PENFLEX
SERVICE AWARDS FOR FIRE & EMS

50 Century Hill Drive, Suite 3
Latham, New York 12110

t 800-742-1409
f 518-783-6915
Email: info@penflexinc.com

penflexinc.com

October 2026

Ms. Genette Toone
Village of Croton-on-Hudson
Municipal Building
1 Van Wyck Street
Croton-on-Hudson, NY 10520

Re: Service Fee Agreement for the 2026-2027 Service Award Program Administration

Dear Ms. Toone:

We recognize and appreciate our clients' foresight in establishing LOSAP programs to support the dedicated volunteers who serve their communities. These programs play an important role in recognizing volunteer service and providing meaningful financial benefits. We value the opportunity to continue supporting your program.

Enclosed is our Service Fee Agreement for the upcoming administration year. If applicable, an invoice for our base fee is also enclosed. To ensure a seamless transition into the new year, **please return the signed agreement to Penflex by January 8, 2027. You may submit it via fax at (518) 783-6915, email at info@penflexinc.com, or mail to our Latham office.** If you would like us to prepare the optional financial statement disclosure package, please review your auditor's information and make any necessary updates to the agreement.

New York State audits have continued to show an increased focus on LOSAP compliance, particularly on proper documentation, updated points and plan documents, and financial records. LOSAP sponsors are responsible for maintaining accurate records and updating program information in accordance with New York State General Municipal Law (GML). A prevalent audit finding is a failure to adhere to the LOSAP point system document or the document not being compliant with current GML guidelines. As your trusted partner, we want to ensure you are fully prepared for potential audits and regulatory reviews. If your program has recently increased or otherwise changed its benefits, it is essential that the original plan document be formally updated to reflect these changes, in addition to having an approved board resolution and public voter proposition.

Penflex offers comprehensive support to help your program, whether it is a government entity, fire district, or EMS company, meet audit requirements. Our services include restating plan documents, updating point system documents, and preparing complete financial audit packages. Please contact us at (518) 783-6933 or at info@penflexinc.com to discuss how we can assist you.

We sincerely appreciate the trust you place in Penflex. Our team remains committed to providing responsive, high-quality service to your organization and its participants. Thank you for choosing Penflex as your LOSAP administrator.

Sincerely,

Paul A. Cognetta

Paul A. Cognetta
Vice President of Operations
pcognetta@penflexinc.com

Penflex Copy

Penflex Actuarial Services, LLC.
11/1/2026-10/31/2027 Service Fee Agreement
CROTON VOLUNTEER FIRE DEPARTMENT
SERVICE AWARD PROGRAM

Standard Services Fee Schedule

Base Fee: $4,600

Per-Participant Fee: $25

Payment certification and trustee directive letters: $100 per letter

Total Estimated Standard and Distribution Services Fees: $7,700

Optional Preparation of Financial Statement Disclosures (For Additional Fee)

Disclosure Packages Provided For Program Year 2025:

NYS LOSAP Audit Package: NO
GASB 73 Package: YES

Auditing Firm: PKF O'Connor Davies, LLP
Contact Name: Alan Kassay
Email Address: akassay@pkfod.com

Please Check 'Yes' Or 'No' For Program Year 2026:

Complete the NYS LOSAP Audit Package for a fee of $650: _____ Yes _____ No
Please refer to the enclosed newsletter titled 'NYS Volunteer Firefighter LOSAP Audit Requirement' for more information.

Complete the GASB 73 Package for a fee of $1,200: _____ Yes _____ No
Please refer to the enclosed 'GASB 73 FAQs' for more information. For a sample, please email: info@penflexinc.com.

All other services are optional and are billed only when requested. Please call for fee estimates and purchase order arrangements. Optional services include additional client meetings, drafting of special correspondence and documents, and performing actuarial cost estimate calculations. Plan transfers have a $1,000 processing fee, while plan consolidations or terminations fee will be determined by the complexity of the work upon request.

To authorize Penflex Actuarial Services, LLC. to begin providing these services in accordance with this fee schedule, please have the Village Manager sign and return this Service Fee Agreement. Keep a copy for your records.

		Paul A. Cognetta
Print Name Village Manager Village of Croton-on-Hudson	Signature & Date	Paul A. Cognetta Vice President of Operations Penflex Actuarial Services, LLC.
Print Name Preferred LOSAP Contact	Email Address	Phone Number