

**New Paltz Town Board
Public Hearing: Amending “No Parking” areas
Reorganizational Meeting
January 7, 2021, 7:00 p.m.
via videoconference**

Present: Supervisor Neil Bettez, Councilman Dan Torres, Councilman David Brownstein, Councilwoman Alex Baer. **Absent:** Councilwoman Julie Seyfert-Lillis.

At 7:02 p.m. a motion was made by Supervisor Bettez to open the public hearing on Amending Ch. 119, “No Parking” areas. Seconded by Councilman Torres, all aye votes cast, motion carried.

Public Comment: None.

The public hearing will be left open until later in the meeting.

Town Board Meeting:

At 7:04 p.m. a motion was made by Supervisor Bettez to open the Town Board meeting with the pledge. Seconded by Councilwoman Baer, all aye votes cast, motion carried.

Agenda:

A motion was made by Supervisor Bettez to adopt the agenda as written. Seconded by Councilman Torres, all aye votes cast, motion carried.

At 7:05 p.m. Councilwoman Seyfert-Lillis arrived.

Public Input: None

SEQR Review:

Kristie DiCocco, Lead Engineer, gave an update on the project and an overview of SEQR. A motion was made by Supervisor Bettez to adopt the resolution approving SEQR Negative Declaration-Determination of Non-Significance. Seconded by Councilman Torres, all aye votes cast, motion carried.

Resolution-Establishing the Community Preservation Plan Advisory Board:

A motion was made by Supervisor Bettez to adopt the following resolution:

WHEREAS, the Town Board has approved resolutions for the Community Preservation Plan (CPP) and a Community Preservation Fund (CPF) to support conservation of our Working Farms, Natural Areas, and Historic Properties, and

WHEREAS, the Real Estate Transfer Tax (RETT), was approved by the community as a ballot referendum in November 2020,

THEREFORE, BE IT HEREBY RESOLVED that, in accordance with Town Law § 59-4, an Advisory Board is hereby established to review and make recommendations on proposed acquisitions of interests in real property using monies from the Fund, and

BE IT FURTHER RESOLVED that such Board shall consist of seven members who shall be legal residents of the Town and who shall serve without compensation. No member of the Town Board shall serve on the Advisory Board. Members initially appointed to the Board shall serve staggered terms as follows: one member shall be appointed for a term expiring at the end of the municipal official year in which initially appointed, and the terms of the remaining members shall expire at the end of each official year thereafter. At the expiration of the term of each member first appointed, their successor shall be appointed for a term of seven years, and

BE IT FURTHER RESOLVED THAT a majority of the members appointed shall have demonstrated experience with conservation or land-preservation activities. The Town Board shall make a reasonable effort to appoint at least one active farmer and at least one member of the County Agricultural and Farmland Protection Board to the Board. The Town Board shall further make a reasonable effort to appoint one or more members of the Historic Preservation Commission and the Clean Water and Open Space Protection Commission to the Board, and

BE IT FURTHER RESOLVED THAT the Board shall act in an advisory capacity to the Town Board.

Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Appointments-Community Preservation Plan Advisory Board:

A motion was made by Supervisor Bettez to appoint the following people to the CPP Advisory Board:

Name:	Start:	End:	Notes:
Cara Lee	1/1/2021	12/31/2027	CWOSP
John Ortifelli	1/1/2021	12/31/2026	HPC
Peter Ferrante	1/1/2021	12/31/2025	Active Farmer
Jim Delaune	1/1/2021	12/31/2024	County Ag and Farmland Protection Board
Michael Domitrovits	1/1/2021	12/31/2023	
Ingrid Haeckel	1/1/2021	12/31/2022	EnCB
John Gotto	1/1/2021	12/31/2021	CWOSP

Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

A motion was made by Supervisor Bettez to appoint Cara Lee as Chair. Seconded by Councilman Torres, all aye votes cast, motion carried.

Resolution-Concerning requirement for Assessors to mail renewal applications to certain residents by local option:

A motion was made by Supervisor Bettez to adopt the following resolution:

WHEREAS, on March 7, 2020, Governor Andrew Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and,

WHEREAS, on December 18, 2020; Governor Andrew Cuomo issued Executive Order Number 202.83, temporarily suspending or modifying Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law,

NOW, THEREFORE, BE IT RESOLVED that the Town of New Paltz directs the assessor of the Town of New Paltz to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons.

BE IT FUTHER RESOLVED, that the assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died.

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

Resolution-Setting Public Hearing:

A motion was made by Supervisor Bettez adopting the resolution setting the public hearing on the 59 N. Putt Corners Water District Extension for January 21st at 7 p.m. Seconded by Councilman Brownstein, all aye votes cast, motion carried.

Consent Agenda:

A motion was made by Supervisor Bettez to approve and/or authorize the following as part of the consent agenda:

- a. Approval of minutes: Police Commission 12/17/20, Town Board 12/17/20
- b. Amendment to Town of New Paltz Personnel & Discriminatory Harassment Policies Section I F (Categories of Employees) to read: Accrued benefits such as vacation, personal, or sick time for part-time employees is based upon the following formula: Under 20 hours: no entitlement; 20-29 hours: 60%; 30-39 hours: 90%, effective 01/01/2021
- c. Amendment to Town of New Paltz Personnel & Discriminatory Harassment Policies Section G (Longevity) to read: After completing three (3) years of employment, full-time, non-union employees will receive \$120 for each year completed on their

anniversary date. At the start of the eleventh year (11th) year of employment, employees will receive \$150 for each year of service completed on their anniversary date. The maximum amount of longevity per employee will be \$3,000. Effective 01/01/2021

- d. Approval of NYCOMCO radio communication system proposal for 59 N. Putt
- e. Acceptance of resignation effective 1/31/21: Stana Weisburd, Planning Board
- f. Authorization to waive 30-day hold for liquor license renewal application, 219 Huguenot St.
- g. Board/Commission/Committee Reappointments:
 - EnCB: Ingrid Haeckel, Jonathan (Yoni) Schwartz, Roderic Kenji Tierney, and Ted Nitza
 - Planning Board: Stana Weisburd, until 1/31/2021
 - Zoning Board: Katherine Fuller
 - Recreation: Amy Harrington

Re-Organizational Meeting

1. Delegation of Administrative Duties to the Supervisor: A motion was made by Supervisor Bettez that 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. Seconded by Councilman Brownstein, all aye votes cast, motion carried.

2. Legal Representation for the Town:

A motion was made by Supervisor Bettez to adopt the following:
Joseph Moriello, Esq.: DiStasi, Moriello & Murphy as Town Attorney
William Wallens, Esq., and Matthew Ryan, Esq.: Roemer Wallens & Mineaux as Labor Attorneys
Ken Bond, Esq.: Real Property Strategies and Management as bond counsel
Rodenhausen Chale & Polidoro LLP; Victoria Polidoro
Jeff Storch: Law Offices of Jeffrey E. Storch as bond counsel
Robert Zaccheo, Esq. as Special Prosecutor
Bond, Schoeneck & King for Finance and Payroll
Seconded by Councilman Brownstein, all aye votes cast, motion carried,

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:

A motion was made by Supervisor Bettez to adopt the following:
Legal: Joseph Moriello (ZBA)
Rodenhausen Chale & Polidoro LLP (ZBA Alternate)
McCabe & Mack; Rich Olsen (ZBA Alternate)
Engineering: Barton & Loguidice
Rhode, Soyka & Andrews
Andrew Willingham, Willingham Engineering
Peak Engineering
Hearing Officer (Unsafe Buildings): Robert Zaccheo
Architecture: Kurt Sutherland KWS Architecture
Alfandre Architecture PC
Building Department: Rick Golden and Kelly Naughton; Burke, Miele, Golden & Naughton, LLP
George Lithco, Jacobowitz and Gubits
Seconded by Councilman Torres, all aye votes cast, motion carried.

3a. Consultants for the Planning Board

A motion was made by Supervisor Bettez to adopt the following:

Burke, Miele, Golden & Naughton, LLP as Planning Board Attorneys
Rodenhausen Chale and Polidoro LLP as alternate Planning Board Attorney
Sutherland KWS Architecture

Engineering: Barton & Loguidice, D.P.C.
Rhode, Soyka & Andrews
Andrew Willingham, Willingham Engineering

Wetlands: Milone & MacBroom, Inc.
Chazen/LaBella

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

4. Engineer for the Town:

A motion was made by Supervisor Bettez to adopt the following:

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

Seconded by Councilman Torres, all aye votes cast, motion carried.

