

**New Paltz Town Board  
Re-Organizational Meeting  
January 12, 2017  
7:30 pm**

**1. Delegation of Administrative Duties to the Supervisor:** Pursuant to Town Law, Section 29 (16), Resolved that the Town Board of the Town of New Paltz hereby authorizes and delegates to the Town Supervisor powers and duties of day to day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

**2. Legal Representation for the Town:**

Joseph Moriello, Esq. of the law firm of DiStasi, Moriello & Murphy as Town Attorney.  
William Wallens, Esq. of Roemer Wallens & Mineaux as Labor Attorney  
George Lithco, Esq. of Jacobowitz & Gubits as Planning Board Attorney  
George Rodenhausen of Rodenhausen Chale LLP as alternate Planning Board Attorney.  
Ken Bond, Esq. of Squire Patton Boggs, LLP as bond counsel.  
Robert Zaccheo as Special Prosecutor  
Bond, Schoeneck & King for Finance and Payroll

The Supervisor is authorized to assign legal matters to attorneys on a case by case basis.

**3. Legal Representation & Consultants for the Zoning Board and Building Department:**

Legal: Jacobowitz & Gubits; George Lithco (Building Dept.)  
Joe Moriello (ZBA)  
Rodenhausen Chale, LLP; George Rodenhausen (ZBA Alternate)  
Engineering: Barton & Loguidice  
Rhode, Soyka & Andrews  
Andrew Willingham  
Wetlands: Bagdon Associates  
Aspen Environmental  
Hearing Officer (Unsafe Buildings): Robert Zaccheo

**4. Engineer for the Town:**

Dave Clouser of Barton & Loguidice, D.P.C.  
Andrew Willingham of Willingham Engineering  
Brinner and Larios (for Water & Sewer)

**5. Official Newspaper:**

For meeting notices the New Paltz Times is designated as the official newspaper of the Town and the Kingston Daily Freeman as backup newspaper.

**6. Investment of Town Funds:**

Motion that the Town Supervisor be empowered to invest funds in the Official Depositories, and that all certificates of deposit be covered by pledged government securities in the amount of the certificates of deposit or approved State Collateral. These must be placed in escrow accounts in another bank or placed in a safe deposit box under the Town Board control.

**7. Investment of Tax Revenues:**

Motion to authorize temporary investment of Tax Revenues by the Town Supervisor.

**8. Meetings:**

The first and third Thursday of each month will be designated as Town Board business meetings. Town Board meetings will begin at 7:30 p.m. and the Agenda will be ready by 5 p.m. on the preceding Tuesday. Public Hearings will generally begin at 7:15 p.m. (unless otherwise noticed) with the Board meeting to follow. If an additional meeting is needed, the Supervisor has the authority to schedule the 2nd or 4th Thursday night of the month.

In the interest of effectively conducting meetings in a fair and democratic manner the New Paltz Town Board will use parliamentary procedure with the understanding that the "rules" of

parliamentary procedure are simply guidelines to follow, not laws and that one (although not the only) system of parliamentary procedure is Robert's Rules of Order.

**9. Record Management Day:**

Town Hall Offices will be closed to the public three (3) times a year for the purposes of Record Management. Dates for 2017 are:

1. Friday, April 28<sup>th</sup>
2. Friday, August 25<sup>th</sup>
3. Friday, December 8<sup>th</sup>

All employees are expected to work their regularly scheduled shifts on these days.

**10. Holidays:**

As per the Personnel Policy, Town employees not covered by a collective bargaining unit contract shall be paid for the following 2017 Holidays:

1. Monday, January 2<sup>nd</sup>- New Year's, day after
2. Monday, January 16<sup>th</sup>- Martin Luther King, Jr. Day
3. Monday, February 20<sup>th</sup>- President's Day
4. Monday, May 29<sup>th</sup>- Memorial Day
5. Monday, July 3<sup>rd</sup>-Independence Day
6. Tuesday, July 4<sup>th</sup>- Independence Day
7. Monday, September 4<sup>th</sup>- Labor Day
8. Monday, October 9<sup>th</sup>- Columbus Day
9. Friday, November 10<sup>th</sup>- Veterans Day
10. Thursday, November 23<sup>rd</sup>- Thanksgiving Day
11. Friday, November 24<sup>th</sup>- Day after Thanksgiving
12. Monday, December 25<sup>th</sup>- Christmas Day
13. Tuesday, December 26<sup>th</sup>- Day after Christmas

**11. Salaries:**

The Town Board hereby fixes salaries for the year beginning January 1, 2017 at the amount respectively stated below:

For the following elected Town officers:

Town Supervisor	\$ 50,000.00
Deputy Supervisor	\$ 9,000.00
Town Councilpersons (3)	\$ 6,851.00
Town Highway Supt.	\$ 44,290.00
Stipend	\$ 21,091.00
Town Clerk	\$ 43,260.00
Town Justices (2)	\$ 29,355.00

For the following salaried positions:

Assessor	\$ 49,019.00
Confidential Secretary	\$ 38,549.00
Pool Director	\$ 12,098.00
Recreation Director	\$ 28,934.00
Youth Center Director	\$ 54,233.00
Recycling Coordinator	\$ 44,847.00
Dog Control Officer	\$ 15,900.00
Community Outreach Coordinator:	\$54,680

**Board of Assessment Review:**

Compensation is set at a rate of \$800 per year for each to be paid upon the submission of a voucher with the approval of the Chairman of the Board.

**Jury Duty:**

Jury duty compensation in the Town Court is set at \$1.00 for summons and \$5.00 for serving. The Board shall pay for services of Court Stenographer fees in Criminal Actions only, including preliminary hearings and/or examinations.

**12. Cash Funds:**

Tax Collector retains a \$250.00 cash drawer  
Town Clerk retains a \$150 petty cash fund  
Moriello Pool retains a \$100 cash drawer

### **13. Conferences and Meetings:**

WHEREAS Section 77b (2) provides that the Town Board may delegate its power to authorize attendance at such conferences to any executive officer or administrative board. Supervisor Bettez will authorize such attendance.

Certificate of Designation: A motion needs to be made by to designate Supervisor Bettez as the official representative to attend the annual business meeting at the Association of Towns.

AOT meeting: A motion needs to be made to authorize the expenditure of up to \$2,000 for registration, lodging, meals and travel expenses for members of the Board who wish to attend the 2017 Association of Towns Meeting in New York City. These individuals will present receipts and/or documentation for reimbursement.

### **14. Appointments:**

Town Clerk Rosanna Mazzaccari designates/appoints:

Kristie Mazzaccari as Deputy Clerk to be paid an hourly rate of \$18.23/hr.

Diane Lee as Deputy Clerk to be paid an hourly rate of \$13.56/hr.

Rosanna Mazzaccari shall be appointed as Registrar of Vital Statistics at no pay.

Rosanna Mazzaccari as Tax Collector at a salary to be included in the Town Clerk salary.

Supervisor Bettez designates/appoints the following:

Daniel Torres as Deputy Town Supervisor. Councilman Torres is also appointed to be the emergency backup if Supervisor Bettez is unavailable in the event Police, Fire and/or Rescue cannot contact him.

Kathy Preston as Confidential Secretary

Jill Shufeldt as Dog Control Officer

Tricia Masterson as Town Assessor

Laura Petit as Recycling Coordinator

Phoenix Kawamoto as Community Outreach Coordinator

Lieutenant Robert Lucchesi as the Local Emergency Preparedness Committee Manager

Peter Kaufman as Bicycle-Pedestrian Committee Chair

Charlotte Carr as Board of Assessment Review Chair

Dennis Moore as Clean Water Open Space Committee Chair

Sue Stegen as Community Improvement Team Chair

Michael Domitrovits as Environmental Conservation Board Chair

Mary Woodburn as Ethics Board Chair

John Orfitelli as Historic Preservation Commission Chair

Adele Ruger as Planning Board Co-Chair

Lagusta Yearwood as Planning Board Co-Chair

Ed Burke as Zoning Board of Appeals Chair

Board Liaison and Committee Assignments: See Schedule F

The Town Clerk shall serve as Information Officer for the Town of New Paltz, and shall be responsible for complying with requests for information under the Freedom of Information Law.

### **15. Pre-Pays:**

A motion needs to be made to approve the prepayment of monthly bills and discounted invoices for the year 2017. The bookkeeper is authorized to issue the following purchase orders (see schedule C) on a monthly basis to the respective departments without having the Supervisor approve the request. All other purchase order requests will still be issued only when the Comptroller approves them.

**16. Voucher Due Dates and Audit Schedule**

<b>2017 VOUCHER DUE DATES (BY 3PM)</b>	<b>Date vouchers are available for audit</b>		<b>Town Board members scheduled to audit</b>
<b>January 9</b>	January	14	Dan & Marty
<b>February 6</b>	February	11	Jeff & Julie
<b>March 6</b>	March	11	Dan & Marty
<b>April 10</b>	April	15	Jeff & Julie
<b>May 8</b>	May	13	Dan & Marty
<b>June 5</b>	June	10	Jeff & Julie
<b>July 10</b>	July	15	Dan & Marty
<b>August 7</b>	August	12	Jeff & Julie
<b>September 11</b>	September	16	Dan & Marty
<b>October 10 (by 12pm)</b>	October	14	Jeff & Julie
<b>November 6</b>	November	11	Dan & Marty
<b>December 11</b>	December	16	Jeff & Julie

**17. Town Policies and Fees:**

A motion needs to be made to accept the following policies and fees that shall go into effect upon the date of adoption of this resolution, remain in effect through December 31, of this year and be reviewed annually thereafter prior to January 31st of each succeeding year.

