

**HAVERSTRAW TOWN BOARD  
OCTOBER 14, 2025**

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL – COUNCILMAN CANCEL, COUNCILMAN GAMBOLI, COUNCILMAN KIRSCHKEL, COUNCILMAN ORTIZ AND SUPERVISOR PHILLIPS**

**3. ADOPTION OF MINUTES**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN BOARD MEETING OF SEPTEMBER 24, 2025 AND SPECIAL TOWN BOARD MEETING OF OCTOBER 2, 2025.**

**4. PAYMENT OF BILLS**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY APPROVE THE PAYMENT OF BILLS AUDITED AT THIS MEETING.**

**5. ACCEPTANCE OF REPORTS**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY ACCEPT THE POLICE DEPARTMENT ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2025.**

**6. ADOPTION OF HOMESTEAD ADJUSTED BASE PROPORTIONS FOR THE TOWN OF HAVERSTRAW**

**RESOLVED, THAT BASED UPON THE RECOMMENDATION OF HARLEY V. MCNALLY, TOWN ASSESSOR, THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY ADOPT THE HOMESTEAD ADJUSTED BASE PROPORTIONS TO BE USED FOR THE 2026 TOWN TAX LEVY.**

**7. ADOPTION OF TITLE VI COMPLAINT PROCEDURES AND FORM**

**RESOLVED, THAT THE TOWN BOARD HEREBY ADOPTS THE ATTACHED TITLE VI COMPLAINT PROCEDURES AND FORM.**

**8. ADOPTION OF UPDATED TOWN OF HAVERSTRAW EMPLOYEE HANDBOOK**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW HEREBY ADOPTS THE THE UPDATED TOWN OF HAVERSTRAW EMPLOYEE HANDBOOK.**

**9. AMENDMENT TO THE 2025 SOCIAL SERVICES, HOME RELIEF, ADMINISTRATION, ECONOMIC AND RECREATION CONTRACTS**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW HEREBY AMENDS THE 2025 SOCIAL SERVICES, HOME RELIEF, ADMINISTRATION, ECONOMIC AND RECREATION CONTRACTS TO NORTH ROCKLAND SOCCER ASSOCIATION TO INCREASE THE TOTAL CONTRACT AMOUNT UP TO \$3,500.**

**10. CLOSE CAPITAL PROJECT – 2025 MILL AND PAVER-PLACED SURFACE TREATMENT PROJECT TYPE B (12 TOWN ROADS)**

**RESOLVED, THAT BASED UPON THE RECOMMENDATION OF SUPERINTENDENT OF HIGHWAYS J. BART GORDON, THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY CLOSE THE 2025 MILL AND PAVER-PLACED SURFACE TREATMENT PROJECT TYPE B (12 TOWN ROADS) CAPITAL PROJECT, AND BE IT FURTHER**

**RESOLVED, THAT THIS CAPITAL PROJECT WAS BUDGETED IN THE AMOUNT OF \$635,000.00 FROM THE HIGHWAY DB FUND OF WHICH \$612,863.41 WAS EXPENDED LEAVING A BALANCE OF \$22,136.59 WHICH WILL BE TRANSFERRED BACK TO THE HIGHWAY DB FUND AS AN INTERFUND TRANSFER.**

**11. CLOSE CAPITAL PROJECT – REPLACE SECURITY/STORAGE BUILDING AT BOWLINE POINT PARK DAMAGED BY THE JULY 17, 2024 STORM**

**RESOLVED, THAT BASED UPON THE RECOMMENDATION OF DIRECTOR OF PARKS JOHN FRIZALONE, THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY CLOSE THE CAPITAL PROJECT TO REPLACE THE SECURITY/STORAGE BUILDING AT BOWLINE POINT PARK DAMAGED BY THE JULY 17, 2024 STORM, AND BE IT FURTHER**

**RESOLVED, THAT THIS CAPITAL PROJECT WAS BUDGETED IN THE AMOUNT OF \$40,000.00 FROM THE GENERAL FUND OF WHICH \$29,726.06 WAS EXPENDED LEAVING A BALANCE OF \$10,273.94 WHICH WILL BE TRANSFERRED BACK TO THE GENERAL FUND AS AN INTERFUND TRANSFER.**

**12. AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BLUE DRAGON CONNECTIONS, LLC AND THE TOWN OF HAVERSTRAW**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW HEREBY AUTHORIZES THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH BLUE DRAGON CONNECTIONS, LLC. OF STORMVILLE, NEW YORK TO UPGRADE THE EXISTING CAMERA SYSTEM BY INSTALLING AND PROVIDING FIVE (5) EXTERIOR AXIS P-1455-LE, 4 MP, ILLUMINATED CAMERAS AT THE HAVERSTRAW TOWN HALL AT A COST OF \$6,790.00.**