4a. Town Board Professional Services:

A motion was made by Supervisor Bettez to adopt the following:

Chazen Companies/LaBella Associates
Ted Nitza, Walden Engineering
Peak Engineering

Alfandre Architecture PC

Seconded by Councilman Torres, all aye votes cast, motion carried.

5. Official Newspaper:

A motion was made by Supervisor Bettez to adopt the following:

For meeting notices Hudson Valley One is designated as the official newspaper of the Town and the Kingston Daily Freeman as backup newspaper.

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

6. Investment of Town Funds:

A motion was made by Supervisor Bettez 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. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

7. Investment of Tax Revenues:

A motion was made by Supervisor Bettez to authorize temporary investment of Tax Revenues by the Town Supervisor. Seconded by Councilman Torres, all aye votes cast, motion carried.

8. Meetings:

A motion was made by Supervisor Bettez to approve the following:

The first and third Thursday of each month will be designated as Town Board business meetings.

Town Board meetings will begin at 7:00 p.m. and the agenda will be ready by 5 p.m. on the preceding Tuesday. Public Hearings will generally begin at 7:00 p.m. (unless otherwise noticed) with the Board meeting to follow. If an additional meeting is needed, the Supervisor has the authority to schedule additional meetings on an as-needed basis.

Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

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.

Where practicable, the Town Board shall utilize a consent agenda to pass routine agenda items as a single action.

The Supervisor is hereby authorized to sign off on the following items without a vote of the Town Board:

- Budgeted Town employee conference attendance
- Letters of support for other entities' grant applications
- Preliminary grant application paperwork
- Parade permits, in consultation with the Chief of Police
- Film production location contracts, in consultation with the Chief of Police

The Supervisor is hereby authorized to sign and execute the following unchanged annual Town contracts:

- DMV Hearing Room Agreement
- Ulster County LOOP
- Family of New Paltz
- Field of Dreams Concessionaire
- Seahawks
- Town Historian (s)
- YMCA Summer Recreation
- Youth Baseball
- Youth Basketball
- Youth BMX
- Youth Lacrosse
- Youth Soccer
- MS4

List of 2021 Town Board Meeting Dates

January 7	
January 13	Joint meeting @ Village
January 21	
February 4	Joint meeting
February 18	
March 4	
March 10	Joint meeting @ Village
March 18	
April 1	Joint meeting
April 15	
May 6	
May 12	Joint meeting @ Village
May 20	
June 3	Joint meeting
June 17	
July 1	
July 14	Joint meeting @ Village
July 15	

August 5 Joint meeting
 August 19
 September 2
 September 8 Joint meeting @ Village
 September 16
 October 7 Joint meeting
 October 21
 November 4
 November 10 Joint meeting @ Village
 November 18
 December 2 Joint meeting
 December 16

9. Record Management Days:

A motion was made by Supervisor Bettez to approve the following:
 Town Hall Offices will be closed to the public three (3) times a year for the purposes of Record Management. Dates for 2021 are:

1. Friday, April 23rd
2. Friday, September 24th
3. Friday, December 10th

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

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

10. Holidays:

A motion was made by Supervisor Bettez to approve the following:

As per the Personnel Policy, Town employees not covered by a collective bargaining unit contract shall be paid for the following 2021 Holidays:

1. New Year's Day: Friday, January 1st
2. Martin Luther King, Jr. Day: Monday, January 18th
3. President's Day: Monday, February 15th
4. Memorial Day: Monday, May 31st
5. Independence Day: Monday, July 5th
6. Labor Day: Monday, September 6th
7. Yom Kippur: Wednesday, September 15th
8. Lenape Day: Monday, October 11th
9. Veterans Day: Thursday, November 11th
10. Thanksgiving: Thursday, November 25th
11. Day after Thanksgiving: Friday, November 26th
12. Christmas Eve: Friday, December 24th (Holiday falls on Saturday)
13. New Year's Eve: Friday, December 31st (Holiday falls on Saturday)

Seconded by Councilman Torres, all aye votes cast, motion carried.

11. Salaries:

A motion was made by Supervisor Bettez to approve the following:

The Town Board hereby fixes salaries for the year beginning January 1, 2021 at the amount respectively stated below:

For the following elected Town officers:

Supervisor	\$51,250.00
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Highway Superintendent	\$44,290.00
Councilperson (3)	\$7,005.00
Deputy Supervisor	\$9,203.00
Town Justice (2)	\$30,015.00
Town Clerk/Tax Collector	\$44,233.00
For the following appointed positions	
Assessor	\$54,520.72
Building & Grounds/Water & Sewer Supervisor	\$23,596.50
Building Inspector II	\$0.00
Community Education Coordinator	\$79,726.00
Comptroller	\$88,226.00
Confidential Secretary	\$42,261.00
Dog Control Officer	\$17,006.00
Pool Director	\$22,058.00
	Included in Town Clerk line
Records Management Officer	\$40,900.00
Recreation Director	up to \$49,067.00
Recycling Coordinator	Included in Town Clerk line
Registrar of Vital Statistics	\$59,746.00
Youth Center Coordinator	

Board of Assessment Review:

Compensation is set not to exceed \$800 per year to be paid upon the submission of a voucher with the approval of the Chair 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.

Seconded by Councilman Torres, all aye votes cast, motion carried.

12. Cash Funds:

A motion was made by Supervisor Bettez to approve the following:

Tax Collector retains a \$250.00 cash drawer

Town Clerk retains a \$150 petty cash fund

Moriello Pool retains a \$300 cash drawer

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

13. Conferences and Meetings:

A motion was made by Supervisor Bettez to approve the following:

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 Deputy Supervisor Daniel Torres as the official representative to attend the annual business meeting at the Association of Towns, and to designate another Board member as alternate.

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 2021 Association of Towns Meeting in New York City. These individuals will present receipts and/or documentation for reimbursement.

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

14. Appointments:

A motion was made by Supervisor Bettez to approve the following:

Town Clerk Rosanna Rosenkranse designates/appoints:

Kristie Mazzaccari as Deputy Clerk

JoAnn Cross as Deputy Clerk

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

Rosanna Rosenkranse 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

Phoenix Kawamoto as Community Education Coordinator

Chief Robert Lucchesi as the Local Emergency Preparedness Committee Manager

Daniel Lipson as Bicycle-Pedestrian Committee Chair

Leonard Loza-as Board of Assessment Review Chair

John Gotto as Clean Water Open Space Committee Chair

Ingrid Haeckel as Environmental Conservation Board Chair

Mary Woodburn as Ethics Board Chair

John Orfitelli as Historic Preservation Commission Chair

Adele Ruger as Planning Board Chair

Leonard Loza as Zoning Board of Appeals Chair

Susan Stessin-Cohn as Town Historian

Carol Johnson as Town Historian

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.

Seconded by Councilman Brownstein, all aye votes cast, motion carried.

15. Pre-Pays:

A motion was made by Supervisor Bettez to approve the prepayment of monthly bills and discounted invoices for the year 2021. 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. Seconded by Councilman Brownstein, all aye votes cast, motion carried.

16. 2021 VOUCHER DUE DATES (BY 3PM)

A motion was made by Supervisor Bettez to approve the following:

January 11

February 8

March 8

April 5

May 10

June 7

July 6 (by noon)

August 9

September 7 (by noon)

October 12 (by noon)

November 8

December 6

Seconded by Councilwoman Baer, all aye votes cast, motion carried.

17. Town Policies and Fees:

A motion was made by Supervisor Bettez 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 31st of this year and be reviewed annually thereafter prior to December 31st of each succeeding year. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Local Law #1/2021-Amendment to Ch. 119, “No Parking” areas:

A motion was made by Supervisor Bettez to adopt the draft law as local law #1 of 2021. Seconded by Councilman Torres, all aye votes cast, motion carried.

Executive Session:

At 7:30 p.m. a motion was made by Supervisor Bettez to go into executive session for the purposes of discussing personnel with Chief Lucchesi. Seconded by Councilman Torres, all aye votes cast, motion carried.

At 8:42 p.m. a motion was made by Supervisor Bettez to come out of executive session and retain Bob Fisher for legal matters. Seconded by Councilman Brownstein, all aye votes cast, motion carried.

At 8:43 p.m. a motion was made by Supervisor Bettez to adjourn the meeting. Seconded by Councilman Torres, all aye votes cast, motion carried.

Respectfully Submitted,

Rosanna Rosenkranse
Town Clerk

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
- I.** Fund Balance Policy
- J.** Investment Policy
- K.** Capital Asset Policy
- L.** Sexual Harassment Policy
- M.** Landfill Hunting 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 first 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) will remain the Town's primary and predominant internet presence.

The Town of New Paltz Facebook Page (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.