**Appendix**

- A. General Personnel Policies
- B. Procurement Policy
- C. Purchasing
- D. Credit Card and Open Vendor Credit Accounts Policy
- E. Vehicle Use Policy
- F. Committees Commissions and Boards
- G. Fees:
  - 1. Recycling
  - 2. Clerk
  - 3. Building Department
  - 4. Planning Board
  - 5. Zoning Board of Appeals
  - 6. Towing
  - 7. Highway Fees
  - 8. Community Center
- H. Acceptable Use of Town Computer Equipment Policy

## Appendix A

### General Personnel Policies:

1. The Town will follow the guidelines of Ulster County Personnel regarding Equal Opportunity and Affirmative Action.
2. Department Heads and elected officials will submit monthly reports by the second Tuesday of the month in time for review at the regular monthly Workshop Meetings. The Supervisor can request additional reports from Department Heads at any time.
3. All elected officials, appointed officials, and others employed by the Town shall be governed by the local Ethics Law, Chapter 15 of the Town Code, and are obligated to comply with its provisions. Financial Disclosures must be filed annually with the Town Clerk by January 31st. As a reminder to all personnel, the Chair of the Ethics Board shall circulate a memorandum.
4. All hourly paid Town employees, not bound by other contracts, receive time and a half for overtime (over 40 hours worked in a given week). In the event any employee is called back after work for overtime she/he will receive a minimum of two (2) hours pay.
5. Safety Program: The Town of New Paltz resolves to continue the Safety Program for the benefit of all employees. Each Department Head shall inform her/his employees of the provisions of the Safety Codes at her/his respective work location, and safety concerns will be brought to the Office of the Supervisor. Furthermore, Material Safety Data Sheets (MSDS) will be prominently available for all chemical substances stored within Town Hall, in the Highway Garage, in the Building & Grounds Department, at Moriello Pool, Recycling Center and in all other locations as required by the Occupational Safety and Health Administration (OSHA) and Public Employees Safety and Health (PESH).
6. Social Media Policy: The Town of New Paltz website ([www.townofnewpaltz.org](http://www.townofnewpaltz.org)) will remain the Town's primary and predominant internet presence.

The Town of New Paltz Facebook Page ([www.facebook.com/TownofNewPaltz](http://www.facebook.com/TownofNewPaltz)) exists to duplicate information found on the Town website to reach a broader audience and is not considered an official communication platform.

The views, opinions, comments, and positions expressed on social media platforms, including, but not limited to, blogs, Reddit, Facebook, Twitter, or Snapchat by New Paltz Town employees or elected officials, are theirs alone, and do not necessarily reflect those of the Town of New Paltz.

Administrators of Town social media accounts reserve the right to delete, edit, or alter in any manner they see fit entries or comments on social networking services, communication services, or media sharing services maintained by the Town of New Paltz that they, in their sole discretion, deem to be obscene, offensive, defamatory, threatening, in violation of trademark, copyright or other laws, of an express commercial nature, or otherwise unacceptable.

**Appendix B**

**Procurement Policy:**

Attached hereto and made a part hereof and marked "Schedule B" is a list identifying the individual or individuals responsible for purchasing under this Procurement Policy and their respective titles.

Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount will be spent in a year. The following items are not subject to competitive bidding pursuant to §103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which lead to an emergency purchase, or any other written documentation that is appropriate.

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000.00 and public works contracts over \$35,000.00; goods purchased from agencies for the blind or severely handicapped pursuant to §175-b of the State Finance Law; goods purchased from correctional institutions pursuant to §186 of the Correction Law; purchases under State contracts pursuant to §104 of the General Municipal Law; purchasers under county contracts pursuant to §103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimate Amount of Purchase Contract	
\$1,000.00 -\$4,999.00	3 verbal or telephone quotations
\$5,000.00 -\$20,000.00	3 written/fax quotations or written RFP

Estimate Amount for Public Works Method Contract	
\$1,000.00 -\$14,999.00	3 verbal or telephone quotations
\$15,000.00 -\$35,000.00	3 written/fax quotations or written RFP

Note that a good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Documentation is required of each action taken in connection with each procurement.

Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offer or. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Pursuant to General Municipal Law §104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposal or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the Town of New Paltz to solicit quotations or document the basis for not accepting the lowest bid:

*Professional services or services requiring special or technical skill, training of expertise:* The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these

services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the Town Board shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software of programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

*Emergency purchases pursuant to §103(4) of the General Municipal Law:* Due to nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety and welfare of the residents. This section does not preclude alternate proposals if time permits.

*Purchases of surplus and second-hand goods from any source:* If alternate proposals are required, the Town is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

*Goods or services under \$1,000.00:* The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayers. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

As of 8-18-2016 with the passage of Local Law #2 (§ 36) The Town is allowed to use Best Value Procurement, which provides additional procurement, options to localities designed to expedite the procurement process and result in cost savings while considering selection and evaluation criteria that measure factors other than cost in the strictest sense. Best value procurement links the procurement process directly to the municipality's performance requirements, incorporating selection factors such as useful lifespan quality and options and incentives for more timely performance and/or additional services.

Where the basis for award is the best value offer, the Department Head or other person authorized by the Town for purchasing apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the criteria and the process to be used in the determination of best value and the manner in which the evaluation process and selection is to be conducted.

Where the basis for award is the best value offer, the Department Head or other person authorized by the Town for purchasing apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, shall follow the process provided under the Town Procurement Policy and document such process in the procurement record. The process shall include, but shall not be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerors to submit responsive offers; a balanced and fair method of award; and a statement demonstrating the reasons why best value is expected to be achieved.



**Schedule B**

**List of Individuals and Titles Responsible for Purchasing under Town of New Paltz Procurement Policy**

Department Primary	Primary Individual/Title	Secondary Individual/Title
Assessor	Tricia Masterson, Assessor	Karen Verney, Assistant
Bookkeeping/Payroll	Arlene Weber, Bookkeeper	
Building Department	Stacy Delarede, Building Inspector	
B&G/Water & Sewer	Chris Marx, Dept. Supervisor	
Courts	Jim Bacon, Jon Katz	Becky Seward, Court Clerk
Central Purchasing (all Depts.)	Jean Gallucci, Arlene Weber	
Community Improvement	Sue Stegen, Chair	
Historic Preservation	John Orfitelli, Chair	
Highways	Chris Marx, Highway Supt	Carol West, Secretary
Planning Board	Adele Ruger, Co-Chair Lagusta Yearwood, Co-Chair	Patricia Atkins, Secretary
Police Department	Joe Snyder, Chief	Theresa Hart, Dept. Secretary
Recreation	Chuck Bordino, Dept. Supervisor	
Recycling	Laura Petit, Recycling Supervisor	
Town Clerk	Rosanna Mazzaccari, Town Clerk	
Youth	Jim Tinger, Dept. Head	
Zoning Board of Appeals	Ed Burke, Chair	Patricia Atkins, Secretary

Also authorized for each department/committee are:  
 Neil Bettez, Town Supervisor  
 Daniel Torres, Deputy Town Supervisor  
 Kathy Preston, Confidential Secretary

## Appendix C

### Purchasing:

All approved services rendered are to be paid for through the submission of a voucher with vouchers secured and approved by the Town Supervisor prior to purchases made or services rendered.

In an emergency the Supervisor is authorized to grant purchase permission without a voucher.

The Superintendent of Highways is authorized to purchase equipment, tools and implements without prior approval of the Town Board in the amount not to exceed \$1,000 in any one year in accordance with Section 141 (1a) of the Highway Law.

Procedures for the processing of vouchers and purchase orders must be followed as per the established Town purchasing policy and the financial guide for Town Highway Superintendents of the State of New York, Office of the Comptroller.

### Schedule C

List of purchase orders that the bookkeeper is authorized to issue on a monthly basis:

#### 2017 Prepays

- Cable (Spectrum)
- Cell Phone (Verizon Wireless)
- Copier Rental (Toshiba)
- Credit Card Accounts:
  - Business Card/Bank Of America
  - Lowe's
  - Sam's Club
  - Staples
  - Tractor Supply
- Electric (Central Hudson)
- EZ Pass
- Gas (Exxon/Mobil, Sunoco)
- Health Insurance:
  - Guardian (Dental/Vision)
  - MVP Health Care
  - MVP Select Care
  - NYS Health Insurance Plan
- Heating Oil/Propane Contracts (Annual)
- Postage (Pitney Bowes)
- Radio Lease (NYCOMCO)
- School Crossing Guard (L.Ostrowski)
- Telephone:
  - Cornerstone
  - Priority One
  - Verizon
- Town Hall Trailer Rental (Modspace)
- Water Delivery Service (Coffee Systems)
- Whittaker, Doug – Project Specific