**13. AWARD OF RFQ NO. 21-2025 – SOD FOR BUNKER RENOVATION PROJECT AT THE PHILIP J. ROTELLA MEMORIAL GOLF COURSE**

**RESOLVED, THAT THREE (3) REQUEST FOR QUOTES WERE SUBMITTED TO GOLF COURSE SUPERINTENDENT CHRISTOPHER DYROFF, FOR THE PURCHASE, DELIVERY AND INSTALLATION OF SOD FOR THE BUNKER RENOVATION PROJECT AT THE PHILIP J. ROTELLA MEMORIAL GOLF COURSE, AND BE IT FURTHER**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN OF HAVERSTRAW DOES HEREBY AWARD RFQ NO. 21-2025 TO SARATOGA SOD FARM OF STILLWATER, NEW YORK, THE LOWEST QUOTE, AT A COST OF \$5,200.**

**14. AWARD OF RFQ NO. 22 -2025 – EXCAVATION TO RESTORE THREE (3) SAND BUNKERS AT THE PHILIP J. ROTELLA MEMORIAL GOLF COURSE**

**RESOLVED, THAT THREE (3) REQUEST FOR QUOTES WERE REQUESTED AND TWO (2) REQUEST FOR QUOTES WERE SUBMITTED TO CHRISTOPHER DYROFF, GOLF COURSE SUPERINTENDENT, TO RESTORE THE RIGHT-HAND GREEN SIDE BUNKER ON HOLE #9 AT A COST OF \$9,760.00, THE LEFT-HAND GREEN SIDE BUNKER ON HOLE #11 AT A COST OF \$9,966.00, AND THE RIGHT-HAND GREEN SIDE BUNKER ON HOLE #13 AT A COST OF \$15,074.00 AT THE PHILIP J. ROTELLA MEMORIAL GOLF COURSE, AND BE IT FURTHER**

**RESOLVED, THAT THE TOWN BOARD OF THE TOWN HAVERSTRAW DOES HEREBY AWARD RFQ NO. 22- 2025 TO BRUCE CORBETT EXCAVATING OF WEST MILFORD, NEW JERSEY THE LOWEST QUOTE, IN THE TOTAL AMOUNT OF \$34,800.**

CERTIFICATE OF BASE PERCENTAGES, CURRENT PERCENTAGES AND  
CURRENT BASE PROPORTIONS PURSUANT TO ARTICLE 19, RP/L, FOR THE  
LEVY OF TAXES ON THE **2025** ASSESSMENT ROLL

Approved Assessing Unit Town of Haverstraw 392200  
Name of Portion Town of Haverstraw 392200

CERTIFICATION

DETERMINATION OF BASE PERCENTAGES

| Section I    | (A)<br>2006<br>Taxable<br>Assessed Value | (B)<br>2006<br>Class<br>Equalization Rate | (C)<br>Estimated<br>Market<br>Value | (D)<br>2007 Adjustment<br>Factor Used | (E)<br>Adjusted Market Value | (F)<br>Base<br>Percentages |
|--------------|------------------------------------------|-------------------------------------------|-------------------------------------|---------------------------------------|------------------------------|----------------------------|
| Class        |                                          |                                           | A/(B/100)                           |                                       | (C*D)                        | (E/sum of E)               |
| Homestead    | 2,969,104,208                            | 100.00                                    | 2,969,104,208                       | 1.020900                              | 3,031,158,486                | 75.723221                  |
| Nonhomestead | 1,704,242,396                            | 180.23                                    | 945,593,073                         | 1.027700                              | 971,786,001                  | 24.276779                  |
| Total        | 4,673,346,604                            |                                           | 3,914,697,281                       |                                       | 4,002,944,487                | 100.000000                 |

DETERMINATION OF CURRENT PERCENTAGES

| Section II   | (G)<br>2025<br>Taxable<br>Assessed Value | (H)<br>2025<br>Class<br>Equalization Rate | (I)<br>Estimated<br>Market<br>Value<br>G/(H/100) | (J)<br>Current<br>Percentages<br>(J/sum of J) |
|--------------|------------------------------------------|-------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| Class        |                                          |                                           |                                                  |                                               |
| Homestead    | 1,969,283,378                            | 45.59                                     | 4,319,551,169                                    | 79.176853                                     |
| Nonhomestead | 728,076,524                              | 64.09                                     | 1,136,022,038                                    | 20.823147                                     |
| Total        | 2,697,359,902                            |                                           | 5,455,573,207                                    | 100.000000                                    |

DETERMINATION OF CURRENT BASE PROPORTIONS

| Section III  | (K)<br>Local Base<br>Proportion<br>for the<br>2006<br>Assessment Roll | (L)<br>Updated<br>Local Base<br>Proportion | (M)<br>Prospective<br>Current Base<br>Proportion<br>Column (L)<br>Priorated<br>to 100.00 | (N)<br>Adjusted<br>Base Proportion<br>used for<br>Prior Tax Levy | (O)<br>% difference<br>between prior<br>Adjusted<br>Base Proportion<br>and Prospective<br>Current | (P)<br>Maximum<br>Current<br>Base Proportion | (Q)<br>Current<br>Base Proportions |
|--------------|-----------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------|
| Class        |                                                                       | K*(L/F)                                    | (L/sum of L)                                                                             |                                                                  | (M/(N-1*100))                                                                                     | (N*1.01)                                     |                                    |
| Homestead    | 45.8495                                                               | 47.940581                                  | 50.791170                                                                                | 45.815560                                                        | 10.86                                                                                             | 46.273716                                    | 44.647090                          |
| Nonhomestead | 54.1506                                                               | 46.447054                                  | 49.208830                                                                                | 54.184440                                                        | -9.18                                                                                             |                                              | 53.726284                          |
| Total        | 100.000000                                                            | 94.387634                                  | 100.000000                                                                               | 100.000000                                                       |                                                                                                   |                                              | 55.352910                          |