Except as otherwise provided by Town Law, no claim against the town shall be paid unless an itemized voucher, indicating the date, nature and amount of each item for which payment is sought and should contain enough information to clearly indicate that the charge was one authorized by law. This voucher will be accompanied by a statement of the officer whose action gave rise to the claim, that he/she approves the claim, and that the service was actually rendered or supplies or equipment actually delivered. All signed delivery slips/bills of lading with the invoice shall be attached to the voucher.

As a town which practices a full encumbrance system, no expenditure shall be made or committed to, until a purchase order has been approved indicating that the funds are available. Requested purchase orders will be based upon an actual estimate and approved amounts are specific to the budget line on the face of the voucher.

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, Rhett Weires	Becky Seward, Court Clerk
Central Purchasing (all Depts.)	Arlene Weber	Eileen Hedley
Community Improvement	Sue Stegen, Advisor	
Historic Preservation	John Orfitelli, Chair	
Highways	Chris Marx, Highway Supt	Dawn Merrill, Secretary
Planning Board	Adele Ruger, Co-Chair	Alana Sawchuk, Secretary
Police Department	Rob Lucchesi, Chief	Theresa Hart, Dept. Secretary
Recreation	Chuck Bordino, Dept. Supervisor	
Recycling	TBD, Recycling Supervisor	
Town Clerk	Rosanna Rosenkranse, Town Clerk	
Youth	Jim Tinger, Dept. Head	
Zoning Board of Appeals	Len Loza, Chair	Alana Sawchuk, Secretary

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

2021 Prepays

Cable (Spectrum/Time-Warner)

Cell Phone (Verizon Wireless)

Copier Rental (Toshiba), DeLage Laden Financial Services -PD

Credit Card Accounts:

 Business Card/Bank of America

 Lowe's

 Sam's Club

 Staples

Electric (Central Hudson)

EZ Pass

Gas (Exxon/Mobil, Sunoco, Global Montello, Paraco, Bottini)

Health Insurance:

 Guardian (Dental/Vision/Disability)

 MVP Health Care

 MVP Select Care

 NYS Health Insurance Plan

Heating Oil/Propane Contracts (Annual)

NYS Unemployment Insurance

Postage (Pitney Bowes)

Radio Lease (NYCOMCO)

Telephone:

 Magna

 BCMOne

 Verizon

Town Hall Trailer Rental (Williams Scotsman)

Water Delivery Service (Ready Fresh)

Cleaning Company: TJE Cleaning Corp

Great American Finance Services (server lease)

2021 Monthly Purchase Orders

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>	<u>DEPARTMENT</u>
CENTRAL HUDSON	420.00	AAA-522-1110-400	JUSTICE
NYCOMCO	240.00	AAA-522-1110-400	FINANCE
NYCOMCO	383.00	BBB-522-3989-400	FINANCE
ROBERT J. ZACCHEO, ESQ.	1,500.00	AAA-522-1110-420	FINANCE
READY FRESH	12.00	AAA-522-1345-400	FINANCE
DISTASI MORIELLO & MURPHY LAW	2,500.00	AAA-522-1420-400	FINANCE
ROEMER, WALLENS, GOLD	2,275.00	AAA-522-1420-400	FINANCE
CENTRAL HUDSON	700.00	AAA-522-1620-400	THALL #1-B & G
CENTRAL HUDSON	700.00	AAA-522-1620-400	THALL #2-B & G
UNIFIRST CORP	84.00	AAA-522-1620-400	B&G
H.V PEST CONTROL	130.00	AAA-522-1620-400	B&G
LOWE'S CORPORATION INC.	300.00	AAA-522-1620-400	B&G
LOWE'S CORPORATION INC.	60.00	SSF-522-8130-400	S6
WILLIAMS SCOTSMAN, INC	5,271.60	AAA-522-1620-410	FINANCE
WILLIAMS SCOTSMAN, INC	0.02	AAA-522-1620-410	FINANCE
WILLIAMS SCOTSMAN, INC	458.40	BBB-522-1620-400	FINANCE
W.B. MASON	350.00	AAA-522-1620-400	B&G
TJE CLEANING SERVICE	3,650.00	AAA-522-1620-400	B&G
QUILL	350.00	AAA-522-1620-400	B&G
U.C.R.R.A.	120.00	AAA-522-1620-400	B&G
MCS COMPUTER SERVICE	894.00	AAA-522-1680-400	FINANCE
MCS COMPUTER SERVICE	3,045.00	AAA-522-1680-400	FINANCE
USIA VIDEO	1,400.00	AAA-522-1650-440	FINANCE
USIA VIDEO	585.00	BBB-522-1650-443	FINANCE
STATE COMPTROLLER (OFFICE OF THE)	40,000.00	AAA-631-0000-000	FINANCE
VILLAGE OF NEW PALTZ (FINES/FEES)	100.00	AAA-631-0000-000	FINANCE
TOSHIBA FINANCIAL SERVICES (1)	239.70	AAA-522-1670-510	FINANCE
TOSHIBA FINANCIAL SERVICES (1)	134.82	BBB-522-1670-400	FINANCE
TOSHIBA FINANCIAL SERVICES (2)	46.80	AAA-522-1355-400	BLD INSP
TOSHIBA FINANCIAL SERVICES (2)	83.20	BBB-522-3620-400	BLD INSP
BUSINESS CARD	800.00	AAA-522-3120-400	PD
CENTRAL HUDSON	1,200.00	AAA-522-3120-400	PD
READY FRESH	20.00	AAA-522-3120-400	PD
DELAGE LADEN	156.55	AAA-522-3120-400	PD
GREAT AMERICAN FINANCIAL SERVICES	483.23	AAA-522-3120-400	PD
MAGNA5	300.00	AAA-522-3120-400	PD
MAGNA5	37.91	AAA-522-1650-400	FINANCE
MAGNA5	21.33	BBB-522-1650-400	
MCS COMPUTER SERVICE	2,900.50	AAA-522-3120-400	PD
NYCOMCO	4,274.00	AAA-522-3120-400	PD
SUNOCO FLEET SERVICES	3,500.00	AAA-522-3120-400	PD
TIME WARNER CABLE	15.49	AAA-522-3120-400	PD

TOM'S REPAIR	1,000.00	AAA-522-3120-400	PD
VERIZON WIRELESS-POLICE MODEM	400.00	AAA-522-3120-400	PD
VERIZON WIRELESS-POLICE PHONES	300.00	AAA-522-3120-400	POLICE
JILL SHUFELDT	200.00	AAA-522-3510-400	TOWN CLERK
CENTRAL HUDSON	2,000.00	AAA-522-5182-400	STREET LIGHT-TOWN CLERK
CENTRAL HUDSON	150.00	AAA-522-7150-430	POOL
BECK'S HOME & HARDWARE INC	200.00	AAA-522-7150-430	POOL
TIME WARNER CABLE	69.99	AAA-522-7150-430	POOL
TIME WARNER CABLE	79.98	AAA-522-3120-400	PD
TIME WARNER CABLE	121.91	AAA-522-7310-400	YOUTH
TIME WARNER CABLE	51.19	AAA-522-1650-400	TH
TIME WARNER CABLE	28.79	BBB-522-1650-400	
TIME WARNER CABLE	64.99	AAA-522-8189-400	RECYCLE
TIME WARNER CABLE	64.99	DAA-522-5010-400	HWY
CENTRAL HUDSON	80.00	AAA-522-7150-441	CLEARWATER-REC
CENTRAL HUDSON	300.00	AAA-522-7150-458	RECREATION
CENTRAL HUDSON	50/60	AAA-522-7150-460	SPORT PARK-REC
ENVIRO-CLEAN	255.00	AAA-522-7150-441	CLEARWATER-REC
ENVIRO-CLEAN	255/85	AAA-522-7150-460	SPORT PARK-REC
PARACO GAS	400/200	AAA-522-7150-458	RECREATION
ANDREW VLAD	30.00	AAA-522-7310-400	YOUTH
BOTTINI FUEL	500.00	AAA-522-7310-400	YOUTH
CENTRAL HUDSON	300.00	AAA-522-7310-400	YOUTH
LOWE'S CORPORATION INC.	150.00	AAA-522-7310-400	YOUTH
SAM'S CLUB	250.00	AAA-522-7310-400	YOUTH
SAM'S CLUB	150.00	YP16-01	YOUTH
SHOPRITE	120.00	AAA-522-7310-400	YOUTH
JAMES TINGER	60.00	AAA-522-7310-400	YOUTH
BECK'S HOME & HARDWARE INC	75.00	AAA-522-7310-400	YOUTH
U.C.R.R.A.	2,200.00	AAA-522-8160-400	RECYCLE
CENTRAL HUDSON	200.00	AAA-522-8189-400	RECY (#004)
CENTRAL HUDSON	50.00	AAA-522-8189-400	REUSE (#002)
READY FRESH	14.00	AAA-522-8189-400	RECY
UNIFORMS USA	86.00	AAA-522-8189-400	RECY
PARACO GAS	300.00	AAA-522-8189-400	RECY
MVP SELECT CARE	42.50	AAA-522-9060-800	FINANCE
MVP SELECT CARE	5.00	BBB-522-9060-800	
MVP SELECT CARE	2.50	DAA-522-9060-800	
MVP SELECT CARE	55.00	DBB-522-9060-800	
NYS EMPLS' HEALTH INS PENDING	98,918.61	AAA-522-9060-800	
NYS EMPLS' HEALTH INS PENDING	19,013.65	DBB-522-9060-800	
MVP HEALTH CARE, INC	27,977.32	AAA-522-9060-800	
MVP HEALTH CARE, INC	1,636.10	BBB-522-9060-800	
MVP HEALTH CARE, INC	2,331.44	DAA-522-9060-800	
MVP HEALTH CARE, INC	3,149.49	DBB-522-9060-800	
MVP GOLD	2,804.58	AAA-522-9060-800	