**2017 ANNUAL PURCHASE ORDERS**

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>	
LOOSELEAF LAW PUBLISHERS	15	AAA-522-1010-400	
U.C. MAGISTRATES ASSOC katz/bacon	40.00	AAA-522-1110-400	
U.C. COURT CLERK'S ASSOC	40.00	AAA-522-1110-400	
NYSAMCC INC	140.00	AAA-522-1110-400	
NYS MAGISTRATES ASSOC katz/bacon	280.00	AAA-522-1110-400	
SEI (Service Education Incorporated)	1,705.00	AAA-522-1110-400	
ATLANTIC TOMORROWS OFFICE	1,051.00	AAA-522-1110-400	
ULSTER COUNTY INFO SERVICES	100.00	AAA-522-1330-400	
N Y S A T R C	25.00	AAA-522-1330-400	
ULSTER PUBLISHING	25.00	AAA-522-1330-400	
SAFEGUARD BUSINESS SYSTEMS	325.00	AAA-522-1340-400	
NYS GFOA weber/gallucci	330.00	AAA-522-1340-400	
U C ASSESSOR'S ASSOC	50.00	AAA-522-1355-400	
NYS ASSESSOR'S ASSOC	85.00	AAA-522-1355-400	
ULSTER PUBLISHING	40.00	AAA-522-1355-400	
ULSTER PUBLISHING	15.00	AAA-522-1355-400	
TOSHIBA BUSINESS SOLUTION	315.00	AAA-522-1410-400	
ULSTER CO. TWN CLERK & TAX ASS	20.00	AAA-522-1410-400	
BUSINESS AUTOMATION SERVICES	1,360.00	AAA-522-1410-400	
LOOSELEAF LAW PUBLISHERS	15.00	AAA-522-1410-400	
NYSTCA	75.00	AAA-522-1410-400	
HANDI-LIFT INC	595.00	AAA-522-1620-400	
NYCOMCO	2,100.00	AAA-522-1620-400	
KINGSTON FIRE EQUIPMENT - THALL	80.00	AAA-522-1620-400	
KINGSTON FIRE EQUIPMENT - JC	150.00	AAA-522-1620-400	
VIRTUAL TOWN HALL HOLDINGS	2,500.00	AAA-522-1650-471	
MARSHALL & STERLING	85,579.00	AAA-522-1910-400	
MARSHALL & STERLING	3,081.00	BBB-522-1910-400	
MARSHALL & STERLING	25,446.00	DBB-522-1910-400	
ASSOCIATION OF TOWNS	1,500.00	AAA-522-1920-400	
NEW PALTZ CHAMBER OF COMMERCE	350.00	AAA-522-1920-400	
TOWN OF ROSENDALE	100.00	BBB-522-7989-400	SHAWANGUNK
MID HUD CHIEFS OF POLICE snyder/lucchesi	300.00	AAA-522-3120-400	MTN REGIONAL
83 SO PUTT CORNERS ROAD	4,000.00	AAA-522-3120-400	
DELL MARKETING	3,350.00	AAA-522-3120-400	
A1 WEB PRESENCE PROVIDER	17.00	AAA-522-3120-400	
ULSTER UNIFORMS	678.00	AAA-522-3120-400	P.D.RUGS/MAT
WOODSTOCK HARLEY DAVIDSON	500.00	AAA-522-3120-400	S
MORPHO TRUST	3,286.00	AAA-522-3120-400	
83 SO PUTT CORNERS ROAD	73,108.00	AAA-522-3120-400	
83 SO PUTT CORNERS ROAD	6,700.00	AAA-522-3120-400	
A1 WEB PRESENCE PROVIDER-WEB FILTERING	792.00	AAA-522-3120-400	
GORDON FIRE EQUIPMENT	250.00	AAA-522-3120-400	
NY ASSOCIATION CHIEFS OF POLICE-SNYDER	150.00	AAA-522-3120-400	
NY ASSOCIATION CHIEFS OF POLICE-LUCCHESSI	150.00	AAA-522-3120-400	
U.C. POLICE CHIEFS ASSOCIATION	100.00	AAA-522-3120-400	
CROSSPOINT SOLUTIONS	1,100.00	AAA-522-3120-400	
NEW PALTZ RESCUE SQUAD	79,500.00	AAA-522-4540-400	
NEW PALTZ RESCUE SQUAD	79,500.00	AAA-522-4540-400	
FAMILY OF NEW PALTZ	30,000.00	AAA-522-6310-400	
UC DEPARTMENT OF HEALTH	200.00	AAA-522-7150-430	
NYSDEC BULK STORAGE	50.00	AAA-522-7150-430	
ULSTER PUBLISHING	100.00	AAA-522-7150-430	POOL STAFF
E.A. MORSE & CO. INC.	500.00	AAA-522-7150-430	POOL STAFF
HILL & MARKES INC.	1,000.00	AAA-522-7150-430	POOL STAFF
GORDON FIRE EQUIPMENT LLC	60.00	AAA-522-7150-430	
ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	

ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	
ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	
NEW PALTZ AGWAY	150.00	AAA-522-7150-430	TOP SOIL & STRAW
NYS DEC	110.00	AAA-522-7150-441	CLEARWATER PERMIT
UC DEPARTMENT OF HEALTH	225.00	AAA-522-7150-458	KITCHEN PERMIT
SRI SPRINKLER LLC	500.00	AAA-522-7150-458	SPRINKLER INSPECTION
NYS DEC	110.00	AAA-522-7150-460	NP SPORTS PARK
N.P. YOUTH BASKETBALL	990.00	AAA-522-7150-485	STIPEND
NEW PALTZ BMX	945.00	AAA-522-7150-485	STIPEND
NEW PALTZ YOUTH FOOTBALL	1,215.00	AAA-522-7150-485	STIPEND
NEW PALTZ RECREATION SOCCER & NEW PALTZ BASEBALL ASSOC	1,485.00 2,205.00	AAA-522-7150-485 AAA-522-7150-485	STIPEND STIPEND
AYERS DISTRIBUTING	300.00	AAA-522-7310-400	YOUTH EASTER EGGS
HUGUENOT HIST. SOCIETY	100.00	AAA-522-7310-400	
U.C. AGRICULTURAL SOCIETY (10% DEP)	75.00	AAA-522-7550-400	FIREWORKS
U.C. AGRICULTURAL SOCIETY (BALANCE)	750.00	AAA-522-7550-400	FIREWORKS
SITE OPTIMIZED	108.00	AAA-522-8189-400	WEB HOST
US COMPOSTING COUNCIL	295.00	AAA-522-8189-400	DUES
ULSTER CTY SELF INSURANCE	130,916.00	AAA-522-9040-800	
ULSTER CTY SELF INSURANCE	11,518.00	BBB-522-9040-800	
ULSTER CTY SELF INSURANCE	9,667.00	DAA-522-9040-800	
ULSTER CTY SELF INSURANCE	48,746.00	DBB-522-9040-800	
ULSTER CTY SELF INSURANCE	967.00	SSA-522-9040-800	
ULSTER CTY SELF INSURANCE	576.00	SSE-522-9040-800	
ULSTER CTY SELF INSURANCE	432.00	SSF-522-9040-800	
ULSTER CTY SELF INSURANCE	2,242.00	SWA-522-9040-800	
ULSTER CTY SELF INSURANCE	206.00	SWB-522-9040-800	
ULSTER CTY SELF INSURANCE	62.00	SWC-522-9040-800	
ULSTER CTY SELF INSURANCE	350.00	SWD-522-9040-800	
LOOSELEAF LAW PUBLISHERS	15.00	BBB-522-3620-400	
EDMUNDS & ASSOCIATES	12,035.00	AAA-522-1680-400	
EDMUNDS & ASSOCIATES	3,150.00	BBB-522-3620-400	
TRI-COUNTY CHAPTER NYSBOC delarede/jaffe	120.00	BBB-522-3620-400	
NFPA	165.00	BBB-522-3620-400	
netEffx, inc.	131.00	BBB-522-7520-400	
NY PLANNING FEDERATION	275.00	BBB-522-8020-400	
NYS ASSOC OF TOWN SUPT. OF HWY	150.00	DAA-522-5010-400	
UC ASSOC OF TOWN HWY SUPT	40.00	DAA-522-5010-400	
UC ASSOC OF TOWN HWY SUPT	1,549.00	AAA-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	108.00	BBB-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	140.00	DAA-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	770.00	DBB-522-9089-800	
NYCOMCO	7,736.00	DBB-522-5130-400	
KINGSTON FIRE EQUIPMENT	150.00	DBB-522-5132-400	
KINGSTON FIRE EQUIPMENT	400.00	DBB-522-5132-400	
VILLAGE OF NEW PALTZ	129,519.77	SFD-522-3410-400	
VILLAGE OF NEW PALTZ	129,519.76	SFD-522-3410-400	
NEW PALTZ FIRE DEPARTMENT	25,903.95	SFD-522-3410-400	
TOWN OF NEW PALTZ TAX COL	130.00	SSF-522-1950-400	
NYS DEC	425.00	SSF-522-8130-400	SPDES PERMIT
UCRRA	1800.00	SSF-522-8130-400	

**2017 QUARTERLY PURCHASE ORDERS**

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u> <u>CODE</u>	
AMERICAN PRINTING	500.00	AAA-522-1345-560	
AMERICAN PRINTING	60.00	AAA-522-8189-400	
BETH NEWTON	520.00	AAA-522-1110-400	
BOTTINI FUEL	1,500.00	AAA-522-1110-400	
BOTTINI FUEL	500.00	AAA-522-3120-400	
CINTAS FIRST AID & SAFETY	100.00	AAA-522-1620-400	
CINTAS FIRST AID & SAFETY	250.00	AAA-522-3120-400	
CINTAS FIRST AID & SAFETY	160.00	DBB-522-5132-400	
E-Z PASS CUSTOMER SERVICE	200.00	AAA-522-3120-400	
KIM ZGRODEK	520.00	AAA-522-1110-400	
KIMBALL MIDWEST	1,250.00	DBB-522-5130-400	
LOWE'S COMPANIES INC.	30.00	DBB-522-5140-400	
MOORE MEDICAL CORP	1,000.00	AAA-522-7150-430	POOL
PITNEY BOWES - LEASE	148.00	AAA-522-1110-400	
PITNEY BOWES - LEASE	635.00	AAA-522-1410-400	
PITNEY BOWES RESERVE ACCT	2,500.00	AAA-522-1670-450	
PITNEY BOWES-LEASE	105.00	AAA-522-3120-400	
QUILL CORPORATION	500.00	AAA-522-1345-400	
RBT CPAs	5,000.00	AAA-522-1320-400	
TONY'S POWER EQUIPMENT	150.00	DBB-522-5140-400	
TOWN OF NEW PALTZ HIGHWAY	1,400.00	AAA-522-1620-400	
TOWN OF NEW PALTZ HIGHWAY	300.00	AAA-522-8189-400	FUEL REIMB
TOWN OF NEW PALTZ HIGHWAY	180.00	BBB-522-3620-400	
TRACTOR SUPPLY PLAN	200.00	DBB-522-5142-400	HWY
TRUE VALUE OF NEW PALTZ	15.00	DBB-522-5140-400	
UCAT	12,000.00	AAA-522-5630-400	
VILLAGE OF NEW PALTZ	38.00	AAA-522-1110-400	
VILLAGE OF NEW PALTZ	140/400/400/20	AAA-522-7150-430	
VILLAGE OF NEW PALTZ	140.00	AAA-522-7150-458	
VILLAGE OF NEW PALTZ	100.00	AAA-522-7310-400	YOUTH
VILLAGE OF NEW PALTZ	35,000.00	SSA-522-8130-400	
VILLAGE OF NEW PALTZ	3,600.00	SSE-522-8130-400	
VILLAGE OF NEW PALTZ	40,000.00	SWA-522-8320-400	
VILLAGE OF NEW PALTZ	10,000.00	SWB-522-8320-400	
VILLAGE OF NEW PALTZ	3,000.00	SWC-522-8320-400	
VILLAGE OF NEW PALTZ		SWD-522-8320-400	
VILLAGE OF NEW PALTZ	2,500.00	400	