I, the clerk of the legislative body of the approved  
assessing unit identified above, hereby certify  
that the legislative body determined on \_\_\_\_\_  
base percentages, current percentages, and  
current base proportions as set forth herein for the  
assessment roll and portion as identified above.

signature  
title  
date

CERTIFICATE OF BASE PERCENTAGES, CURRENT PERCENTAGES AND  
CURRENT BASE PROPORTIONS PURSUANT TO ARTICLE 19, RPTL, FOR THE  
LEVY OF TAXES ON THE 2025 ASSESSMENT ROLL

Approved Assessing Unit Town of Haverstraw 392200  
Name of Portion Haverstraw T.O.V 392289

CERTIFICATION

DETERMINATION OF BASE PERCENTAGES

|              | (A)<br>2006<br>Taxable<br>Assessed Value | (B)<br>2006<br>Class<br>Equalization Rate | (C)<br>Estimated<br>Market<br>Value | (D)<br>2007 Adjustment<br>Factor Used | (E)<br>Adjusted Market Value | (F)<br>Base<br>Percentages |
|--------------|------------------------------------------|-------------------------------------------|-------------------------------------|---------------------------------------|------------------------------|----------------------------|
| Class        |                                          |                                           | A/(B/100)                           |                                       | (C*D)                        | (F/sum of E)               |
| Homestead    | 1,273,449,852                            | 100.00                                    | 1,273,449,852                       | 1.022900                              | 1,302,611,854                | 68.021219                  |
| Nonhomestead | 1,284,553,508                            | 208.50                                    | 616,092,810                         | 0.994000                              | 612,396,253                  | 31.978781                  |
| Total        | 2,558,003,360                            |                                           | 1,889,542,662                       |                                       | 1,915,008,106                | 100.000000                 |

DETERMINATION OF CURRENT PERCENTAGES

|                | (g)<br>2025<br>Taxable<br>Assessed Value | (h)<br>2025<br>Class<br>Equalization Rate | (i)<br>Estimated<br>Market<br>Value<br>G/(H/100) | (j)<br>Current<br>Percentages<br>(I/sum of I) |
|----------------|------------------------------------------|-------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| * Class        |                                          |                                           |                                                  |                                               |
| * Homestead    | 821,872,379                              | 45.58                                     | 1,803,142,560                                    | 76.083839                                     |
| * Nonhomestead | 402,767,413                              | 71.06                                     | 566,799,061                                      | 23.916161                                     |
| * Total        | 1,224,639,792                            |                                           | 2,369,941,622                                    | 100.000000                                    |

DETERMINATION OF CURRENT BASE PROPORTIONS

|              | (K)<br>Local Base<br>Proportion<br>for the<br>2006<br>Assessment Roll | (L)<br>Updated<br>Local Base<br>Proportion | (M)<br>Prospective<br>Current Base<br>Proportion<br>Column (L)<br>Prorated<br>to 100.00 | (N)<br>Adjusted<br>Base Proportion<br>used for<br>Prior Tax Levy | (O)<br>% difference<br>between prior<br>Adjusted<br>Base Proportion<br>and Prospective<br>Current | (P)<br>Maximum<br>Current<br>Base Proportion | (Q)<br>Current<br>Base Proportions |
|--------------|-----------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------|
| Class        |                                                                       | K*(J/F)                                    | (L/sum of L)                                                                            |                                                                  | (O/(M/N)-1*100)                                                                                   | (N*1.01)                                     |                                    |
| Homestead    | 33.830450                                                             | 37.840405                                  | 43.331840                                                                               | 38.541676                                                        | 12.43                                                                                             | 38.927093                                    | 38.927093                          |
| Nonhomestead | 66.169550                                                             | 49.486615                                  | 56.668160                                                                               | 61.458324                                                        | -7.79                                                                                             |                                              | 61.072907                          |
| Total        | 100.000000                                                            | 87.327020                                  | 100.000000                                                                              | 100.000000                                                       |                                                                                                   |                                              | 100.000000                         |

I, the clerk of the legislative body of the approved  
assessing unit identified above, hereby certify

that the legislative body determined on \_\_\_\_\_  
base percentages, current percentages, and  
current base proportions as set forth herein for the  
assessment roll and portion as identified above.

