decrease:

19104.20 Unallocated Insurance \$ (362.00)

Total: \$ (362.00)

** This budgeted expenditure was reclassified to a different GL #.

LLR Revenue Increase:

2421.2 Lease Payments Collected \$ 10,700.00

LLR Appropriations Increase:

** 97887.20 Leases \$ 10,700.00

To the Town Board of the Town of Louisville: Pursuant to section 119 of the Town Law, I hereby render the following statement of moneys received and distributed by me as Supervisor during the month:

9/30/2026

RECEIPTS

	General (A) G/L # 200.01	Part Town (B) G/L # 200.02	Light#1 (SL1) G/L # 200.07	Light#2 (SL2) G/L # 200.08	Light#3 (S-3) G/L # 200.09	Light#4 (SL4) G/L # 200.10	Fire Protection (SF) G/L # 200.06
Balances first of month	\$ 58,861.03	\$ 113,448.33	\$ 2,470.14	\$ 554.44	\$ 4,025.41	\$ 227.51	\$ (13,203.00)
Town Clerk Fees	\$ 255.29	\$ 473.40					
Court Fees	\$ 3,190.00						
Parks Health Insurance	\$ 120.12						
Arena Deposits	\$						
LLR work completed by Rec. Dept	\$ 834.20						
Kimco Steel	\$						
AIM payment	\$ 27,405.00	\$ 254.25					
Voided CK #23657 - JTB Commercial Appliance	\$ 247.50						

Savings Interest (2.18)	\$ 0.74	\$ 1.44					
Checking Interest (0.93)	\$ 0.32	\$ 0.61					
	\$ 90,914.20	\$ 114,178.03	\$ 2,470.14	\$ 554.44	\$ 4,025.41	\$ 227.51	\$ (13,203.00)

DISBURSEMENTS

	General (A) G/L # 200.01	Part Town (B) G/L # 200.02	Light#1 (SL1) G/L # 200.07	Light#2 (SL2) G/L # 200.08	Light#3 (SL3) G/L # 200.09	Light#4 (SL4) G/L # 200.10	Fire Protection (SF) G/L # 200.06
P/R	\$ 61,296.39	\$ 6,823.56					
Abstract 9/9/26	\$ 23,528.67	\$ 754.27	\$ 15.70	\$ 31.40	\$ 286.78	\$ 9.93	\$
NYS Employment Quarterly Tax	\$	\$					

TOTAL PAYMENTS

Balance End of Month:	\$ 84,825.06	\$ 7,577.83	\$ 15.70	\$ 31.40	\$ 286.78	\$ 9.93	\$
Grand Total	\$ 106,420.03	\$ 106,600.20	\$ 2,454.44	\$ 523.04	\$ 3,738.63	\$ 217.58	\$ (13,203.00)

Difference

CHECKBOOK BALANCES AT END OF MONTH

NBT General Savings	\$ 106,345.21
NBT General Checking	\$ 74.82
Total	\$ 106,420.03

DATED: 9-30-26

TOWN OF LOUISVILLE SUPERVISOR: *Kenny*

WATER ACCOUNTS

9/30/2026

RECEIPTS

FUND	SW #1	SW #1 Reserve	SW #2	SW #2 Reserve	SW #3	SW #3 Reserve
Beginning Balance	GL# 200.11	GL# 230.11	GL# 200.12	GL# 230.12	GL# 200.13	GL# 230.13
Petty Cash (Always in Drawer)	\$ 100,433.09	\$ 192,307.72	\$ 881.40	\$ 4.51	\$ 68,915.73	\$ 72,270.03
Deposits	\$ 200.00		\$ 2,642.28		\$ 9,698.49	
In CUSI in Aug, in Bank in Sept.	\$ 7,365.41					
In CUSI in Sept, in Bank in Oct.	\$ 450.24					
Due to Capital	\$ (821.43)					
WD to WD Reserve - 2024 Reserves transferred	\$ (21,984.62)	\$ 21,984.62	\$ 5,000.00		\$ (15,064.31)	\$ 15,064.31
Interest	\$ 1.50	\$ 3.28	\$ 0.03	\$ -	\$ 1.01	\$ 3.73
Totals	\$ 85,644.19	\$ 214,295.62	\$ 8,523.71	\$ 4.51	\$ 63,550.92	\$ 87,338.07