**2017 MONTHLY PURCHASE ORDERS**

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u> <u>CODE</u>
COFFEE SYSTEM OF THE H.V.	10.00	AAA-522-1110-400
TIME WARNER CABLE	75.00	AAA-522-1110-400
CENTRAL HUDSON	420.00	AAA-522-1110-400
NYCOMCO	240.00	AAA-522-1110-400
ROBERT J. ZACCHEO, ESQ.	2,500.00	AAA-522-1110-420
VERIZON WIRELESS	53.00	AAA-522-1220-400
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-1345-400
ROEMER, WALLENS, GOLD	1,950.00	AAA-522-1420-400
DISTASI MORIELLO & MURPHY LAW	3,000.00	AAA-522-1420-400
BARTON & LOGUIDICE	3,000.00	AAA-522-1440-400
U.C.R.R.A.	120.00	AAA-522-1620-400
CENTRAL HUDSON-TH #1	700.00	AAA-522-1620-400
CENTRAL HUDSON-TH #2	700.00	AAA-522-1620-400

CENTRAL HUDSON-VET DR	45.00	AAA-522-1620-400	
LOWE'S COMPANIES INC.	300.00	AAA-522-1620-400	
H.V PEST CONTROL	130.00	AAA-522-1620-400	JAN-APR & OCT-DEC PER HWY
CINTAS CORP	206.00	AAA-522-1620-400	
TRUE VALUE OF NEW PALTZ	150.00	AAA-522-1620-400	
QUILL	200.00	AAA-522-1620-400	
MODULAR SPACE CORP.	3,460.00	AAA-522-1620-410	
VERIZON WIRELESS	31.00	AAA-522-1620-400	
TIME WARNER CABLE-TH	155.00	AAA-522-1650-400	
A1 WEB PRESENCE PROVIDER	67.00	AAA-522-1650-400	
CORNERSTONE-PD	650.00	AAA-522-1650-400	
CORNERSTONE-TH	1,300.00	AAA-522-1650-400	
USIA VIDEO	1,400.00	AAA-522-1650-440	
TOSHIBA FINANCIAL SERVICES	472.00	AAA-522-1670-400	
TECH SMITHS	2,700.00	AAA-522-1680-400	
EXXON FLEET SERVICES	50.00	AAA-522-3120-400	
SUNOCO FLEET SERVICES	3,500.00	AAA-522-3120-400	
CENTRAL HUDSON	1,200.00	AAA-522-3120-400	
TOM'S REPAIR	1,000.00	AAA-522-3120-400	
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-3120-400	
NEW YORK COMMUNICATIONS	4,274.00	AAA-522-3120-400	
TIME WARNER CABLE	79.95	AAA-522-3120-400	
VERIZON WIRELESS	800.00	AAA-522-3120-400	
BUSINESS CARD	800.00	AAA-522-3120-400	
TIME WARNER CABLE-PD	80.00	AAA-522-3120-400	
LOUIS A OSTROWSKI	300.00	AAA-522-3124-400	
JILL SHUFELDT	200.00	AAA-522-3510-400	
KEVIN HINDMAN	100.00	AAA-522-3510-400	
NYCOMCO	480.00	AAA-522-3989-400	
CENTRAL HUDSON	2,000.00	AAA-522-5182-400	
KATHRYN PUGLISI	600.00	AAA-522-6772-400	
VERIZON WIRELESS	30.00	AAA-522-7020-400	
CENTRAL HUDSON	150.00	AAA-522-7150-430	
VERIZON TELEPHONE	100.00	AAA-522-7150-430	
COFFEE SYSTEM OF THE H.V.	100.00	AAA-522-7150-430	MAY-SEP
TRUE VALUE OF NEW PALTZ	200.00	AAA-522-7150-430	MAR-SEP
CENTRAL HUDSON	80.00	AAA-522-7150-441	
ENVIRO-CLEAN	255.00	AAA-522-7150-441	APR-OCT
CHUCK BORDINO	40.00	AAA-522-7150-441	
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-7150-458	
CENTRAL HUDSON	300.00	AAA-522-7150-458	
TIME WARNER CABLE	75.00	AAA-522-7150-458	
PORCO GAS	400/200	AAA-522-7150-458	
CENTRAL HUDSON	200/100	AAA-522-7150-460	
ENVIRO-CLEAN	255/85	AAA-522-7150-460	
TRUE VALUE OF NEW PALTZ	150.00	AAA-522-7150-460	
CHUCK BORDINO	70.00	AAA-522-7150-460	
TIME WARNER CABLE	50.00	AAA-522-7310-400	400. NOV-MAR/200. APR-MAY
SAM'S CLUB	400.00	AAA-522-7310-400	200. JUN-MAR/100. APR-MAY
C I A SYSTEMS	68.00	AAA-522-7310-400	255. APR-NOV/85. DEC-MAR
TRUE VALUE OF NEW PALTZ	75.00	AAA-522-7310-400	
COFFEE SYSTEM OF THE H.V.	37.00	AAA-522-7310-400	
LOWE'S	150.00	AAA-522-7310-400	
BOTTINI FUEL	500.00	AAA-522-7310-400	
VERIZON WIRELESS	53.00	AAA-522-7310-400	
JAMES TINGER	60.00	AAA-522-7310-400	
ANDREW VLAD	30.00	AAA-522-7310-400	
CENTRAL HUDSON	300.00	AAA-522-7310-400	2.18.16
NEW PALTZ CENTRAL SCHOOLS	290.00	AAA-522-7310-460	
U.C.R.R.A.	2,200.00	AAA-522-8160-400	
TIME WARNER CABLE	78.00	AAA-522-8189-400	

UNIFORMS USA	86.00	AAA-522-8189-400	JAN/MAR/MAY/JUL/SEP/NOV
CENTRAL HUDSON	300.00	AAA-522-8189-400	JAN-APR/SEP-DEC
COFFEE SYSTEM OF THE H.V.	14.00	AAA-522-8189-400	
JACOBOWITZ & GUBITS	300.00	BBB-522-1420-400	
MODULAR SPACE CORP.	315.00	BBB-522-1620-400	
A1 WEB PRESENCE PROVIDER	10.00	BBB-522-1650-400	
USIA VIDEO	585.00	BBB-522-1650-443	
TOSHIBA FINANCIAL SERVICES	314.00	BBB-522-1670-400	
CORNERSTONE	100.00	BBB-522-3620-400	
VERIZON WIRELESS	300.00	BBB-522-3620-400	
NYCOMCO	383.00	BBB-522-3989-400	
DISTASI MORIELLO & MURPHY LAW	300.00	BBB-522-8010-400	
JACOBOWITZ & GUBITS	300.00	BBB-522-8020-430	
DAVID CLOUSER & ASSOC	300.00	BBB-522-8020-455	
A1 WEB PRESENCE PROVIDER	3.00	DAA-522-5010-400	
VERIZON WIRELESS	83.00	DAA-522-5010-400	
LOWE'S COMPANIES INC.	250.00	DBB-522-5110-400	
CINTAS CORP	250.00	DBB-522-5110-400	
HERITAGE ENERGY-DIESEL	1,000.00	DBB-522-5110-400	
CENTRAL HUDSON-SALT SHED/GAS PUMP	60.00	DBB-522-5110-400	
GLOBAL MONTELLO GROUP CORP-GAS	1,000.00	DBB-522-5110-400	
A1 WEB PRESENCE PROVIDER-EMAIL MECH	1.50	DBB-522-5130-400	PER HWY
D&D AUTO SUPPLY (HIGHLAND)	800.00	DBB-522-5130-400	PER HWY
ARKEL MOTORS	500.00	DBB-522-5130-400	APR-SEP PER HWY
TRACTOR SUPPLY PLAN	200.00	DBB-522-5130-400	APR-SEP PER HWY
CENTRAL HUDSON	500.00	DBB-522-5132-400	APR-SEP PER HWY
TIME WARNER CABLE	74.99	DBB-522-5132-400	
BOTTINI FUEL	600.00	DBB-522-5132-400	PER HWY
COFFEE SYSTEM OF THE H.V.-WATER	25.00	DBB-522-5132-400	PER HWY
TRUE VALUE OF NEW PALTZ	65.00	DBB-522-5132-400	PER HWY
H.V. PEST CONTROL INC.	43.00	DBB-522-5132-400	PER HWY
GLOBAL MONTELLO GROUP CORP-GAS	1,000.00	DBB-522-5142-400	PER HWY
HERITAGE ENERGY-DIESEL	1,000.00	DBB-522-5142-400	PER HWY
CENTRAL HUDSON-SALT SHED/GAS PUMP	200.00	DBB-522-5142-400	PER HWY
ENVIRONMENTAL CONSULTANTS	1,257.00	SSA-522-8120-400	
ENVIRONMENTAL CONSULTANTS	314.25	SSE-522-8120-400	JAN-APR/OCT-DEC PER HWY
ENVIRONMENTAL CONSULTANTS	1,571.26	SSF-522-8130-400	JAN-MAR/OCT-DEC PER HWY
ENVIRONMENTAL CONSULTANTS	722.37	SWA-522-8340-400	JAN-MAR/OCT-DEC PER HWY
ENVIRONMENTAL CONSULTANTS	122.44	SWB-522-8340-400	JAN-MAR/OCT-DEC PER HWY
ENVIRONMENTAL CONSULTANTS	44.89	SWC-522-8340-400	
ENVIRONMENTAL CONSULTANTS	48.97	SWD-522-8340-400	
CENTRAL HUDSON-HOLLAND LN	52.00	SSE-522-8130-400	
CENTRAL HUDSON-PLANT RT 299	45.00	SSF-522-8130-400	
CENTRAL HUDSON-PLANT SO OHIO	400.00	SSF-522-8130-400	
LOWE'S CORPORATION INC.	60.00	SSF-522-8130-400	
TRUE VALUE OF NEW PALTZ	100.00	SSF-522-8130-400	
ENVIRONMENTAL LABWORKS	25.00	SWA-522-8340-400	
ENVIRONMENTAL LABWORKS	150.00	SSF-522-8130-400	

