

**Town of New Paltz  
Building Department**

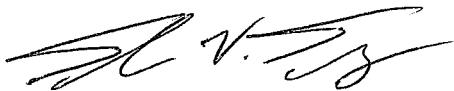
# Memo

**To:** Supervisor Bettez  
**From:** Thomas Tryon, Department Head  
**cc:** Council Members of the Town Board  
**Date:** 3/19/2024  
**Re:** Code Conference Registration

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I respectfully request the Town Board authorize payment (as a pre-pay) for an upcoming Code Conference. The conference will be held at Novella's of New Paltz on April 16, 17, 18, 2024. The conference will provide the required twenty-four hours of continuing education required by New York State for Code Enforcement Officials. The conference will be attended by Christian Kitchen and myself.

Thank you,



Thomas V. Tryon  
Department Head



## Conference Authorization Request

*\*Attach supporting literature/documentation to this form.*

Date: 3/18/24

Name of attendee(s): Thomas Tryon / Christian Kitchen

Department/Committee: Building Department

Name of conference: Hudson Valley Code Enforcement Officials Education Conference

Location: Novella's of New Paltz / 2 Terwilliger Lane

Date(s) of conference: April 16/17/18, 2024

Amount per person: \$375

## Purchase Order Request

Vendor Name: HVCEOC

(Address & phone if new) 6 Corcoran Drive  
Milton, NY 12547

Budget Code: 3813-522-3020-400

Amount: \$750

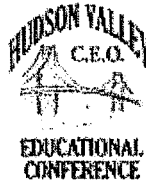
PO number:

## Authorization

Approved: *N. L. Betts*

Denied:

Reason for denial:



**Announcing the 37th Annual  
Hudson Valley Code Enforcement Officials Education Conference 2024**

**24 HOURS OF IN-SERVICE TRAINING**

Pre-Registration is required. You will need your NYS Training ID Number, FDID Number and a valid email address to register.

Conference Cost: \$375 per person -No Single Day Registrations.  
Includes Conference Materials, Classes, Lunches, and Breaks.

**[CLICK HERE TO REGISTER](#)**

**CONFERENCE DATES: APRIL 16, 17, 18, 2024**

Novella's of New Paltz  
2 Terwilliger Lane  
New Paltz, NY 12561  
(845) 249-6029

Make Your Separate Overnight Room Reservations Directly With The Hotel.

**Classes Start @ 8:00 AM Tuesday, 4/16, 8:00 AM Wednesday, 4/17, and 8:00 AM Thursday 4/18.**

Courses Scheduled:

Chapter 4 Emergency Planning and Preparedness – Locks and Latches in Egress Doors – How To Determine Fire Flow – Chapter 1 Scope and Administration – Hazardous Materials Provisions – Interior Finish, Decorative Materials and Finishes – Space Heater Safety – Energy Code & Existing Buildings, Commercial Part 1 – Energy Code & Existing Buildings, Commercial Part 2 – Put a Lid on it, Part 1 Unvented Attics – Put a Lid on it, Part 2 Unvented crawlspaces – Code Update

**. \*COURSES SUBJECT TO CHANGE WITHOUT NOTICE and TBD\***

We accept PAYPAL. Checks must have a copy of your Registration page and be sent to: HVCEOEC, 6 Corcoran Drive, Milton, NY 12547. Full Payment Must Be Received No Later Than April 6, 2024 or confirmation will be voided. Bring one copy of your registration confirmation for Check-In at the registration table. Confirmation will be sent to your email address as you supplied.

**[CLICK HERE TO REGISTER](#)**

**TRYON , THOMAS  
REGISTRATION CONFIRMATION  
PLEASE PRINT ALL PAGES OF  
THIS DOCUMENT IMMEDIATELY**



NY0027580

**PAYPAL LINK CLICK HERE**

**BE SURE TO INCLUDE YOUR NY ID ON ANY PAYMENT USED  
THOMAS**

**Congratulations. You have been confirmed for Attendance at  
The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
April 16-18, 2024**

**The Conference will be held at:  
Novellas of New Paltz  
2 Terwilliger Lane  
New Paltz NY 12561**

**Registration table opens Tuesday, April 16, 2024 at 7:00am AT Novellas of New Paltz  
Class starts at 8:00am  
Opening Remarks AT 7:45 AM  
Registration Table for Wednesday, April 17, 2024 opens @ 7:15 AM. at Novellas  
Class starts at 8:00am  
Class Starts 8:00am on Thursday, April 18, 2024 at Novellas**

**Please carefully review all information below for accuracy.**

**email any corrections to [register@codesclass.com](mailto:register@codesclass.com)**

**Last Name: TRYON  
First Name: THOMAS  
Middle Initial: V  
Title: BUILDING INSPECTOR  
Address Line 1: 52 CLEARWATER RD  
Address Line 2:  
City: NEW PALTZ  
State: NY  
Zip: 12561  
email: [ttryon@townofnewpaltz.org](mailto:ttryon@townofnewpaltz.org)  
Municipality or firm: TOWN OF NEW PALTZ  
NY Training Id Num: NY0027580  
FDID Num: 56029  
Phone Number: 845-255-0102**



**HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
INVOICE**

March 18, 2024

INVOICE No: NY0027580 - 2024

*R4-00209*

Payable To:  
HVCEOEC  
6 CORCORAN DRIVE  
MILTON NY 12547

Contact: [tcorcoran@marlboroughny.us](mailto:tcorcoran@marlboroughny.us)

Attendee:  
THOMAS TRYON  
52 CLEARWATER RD  
NEW PALTZ NY 12561

Attendance at The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
April 16-18, 2024

**\$375.00**

**PAYMENT MUST BE RECEIVED BY APRIL 6, 2024.**

**PLEASE MAKE CHECKS PAYABLE TO: HVCEOEC  
BE SURE TO INCLUDE YOUR NY ID ON ANY PAYMENT USED**

TAX ID: 13-3736154  
NYS VENDOR ID: 1000026803  
FAX NUMBER: 845-445-6560

**KITCHEN , CHRISTIAN  
REGISTRATION CONFIRMATION  
PLEASE PRINT ALL PAGES OF  
THIS DOCUMENT IMMEDIATELY**



CE1003796

**PAYPAL LINK CLICK HERE**

**BE SURE TO INCLUDE YOUR NY ID ON ANY PAYMENT USED  
CHRISTIAN**

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The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
April 16-18, 2024**

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Novellas of New Paltz  
2 Terwilliger Lane  
New Paltz NY 12561**

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**Please carefully review all information below for accuracy.**

**email any corrections to [register@codesclass.com](mailto:register@codesclass.com)**

**Last Name: KITCHEN  
First Name: CHRISTIAN  
Middle Initial:  
Title: MUNICIPAL CODE OFFICER  
Address Line 1: 52 CLEARWATER RD.  
Address Line 2:  
City: NEW PALTZ  
State: NY  
Zip: 12561  
email: [ckitchen@townofnewpaltz.org](mailto:ckitchen@townofnewpaltz.org)  
Municipality or firm: TOWN OF NEW PALTZ  
NY Training Id Num: CE1003796  
FDID Num: 56029  
Phone Number: 845-255-0102**



**HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
INVOICE**

**March 18, 2024**

**INVOICE No: CE1003796 - 2024**

**Payable To:  
HVCEOEC  
6 CORCORAN DRIVE  
MILTON NY 12547**

**Contact: tcorcoran@marlboroughny.us**

**Attendee:  
CHRISTIAN KITCHEN  
52 CLEARWATER RD.  
NEW PALTZ NY 12561**

**Attendance at The HUDSON VALLEY CEO EDUCATIONAL CONFERENCE  
April 16-18, 2024**

**\$375.00**

**PAYMENT MUST BE RECEIVED BY APRIL 6, 2024.**

**PLEASE MAKE CHECKS PAYABLE TO: HVCEOEC  
BE SURE TO INCLUDE YOUR NY ID ON ANY PAYMENT USED**

**TAX ID: 13-3736154  
NYS VENDOR ID: 1000026803  
FAX NUMBER: 845-445-6560**

THE TOWN OF NEW PALTZ  
 PO BOX 550  
 52 CLEARWATER ROAD  
 NEW PALTZ, NY 12561  
 Phone: (845)255-0604

**Purchase Order/Voucher**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, CORRESPONDENCE, ETC.

NO. 24-00762

**SHIP TO**

ORDER DATE: 03/21/24  
 DELIVERY DATE: 03/18/24  
 STATE CONTRACT:  
 VENDOR ACCT NUM:  
 VENDOR PHONE #: (845) 445-6585  
 VENDOR FAX #:

**VENDOR**

Vendor #: HVCEO

HUDSON VALLEY CEO  
 EDUCATIONAL CONFERENCE  
 6 CORCORAN DRIVE  
 MILTON, NY 12547

**PAYMENT RECORD**

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 14-6002334

| INVOICE/DATE   | DESCRIPTION  | ACCOUNT NO                               | UNIT PRICE | TOTAL  |
|----------------|--|--|------------|--------|
| NY0027580-2024 | Code Conference<br>Code Conference Registration for Tom<br>Tryon and Christian Kitchen | BBB-522-3620-400<br>SAFETY INSPECTION CE | 750.0000   | 750.00 |
|                |  |  | TOTAL      | =====  |
|                |  |  |            | 750.00 |

**CLAIMANT'S CERTIFICATION & DECLARATION**

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

VENDOR SIGN HERE

OFFICIAL POSITION

DATE

TAX ID NO. OR SOCIAL SECURITY NO.

**APPROVAL FOR PAYMENT**

  
 ADMINISTRATOR OR CHIEF FINANCIAL OFFICER

VENDOR MUST SIGN CERTIFICATION STATEMENT ON THIS  
 VOUCHER. MAIL VOUCHER & ITEMIZED BILLS TO:

THE TOWN OF NEW PALTZ  
 PO BOX 550  
 52 CLEARWATER ROAD  
 NEW PALTZ, NY 12561

**NO ORDER VALID UNLESS SIGNED BY THE  
 PURCHASING DIRECTOR**

This instrument has been pre-audited in  
 manner required by the Local Government  
 Budget and Control Act.

Authorized Signature

I HEREBY CERTIFY THAT FUNDS ARE  
 AVAILABLE FOR THIS PURCHASE.

**VOUCHER COPY - SIGN & RETURN FOR PAYMENT**