DISBURSEMENTS

PAID TO	SW #1	SW #1 Reserve	SW #2	SW #2 Reserve	SW #3	SW #3 Reserve
Petty Cash (Always in Drawer)	\$ 200.00					
P/R	\$ 2,625.83		\$ 1,559.88		\$ 2,503.18	
Abstract - 9/9/26	\$ 10,048.61		\$ 3,171.02		\$ 6,174.03	
NYS Employment Quarterly Tax	\$ -		\$ -		\$ -	
Totals	\$ 12,874.44	\$ -	\$ 4,730.90	\$ -	\$ 8,677.21	\$ -
Balances End of Month:	\$ 72,769.75	\$ 214,295.62	\$ 3,792.81	\$ 4.51	\$ 54,873.71	\$ 87,338.07
Grand Total + Petty Cash:	\$ 433,274.47					
Difference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CHECKBOOK BALANCES AT END OF MONTH

NBT Savings SW #1	\$ 72,769.75
NBT SW #1 - Reserve	\$ 214,295.62
Petty Cash SW #1	\$ 200.00
NBT Savings SW #2	\$ 3,792.81
NBT SW #2 - Reserve	\$ 4.51
NBT SW #3	\$ 54,873.71
NBT SW #3 - Reserve	\$ 87,338.07
Total:	\$ 433,274.47

Water SW#2 owes Water Reserves #2 from loan = \$122,410.00
 Water SW#2 owes Water Reserves #2 for 2022 = \$10,719.45
 Water SW#2 owes Water Reserves #2 for 2023 = \$9,857.22
 Water SW#2 owes Water Reserves #2 for 2024 = \$10,476.60
 WDC#2 owes Capital = \$31,000.00

DATED: 9/30/26

TOWN OF ILLIUSVILLE SUPERVISOR

Louisville Landing Recreation

9/30/2026

RECEIPTS

FUND River Course Friends of LLR

Beginning Balance \$ 90,622.83 \$ 1,450.06

Petty Cash deposited

Sales Tax

Green Fees

Cart Fees

Membership Fees

Driving Range Fees

Tournament Sales

Advertising

Deposit in transit previous month, now in bank

The Reserve - Electric

The Reserve - Lease

The Reserve - Water

Friends of LLR - Donations

GetSomeGolf LLC - Pro-Shop Lease 2026

Wittke Golf Refund

CK #23652 - Wittke Golf - voided

Interest

Totals

DISBURSEMENTS

PAID TO

River Course Friends of LLR

P/R

Abstract - 9/9/26

Deposit in transit, not in bank

NYS Employment Quarterly Tax

NYS Quarterly Sales Tax payment

Massena High School billed in Sept, pymt in rec'd

Total Payments

Balances End of Month:

Difference \$ (0.00)

BALANCES AT END OF MONTH

Louisville Landing Recreation bank acct.

Petty Cash

Total:

\$ 89,494.97

\$ 300.00

\$ 89,194.97

TOWN OF LOUISVILLE SUPERVISOR:

DATED: 10-12-26

9/30/2026

FUND		Community Development (CD)		Reserve Comm Center (Bash)		GL# 215.14	
Beginning Balance		\$	146,169.78	\$	102,666.18	\$	3,945.76
Memorial Bench -							
Homestead Days - Soda/Water Money		\$	15.00			\$	15.00
Homestead Days - Ornaments		\$	185.00			\$	185.00
Homestead Days - Hats		\$	5.00			\$	5.00
Homestead Days - Vendor Fees		\$	90.00			\$	90.00
Homestead Days - T-shirts		\$	5.00			\$	5.00
Interest		\$	2.34	\$	1.69	\$	0.06
Totals		\$	146,172.12	\$	102,667.87	\$	4,245.82
DISBURSEMENTS							
PAID TO		Capital (CD)		Capital Comm Center		Summer Bash	
Abstract - 9/9/26		\$	1,538.65	\$	-	\$	-
Bands for Fall Fest							
Due from WVD #2		\$	5,000.00			\$	800.00
Total Payments		\$	6,538.65	\$	-	\$	800.00
Balances End of Month:		\$	139,633.47	\$	102,667.87	\$	3,445.82
Grand Total:		\$	245,747.16				
BALANCES AT END OF MONTH							
Capital (CD)		\$	139,633.47				
Community Center Capital		\$	102,667.87				
Summer Bash Account		\$	3,445.82				
Total:		\$	245,747.16				
TOWN OF LOUISVILLE SUPERVISOR:							
DATED: 10-12-20							