MVP GOLD	467.43	BBB-522-9060-800	
MVP GOLD	934.86	DAA-522-9060-800	
MVP GOLD	467.43	DBB-522-9060-800	
JACOBOWITZ & GUBITS	300.00	BBB-522-1420-400	BLDG INSPECTOR
DISTASI MORIELLO & MURPHY LAW	300.00	BBB-522-8010-400	ZONING
BURKE, MIELE, GOLDEN	300.00	BBB-522-8020-430	PLANNING
TOSHIBA FINANCIAL SERVICES	120.00	DAA-522-5010-400	HIGHWAY
UNIFIRST CORP	206.00	DBB-522-5110-400	HIGHWAY
GLOBAL MONTELLO GROUP CORP-GAS	1,500.00	DBB-522-5110-400	HIGHWAY
GLOBAL MONTELLO GROUP CORP-DIESEL	1,800.00	DBB-522-5110-400	HIGHWAY
GLOBAL MONTELLO GROUP CORP-GAS	1,500.00	DBB-522-5142-400	HIGHWAY
GLOBAL MONTELLO GROUP CORP-DIESEL	1,800.00	DBB-522-5142-400	HIGHWAY
LOWE'S CORPORATION INC.	250.00	DBB-522-5110-400	HIGHWAY
LOWE'S CORPORATION INC.	250.00	DBB-522-5130-400	HIGHWAY
ADVANCE AUTO PARTS	150.00	DBB-522-5130-400	HIGHWAY
D&D AUTO SUPPLY OF HIGHLAND	800.00	DBB-522-5130-400	HIGHWAY
BOTTINI FUEL	600.00	DBB-522-5132-400	HIGHWAY
CENTRAL HUDSON	500.00	DBB-522-5132-400	HIGHWAY
READY FRESH	25.00	DBB-522-5132-400	HIGHWAY
H.V. PEST CONTROL	45.00	DBB-522-5132-400	HIGHWAY
CENTRAL HUDSON	50.00	DBB-522-5142-400	HIGHWAY
CENTRAL HUDSON	52.00	SSE-522-8130-400	S5 HOLLAND LN-B&G PLANT NO OHIO (*002)-
CENTRAL HUDSON	300.00	SSF-522-8130-400	B&G
CENTRAL HUDSON	45.00	SSF-522-8130-400	PLANT RT 299 (*007)-B&G
ENVIRONMENTAL CONSULTANTS	1,352.62	SSA-522-8120-400	B&G
ENVIRONMENTAL CONSULTANTS	338.16	SSE-522-8120-400	B&G
ENVIRONMENTAL CONSULTANTS	1,690.77	SSF-522-8130-400	B&G
ENVIRONMENTAL CONSULTANTS	777.31	SWA-522-8340-400	B&G
ENVIRONMENTAL CONSULTANTS	131.76	SWB-522-8340-400	B&G
ENVIRONMENTAL CONSULTANTS	48.30	SWC-522-8340-400	B&G
ENVIRONMENTAL CONSULTANTS	52.70	SWD-522-8340-400	B&G
ENVIRONMENTAL LABWORKS	150.00	SSF-522-8130-400	B&G
ENVIRONMENTAL LABWORKS	25.00	SWA-522-8340-400	B&G
FLUENTSTREAM TECHNOLOGIES, LLC	584.19	AAA-522-1650-400	A FUND
FLUENTSTREAM TECHNOLOGIES, LLC	288.33	AAA-522-1110-400	JUSTICE
FLUENTSTREAM TECHNOLOGIES, LLC	426.95	AAA-522-3120-400	POLICE
FLUENTSTREAM TECHNOLOGIES, LLC	14.71	AAA-522-4050-400	COMM ED
FLUENTSTREAM TECHNOLOGIES, LLC	135.42	AAA-522-7150-458	COMM CTR
FLUENTSTREAM TECHNOLOGIES, LLC	183.67	AAA-522-7310-400	YOUTH
FLUENTSTREAM TECHNOLOGIES, LLC	156.41	AAA-522-8189-400	RECY
FLUENTSTREAM TECHNOLOGIES, LLC	154.02	BBB-522-1650-400	B FUND
FLUENTSTREAM TECHNOLOGIES, LLC	254.79	DAA-522-5010-400	HWY

			FINANCE
VERIZON WIRELESS	35.51	AAA-522-4050-400	KAWAMOTO
VERIZON WIRELESS	16.96	AAA-522-7150-458	BORDINO
VERIZON WIRELESS	82.30	AAA-522-7310-400	TINGER
VERIZON WIRELESS	36.97	AAA-522-7310-400	VLAD
VERIZON WIRELESS	35.51	BBB-522-3620-400	FRED
VERIZON WIRELESS	35.51	BBB-522-3620-400	DELAREDE
VERIZON WIRELESS	35.51	DAA-522-5010-400	MARX
AFLAC	1,356	PTA-020-0000-000	GROUP INSURANCE
ALLSTATE	750.00	PTA-020-0000-000	GROUP INSURANCE
GENERAL A FUND	210.00	PTA-019-0000-000	DISABILITY INSURANCE
GENERAL A FUND	5000.00	PTA-020-0000-000	GROUP INSURANCE
GENERAL B FUND	5.00	PTA-019-0000-000	DISABILITY INSURANCE
GENERAL B FUND	232.00	PTA-020-0000-000	GROUP INSURANCE
GENERAL DA FUND	5.00	PTA-019-0000-000	DISABILITY INSURANCE
GENERAL DA FUND	580.00	PTA-020-0000-000	GROUP INSURANCE
GENERAL DB FUND	24.00	PTA-019-0000-000	DISABILITY INSURANCE
GENERAL DB FUND	1663.00	PTA-020-0000-000	GROUP INSURANCE
MET LIFE	20.00	PTA-020-0000-000	GROUP INSURANCE
NP POLICE ASSOCIATION	3650.00	PTA-024-0000-000	ASSOC. & UNION DUES
NY LIFE	700.00	PTA-020-0000-000	GROUP INSURANCE
NYS DEFERRED COM	3750.00	PTA-017-0000-000	(2X) 3 IN JUN & NOV
NYS DEFERRED COM	3750.00	PTA-017-0000-000	(2X) 3 IN JUN & NOV
SPECIAL DISTRICTS FUND	35.00	PTA-019-0000-000	DISABILITY INSURANCE
SPECIAL DISTRICTS FUND	200.00	PTA-020-0000-000	GROUP INSURANCE
UPSEU-GENERAL	482.00	PTA-024-0000-000	ASSOC. & UNION DUES
UPSEU-HIGHWAY	596.00	PTA-024-0000-000	ASSOC. & UNION DUES

2021 Quarterly Purchase Orders

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u>	<u>CODE</u>
BOTTINI FUEL	1,500.00	AAA-522-1110-400	JUSTICE
PITNEY BOWES - LEASE	148.00	AAA-522-1110-400	JUSTICE
STAPLES ADVANTAGE	100.00	AAA-522-1110-400	JUSTICE
VILLAGE OF NEW PALTZ	38.00	AAA-522-1110-400	JUSTICE
PITNEY BOWES	80.00	AAA-522-1340-400	FINANCE
AMERICAN PRINTING	500.00	AAA-522-1345-560	RECYCLE TOWN
PITNEY BOWES - LEASE	150.00	AAA-522-1410-400	CLERK
UNIFIRST	100.00	AAA-522-1620-400	B&G TOWN
PITNEY BOWES RESERVE ACCT	2,500.00	AAA-522-1670-450	CLERK
BOTTINI FUEL	500.00	AAA-522-3120-400	PD
CINTAS FIRST AID & SAFETY	250.00	AAA-522-3120-400	PD
PITNEY BOWES-LEASE	105.00	AAA-522-3120-400	PD