## Appendix D

### **Credit Card and Open Vendor Credit Accounts Use Policy:**

The Town of New Paltz will issue municipal credit cards or open credit account charge authorization to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit authorizations. Use of municipal issued credit cards or open credit account charge authorization is a privilege, which the Town of New Paltz may withdraw in the event of serious or repeated abuse. Any credit card or open credit account charge the Town of New Paltz issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit authorizations shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Town of New Paltz) with their own funds or personal credit authorizations. The Town of New Paltz will not regard expenses for one's own business related use, such as lodging and meals while on municipal approved business trips, as personal purchases, as long as such expenses are consistent with the Town of New Paltz's travel and expense reimbursement policy. If any employee uses an municipal credit card or open credit account charge authorization for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. If an employee uses an municipal credit card or open credit account charge authorization for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Town of New Paltz's part that is not within the scope of the employee's duties or the employee's authorization to make business related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Town of New Paltz via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a municipal credit card or open charge account authorization in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.



**Agreement for Wage Deductions Associated with Improper Use of Municipally Issued Credit Card or Open Vendor Credit Account Charge Authorizations**

I, \_\_\_\_\_ (print name), hereby certify that I understand and agree to abide by the Town of New Paltz's policy regarding use of municipally issued credit card authorizations and/or open Credit account charge authorizations, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Town of New Paltz in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Town of New Paltz may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Town of New Paltz may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Town of New Paltz's part that is not within the scope of my duties or my authorization to make business related purchases, I am financially responsible for any such expenses and agree to reimburse the Town of New Paltz via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Town of New Paltz Credit Card and Open Vendor Credit Accounts Use Policy – Acknowledgement

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix E

### Vehicle Use Policy

The purpose of this policy is to prevent the Town from being subjected to increased liability from the unauthorized use of Town vehicles and/or equipment. Damages resulting from any unauthorized use or caused by unauthorized persons may not be covered under the Town's liability insurance and any damages paid by the Town insurance carrier may cause a significant increase in the Town's premiums or the loss of coverage entirely.

Municipal Vehicles are not Personal Vehicles and are not for personal use. Municipal Vehicles should be viewed as belonging to the Town and are assigned solely for purposes consistent with providing services to the Town and its citizens and visitors.

When on Town Business Town employees should use available Municipal vehicles when possible. When not possible the Town will reimburse employees for expenses (mileage at the IRS standard mileage rate, tolls and reasonable parking expenses), which they incur as a result of Personal Vehicle use on behalf of the Town. For reimbursement employees must complete and submit the required forms with appropriate supporting documentation and/or receipts in a timely manner. Employees will not be reimbursed for commuting between their homes and offices or other regular work locations or any other personal use. Expense reimbursement is not considered to be a wage or salary item.

Certain positions require employee access to Municipal Vehicles on a 24-hour on-call basis and thus are granted commuting privileges. Commuting privileges are granted by the Department Head. Employees who are assigned Municipal Vehicles that meet eligibility criteria as defined under 26 CFR 1.274-5T (this includes marked and unmarked police vehicles used by Police Chief, Lieutenant(s) Detectives, and Code enforcement officers) will not be subject to imputed income taxation as a result of the vehicle assignment. Employees who are subject to imputed income regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation will have the value of the personal use of the Municipal Vehicle included in the employee's taxable income with the value of this benefit calculated by multiplying the annual miles driven for personal commuting purposes by the Internal Revenue Service's standard mileage rate.

Employees who drive a Municipal or use a Personal Vehicle use on behalf of the Town must acknowledge (sign and date) that they have read the Town of New Paltz Vehicle Use Policy (See Schedule E).

## **Schedule E**

### **Town of New Paltz Vehicle Use Policy**

Municipal Vehicles may only be used for legitimate municipal business.

Copies of licenses must be on file with the Comptroller and the Town insurer, prior to the operation of a Town owned vehicle.

Individuals assigned a Municipal Vehicle with commuting privileges may make “incidental personal uses” such as stopping at a grocery store or going to the bank, on his/her way home, but only if the stop does not add mileage to the trip.

Operators should exercise sound judgment at all times when using assigned Municipal Vehicles and should avoid the appearance of misuse.

Municipal Vehicles will not be used to transport any individual who is not directly or indirectly related to municipal business. Unauthorized passengers are not allowed to ride in Town vehicles. Under no circumstances are non-town employees permitted to ride or drive in Town-owned vehicles. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall not ordinarily be transported in Municipal Vehicles. Police Officers transporting individuals in the performance of their normal job duties are exempt from this provision.

The Town shall not be liable for the loss or damage of any personal property transported in the Municipal Vehicle or for any personal property while using their Personal Vehicle for work-related travel. Unless expressly exempted by law, employees are to ensure that they and all passenger(s) in a Municipal Vehicle wear seat belts at all times, if the Municipal Vehicle is so equipped.

Employees may not operate Municipal Vehicles or Personal Vehicles being used for work-related travel under the influence of alcohol, illegal drugs, or any controlled substances.

Employees are prohibited from possessing illegal drugs or controlled substances in a Municipal Vehicle or in a Personal Vehicle being used for work-related travel (police officers who are required to carry prohibited items in performing their normal job duties are exempt).

Employees are expected to keep Municipal Vehicles clean and to report any malfunction, damage, needed repairs or other vehicle problems to their supervisor immediately.

Employees operating a Municipal Vehicle or a Personal Vehicle while on work-related travel shall obey all applicable traffic and parking regulations, ordinances, and laws.

Employees who incur parking or other fines/citations while operating or using an assigned Municipal Vehicle or using a Personal Vehicle on work-related travel, will be personally responsible for payment of such fines/citations.

Drivers misusing Town vehicles may be held personally liable for damages to persons or property, as well as their own legal expenses and defense, since the driver is acting outside the course and scope of permitted Town business. Drivers who misuse Town vehicles are also subject to disciplinary action by the Town.

When an employee using a Municipal Vehicle or Personal Vehicle on work-related travel is involved in a motor vehicle accident, the operator must obtain the following information:  
Name(s), address(es), and driver’s license number(s) of the other driver(s);  
Name(s) and address(es) of the owner(s);  
Registration number(s) of the other vehicle(s) involved;  
Name(s) and address(es) of other driver(s) insurance company(ies);  
Name(s) and address(es) of any witness(es) to the accident,  
and immediately report details to the employee’s immediate supervisor.

When any person has been injured and/or when vehicles have suffered damage, the local or state police must be called to the scene.

Discipline: Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of Town vehicle privileges, suspension and/or termination of employment.

**Town of New Paltz Vehicle Use Policy – Acknowledgement**

I, \_\_\_\_\_ (print name), as an employee of the Town of New Paltz, hereby acknowledge that I have received, read, understand, and agree to abide by the Town’s Vehicle Use Policy. If assigned a Municipal Vehicle and or use a Personal Vehicle for work-related travel, I shall comply with the respective provisions of the policy or those portions of the policy not specifically regulated by law or collective bargaining agreement or individual agreement/contract. Once signed, the Town will retain this form for records purposes.

Employee Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\*Department Head Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\*If an individual is assigned a Municipal Vehicle with commuting privileges the Department Head signature is also required

## **Appendix F**

### **Committees, Commissions & Boards:**

1. All formally constituted Committees, Commissions and Boards keep minutes, a draft of which must be presented to the chair within 10 days of each meeting and a copy filed with the Town Clerk within 14 days of adoption. If the filing with the clerk is in draft form a final is to be filed after approval.
2. Procedure for Resignations Prior to Expiration of Term of Office: When a vacancy exists due to resignation prior to termination of term of office, the Chairman of the Committee, Board or Commission will notify the Town Clerk in writing who will inform the Supervisor and ask that it be put on the Town Board agenda to accept said resignation. The Supervisor will notify the person that the resignation was accepted. The Supervisor will add his/her thanks for their contribution to the Town. The regular procedure for filling vacancies will be followed. All resignations must be filed with original signatures with the Town Clerk's Office.
3. Procedure at Expiration of Term of Office: When the term of office of an appointee expires, the Town Clerk will contact the appointee to ask if they would like to be considered for reappointment. The Town Clerk will then contact the Supervisor and Town Board to ascertain if the Town Board wishes to consider the re appointment. If either the appointee is not interested in being reappointed or the Town Board does not wish to reappointment them the Town Board will follow the procedure for filling of Vacancies (see #4 below).
4. Procedure for Filling of Vacancies: The Chairman of the Committee, Board or Commission for which there is a vacancy will be notified. The Town Clerk will post a notice on the Town website and prepare a press release notifying the newspapers of the vacancy. The notices will identify the vacancy, specify the term of office and request a resume of anyone interested. The Town Board will review resumes with the Chair of said committee and if deemed necessary will schedule appointments to meet the applicants to the Committees, Commissions and Boards. Members of the respective Board will also be invited to attend interviews. For other committees the respective group will review the applications and make a recommendation to the Town Board. The Town Board will vote on all appointments. All appointments will be contingent upon the filing of an Oath of Office and a completed Financial Disclosure Statement with the Town Clerk. If these conditions are not fulfilled within thirty (30) days, except for reasons of excusable neglect, the appointment will be deemed null and void.