signature

title

date

|                           | 2024 Adj. Base Proportions |               |  | 2025 Adj. Base Proportions |               |
|---------------------------|----------------------------|---------------|--|----------------------------|---------------|
|                           | Homestead                  | Non Homestead |  | Homestead                  | Non Homestead |
|                           |                            |               |  |                            |               |
| Town of Haverstraw        | 45.81556                   | 54.18444      |  | 46.273716                  | 53.726284     |
| Town outside the Villages | 38.54168                   | 61.45832      |  | 38.927093                  | 61.072907     |
|                           |                            |               |  |                            |               |
|                           |                            |               |  |                            |               |
| Thiells Roseville         | 33.46906                   | 66.53094      |  | 33.80375                   | 66.19625      |
| Moleston                  | 65.97115                   | 34.02885      |  | 66.63086                   | 33.36914      |
| Ambulance                 | 45.29231                   | 54.70769      |  | 45.74523                   | 54.25477      |
| Lighting                  | 33.65813                   | 66.34187      |  | 33.99471                   | 66.00529      |
| Water                     | 38.28580                   | 61.71420      |  | 38.66866                   | 61.33134      |
| Sewer 1                   | 41.37749                   | 58.62251      |  | 41.79126                   | 58.20874      |
| Sewer 2                   | 6.26707                    | 93.73293      |  | 6.32974                    | 93.67026      |
| Sewer 3                   | 43.41458                   | 56.58542      |  | 43.84873                   | 56.15127      |

## **Town of Haverstraw**

### **Title VI Complaint Procedures and Complaint Form**

#### **Purpose**

Complaints are limited to allegations of violation of the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Federal Aid Highway Act of 1973, Civil Rights Restoration Act of 1987, and Title II of the Americans with Disabilities Act of 1990. The procedures are designed to provide due process for complainants and respondents relating to discrimination in programs or activities funded by either the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA).

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints. The option of informal mediation meeting(s) between the affected parties and the investigator may be used for resolution, at any stage of the process.

#### **Procedures**

Any person who believes that they have been subjected to discrimination or retaliation prohibited by Title VI or the ADA based upon race, color, sex, age, national origin or disability may file a written complaint with the Town of Haverstraw.

The Complaint Form below is suggested, but not required, in order to file a complaint. The complainant may submit any written report as a complaint notice. Any formal complaint must be in writing and signed by the person or their representative and include the complainant's name, address and telephone number. A formal complaint of discrimination will also be acknowledged and processed if received by fax or e-mail. A formal complaint of discrimination received by telephone will be written down and provided to the complainant for confirmation or revision before processing. The complaint must provide a detailed description of the issues including names, dates, and job titles of witnesses or those individuals perceived as parties to the incident.

The Town of Haverstraw investigates complaints received no more than 180 days after the alleged incident. Once the complaint is received, the Town of Haverstraw will follow the steps below:

1. Acknowledge receipt of the complaint in writing within 10 days.
2. Determine if the Town of Haverstraw has jurisdiction to investigate the complaint. If the Town has jurisdiction, the complaint will receive a case number and be logged into the Town of Haverstraw's records identifying its basis, alleged harm, the race, color, national origin and gender of the complainant(s). Complaints against the Town of Haverstraw will be referred to the New York State Department of Transportation's Office of Civil Rights for proper disposition.
3. Plan to complete the investigation within 45 days.
4. Schedule interviews, if deemed necessary.

5. Determine if other public or private entities are or should be involved.
6. Determine if additional information is needed. Complainant has 15 days to provide additional information.
7. If the Town of Haverstraw is not contacted by the complainant or does not receive additional information within 15 days, the case can be administratively closed. Additionally, a case can be administratively closed if the complainant no longer wishes to pursue the case.
8. Determine if meetings with the affected party or other interested parties are needed.

After the investigative process has been completed, the Town of Haverstraw will issue one of two letters to the complainant:

1. A closure letter summarizing the allegations and stating that there was no Title VI violation and that the case will be closed.
2. A letter of finding (LOF) summarizing the allegations and the interviews regarding the alleged incident, and explaining whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, the complainant must submit the appeal within 21 days after the date of the closure letter or the LOF.

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies. A person may also file a complaint directly with:

- New York State Department of Transportation  
Office of Diversity and Opportunity  
50 Wolf Road, 6th Floor  
Albany, NY 12232  
(518) 457-1129 Fax (518) 549-1273  
OCR-TitleVI@dot.ny.gov
- Federal Transit Administration  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor-TCR,  
1200 New Jersey Ave., SE Washington, DC 20590

The Town of Haverstraw's Title VI Complaint Procedure is available in the following locations:

- Agency website at: [www.townofhaverstraw.org](http://www.townofhaverstraw.org)
- Hard copy in the central office

If information is needed in another language, please contact Town of Haverstraw at (845) 942-3727.

Si se necesita información en otro idioma por favor contacto, (845) 942-3727.

# Town of Haverstraw

## Title VI and ADA Complaint Form

|                                                                                                                                  |                    |  |                                 |           |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|--|---------------------------------|-----------|
| <b>Section I:</b>                                                                                                                |                    |  |                                 |           |
| <b>Your Name:</b>                                                                                                                |                    |  |                                 |           |
| <b>Address:</b>                                                                                                                  |                    |  |                                 |           |
| <b>Telephone (Home):</b>                                                                                                         |                    |  | <b>Telephone (Work/Mobile):</b> |           |
| <b>Email Address:</b>                                                                                                            |                    |  |                                 |           |
| <b>Accessible Format Requirements?</b>                                                                                           | <b>Large Print</b> |  | <b>Audio Tape</b>               |           |
|                                                                                                                                  | <b>TDD</b>         |  | <b>Other</b>                    |           |
| <b>Section II:</b>                                                                                                               |                    |  |                                 |           |
| <b>Are you filing this complaint on your own behalf?</b>                                                                         |                    |  | <b>Yes*</b>                     | <b>No</b> |
| <i>*If you answered "yes" to this question, go to Section III.</i>                                                               |                    |  |                                 |           |
| <b>If not, please supply the name and relationship of the person for whom you are complaining:</b>                               |                    |  |                                 |           |
| <b>Please explain why you have filed for a third party:</b>                                                                      |                    |  |                                 |           |
| <b>Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.</b> |                    |  | <b>Yes</b>                      | <b>No</b> |
| <b>Section III:</b>                                                                                                              |                    |  |                                 |           |