KEVIN HINDMAN	100.00	AAA-522-3510-400	TOWN CLERK
NEW PALTZ RESCUE SQUAD	59,799.00	AAA-522-4540-400	FINANCE
UCAT	12,000.00	AAA-522-5630-400	FINANCE
MCKESSON MEDICAL	1,000.00	AAA-522-7150-430	POOL
VILLAGE OF NEW PALTZ	36.25/36.25/1345/36.25	AAA-522-7150-430	POOL COMM
VILLAGE OF NEW PALTZ	140.00	AAA-522-7150-458	CTR
VILLAGE OF NEW PALTZ	100.00	AAA-522-7310-400	YOUTH
PDQ PRINTING	50.00	AAA-522-7310-400	YOUTH
AMERICAN PRINTING	60.00	AAA-522-8189-400	RECYCLE
KIMBALL MIDWEST	1,250.00	DBB-522-5130-400	HWY
UNIFIRST	160.00	DBB-522-5132-400	HWY
LOWE'S COMPANIES INC.	30.00	DBB-522-5140-400	HWY
BECK'S HOME & HARDWARE INC	15.00	DBB-522-5140-400	HWY
VILLAGE OF NEW PALTZ	35,000.00	SSA-522-8130-400	FINANCE
VILLAGE OF NEW PALTZ	5,400.00	SSE-522-8130-400	
VILLAGE OF NEW PALTZ	41,000.00	SWA-522-8320-400	
VILLAGE OF NEW PALTZ	8,600.00	SWB-522-8320-400	
VILLAGE OF NEW PALTZ	1,200.00	SWC-522-8320-400	
VILLAGE OF NEW PALTZ		SWD-522-8320-400	
VILLAGE OF NEW PALTZ	3,000.00	400	

2021 Annual Purchase Orders

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>	<u>DEPT</u>
LOOSELEAF LAW PUBLISHERS	20.00	AAA-522-1010-400	SUPERVISOR
LOOSELEAF LAW PUBLISHERS	20.00	AAA-522-1410-400	TOWN CLERK
LOOSELEAF LAW PUBLISHERS	20.00	BBB-522-3620-400	BLDG INSPECTOR
ATLANTIC TOMORROWS OFFICE	1,248.65	AAA-522-1110-400	JUSTICE COURT
ATLANTIC TOMORROWS OFFICE	568.25	AAA-522-1110-400	JUSTICE COURT
BETH NEWTON	520.00	AAA-522-1110-400	JUSTICE COURT
KIM ZGRODEK	520.00	AAA-522-1110-400	JUSTICE COURT
NYS MAGISTRATES ASSOC bacon/weires	290.00	AAA-522-1110-400	JUSTICE COURT
NYSAMCC INC (NYCRTCLK)	100.00	AAA-522-1110-400	JUSTICE COURT
U.C. COURT CLERK'S ASSOC	40.00	AAA-522-1110-400	JUSTICE COURT
U.C. MAGISTRATES ASSOC bacon/weires	150.00	AAA-522-1110-400	JUSTICE COURT
N Y S A T R C	25.00	AAA-522-1330-400	TOWN CLERK
ULSTER COUNTY INFO SERVICES	100.00	AAA-522-1330-400	TOWN CLERK
ULSTER PUBLISHING	60.00	AAA-522-1330-400	TOWN CLERK
NYS GFOA weber/gallucci ANNUAL DUES	330.00	AAA-522-1340-400	FINANCE
NYS ASSESSOR'S ASSOC (VENDOR #3)	100.00	AAA-522-1355-400	ASSESSOR
U C ASSESSOR'S ASSOC	75.00	AAA-522-1355-400	ASSESSOR
ULSTER PUBLISHING	70.00	AAA-522-1355-400	ASSESSOR
ULSTER PUBLISHING	40.00	AAA-522-1355-400	ASSESSOR
BUSINESS AUTOMATION SERVICES	1,770.00	AAA-522-1410-400	TOWN CLERK

NYSTCA	75.00	AAA-522-1410-400	TOWN CLERK
TOSHIBA BUSINESS SOLUTION	315.00	AAA-522-1410-400	TOWN CLERK
ULSTER CO. TWN CLERK & TAX ASS	20.00	AAA-522-1410-400	TOWN CLERK
HANDI-LIFT INC	595.00	AAA-522-1620-400	BLDGS & GRNDS
KINGSTON FIRE EQUIPMENT - JC	150.00	AAA-522-1620-400	BLDGS & GRNDS
KINGSTON FIRE EQUIPMENT - THALL	80.00	AAA-522-1620-400	BLDGS & GRNDS
NYCOMCO	791.92	AAA-522-1620-400	BLDGS & GRNDS
NYCOMCO	7,920.08	DBB-522-5130-400	HIGHWAY
CIVICPLUS	3,500.00	AAA-522-1650-471	SUPERVISOR
EDMUNDS & ASSOCIATES	10,115.00	AAA-522-1680-400	FINANCE
EDMUNDS & ASSOCIATES	3,340.00	BBB-522-1680.400	
EDMUNDS & ASSOCIATES	550.00	SSA-522-8120-400	
EDMUNDS & ASSOCIATES	382.00	SSE-522-8020-400	
EDMUNDS & ASSOCIATES	263.00	SSF-522-8120-400	
EDMUNDS & ASSOCIATES	968.00	SWA-522-8340-400	
EDMUNDS & ASSOCIATES	84.00	SWB-522-8340-400	
EDMUNDS & ASSOCIATES	12.00	SWC-522-8340-400	
		SWD-522-8340-400	
EDMUNDS & ASSOCIATES	131.00	400	
MARSHALL & STERLING (MUNI INS RENEWL)	88,872.59	AAA-522-1910-400	FINANCE
MARSHALL & STERLING (2)	3,652.30	BBB-522-1910-400	
MARSHALL & STERLING (3)	29,218.38	DBB-522-1910-400	
ASSOCIATION OF TOWNS (ANNUAL DUES)	1,500.00	AAA-522-1920-400	FINANCE
83 SO PUTT CORNERS ROAD	6,700.00	AAA-522-3120-400	POLICE
A1 WEB PRESENCE PROVIDER	792.00	AAA-522-3120-400	POLICE
DELL MARKETING	3,350.00	AAA-522-3120-400	POLICE
GORDON FIRE EQUIPMENT	350.00	AAA-522-3120-400	POLICE
INTERACTIVE INSIGHT	2,316.00	AAA-522-3120-400	POLICE
MORPHO TRUST	3,286.00	AAA-522-3120-400	POLICE
U.C. POLICE CHIEFS ASSOCIATION	100.00	AAA-522-3120-400	POLICE
ULSTER UNIFORMS	678.30	AAA-522-3120-400	POLICE
FAMILY OF NEW PALTZ	30,000.00	AAA-522-6310-400	FINANCE
E.A. MORSE & CO. INC.	800.00	AAA-522-7150-430	MORIELLO POOL
ENVIRONMENTAL LABWORKS	75.00	AAA-522-7150-430	MORIELLO POOL
ENVIRONMENTAL LABWORKS	75.00	AAA-522-7150-430	MORIELLO POOL
GORDON FIRE EQUIPMENT LLC	110.00	AAA-522-7150-430	MORIELLO POOL
HILL & MARKES INC.	1,000.00	AAA-522-7150-430	MORIELLO POOL
NYSDECNY (VENDOR #4)	675.00	AAA-522-7150-430	MORIELLO POOL
COMMISSIONER OF FINANCE	200.00	AAA-522-7150-430	MORIELLO POOL
ULSTER PUBLISHING	100.00	AAA-522-7150-430	MORIELLO POOL
NYSDECNY (VENDOR #2)	110.00	AAA-522-7150-441	RECREATION
SRI SPRINKLER LLC	500.00	AAA-522-7150-458	RECREATION
UC DEPARTMENT OF HEALTH (ULSTE008 #1)	225.00	AAA-522-7150-458	RECREATION
NYSDECNY (VENDOR #3)	110.00	AAA-522-7150-460	RECREATION
NEW PALTZ BASEBALL ASSOC	2,205.00	AAA-522-7150-485	RECREATION
NEW PALTZ BMX	945.00	AAA-522-7150-485	RECREATION