**Schedule F**

**Town Board Liaison Assignments**

<b>Board/Commission/Department</b>	<b>Liaison</b>	<b>Email address</b>
Assessor	Marty Irwin	mirwin@townofnewpaltz.org
Bicycle-Pedestrian	Daniel Torres	danieltorres@townofnewpaltz.org
Board of Assessment Review	Jeff Logan	jefflogan@townofnewpaltz.org
Building Department	Jeff Logan	jefflogan@townofnewpaltz.org
Buildings and Grounds	Jeff Logan	jefflogan@townofnewpaltz.org
Clean Water Open Space	Marty Irwin	mirwin@townofnewpaltz.org
Community Improvement Team	Marty Irwin	mirwin@townofnewpaltz.org
Elting Library	Daniel Torres	danieltorres@townofnewpaltz.org
Emergency Planning Committee (LEPC)	Neil Bettez	supervisor@townofnewpaltz.org
Environmental Conservation Board	Daniel Torres	danieltorres@townofnewpaltz.org
Ethics	Daniel Torres	danieltorres@townofnewpaltz.org
Finance Grants	Neil Bettez	supervisor@townofnewpaltz.org
Highways	Jeff Logan	jefflogan@townofnewpaltz.org
Historic Preservation Commission	Julie Seyfert-Lillis	j.seyfert.lillis@townofnewpaltz.org
Justice Court	Marty Irwin	mirwin@townofnewpaltz.org
Microgrid	Marty Irwin	mirwin@townofnewpaltz.org
Moriello Pool	Neil Bettez	supervisor@townofnewpaltz.org
NP Child Care Center	Julie Seyfert-Lillis	j.seyfert.lillis@townofnewpaltz.org
Planning Board	Julie Seyfert-Lillis	j.seyfert.lillis@townofnewpaltz.org
Recreation	Julie Seyfert-Lillis	j.seyfert.lillis@townofnewpaltz.org
Recycling	Daniel Torres	danieltorres@townofnewpaltz.org
School Board	Neil Bettez	supervisor@townofnewpaltz.org
Senior Services	Marty Irwin	mirwin@townofnewpaltz.org
Television Public Access	Marty Irwin	mirwin@townofnewpaltz.org
Transportation Implementation Committee	Marty Irwin	mirwin@townofnewpaltz.org
Union Contract Negotiating Team	Marty and Jeff	
Village Board	Daniel Torres	danieltorres@townofnewpaltz.org
Water and Sewer	Jeff Logan	jefflogan@townofnewpaltz.org
Youth Center	Daniel Torres	danieltorres@townofnewpaltz.org
Zoning Board of Appeals	Jeff Logan	jefflogan@townofnewpaltz.org

## Appendix G

The following fees are set for the 2017 calendar year:

### 1. Recycling

#### **PERMITS & COUPONS (Must be current to use facility)**

Resident	\$ 25.00
Second Vehicle	\$ 5.00
Resident – Veteran/Senior	\$ 15.00
Resident-One Time	\$ 3.00
Non-Resident – One Time	\$ 6.00
Contractor – One Time	\$ 6.00
Coupons (10 per book)	\$ 40.00

#### **GARBAGE**

Large 33-36 gallons up to 30lbs	\$ 4.50
Medium 13 gallon up to 15 lbs	\$ 2.50
Small 3-5 gallon under 10 lbs	\$ 1.50
Single Bags – C&D	\$ 12.00
Bulk (per yard)	\$ 40.00
C&D (per yard)	\$ 60.00
Roof Shingles (per yd)	\$ 100.00
Misc. Bulk Items	\$ 10.00
**Mattress/Box Spring	
-Futon/Single/Twin	\$ 10.00
-Double/Full/Queen	\$ 15.00
-King	\$ 20.00
**Furniture	
Stuffed Chair	\$ 5.00
Love Seat	\$ 10.00
Couch	\$ 15.00
**Convertible Couch	\$ 30.00

#### **ORGANICS**

Brush – FREE! NO permit required. Under 6 feet, under 4” thick. Brush is branches not trunks or logs.

Leaves/Grass Clippings – PERMIT REQUIRED. **No other yard waste!**

Vegetable/Fruit Scraps – PERMIT REQUIRED

No other fees.

#### **Other Organics**

Source Separated FOOD WASTE \$40.00/ton

Kitchen bag (13 gallons food waste) \$2.50ea

Mulch or Chips Delivery \$75.00  
(residents only; as available)

Compost Delivery \$150.00 (residents only; as available)

Logs up to 27” and 12’ length \$ 12.00/yd

Stumps up to 3’ X 3’  
(clean, no root ball) \$ 25.00ea

#### **MISC. OTHER**

Propane Tanks \$ 6.00  
Contamination Fee \$20.00 + fees  
Surrender Fee 33% of cost of item

\*\*Price doubles if wet.

#### **FLUORESCENT BULBS**

**Not currently accepting**

See online list of local retailers that accept them

**ELECTRONICS** Residents only. 40 cents per pound. No consoles or TVs over 32". Tubeless flat screen tvs - no size limit.

**TIRES**

- Passenger w/rim \$6.00
- Passenger w/o rim \$3.00
- Truck on or off rim \$9.00
- Truck tire up to 22.5" \$16.00

**APPLIANCES**

- Freon containing units \$15.00
- Major appliances \$5.00

*Staff reserves the right to reject any and all loads*

**2. Town Clerk**

**Marriage License**- \$40\*

**Dog License**- Spayed/Neutered- \$5.00 per year  
 Not spayed or neutered- \$15.50 per year  
 Senior citizens - exempt from \$2.50 local fee  
 Purebred (flat fee, not including State surcharge):  
 1-10: \$25      11-25: \$150      26+: \$300

**Dog Seizures**- \$25 redemption fee plus boarding per day for first offense. \$50 fee for second redemption (plus boarding), \$100 for third and subsequent seizures. Upon dog seizure, the owner is responsible for all veterinarian-based and boarding costs.

**Transcripts**: Death, Birth, Marriage- \$10 each\*      **Genealogy**- \$22 each search\*

**Copies**- \$.25 per page

**Flash Drives for FOILs**- \$5

**Town & Zoning Maps**- \$5

**Non-Resident Landfill Hunting Permission Fee**- \$10

**Peddler's Permit**- \$50

**Racing & Wagering License/Bell Jar**- \$25\*      **Bingo**- \$18.75 per game\*

\*-State Agency mandated fee



### 3. Building Department

#### Town of New Paltz Building Department 2017 Fee Schedule The Code of the Town of New Paltz – §140-51

#### **FEES: Section §140-65 Town Code, Last Revised 1/4/2016**

**APPLICATION PROCESSING FEE:** \$25.00 – payment due at submission  
(excepting roofing permits, temporary signs, electrical upgrades & abandonment of underground oil tanks)

**SINGLE FAMILY RESIDENCES & ACCESSORY BUILDINGS:** all work  
\$40 per 100 sq. ft. of floor area, or fraction thereof.

NOTE: Floor area shall not include cellar/unfinished basement, attic with no floor, but shall include an accessory garage floor area based on outside dimensions of building, additions, decks as well as attached and detached garages.

**FOR REPAIRS, ALTERATIONS INCL. COVERED DECKS/PORCHES:** \$25.00 per s/f to project cost of work

**OPEN DECKS:** \$15.00 per s/f to project cost of work

Fee of \$40.00 up to \$1,000 cost of project

Fee of \$15.00 for each \$1,000 or fraction thereof over \$1,000 and up to \$10,000

Fee of \$10.00 for each \$1,000 or fraction thereof over \$10,000 and up to \$20,000

Fee of \$8.00 for each \$1,000 or fraction thereof over \$20,000

**SOLAR – ROOF MOUNTED:** \$75.00

**SOLAR – GROUND MOUNTED:** \$125.00

**ALL FUEL BURNING APPLIANCES & OIL TANKS (incl. generators):** \$75.00

**ABANDONMENT OF UNDERGROUND OIL TANKS:** \$75.00

**MOBILE HOMES – AGRICULTURAL USE:** \$200.00 PER STRUCTURE

#### **NEW COMMERCIAL AND MULTIPLE FAMILY USES:**

(Fees are based on gross floor square foot area as measured by the exterior building dimensions including all walls, common-areas, balconies, decks, basements and attics used for mechanicals/plumbing and/or utilities)

fee of \$.50 per sq. ft or a min of \$300.00 for the first 5,000 sq. ft.

fee of \$2,500 plus \$.45 per sq. ft over 5,000 up to 20,000 sq. ft

fee of \$9,250 plus \$.40 per sq. ft over 20,000 up to 50,000 sq. ft.

fee of \$21,250 plus \$.35 per sq. ft over 50,000 sq. ft

#### **WAREHOUSES AND HIGH PILE STORAGE BUILDINGS:**

\$450.00 for the first 10,000 cu. ft. or fraction thereof of volume

\$30.00 for each 1,000 cu. ft. of fraction thereof up to 50,000 cu. ft.