**I believe the discrimination I experienced was based on (check all that apply):**

☐ Race      ☐ Color      ☐ National Origin      ☐ Disability

**Date      of      Alleged      Discrimination      (Month,      Day,      Year):** \_\_\_\_\_

**Agency      name      complaint      is      against:** \_\_\_\_\_

**Location of where the alleged discrimination occurred:-** \_\_\_\_\_

**Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.**

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#### Section IV

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes

☐ No

*If yes, check all that apply:*

☐ Federal Agency: \_\_\_\_\_

☐ Federal Court: \_\_\_\_\_

☐ State Court: \_\_\_\_\_

☐ State Agency: \_\_\_\_\_

☐ Local Agency: \_\_\_\_\_

Provide information for the contact person at the agency/court where the complaint was filed.

**Name and Title:**

**Agency:**

**Address:**

**Telephone:**

**You may attach any written materials or other information that you think is relevant to your complaint.**

**Signature and date required below.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please submit this form by mail, email, fax, or in person to the address below.**

Town of Haverstraw

Raquel Ventura

Title VI / ADA Coordinator

One Rosman Road

Garnerville, New York 10923

Tel: (845) 942-3727

Fax: (845) 429-4964

[rventura@townofhaverstraw.org](mailto:rventura@townofhaverstraw.org)

*This complaint may also be filed directly with the New York State Department of Transportation, Office of Civil Rights, 50 Wolf Road, 6th Floor, Albany, NY 12232, (518) 457-1129 Fax (518) 549-1273, [OCR-TitleVI@dot.ny.gov](mailto:OCR-TitleVI@dot.ny.gov) or the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.*

9/30/2025

Town of Haverstraw Town Board

Dear Members of the Town Board,

I hope this letter finds you well. I am writing to inform you about the procurement of sod for our bunker renovation project. After careful consideration and thorough research, we have obtained three price quotes from different suppliers. I am pleased to report that the lowest quote we received is estimated at \$5,200.

This quote reflects competitive pricing for the necessary materials to ensure the success of our renovation project. As we aim to enhance the quality and functionality of the bunker, the selection of high-quality sod is vital. We believe that this investment will significantly contribute to improving the overall aesthetics and performance of our facility.

We kindly request your approval to proceed with this purchase. Your timely response will allow us to move forward promptly with the project, enabling us to meet our scheduled timeline.

Thank you for your attention to this matter. I look forward to your favorable reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip J. Rotella", written in a cursive style.

Golf course Superintendent

Philip J Rotella memorial golf course



"The Growing Preference"

1670 RT. 4  
STILLWATER, NY 12170  
PHONE: (518)-664-5038  
FAX: (518)-664-3559  
[www.saratogasod.com](http://www.saratogasod.com)

September 8, 2025

Chris Dyroff  
Town of Haverstraw  
Philip J Rotella Golf Club  
1 Rosman Road  
Garnerville, NY 10923

Dear Chris:

Thank you for your continued interest in Saratoga Sod for the renovation of three bunkers this fall. We appreciate your previous business and look forward to the opportunity to work with you again this season.

Saratoga Sod, in conjunction with our installation sub-contractor, will **deliver and install 5,200** sf of our 100% Kentucky bluegrass blend sod this fall for \$1.00 sf for standard palletized rolls (2' x 5'), subject to availability. This is considering one delivery and mobilization for the installation crew.

Pricing assumes prevailing rate wages but does not include any site preparation or post installation watering or care.

If we arrive on site and have to perform additional site work in order to properly install the sod, or if we are unable to perform the requested work due to improper site conditions, additional charges may be incurred. *All sod must be watered immediately upon installation, to the point of initial saturation, and continued daily for the first few weeks until the sod is firmly rooted.*

If you have any questions, please feel free to contact me anytime, or visit our web site at [www.saratogasod.com](http://www.saratogasod.com) for additional information. As always, field visits and inspections here at the farm are both welcomed and encouraged. Again, thank you for choosing Saratoga Sod.

Regards,

*Laurie*

Laurie K. Griffen  
VP/ Co-Owner

**\$5,200**

## Sod

From Owen Regan <ojregan@gmail.com>  
To Chris Cdyroff <cdyroff@townofhaverstraw.org>  
Date 2025/09/09 12:19

Sent from my iPad  
Chris,

Coombs sod farm will deliver and install 5200 sq ft of bluegrass to your course at a cost of \$1.50 per sq foot. This price is for the fall of 2025.