NEW PALTZ RECREATION SOCCER &	1,485.00	AAA-522-7150-485	RECREATION
NEW PALTZ YOUTH LACROSSE	1,215.00	AAA-522-7150-485	RECREATION
AYERS DISTRIBUTING	200.00	AAA-522-7310-400	YOUTH PROGRAM
HUGUENOT HIST. SOCIETY	100.00	AAA-522-7310-400	YOUTH PROGRAM
ICLEI	600.00	AAA-522-8090-410	ENCC
SITE OPTIMIZED	108.00	AAA-522-8189-400	RECYCLE
US COMPOSTING COUNCIL	295.00	AAA-522-8189-400	RECYCLE
ULSTER CTY SELF INSURANCE	161,502.45	AAA-522-9040-800	FINANCE
ULSTER CTY SELF INSURANCE	5,836.11	BBB-522-9040-800	
ULSTER CTY SELF INSURANCE	928.55	DAA-522-9040-800	
ULSTER CTY SELF INSURANCE	49,830.34	DBB-522-9040-800	
ULSTER CTY SELF INSURANCE	105.00	SSA-522-9040-800	
ULSTER CTY SELF INSURANCE	70.00	SSE-522-9040-800	
ULSTER CTY SELF INSURANCE	50.00	SSF-522-9040-800	
ULSTER CTY SELF INSURANCE	253.00	SWA-522-9040-800	
ULSTER CTY SELF INSURANCE	22.00	SWB-522-9040-800	
ULSTER CTY SELF INSURANCE	2.00	SWC-522-9040-800	
ULSTER CTY SELF INSURANCE	37.00	SWD-522-9040-800	
NFPA	165.00	BBB-522-3620-400	BLDG INSPECTOR
TRI-COUNTY CHAPTER NYSBOC delarede/REILLY	120.00	BBB-522-3620-400	BLDG INSPECTOR
netEffx, inc.	131.40	BBB-522-7520-400	HISTORIC PRES
TOWN OF ROSENDALE	100.00	BBB-522-7989-400	FINANCE
NY PLANNING FEDERATION	295.00	BBB-522-8020-400	PLANNING BOARD
NYS ASSOC OF TOWN SUPT. OF HWY	200.00	DAA-522-5010-400	HIGHWAY
UC ASSOC OF TOWN HWY SUPT	80.00	DAA-522-5010-400	HIGHWAY-DUES
UC ASSOC OF TOWN HWY SUPT	172.00	AAA-522-1620-400	FINANCE-B/U DOCUMENTS FR HWY
UC ASSOC OF TOWN HWY SUPT	86.00	AAA-522-8189-400	FINANCE-B/U DOCUMENTS FR HWY
UC ASSOC OF TOWN HWY SUPT	86.00	DAA-522-5010-400	FINANCE-B/U DOCUMENTS FR HWY
UC ASSOC OF TOWN HWY SUPT	387.00	DBB-522-5110-400	FINANCE-B/U DOCUMENTS FR HWY
KINGSTON FIRE EQUIPMENT	300.00	DBB-522-5132-400	HIGHWAY
NEW PALTZ FIRE DEPARTMENT	34,949.14	SFD-522-3410-400	FINANCE
VILLAGE OF NEW PALTZ	168,845.48	SFD-522-3410-400	FINANCE
VILLAGE OF NEW PALTZ	168,846.48	SFD-522-3410-400	FINANCE
TOWN OF NEW PALTZ TAX COL	130.00	SSF-522-1950-400	FINANCE / S6
NYSDECNY (VENDOR #1)	500.00	SSF-522-8130-400	B&G
U.C.C.R.R.A.	600.00	SSF-522-8130-400	B&G
INTERNATIONAL CODE COUNCIL (ICC)	55.00	BBB-522-3620-400	BLDG INSPECTOR

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 a 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 Chair 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 Chair 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

Board/Commission/ Department	2021 Liaison
Bicycle / Pedestrian Committee	David Brownstein
Board of Assessment Review	Dan Torres
Clean Water Open Space (CWOSP)	Julie Seyfert-Lillis
Community Improvement Team (CIT)	Alex Baer
Environmental Conservation Board (EnCB)	Julie Seyfert-Lillis
Ethics Board	Dan Torres
Historic Preservation Commission	Julie Seyfert-Lillis
Planning Board	David Brownstein
Public Access Television	Alex Baer
Zoning Board	David Brownstein
Union Contract Negotiating Team	Neil/David/Dan
Assessor's Office	Alex
Building Department	David

Buildings & Grounds	Neil
Clerk's Office	Neil
Finance	Neil
Highways	Alex
Justice Court	Neil
ReUse & Recycling	Neil
Youth	Neil

Appendix G

The following fees are set for the 2021 calendar year:

1. Recycling

Staff reserves the right to reject any and all loads

This is a non-commercial facility. Loads of recycling are limited to one yard a week and no more than two yards of garbage. Large loads should be taken to the UCRRA facility in New Paltz or Kingston. Call (845) 336-0600 for more info.

PERMITS & COUPONS (Must be current and on vehicle to use facility)

Resident/Resident Senior	\$35.00/20.00
Second Vehicle (Same household)	\$ 5.00
One Time (not for recycling)	\$10.00
Coupons (10 per book)	\$45.00
GARBAGE (Household/No C&D) Bags by size:	
Extra large 35-55-gallons	\$6.50
Large up to 35 gallons	\$5.00
Medium up to 13 gallon kitchen	\$3.00
Small 3-5 gallon shopping bag	\$ 1.50
Bulk	\$45/cu.yard
Misc. Bulky item	\$10.00 each

MATTRESSES/BOX SPRING

Twin/Single	\$10.00 each
Full/Queen	\$15.00 each
King	\$20.00 each
Seats	\$10.00 each
Couch	\$30.00 each

GARBAGE (Construction)

Bag up to 50 gallon	\$12.00
Bulk C&D	\$60.00 cubic yard
Roof Shingles	\$100.00 cy

NO STONE, CONCRETE OR BRICK

ORGANICS

Brush ONLY (Branches ONLY!) Under 6' long and 4" in diameter.

Brush is branches not trunks or logs Permit Req'd

Logs up to 27" in diameter \$12.00 yard

Stumps (No root balls) \$25.00 each

Leaves/Grass Clippings Permit Req'd

No sticks, brush

Vegetable/Fruit Scraps NO CHARGE Permit Req'd

Separated food waste with meat \$40.00 ton

Compost, Mulch or Chips \$150.00 (Delivered to New Paltz Property Taxpayers)
 Compost, Mulch or Chips \$30.00 yard
 Compost, Mulch or Chips \$ 6.00 35-gal can
 (While supplies are available)

MISC. OTHER

Propane Tanks \$ 6.00 each
 Contamination Fee \$20.00 + fees
Surrender Fee (ReUse items) 33% of cost

Items left without payment are subject to fines of \$50 plus fees, legal action and/or banning of use of facility

FLUORESCENT BULBS up to 4' \$2.00 each
 Batteries \$1.00/pound min \$1
 Electronics (New Paltz property tax) \$.40 pound min \$1
 Car Tires (Maximum 4 tires annually) \$6.00 each
 Light Truck (max 4 tires annually) \$9.00 each

APPLIANCES

Freon containing units \$15.00
 Major appliances \$ 5.00

Staff reserves the right to reject any and all loads
****Prices doubled if wet**

2. 2021 Town Clerk Fees

Marriage License- \$40*

Dog License- Spayed/Neutered- \$7.50 per year

Unspayed/Unneutered- \$18.00 per year

Senior citizens - exempt from \$2.50 local fee

Purebred (cost per license):

One to `10: \$25 11 to 25: \$150 26+: \$300

Dog Seizures- \$50 redemption fee plus boarding per day for first offense, \$75 fee for second redemption (plus boarding), \$150 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

Landfill Hunting Permit-

New Paltz Resident- Free

Non-New Paltz Resident-\$25, per season

Out-of-State Resident- \$50, per season

Parade Permit Application- \$25

Peddler’s Permit- \$100

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

Credit Card Convenience Fees: *Mandated by Credit Card Company*

\$3.00 Flat Fee for transactions up to \$113.00

2.65% of transaction amount over \$113.00

*State Agency mandated fee

3. Building Department Fees: Section §140-65 Town Code

APPLICATION PROCESSING FEE \$50.00 – “PAYMENT DUE AT SUBMISSION”

(EXCEPTING ROOFING PERMITS, ELECTRICAL UPGRADES & ABANDONMENT/REMOVAL OF UNDERGROUND OIL TANKS)

RESIDENTIAL—*includes Single Family Residences, Two Family and Townhouses*

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.