\$15.00 for each 1,000 cu. ft. or fraction thereof over 50,000 cu. ft.

#### **COMMERCIAL RENOVATIONS/ALTERATIONS:**

\$.50 per square foot (min. \$200.00 fee)

**TRUSS FEE:** \$50.00 exception One and Two Family Dwellings and U type occupancies

**BLASTING:** \$75.00 flat fee

**DEMOLITION:** \$100.00 per story

**SIGNS:** \$50.00 plus \$1.25 per sq/ft

**TEMPORARY SIGNS:** \$30.00 for a three (3) week period

**ELECTRICAL UPGRADES OR REPAIRS:** \$50.00

**ABOVE GROUND POOL: \$75.00**

**IN-GROUND POOL: \$200.00**

**FENCE: \$50.00**

**ROOFING PERMIT: \$50.00**

**ONE-STORY STORAGE SHED WITH NO OVERHEAD DOOR:**

Drop Shed (200 s/f or less)	\$50.00
200 square feet or less:	\$75.00
201-400 square feet:	\$100.00

**LAND DEVELOPMENT PERMIT:**

\$300.00 per acre of site disturbance  
\$300.00 minimum fee

**AMENDMENTS TO BUILDING PERMITS:**

\$25.00 application fee plus any applicable permit fee as scheduled above.

**BUILDING PERMIT EXTENSION:**

1st extension - free;  
2nd and subsequent extensions – The Building Inspector shall determine the balance of the work to be performed and calculate the fee for the extension based upon the remaining work as if a new permit is issued

**BUSINESS CHANGE OF OCCUPANCY: \$150.00** to include minor non-structural repairs or renovations

**CERTIFICATES OF OCCUPANCY/COMPLIANCE: \$25.00**

**CERTIFICATES OF OCCUPANCY & VIOLATION SEARCHES FOR TITLE COMPANIES:**

Residential: \$100.00 per parcel  
Commercial: \$200.00 per parcel

**EXPIRED PERMIT REQUIRING INSPECTION FOR C.O.: \$50.00**

for each additional inspection: \$25.00

**FLOOD PLAIN LETTER REQUEST: \$25.00**

**WETLAND INSPECTION FEE:**

Initial 1st time inspection for parcel – free  
2nd inspection fee of \$140.00  
Subsequent inspections – direct costs to be reimbursed to the Town of New Paltz prior to issuance of any permits or approvals

**STEEP SLOPE PERMIT:**

Initial application fee \$150.00 additional direct costs of the Town Engineer to be reimbursed to the Town of New Paltz prior to Issuance of Building Permit

**OPERATING PERMITS \$75.00**

<b>FIRE INSPECTIONS:</b>	0-5,000 S/F	\$40.00
	5001-10000 S/F	\$100.00
	10001-25000 S/F	\$150.00
	25001-50000 S/F	\$200.00

Multiple Dwellings, Hotels, Motels etc.. \$35.00 per building plus \$5.00 per unit

**\*\*\*ANY CONSTRUCTION STARTED WITHOUT A BUILDING PERMIT 50% WILL BE ADDED TO COST OF PERMIT (NOT TO EXCEED \$250.00 PENALTY)**

**\*\*\*AN ACCESSORY APARTMENT COMPLETED WITHOUT A PERMIT: COST OF PERMIT PLUS \$50.00 TO BE PAID PRIOR TO INSPECTION.**

**\*\*\*IF A THIRD OR MORE REINSPECTION MUST BE PERFORMED FOR THE SAME VIOLATION THERE WILL BE AN ADDITIONAL FEE OF \$50.00 ADDED FOR EACH**

**ADDITIONAL INSPECTION. THIS MUST BE PAID PRIOR TO ANY FURTHER INSPECTIONS BEING SCHEDULED.**

**\*\*\*ALL FEES DUE AT THE TIME PERMITS ARE ISSUED\*\*\***

**4. Town of New Paltz Planning Board**

**Application Review and Administrative Fees**

Per Article IX – Planning and Zoning Fees of Town of New Paltz Code Planning Board fees are non-refundable and subject to other requirements per §140-59 to §140-62; §140-63; §140-66 to 140-69. Planning Board escrow deposits are subject to §140-60.1

<u>Fee Type</u>	<u>Details</u>
<b>Conceptual Review</b> (not requiring consultants)	One conceptual review with the Planning Board will be granted at no charge.
<b>Conceptual Review with Consultants</b>	At the discretion of the Planning Board Chair, a conceptual review requiring consultants may be granted. The fee of \$300.00 per consultant will be collected prior to the review. The conceptual review will not exceed 1 hour.
<b>Clearing and Grading</b>	\$250.00 base fee, plus \$125.00 for each additional meeting after the first two meetings, plus \$150.00 for each site visit required by the Planning Board Engineer.
<b>Sign related application review</b> (separate from Building Department Permit fees)	A) <u>Individual sign application review</u> - \$150.00 B) <u>Master Sign Plan application review</u> - \$150.00 base fee plus \$50.00 per sign. C) <u>Simplified Sign Plan</u> (request for waiver of Sign Plan review by Planning Board) \$50.00
<b>Site Plan Review</b>	A) <u>Residential</u> - \$500.00 base fee, plus \$150 per dwelling unit. B) <u>Non-residential</u> – \$150.00 base fee plus, fee per square foot (see below).  Up to 1,000 sf - \$250 1,001-10,000 sf - \$2,500 10,001-20,000 sf - \$5,000 20,001 sf and above - \$7,500
<b>Simplified Site Plan Review</b> (waiver of site plan review)	\$450.00 – Application must be in accordance with §140-51.3 and §140-51.4 of the Zoning Code.
<b>Wetland Permit Fee</b>	\$250.00
<b>Steep Slope Fee</b>	\$250.00

<u>Fee Type</u>	<u>Details</u> (Continued from page 1)
<b>Special Use Permit Applications</b>	A) <u>Accessory Apartment</u> : \$300.00 B) <u>Accessory Use</u> : As defined in the Town of New Paltz Zoning Code - \$300.00 C.) <u>Special Use Permit Annual Renewal for Acc. Apt.</u> : \$50.00
<b>Subdivision Review</b>	A) <u>Subdivision</u> application with <u>no net gain of lots</u> - \$600.00 B) <u>Subdivision</u> application creating <u>one (1) or more lots</u> - \$750.00 plus \$200.00 for each additional lot.
<b>Wireless Communications Facility</b>	A) <u>Minor Facility</u> : \$575.00 base fee for the first three meetings and \$185.00 for each additional meeting. B) <u>Major Facility</u> : \$1400 for the first three meetings and \$300.00 for each additional meeting.
<b>Other fees</b>	<b>Dormant Application Fee</b> – after 12 months of no activity on behalf of the applicant, an application will be considered dormant. In order for the review process to begin again, a reinstatement fee of one half of the initial application fee will be charged.
<b>Escrow Deposits</b>	Escrow deposits will be determined upon initial application review. (As defined in Town Code Section 140-60.1)
<b>Recreation Trust Fund Fees</b> (in lieu of parkland set-aside)	\$5500.00 for each additional lot created by subdivision or each dwelling unit created by site plan, with the exception of Accessory apartments which shall be \$1000, unless otherwise determined by the Town Board.

**5. Zoning Board of Appeals**

**Town of New Paltz Zoning Board of Appeals 2017 Fee Schedule**

	<u>Initial Application</u>	<u>Violation</u>	<u>Additional Meetings</u>
<b>AREA VARIANCE*</b> (not requiring referral to UCPB- includes 2 ZBA meetings)	\$250	\$500	+ \$150
<b>AREA VARIANCE*</b> (with UCPB referral – includes 3 ZBA meetings)			
Residential-	\$350	\$600	+\$150
Non-Residential	\$600	\$1,100	+ \$300
<b>USE VARIANCE*</b> (includes 2 ZBA mtgs)			
	\$750	\$1500	+ \$300
<b>SPECIAL USE PERMIT*</b>	\$500		

**APPEAL DECISION OF BUILDING INSPECTOR:** \$250  
Escrow account will be established to cover consultant fees.

\*Additional consultant fees will be the responsibility of the applicant.

**6. Towing Fees**

1a. Passenger automobiles, sport utility vehicles, light trucks, pickup trucks, vans, minivans or suburbans. Accidents, impounds and snow removal.

1. Day: \$200
2. Evenings, nights, weekends and holidays: \$250

b. Disabled vehicles

1. Day: \$100
2. Evenings, nights, weekends and holidays: \$150

c. Tractor trailers and/or any other vehicles with GVWR of over 50,000 lbs.

1. Day: \$350 per hour. Two hour minimum.
2. Evenings, nights, weekends and holidays: \$400 per Hour. Two hour minimum.

2. Additional charges. The licensee shall be permitted to charge additional fees for additional services. Any fees not provided for herein shall be in accordance with the schedule of fees filed with the New Paltz Police Department.

a. Second Truck to assist: (Must be approved by officer at scene)

1. Day: \$150
2. Evenings, nights, weekends and holidays: \$200

b. Winching:

1. Passenger automobiles, sport utility vehicles, light trucks, pickup trucks, vans, minivans and suburban
  - a. Day: \$125 per hour, chargeable to the ½ hour
  - b. Nights, weekends and holidays: \$175 per hour, chargeable to the ½ hour.

c. Waiting and/or cleanup time in excess of 15 minutes on scene with standard tow trucks

- a. Day \$75 per hour
- b. Evenings, nights, weekends and holidays: \$100 per hour.

d. Mileage. Outside of the Town of New Paltz: \$4.50 per loaded mile.

3. “Days” shall mean 8:00 am through 5:00 pm, Monday through Friday. “Evenings, nights, weekends, and holidays” shall mean all the other times with “holidays” being those established by the State of New York.

