



Andre Sorrentino
Superintendent of Highways

TOWN OF HUNTINGTON HIGHWAY OFFICE

30 Rofay Drive
Huntington, New York 11743



George Schwertl
Deputy Superintendent of Highways

OFFICE MEMORANDUM

TO: All Snow Vendors

FROM: Valerie Allocco

REGARDING ANY VENDOR WHO NEEDS TO WAIT **UNTIL THE FIRST STORM IS FORECAST** IN ORDER **TO INCREASE INSURANCE COVERAGE**, you will only be able to work the first snow event **IF** you submitted your COMPLETE APPLICATION (which included a Certificate of Liability Insurance that shows **CURRENT LIABILITY LIMITS**) **prior to NOVEMBER 10, 2023**. Further, you must provide this office with an updated Certificate of Liability showing the required liability limits of \$300,000/\$300,000/\$300,000 **NO LATER THAN 24 HOURS BEFORE THE SNOW FALLS** or a Monday through Thursday if the storm is going **to occur** during a Weekend; FAILURE TO DO SO will prevent you from plowing until after the required limit of insurance is shown to be in effect. Please have your Insurance Agent email the updated Certificate to me at the following email address: vallocco@huntingtonny.gov

GPS UNITS WILL BE HANDED OUT THE WEEK OF November 20, 2023. Kindly indicate on your **Snow Vendor Checklist** what day(s) and time(s) you are available to stop by and pick up your unit that week (**Office hours are 8 am - 3:30 pm**) and I will contact you to set up an appointed time for you to come.

Please don't hesitate to call me at 631-446-3601, or email me at the email address above, if you have any questions.

Valerie