<u>New construction, alterations, renovations,</u>	\$0.50	PER
SQUARE FOOT		
<u>reconfigurations, additions, attached decks,</u>	OF	FLOOR
AREA <u>covered porches, finished basements etc.</u>		
	(Minimum Fee \$150.00)	

HVAC

\$150.00

ELECTRICAL

\$100.00

PLUMBING

\$100.00

ALL FUEL BURNING APPLIANCES

\$ 75.00

including the installation of oil tanks and generators

TRUSS FEE **\$ 50.00**

CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLIANCE **\$ 50.00**

Accessory Buildings **\$0.50 PER**
SQUARE FOOT
(Min. Fee 200.00)

Minor repairs and alterations and renovations (2 inspections or less) **\$0.25 PER**
SQUARE FOOT
(Min. Fee \$50.00)

Above ground Pool **\$125.00**

In-ground Pool **\$200.00**

One story storage shed with no overhead door:

75.00	<u>DROP SHED (200 S/F OR LESS)</u>	\$
	<u>200 SQUARE FEET OR LESS</u>	\$150.00
	<u>201-400 SQUARE FEET</u>	
	\$200.00	

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

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 AND ACCESSORY BLDGS/SHEDS. INCLUDES NEW CONSTRUCTION, ALTERATIONS, RENOVATIONS, ADDITIONS, RECONFIGURATION OF SPACE AND REPAIRS)

SQUARE FOOT **\$0.75 PER**
(Min fee \$300.00)

HVAC
\$150.00

ELECTRICAL
\$150.00

PLUMBING
\$100.00 **ALL FUEL BURNING APPLIANCES**
\$100.00

- including the installation of oil tanks and generators

TRUSS FEE **\$ 50.00**

CERTIFICATE OF OCCUPANCY/CERTIFICATE OF COMPLIANCE **\$ 50.00**

MINOR COMMERCIAL ALTERATIONS, RENOVATIONS AND REPAIRS (3 inspections or less)
\$0.50 PER SQUARE FOOT

SITE WORK PERMIT ONLY **(Min fee \$150.00)**
\$ 400.00

FENCE **\$75.00**

RE-ROOFING PERMIT **\$100.00**

SOLAR-ROOF MOUNTED **\$100.00**

SOLAR-GROUND MOUNTED **\$125.00**

- **ALL FUEL BURNING APPLIANCES**
RESIDENTIAL \$75.00
- including the installation of oil tanks and generators
COMMERCIAL \$100.00

REMOVAL OR ABANDONMENT OF UNDERGROUND OIL TANKS \$75.00

BUSINESS CHANGE OF OCCUPANCY ALTS/RENS NOT INCLUDED
\$150.00

NEW WINDOWS AND DOORS PER UNIT
\$10.00
MINIMUM FEE
\$50.00

- **BLASTING:**
\$300.00
- **DEMOLITION:**
PER STORY \$100.00

SIGNS: \$50.00 PLUS \$1.25 PER
SQ/FT

TEMPORARY SIGNS: FOR A THREE (3)
WEEK PERIOD \$30.00 ea

OPERATING PERMITS \$100.00

MUNICIPAL SEARCHES

RESIDENTIAL PER
PARCEL \$150.00

COMMERCIAL PER
PARCEL \$250.00

EXPEDITED/RUSH REQUEST (3 BUSINESS DAY TURN AROUND)

RESIDENTIAL PER
PARCEL \$300.00

COMMERCIAL PER
PARCEL \$500.00

DUPLICATE CERTIFICATE OF OCCUPANCY \$100.00

EXPIRED PERMIT REQUIRING INSPECTION FOR CO \$75.00
FOR EACH ADDITIONAL INSPECTION
\$50.00

BUILDING PERMIT RENEWAL 50% OF ORIGINAL PERMIT FEE
MIN FEE RESIDENTIAL \$100.00
MIN FEE COMMERCIAL \$200.00

RE-INSPECTION FEE (after 2nd consecutive failed inspection) **RESIDENTIAL**
 \$ 50.00
 Fee must be paid prior to issuance of CO
COMMERCIAL \$100.00

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

REVOCAION OF STOP WORK ORDER **\$250.00**

ACCESSORY APARTMENT COMPLETED WITHOUT A PERMIT: COST OF PERMIT PLUS \$250.00 TO BE PAID *PRIOR* TO INSPECTION.

ACCESSORY APARTMENT ANNUAL RENEWAL **\$75.00**

TEMPORARY CO INCLUDES INSPECTION
RESIDENTIAL \$100.00

\$250.00

COMMERCIAL

PLAN AMENDMENT
\$20.00

RESIDENTIAL PER PAGE

PER PAGE \$30.00

COMMERCIAL

PLAN REVIEW PRIOR TO APPLICATION
PAGE \$20.00

RESIDENTIAL PER

PER PAGE \$30.00

COMMERCIAL

ZONING INTERPRETATION LETTER
\$50.00

RESIDENTIAL

COMMERCIAL \$500.00

FLOOD PLAIN LETTER REQUEST

\$50.00

WETLAND INSPECTION FEE Initial 1st time inspection for parcel – free
 Subsequent inspections – direct costs to be reimbursed
 to the Town of New Paltz

TREE REMOVAL PERMIT APPLICATION FEE
Town Law § 130-5

\$25.00 as per

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

FIRE INSPECTIONS: 0-5,000 S/F \$ 250.00
 5001-10000 S/F \$ 500.00
 10001-25000 S/F \$ 750.00
 25001-50000 S/F \$1000.00

Hotels or Motels etc... \$30.00 per sleeping unit

Multiple Dwellings \$25.00 Per Dwelling Unit plus \$50.00 per common area

ALL FEES - NON REFUNDABLE - DUE AT THE TIME PERMITS ARE ISSUED

**4. Town of New Paltz Planning Board
Application Review and Administrative Fees
Effective January 2021**

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>
Conceptual Review (not requiring consultants)	One conceptual review with the Planning Board will be granted at no charge.
Conceptual Review with Consultants	At the discretion of the Planning Board Chair, a conceptual review requiring consultants may be granted. The fee of \$500.00 per consultant will be collected prior to the review. The conceptual review will not exceed 1 hour.
Clearing and Grading	\$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.
Sign related application review (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
Site Plan Review	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 C) <u>Non-residential site changes only</u> - \$500.00D) <u>Farm/Agriculture Site Plan</u> – \$450.00
Simplified Site Plan Review (waiver of site plan review)	\$550.00 – Application must be in accordance with §140-51.3 and §140-51.4 of the Zoning Code.
Wetland Permit Fee	\$250.00
Steep Slope Fee	\$250.00
Special Use Permit Applications	A) <u>Accessory Apartment</u> : \$500.00 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
Subdivision Review	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.
Wireless Communications Facility	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.
Other fees	Dormant Application Fee – 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. 90 Day Extension Fee – 75.00

Escrow Deposits	Escrow deposits will be determined upon initial application review. (As defined in Town Code Section 140-60.1)
Recreation Trust Fund Fees (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.-

***Additional Consultant fees will be the responsibility of the applicant**

5. Zoning Board of Appeals

Fee Schedule

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

e. Second worker to assist with motorcycle tow: \$100

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 have the ability to accept non-cash payments such as a certified check, check, or Visa/MasterCard in addition to cash payments. 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

2021 Community Center Rates, Town of New Paltz

Private Party,Event		Main Room 26'x48'			Hr. Rate
	Resident				\$50.00
	Non Resident (NR)				\$75.00
Businesses					
	Resident, charging a fee				\$90.00
	Resident, not charging				\$70.00
	Not charging, open to the public and providing a public service				\$45.00
	Resident not for profit business charging				\$60.00
	Not for profit businesses not charging				\$40.00
New Paltz Not For Profit Groups, Agencies					
	Not charging up to two hours		\$5 Hr, \$25 yearly, non-consecutive weeks *		
	Not charging over two hours		\$15 Hr		
	Charging over 2 hours		\$20 hr		
Not For Profit Groups, Agencies					
	Not Charging				\$20.00
	Charging				\$30
Individuals, Groups, Offering Free Services, Programs					
		*** Non Businesses			
To The Public					
	Rec. Programs Charging with fee approval				\$15
	Fee To Instructors Receiving Donations				\$10
	Recreation Programs paid to instructor				\$40
	Above rates apply if lower then below rates				

Conference Room, Main Room partitioned rates, non food venues					
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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 or 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
2021 Rates, Public Usage**

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

Second consecutive day 10% discount of above rates						

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. Not for profits only when charging for tournaments and events unless otherwise approved by New Paltz Recreation at the above rates or a percentage of fees charged by organizations.