Thanks,  
Owen Regan  
Coombs Sod Farm

\$ 7,800



New England Turf, Inc.  
P.O.Box 777  
West Kingston, RI 02892

## 2025 Sales Quote

| Date     | Estimate # |
|----------|------------|
| 9/9/2025 | 25-308     |

| Name / Address                                                                               |
|----------------------------------------------------------------------------------------------|
| Philip J. Rotella Memorial Golf Course<br>200 Thiells Mt. Ivy Road<br>Pomona, New York 10970 |

| Ship To |
|---------|
| same    |

| Terms  | Rep |
|--------|-----|
| net 30 | OR  |

| Item                                                        | Description                                                                                | Qty   | Cost | Total             |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------|------|-------------------|
| Sod                                                         | Sod Delivered and Installed<br>Out-of-state sale, YOU ARE RESPONSIBLE FOR ALL<br>SALES TAX | 5,200 | 1.50 | 7,800.00T<br>0.00 |
| Thank You for the opportunity to quote you on this project. |                                                                                            |       |      |                   |

**Total** \$7,800.00

| Phone #        | Fax #        |
|----------------|--------------|
| 1-800-451-2900 | 401-783-0740 |

Our Signature \_\_\_\_\_

Your Signature \_\_\_\_\_

By signing this quote both parties agree to the terms and pricing for this job.

Dear Members of the Town Board,

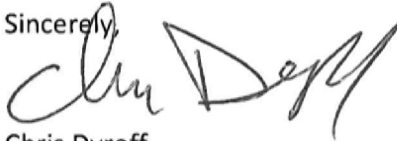
9/10/2025

I am writing to present the **estimated** pricing for the excavation and rebuilding of three bunkers at the Philip J. Rotella Memorial Golf Course. The project involves the renovation of the right-hand green side bunker on hole #9, the left-hand green side bunker on hole #11, and the right-hand green side bunker on hole #13.

The breakdown of costs indicates that Bruce Corbett Excavating provided the lowest estimates, amounting to \$9,760 for hole #9, \$9,966 for hole #11, and \$15,074 for hole #13, culminating in a total excavation cost of \$34,800.

These bunkers have significantly exceeded their life expectancy and are in urgent need of renovation. Thank you for considering this proposal. Should you have any questions, please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Dyroff", written over the word "Sincerely,".

Chris Dyroff

Golf Course Superintendent

Philip J. Rotella Memorial Golf Course

# BRUCE CORBETT EXCAVATING, INC.

P.O. Box 537 • West Milford, New Jersey 07480

Cell: 201-394-7363

e-mail: corbettexcavating@outlook.com

**Phillip J. Rotella Memorial Golf Course**

100 Thiells Mt Ivy Road

Thiells, NY 10984

**Sept 29, 2025**

Attn: Chris Dyroff, Superintendent

email: Cdyroff398@gmail.com

Cdyroff@TownofHaverstraw.org

## Proposal

We propose to furnish equipment and labor for the restoration of greenside bunkers #9, #11 and #13

As described at our meeting of August 6, 2025

### Restoration to include:

- Excavate and haul to onsite location all undesirable materials.
- Reshape bunkers and contour adjacent surrounds as required.
- Transport and install owner supplied fill, bunker sand and topsoil
- Compact in preparation for sod installation by others.

### Cost:

Bunker #9 .....\$ 9760.00

Bunker #11.....\$ 9966.00

Bunker #13.....\$15,074.00

**Total.....\$34,800.00**

### Drainage: If Required

- Install four-inch schedule 20 pipe encased in clean 3/8" stone (pea gravel) with fabric over stone.

**Cost ... .....\$37.20/ liner foot**

### Club Responsibilities:

- Locate underground structures (i.e. utilities, pipe, wire)
- Supply bunker sand /topsoil
- All administrative requirements

**Tentative Start Date:** Early October 2025

**Payment schedule:** 20% Down payment / 50% Start of Project / Balance upon completion

**Acceptance of Proposal:** The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

**Phillip J Rotella Memorial Golf Course**

**Bruce Corbett Excavating, Inc.**

\_\_\_\_\_  
(Representative Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



# ESTIMATE

**VALLEY COTTAGE, New York 10989**  
**845-627-2491**

|                        |             |
|------------------------|-------------|
| <b>Estimate Number</b> | 2977        |
| <b>Date</b>            | 08/27/25    |
| <b>Sales Rep</b>       | Steve Botto |

## **Client Address**

Chris Dyroff  
Phillip J. Rotella Memorial Golf Course  
100 Thiells Mount Ivy Road  
Thiells, NY 10984

## **Property Address**

Phillip J. Rotella Memorial Golf Course  
100 Thiells Mount Ivy Road  
Thiells, NY 10984

## **Bunker Repair Hole #9**

**We appreciate the opportunity to present this proposal and thank you for considering us for your upcoming project. Drawing on our recent observations and discussions, we've outlined a customized approach that aligns with your vision and the site's specific needs. We're excited about the potential of this collaboration and are committed to delivering exceptional results.**

## **Scope of Work**

**Bunker Repair Hole #9****Scope of Work:**

- Per the specifications provided by the golf course Superintendent, the contractor shall complete the following services for the bunker repair project at Hole #9:

**Turf Protection:**

- Supply and place plywood to protect adjacent turf areas from mechanical damage during the course of the work.