9/30/2026

Donations - see list

Donations - Anonymous	\$	125.00	Blaine, Blake, & Bob Lapierre	\$	100.00
Celebrating 100 Years Tournament			Tim Long	\$	20.00
			George Mauch	\$	20.00
			Gerry Layo	\$	100.00
			Cindy & Don Wood	\$	100.00
			Tim Sovie	\$	100.00
			Elks Early Flight	\$	90.00
			Steve O'Neil	\$	100.00
			Jim Dufresne	\$	50.00
			Mark Wright	\$	150.00
			Tim Cross	\$	100.00
Interest	\$	0.09	Mike Cross	\$	100.00
			Terry Layo	\$	150.00
			John Newton	\$	125.00
			Greg Lapointe	\$	20.00

\$ 1,450.09

\$	100.00
\$	20.00
\$	20.00
\$	100.00
\$	100.00
\$	100.00
\$	100.00
\$	100.00
\$	90.00
\$	100.00
\$	50.00
\$	150.00
\$	100.00
\$	100.00
\$	125.00
\$	20.00

Description

Amount

\$

\$

1,450.09

\$

1,450.09

\$

\$ 1,325.00

Active:

CAPITAL	
Bail Money (Unclaimed - to be held 6 yrs - Yr 2027)	\$ 1,005.00
Excess Sales Tax	\$
Fire Station - Improvement to Structure (RVRDA - CDEIP)	\$ (14,886.95)
Loan from another fund	\$ 10,000.00
Loan to another fund	\$ (51,000.00)
Louisville Food Pantry	\$ 921.88
Massena Intake Water	\$ (1,499.28)
Memorial Benches	\$ (752.19)
Misc.	\$ (84,493.58)
NBT interest 11/2010 thru	\$ 1,984.73
NYPA Reimbursable	\$ (2,040.00)
Property Purchased	\$ (18,897.97)
Salt Barn 2025	\$ (37,558.50)
Surplus NYPA land	\$ 203,960.96
Water Treatment Plant Upgrades	\$ (136,584.20)
Wilson Hill Subdivision	\$ 545,939.46
L.R. Clubhouse Major Maintenance Repairs	\$ (13,615.20)
Arena Ice Repairs 2023-24	\$ (71,549.31)
Arena Addition	\$ (48,461.63)
Arena Improvements (2014 RVRDA Grant) - BBQ	\$ (1,917.73)
Arena Repairs (2020 RVRDA Grant) - Ice	\$ (8,752.29)
Arena Septic 2009	\$ (15,343.49)
ARPA Covid Payment	\$
Backhoe (Millon Cat)	\$ 5,238.78
Bi-centennial Celebration	\$ (38,750.72)
Campground Research	\$ (9,656.25)
Fire Station #2	\$ (91,757.51)
Handicap Lift (2017 RVRDA Grant) - Community Center	\$ (577.58)
Highway Barn Roof	\$ (541.60)
Historical Bldg Roof/Pavilion/Remodel Fire Station (2015 RVRDA)	\$ 9,470.12
Holiday Community Spirit - RVRDA	\$ (1,211.61)
Museum remodel	\$ (52,400.44)
JCAP Grant (court 3/11)	\$ (915.96)
JCAP Grant (Court Window) 3/19	\$ (2,016.10)
Kayak Docks	\$ (304.74)
Lights #4	\$
Louisville Landing - The River Course	\$
L.R. Clubhouse Healing System Upgrade	\$ (13,512.00)
L.R. Golf Course Advertising Grant (RVRDA-CDEIP)	\$ (3,072.98)
Municipal Bldg Flooding (RVRDA)	\$ (33,565.30)
Muni bldg & Misc thru 12/31/09	\$ 620,775.79
Municipal Bldg Lights (RVRDA)	\$ (5,281.69)
Muni Bldg Parking Lot Paving (RVRDA-CDEIP)	\$ (55,606.08)
Muni bldg repairs/gas management	\$ (264,839.81)
Muni bldg office remodel	\$ (7,506.22)
Muni Boiler project	\$ (26,471.24)
NYPA Adjacent Landowner Funds - Reimbursable	\$ (4,227.25)
Playground (RVRDA)	\$ (214.40)
Rte 37 - Internet Service (RVRDA)	\$ (100.00)
Salt Shed	\$ (51,840.18)
Walmart Grant (2020) - Used for Muni Bldg Phone Upgrade	\$
Community Center Remodel (RVRDA)	\$ (65,489.50)
River Dr. 2012	\$
Water #4 Preliminary Research	\$ (16,391.77)
Wilson Hill Causeway	\$
Wilson Hill Rd. - Game Res. Rd.	\$
TOTAL (Bank Balance)	
	\$ 139,633.47
Super Report	\$ 139,633.47
RECOUPABLE	
Massena Intake Water	\$ 1,499.28
Water Treatment Plant Upgrades	\$ 136,584.20
NYPA - Misc Reimbursable	\$ 2,040.00
Total Recoupable	\$ 140,123.48