**Storage Fees:** The licensee agrees to charge a maximum of \$65 per day for outside storage and \$85 per day for inside storage; provided however that no storage shall be charged if the vehicle is picked up within 24 hours from the time of the call; and provided, further, that no additional storage may be charged from the time the owner of the vehicle contacts the licensee for the purpose of attempting to pick up the vehicle, so long as the owner does pick up the vehicle prior to the end of the next business day of the licensee in which the vehicle was towed. Reasonable charges not to exceed \$75 may be imposed by the licensee to enable the owner to pick up the vehicle at other than normal business hours of the licensee. Licensees shall be available to owners desiring to pick up vehicles at least 10 hours per day, Monday through Friday, which hours must include wither 8:00am or 6:00pm, as the licensee shall elect, Saturday, Sunday and holidays excluded; but if a request for pick up is made for Saturday, Sunday and holidays a fee of no more than \$75 may be imposed to respond. Hours of availability shall be filed with the New Paltz Police Department.

Heavy-duty storage fee will be a maximum of \$100 per day.

**Form of payment:** The licensee must accept at a minimum the following forms of payment from a customer: cash and/or Visa/MasterCard

The charges and fees herein provided may be modified from time to time by resolution of the Town Board of the Town of New Paltz, New York.

**7. Highway Fees**

Driveway permit: \$150 per application, good for one year from signature date.

**8. Water and Sewer Department Fees**

**Water Service Hook-Up Fee**

3/4" meter	\$370
1" meter	\$510
Over 1"	TBD
Sprinkler System Insp	TBD

**Water Meter Replacement Rates, other than normal wear and tear**

3/4" meter	\$180
1" meter	\$350
Over 1"	TBD

**Service Restoration Fees** - \$50

**Sewer Hook-Up Fee with inspection – non water customer**

3/4" meter	\$370
1" meter	\$510
Over 1"	TBD

**Sewer Hook-Up Fee with inspection – existing water customer** -\$200

**Sewer Hook-Up Fee with inspection – new construction**

3/4" meter	\$400
1" meter	\$540
Over 1"	TBD

**9. Community Center**

**2017 Community Center Rates, Town of New Paltz**

**Main Room Rates, 26'x48' room size**

<b>Private Party, Event</b>				<b>Hourly Rate</b>	
	Resident			\$40.00	
	Non Resident (NR)			\$60.00	
<b>Businesses</b>					
	Resident, charging a fee			\$70.00	90 NR
	Resident, not charging			\$50.00	70 NR
	Not charging, open to the public and				
	providing a public service			\$25.00	45 NR
	Resident not for profit business charging			\$50.00	60 NR
	Not for profit businesses not charging			\$30.00	40 NR
<b>New Paltz Not For Profit Groups, Agencies</b>					
Not charging up to two hours		\$5 per hour, \$25 yearly fee			
<u>Not charging over two hours</u>		\$15 Hr	Charging	\$20	
<b>Not For Profit Groups, Agencies</b>					
	Not Charging			\$20.00	
	Charging			\$30	
<b>Individuals, Groups, Offering Free Services, Programs</b>					
			\$5 per hour, \$25 yearly fee		
<b>To The Public</b>					
<b>Senior/Youth Programs Charging</b>				\$15	
<b>Adult Recreation Programs Charging</b>				\$25	
<b>Fee To Instructors Receiving Donations</b>				\$10	
<b>Above rates apply if lower then below rates</b>					
<b>Main Room Breakdown, Conference Room Rates</b>					

**Conference Room (Accommodates 8) \$15 hr resident, \$25 hr non-resident**

**Main Room, one third usage, 16'x26' 416 sq ft, \$20 hr resident, \$30 hr non-resident**

**Main Room, two thirds usage, 26'x32' 832 sq ft, \$25 hr resident, \$35 hr non-resident**

All programming /events are scheduled through Parks & Recreation, 255-2512 or recreation@townofnewpaltz.org

A \$150 deposit is required for Event/Party reservations, returnable after rented space is inspected by staff and deemed reasonably clean and damage free.

Rental checks are to be received one week prior to venue, checks/money orders are to be made out to Town of New Paltz.

All programs 10% discount to New Paltz Village/Town Residents.

\*Village/Town Residency is established by where property tax is paid by an individual or their landlord. Non Resident fees may apply to programs, events that are offered free of charge by the Town of New Paltz to New Paltz Residents.

**10. Parks**

**Town of New Paltz, Clearwater, Field of Dreams Parks.**

**2017 Rates, Public Usage.**

<b><u>All park facilities are free to use by the public unless otherwise</u></b>					
<b>reserved through permits issued by New Paltz Parks and Recreation.</b>					
<b>Priority usage by New Paltz Adult and Youth Groups and agencies.</b>					
				<b>Rates</b>	<b>Non Resident (NR)</b>
<b>Pavilion Rental</b>					
<b><u>5 Hour Block</u></b>				\$100.00	\$120 NR
<b>2 Hours or less</b>				\$60.00	\$80 NR
<b>\$1 per individual over 100 participants, Not for Profits only when</b>					
<b>charging for an event, additional charges may be applied when</b>					
<b>venue will incur increased electric and maintenance</b>					
<b>Youth Sports Seasonal Rates, Non Residents</b>					
<b>Rate applies to one sport, weekly usage, rate charged to organization administering program</b>				\$7 per individual or 10% of N/R Registration Fees	
<b>New Paltz Men's/Women's Softball</b>					
<b>Non Resident Men's Rate</b>				\$15 per individual	
<b>Non Resident Women's Rate</b>				\$7 per individual	
<b>Day Usage Non Residents</b>				<b>Half Day</b>	<b>Full Day</b>
<b><u>One field or court usage, two hours or less</u></b>				\$25	
<b>One field or court usage, over two, less than 4hrs.</b>				\$45	\$90
<b>Two Fields or courts</b>				\$90	\$180
<b>Three Fields or courts</b>				\$125.00	\$250
<b>Second consecutive day 10% discount of above rates</b>					
<b>Not for Profits only when charging for tournament or event</b>					

**Note: There is no charge to use park facilities by New Paltz Adult and Youth Groups and agencies. New Paltz Adult Groups using ballfields or courts and charging for their event will follow the day usage rates above with a 20% discount**

**11. Returned Check Fee:** Any check, paper or electronic, written to any Town Department that is returned due to insufficient funds will be charged a \$25 processing fee in addition to the original amount due, payable in cash.



**Acceptable Use of Town Computer Equipment Policy**

**1. Overview**

The Town of New Paltz’s intentions for publishing an Acceptable Use of Town Computer Equipment Policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The Town of New Paltz is committed to protecting their employees, partners and the municipality from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Town of New Paltz. These systems are to be used for business purposes in serving the interests of the municipality, and of our constituents and taxpayers in the course of normal operations. Effective security is a team effort involving the participation and support of every Town of New Paltz employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

**2. Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at the Town of New Paltz. These rules are in place to protect the employee and the Town of New Paltz. Inappropriate use exposes the Town of New Paltz to risks including virus attacks, compromise of network systems and services, and legal issues.

**3. Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct the town’s business or interact with internal networks and business systems, whether owned or leased by the Town of New Paltz, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at the Town of New Paltz and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with the Town of New Paltz policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to employees, contractors, consultants, temporaries, and other workers at the Town Hall, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Town of New Paltz.

**4. Policy**

**4.1 General Use and Ownership**

- 4.1.1 The Town of New Paltz proprietary information stored on electronic and computing devices whether owned or leased by the Town of New Paltz, the employee or a third party, remains the sole property of the Town of New Paltz. You must ensure through legal or technical means that proprietary information is protected.
- 4.1.2 You have a responsibility to promptly report the theft, loss or unauthorized disclosure of the Town of New Paltz proprietary information.
- 4.1.3 You may access, use or share the Town of New Paltz proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
- 4.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 4.1.5 For security and network maintenance purposes, authorized individuals within the Town of New Paltz may monitor equipment, systems and network traffic at any time.
- 4.1.6 The Town of New Paltz reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**4.2 Security and Proprietary Information**

- 4.2.1 Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

- 4.2.2 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- 4.2.3 Postings by employees from a Town of New Paltz email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Town of New Paltz, unless posting is in the course of business duties.
- 4.2.4 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.
- 4.2.5 All town hall servers will be remotely backed-up daily and stored off-site.

### **4.3 Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of the Town of New Paltz authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Town of New Paltz-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **4.3.1 System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Town of New Paltz.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Town of New Paltz or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting the Town of New Paltz business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others.
7. Remote access to town computer/server.

Using a the Town of New Paltz computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any the Town of New Paltz account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Town of New Paltz is made.

12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the the Town of New Paltz network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, the Town of New Paltz employees to parties outside the Town of New Paltz.

#### 4.3.2 Email and Communication Activities

When using government resources to access and use the Internet, users must realize they represent the municipality. Whenever employees state an affiliation to the municipality, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the municipality".

Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
2. Unauthorized use, or forging, of email header information.
3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
4. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
5. Use of unsolicited email originating from within the town's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Town of New Paltz or connected via the town's network.
6. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

#### 4.3.3 Blogging and Social Media

1. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the Town of New Paltz and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Town of New Paltz's *Anti-Harassment* policy.
2. Employees may also not attribute personal statements, opinions or beliefs to the Town of New Paltz when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the Town of New Paltz. Employees assume any and all risk associated with blogging.
3. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, the Town of New Paltz's trademarks, logos and any other the Town of New Paltz intellectual property may also not be used in connection with any blogging activity.

## 5. Policy Compliance

### 5.1 Compliance Measurement

The Town of New Paltz Town Board will verify compliance to this policy through various methods, including but not limited to, internal and external audits, and feedback through/by/to the IT consultant.

### 5.2 Exceptions

Any exception to the policy must be approved by the Town of New Paltz Town Board in advance.

### 5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.