**Perimeter Preparation:**

- Sod cut a 4- to 6-foot perimeter around the bunker as requested by the Superintendent.

**Sand and Drainage Removal:**

- Remove existing bunker sand down to original grade and haul to a designated on-site dump area.
- Remove and dispose of existing, compromised drainage materials within the bunker as needed.

**Drainage Installation:**

- Trench approximately 1-foot wide (depth to be determined) for new drainage installation.
- Install approximately 3 inches (+/-) of 3/8" clean pea gravel in trench bottoms.
- Lay 4" perforated drainage pipe as needed.
- Cover drainage piping with 3/8" clean pea gravel and install filtration fabric over the gravel.

**Bunker Edge and Turf Restoration:**

- Edge bunker margins to ensure clean, finished lines.
- Grade disturbed turf areas by hand using screened topsoil, provided by the golf course and prepare for sod installation.
- Sod to be provided and installed by the Owner.

**Bunker Sand Installation:**

- Install bunker sand (provided by the golf course).
- Hand grade to achieve recommended bunker contours and finish.

**Final Grading and Clean-Up:**

- Apply topsoil (provided by Owner) to disturbed turf areas for final dressing.
- Seeding, if required, will be completed by the Owner.
- All work areas will be left in a clean and orderly condition upon project completion.

**Bunker Repair Hole #9:      \$18,750.00**

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|                      |                    |
|----------------------|--------------------|
| <b>Subtotal</b>      | <b>\$18,750.00</b> |
| <b>Sales Tax Amt</b> | <b>\$0.00</b>      |
| <b>Total</b>         | <b>\$18,750.00</b> |

**Payment Schedule**

| <b>Schedule</b> | <b>Price</b>       | <b>Sales Tax</b> | <b>Total Price</b> |
|-----------------|--------------------|------------------|--------------------|
| Deposit         | \$9,375.00         | \$0.00           | \$9,375.00         |
| Final Balance   | \$9,375.00         | \$0.00           | \$9,375.00         |
|                 | <b>\$18,750.00</b> | <b>\$0.00</b>    | <b>\$18,750.00</b> |

**Terms & Conditions****WORKMANSHIP:**

Curti & Associates, Ltd. is granted right of entry to the customer's property for the duration of the project. Permission is also granted to photograph the property at all project stages.

The agreed price includes all necessary materials, labor, equipment, and disposal fees. Work areas will be left clean and orderly.

Curti & Associates, Ltd. commits to performing all work in a professional, workmanlike manner consistent with industry standards.

Customer is responsible for marking all private utilities prior to commencement.

Curti & Associates, Ltd. is not liable for damage to existing irrigation, landscape lighting, private utilities, paving, curbing, landscaping, nor for loss of business, traffic coordination, or related issues.

**PRICING:**

Prices exclude applicable sales taxes.

Final payment is due upon project completion, less any deposits or prior payments.

A 3% convenience fee applies to all credit card transactions.

Any changes or additions to the original scope requiring extra costs will be performed only with the customer's written consent and may affect pricing.

Prices do not cover permits, fees, inspections, engineering, surveys, approvals, as-builts, or unforeseen conditions such as utility obstructions, water, rock formations, property boundary issues, loss of business, or liquidated damages.

Pricing is valid for 30 days; thereafter, all costs are subject to adjustment based on current market conditions for materials, labor, and fuel.

All pricing is based on non-union, non-prevailing wage, open shop labor.

By \_\_\_\_\_  
Steve Botto

Date 8/27/2025

By \_\_\_\_\_

Date \_\_\_\_\_

Phillip J. Rotella Memorial Golf  
Course



# ESTIMATE

VALLEY COTTAGE, New York 10989  
845-627-2491

Estimate Number 2978  
Date 08/27/25  
Sales Rep Steve Botto

## Client Address

Chris Dyroff  
Phillip J. Rotella Memorial Golf Course  
100 Thiells Mounty Ivy Road  
Thiells, NY 10984

## Property Address

Phillip J. Rotella Memorial Golf Course  
100 Thiells Mount Ivy Road  
Thiells, NY 10984

## Bunker Repair Hole #11

### Scope of Work

#### Bunker Repair Hole #11

Per the specifications provided by the golf course Superintendent, the contractor shall complete the following services for the bunker repair project at Hole #11:

##### Turf Protection:

Supply and place plywood to protect adjacent turf areas from mechanical damage during the course of the work.

##### Perimeter Preparation:

Sod cut a 4- to 6-foot perimeter around the bunker as requested by the Superintendent.

##### Sand and Drainage Removal:

Remove existing bunker sand down to original grade and haul to a designated on-site dump area.  
Remove and dispose of existing, compromised drainage materials within the bunker as needed.

##### Drainage Installation:

Trench approximately 1-foot wide (depth to be determined) for new drainage installation.  
Install approximately 3 inches (+/-) of 3/8" clean pea gravel in trench bottoms.  
Lay 4" perforated drainage pipe as needed.  
Cover drainage piping with 3/8" clean pea gravel and install filtration fabric over the gravel.

