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**RESOLUTION AUTHORIZING APPLICATION
FOR SARA RECORDS MANAGEMENT GRANT
AND ENGAGING CONSULTING TO PREPARE SAME**

WHEREAS, the New York State Archives and Records Administration in the State Department of Education has stated that it will make available grants under its Local Government Records Management Improvement Fund to assist towns and villages in furthering the management of their local records; and

WHEREAS, the Town of Forestport is desirous of applying for such a grant in order to construct an appropriate storage area for its records; and

WHEREAS, the MWD Group, which has heretofore successfully aided in obtaining numerous grants for the Town, has indicated its willingness to assist in preparing such grants;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Forestport that the Honorable Russell Hirschey, Supervisor of the Town of Forestport, be authorized to submit an application to the Local Government Records Management Improvement Fund for a grant to prepare such an inventory, in behalf of the Town; and

BE IT FURTHER RESOLVED that the aforementioned Russell Hirschey be authorized to enter into an agreement with the MWD Group for the preparation of such application, for a fee not to exceed \$400 plus any appropriate reimbursable expenses incurred by the MWD Group, such reimbursable expenses to be calculated for the same goods and services and at the same rates as in past agreements with such group; and

BE IT FURTHER RESOLVED that Michelle Ritter Shutts, Town Clerk of the Town of Forestport, assist as needed in the preparation of such application consonant with her other duties as defined by statute and regulation and by action of this board.

At a duly constituted meeting of the Town Board held January 17, 1996

Moved by Frederick Ritter Seconded by Brian Fox

Put to vote and carried by 5 Ayes to 0 Nays

Attest: Michelle Ritter Shutts
Michelle Ritter Shutts, Town Clerk

The MWD Group

Community/Master Planning
Land Development Regulations
Site Design
Land Planning
Landscape Architecture
Architecture
Grants/Funding Strategies
CDBG Administration

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Sackets Harbor, New York 13685

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TO: Michelle Ritter Shutts

FROM: George McCulloch 

Please bring the enclosed resolution before the next Town Board meeting for review and possible passage. It authorizes us to prepare an application for the next round of records management grants.