1/1/2024 Balance - see older reports for more details					
12/26/2024 AS PER BUDGET	\$	10,000.00			
Interest for 2024	\$	16.59			
9/22/2025 Zamboni purchased	\$	90,000.00			
10/31/2025 NYPA Reimbursement for Zamboni	\$	90,000.00			
12/26/2025 AS PER BUDGET	\$	10,000.00			
Interest for 2025	\$	16.61			
Interest for 2026	\$	15.35			
Totals		\$ 364,834.55	\$ 262,166.68		
Net Total:		\$ 102,667.87			
Supervisor's Report		\$ 102,667.87			
Difference:	\$				

Income Expenses

Hometown Days 2026		9/30/2026	
INCOME:			
2025 carry over	\$	5,250.27	2026 Donations:
Donations	\$	1,850.00	Massena Savings & Loan
Soda/Water Money	\$	215.05	Snider, Smith & Ramsey
Hats/Tumblers	\$	35.00	Yelle Realty
Vendor Fees	\$	525.00	Pease & Gustafson
SLC 250th Grant Award	\$	500.00	In-Law Brewing Company, LLC
Chicken BBQ	\$	3,448.00	Johnson's Water LLC
Duck Race	\$	1,325.00	Wilson Hill Association
T-shirts	\$	565.00	O'Keefe Realty
Hats, Shirts, & Ornaments mixed	\$	270.00	Seacomm
Kids Day - Concession	\$	300.00	Delorme
Kayak Run payments	\$	80.00	Twin Rivers FCU
Float	\$	295.00	Lakeview Motels & Apts.
Murder Mystery & 50/50	\$	195.00	
Ornaments	\$		
p'26 Budget - transferred from Historical - Gen A	\$	0.84	Total:
Interest	\$		\$ 1,850.00
Total Income		\$ 14,854.16	
EXPENSES			
Al's Portables	\$	444.44	
Herpetology	\$	350.00	
Visa - Amazon	\$	56.87	
Visa - Oriental Trading	\$	139.82	
Pepsi	\$	300.00	
Stubbs	\$	89.10	
Staples	\$	3.71	
BRKK Tees	\$	2,069.17	
Megan Todd	\$	154.51	
Visa - Webster's Food	\$	917.22	
Visa - Amazon	\$	22.98	
Visa - Walmart	\$	83.02	
potdarm Community Band	\$	200.00	
Lacey Peets	\$	300.00	
Valley Paper	\$	39.95	
Young Explosives	\$	4,000.00	
Home Depot	\$	147.60	
Let's Bounce	\$	1,000.00	
Visa - BJ's	\$	148.89	
Visa - Walmart	\$	89.91	
Visa - Walmart	\$	9.31	
Parkway Express	\$	24.29	
Valley Paper	\$	17.55	
Lacey Peets	\$	300.00	
David Bish - Dad Bods	\$	500.00	
Total Expenses		\$ 11,408.34	
NET		\$ 3,445.82	
Supervisor's Report	\$	3,445.82	
Difference	\$		