##### Bunker Edge and Turf Restoration:

Edge bunker margins to ensure clean, finished lines.  
Grade disturbed turf areas by hand using screened topsoil, provided by the golf course and prepare for sod installation.  
Sod to be provided and installed by the Owner.

##### Bunker Sand Installation:

Install bunker sand (provided by the golf course).  
Hand grade to achieve recommended bunker contours and finish.

##### Final Grading and Clean-Up:

Apply topsoil (provided by Owner) to disturbed turf areas for final dressing.  
Seeding, if required, will be completed by the Owner  
All work areas will be left in a clean and orderly condition upon project completion.

**Bunker Repair Hole #11: \$15,100.00**

**Payment Schedule**

| <b>Schedule</b> | <b>Price</b>       | <b>Sales Tax</b> | <b>Total Price</b> |
|-----------------|--------------------|------------------|--------------------|
| Deposit         | \$7,550.00         | \$0.00           | \$7,550.00         |
| Final Balance   | \$7,550.00         | \$0.00           | \$7,550.00         |
|                 | <b>\$15,100.00</b> | <b>\$0.00</b>    | <b>\$15,100.00</b> |



# ESTIMATE

**VALLEY COTTAGE, New York 10989**  
**845-627-2491**

|                        |             |
|------------------------|-------------|
| <b>Estimate Number</b> | 2979        |
| <b>Date</b>            | 08/27/25    |
| <b>Sales Rep</b>       | Steve Botto |

## **Client Address**

Chris Dyroff  
Phillip J. Rotella Memorial Golf Course  
100 Thiells Mounty Ivy Road  
Thiells, NY 10984

## **Property Address**

Phillip J. Rotella Memorial Golf Course  
100 Thiells Mount Ivy Road  
Thiells, NY 10984

## **Bunker Repair Hole #13**

### **Scope of Work**

#### **Bunker Repair Hole #13**

##### **Scope of Work:**

- Per the specifications provided by the golf course Superintendent, the contractor shall complete the following services for the bunker repair project at Hole #13:

##### **Turf Protection:**

- Supply and place plywood to protect adjacent turf areas from mechanical damage during the course of the work.

##### **Perimeter Preparation:**

- Sod cut a 4- to 6-foot perimeter around the bunker as requested by the Superintendent.

##### **Sand and Drainage Removal:**

- Remove existing bunker sand down to original grade and haul to a designated on-site dump area.
- Remove and dispose of existing, compromised drainage materials within the bunker as needed.

##### **Drainage Installation:**

- Trench approximately 1-foot wide (depth to be determined) for new drainage installation.
- Install approximately 3 inches (+/-) of 3/8" clean pea gravel in trench bottoms.
- Lay 4" perforated drainage pipe as needed.
- Cover drainage piping with 3/8" clean pea gravel and install filtration fabric over the gravel.

##### **Bunker Edge and Turf Restoration:**

- Edge bunker margins to ensure clean, finished lines.
- Grade disturbed turf areas by hand using screened topsoil, provided by the golf course and prepare for sod installation.
- Sod to be provided and installed by the Owner.

##### **Bunker Sand Installation:**

- Install bunker sand (provided by the golf course).
- Hand grade to achieve recommended bunker contours and finish.

##### **Final Grading and Clean-Up:**

- Apply topsoil (provided by Owner) to disturbed turf areas for final dressing.
- Seeding, if required, will be completed by the Owner.
- All work areas will be left in a clean and orderly condition upon project completion.

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|                                |                    |
|--------------------------------|--------------------|
| <b>Bunker Repair Hole #13:</b> | <b>\$16,900.00</b> |
|--------------------------------|--------------------|

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|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | <b>\$16,900.00</b> |
|-----------------|--------------------|

|                      |               |
|----------------------|---------------|
| <b>Sales Tax Amt</b> | <b>\$0.00</b> |
|----------------------|---------------|

|              |                    |
|--------------|--------------------|
| <b>Total</b> | <b>\$16,900.00</b> |
|--------------|--------------------|

**Payment Schedule**

| <b>Schedule</b> | <b>Price</b>       | <b>Sales Tax</b> | <b>Total Price</b> |
|-----------------|--------------------|------------------|--------------------|
| Deposit         | \$8,450.00         | \$0.00           | \$8,450.00         |
| Final Balance   | \$8,450.00         | \$0.00           | \$8,450.00         |
|                 | <b>\$16,900.00</b> | <b>\$0.00</b>    | <b>\$16,900.00</b> |

**Terms & Conditions****WORKMANSHIP:**

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**PRICING:**

Prices exclude applicable sales taxes.

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Prices do not cover permits, fees, inspections, engineering, surveys, approvals, as-builts, or unforeseen conditions such as utility obstructions, water, rock formations, property boundary issues, loss of business, or liquidated damages.

Pricing is valid for 30 days; thereafter, all costs are subject to adjustment based on current market conditions for materials, labor, and fuel.

All pricing is based on non-union, non-prevailing wage, open shop labor.

By \_\_\_\_\_  
Steve Botto

Date 8/27/2025

By \_\_\_\_\_

Date \_\_\_\_\_

Phillip J. Rotella Memorial Golf  
Course