11. Tree Removal Permit Application Fee

The New Paltz Tree Conservation Law, § 130-5 Fees states that “The Town Board of the Town of New Paltz shall establish, by resolution, the fee to be charged, collected and received for the granting of each permit required by this chapter.” A tree removal permit application fee of \$25 to help cover town administrative costs associated with processing tree permit applications and general administration of the law is hereby established.

12. 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.

Appendix H

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 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 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 Social Media

1. Employees shall not engage in any social media activity 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 engaging in social media activity 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 social media activity. If an employee is expressing their beliefs and/or opinions on social media, 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 social media activity.
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 social media 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.

Appendix I. Fund Balance Policy

The Town of New Paltz (the “Town”) has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities.

An important indicator of the financial stability of the Town is its fund balance that represents the un-assigned and unencumbered balance of the Town’s revenues held in the Town’s numerous funds.

GASB has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). The objective of this statement is to enhance the usefulness of fund balance information by providing clearer classifications that can be more consistently applied. These are the classifications:

Nonspendable-consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted-consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional legislation.

Committed-consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

Assigned-consists of amounts that are subject to a purpose constraint that represents an intended use established by the board or by their delegated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

Unassigned-represents the residual classification for the government’s general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The Town will report fund balance classification in accordance with accounting standards issued by the GASB.

In the future, the Town Board will assess the current financial condition of the town and then determine the order of application of expenditures to which fund balance classification will be charged.

The Town will continue to maintain a minimum unassigned/unappropriated fund balance of 10% of subsequent year's budget expenditures that will serve to guide the Town's budgeting decisions by providing:

- a target Minimum Fund Balance (the "Minimum Fund Balance") for the Town's three principal funds:
 - the Town General Fund (A), Unassigned
 - the Town Outside of Village Fund (B), Unappropriated and
 - the Highway Fund (DA/DB) (together "the Funds"), Unappropriated
- a specific time frame to attain the Minimum Fund Balance,
- the permitted uses that by their nature are not expected to occur routinely of the Minimum Fund Balance.
-

The Town shall strive to:

- a) attain and maintain in each of the Funds at fiscal year-end the Minimum Fund Balance of 10% (the "Minimum Fund Balance Percentage") of each of the Funds total adopted budgeted expenditures. The Minimum Fund Balance Percentage represents the Town's best estimate at this time of the financial reserves required to meet unexpected variances. The Minimum Fund Balance exclusive of the operating budget contingency established under e) is reserved for the following uses:
 - i. cash flow purposes;
 - ii. unknown, unbudgeted, and unpredictable events, such as a catastrophic road failure;
 - iii. to provide a reserve to fund calls on the Town's resources by the school district, Ulster County and un-funded mandates imposed on the Town by higher levels of government; and
 - iv. to provide a reserve to meet negative budget variances subject to the procedures set forth in (d) below;
- b) not use the Fund Balance for predictable or recurring expenses until the Minimum Fund Balance has been attained;

- c) refrain from the use of the Minimum Fund Balance to reduce the amount of the real property taxes and/or use the Minimum Fund Balance for one-time capital or emergency expenditures only if:
 - i. there are surplus balances remaining after all reserve and fund allocations are made, or
 - ii. the Town has made a rational analysis with justifying evidence that it has an adequate level of short and long term resources;
- d) use the Minimum Fund Balance to assist the Town in addressing negative actual budget variances;
- e) establish, in the operating budget, a contingency appropriation line item, as appropriate, in the three principal funds, to:
 - i. provide for non-recurring unforeseen expenditures of an emergency nature;
 - ii. provide orderly budgetary adjustments when revenues do not meet projections;
 - iii. provide the local match for public or private grants that may become available during the fiscal year;
 - iv. meet unexpected increases in service delivery costs; and
 - v. provide for settlement of pending liabilities and for unexpected payment of accrued vacation and sickness liabilities;
 - vi. provide for any other unforeseen but necessary expenditure to continue functional operations at a reasonable level.

Appendix J. Investment Policy

Introduction

Pursuant to Chapter 708 of the Laws of 1992, section 39 was added to the General Municipal Law. The legislation requires each local government, including counties, cities, towns, villages, school districts, boards of cooperative education services, district corporations as defined by §36 of the General Construction Law, and any other governmental subdivisions, to adopt by resolution a comprehensive investment policy detailing the local government's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the local government.

The purpose of this legislation is to formalize policies and procedures and enable local Governments to:

- establish a prudent set of basic procedures to meet individual investment objectives,
- assure that investment assets are adequately safeguarded or collateralized,
- establish and maintain a system of internal controls including adequate accounts and records which accurately reflect in reasonable detail, all investment transactions, and
- provide accurate reporting and evaluation of investment results in conformance with GAAP (generally accepted accounting principles).

Because of the vast differences in the size, operations and sophistication of local governments, mandating specific procedures would be inappropriate. Rather, the legislation requires that the adopted policy address, at a minimum, broad areas, which are designed to achieve the basic objectives. These areas are:

- a list of authorized investments,
- procedures to ensure the local government’s financial interest in investments,
- standards for written agreements consistent with Legal requirements,
- procedures for the monitoring, control, deposit and retention of investments and collateral,
- standards for security agreements and custodial agreements consistent with legal requirements,
- standards for diversification of investments including diversification as to type of investments and firms with whom the local government transacts business, and
- standards for qualification of investment agents which transact business with local governments.

In order to assist local governments in formulating an investment policy in accordance with General Municipal Law §39, the State Comptroller is required to formulate a “model investment policy”.

The diversity of the investment program should be set by the professionalism and caliber of the staff and the policy guidance provided by elected officials.

Once the policy is developed, it should be taken to the governing board and formally adopted by resolution. This ensures elected officials understand the concepts that underlay the policy. After the resolution is adopted it should be implemented immediately, and procedures developed using the policy as a framework. The policy should not be a static document but should be reviewed at least annually or whenever new investment legislation becomes law, as staff capabilities change, or as other external and internal issues dictate. The policy should be re-adopted by the governing body at the organizational meeting of a new legislative body.

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Section 1	Scope
Section 2	Objectives
Section 3	Delegation of Authority
Section 4	Prudence
Section 5	Diversification
Section 6	Internal Controls
Section 7	Designation of Depositaries
Section 8	Collateralizing of Deposits
Section 9	Safekeeping and Collateralization
Section 10	Permitted Investments
Section 11	Authorized Financial Institutions and Dealers
Section 12	Purchase of Investments
Section 13	Repurchase Agreements
Section 14	Operations, Audit and Reporting

Section 1 – Scope

This investment policy applies to all moneys and other financial resources available for investment on behalf of the Town of New Paltz.

○ **Section 2 - Objectives**

The primary objectives of the Town of New Paltz’s investment activities are, in priority order,

Legal: to conform with all applicable federal, state and other legal requirements,

Safety: to adequately safeguard principal

Liquidity: to provide sufficient liquidity to meet all operating requirements, and

Yield: to obtain a reasonable rate of return.

○ **Section 3 – Delegation of Authority**

The Town Board’s responsibility for administration of the investment program is delegated to the Chief Fiscal Officer, or other officer so designated, having custody of money, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

○ **Section 4 – Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of New Paltz to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

○ **Section 5 – Diversification**

It is the policy of the Town of New Paltz to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

○ **Section 6 – Internal Controls**

It is the policy of the Town of New Paltz for all moneys collected by any officer or employee of the government to transfer those funds to the Chief Fiscal Officer, or other officer so designated, having custody of money, within the number of days indicated below, or within the time period specified in law, whichever is shorter.

- Tax Collector – within 15 calendar days of collection
- Town Clerk – within 5 calendar days after the month of collection
- Building Inspector – within 3 business days of collection
- Planning & Zoning – within 3 business days of collection
- Recreation – within 5 business days of collection

- Recycle – within 5 business days of collection
- Water & Sewer – within 3 business days of collection
- Youth Center – within 5 business days of collection

The Chief Fiscal Officer, or other officer so designated, having custody of money, is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

○ **Section 7 – Designation of Depositories**

The banks and trust companies authorized for the deposit of monies, as designated at the Town of New Paltz Town Board’s reorganizational meeting each year:

<u>Depository Name</u>	<u>Officer</u>	<u>Contact#</u>
M&T Bank	Tom Murphy	845-440-2932
Salisbury Bank	Jeff Cook	845-435-5222
Riverside Bank	Madeline Odak	845-849-7410
NYCLASS	Matthew Starr	914-301-4070
Bank of Greene County	Robert Gibson	518-943-2600

Section 8 – Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, §10, all deposits of Town of New Paltz, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, or provided by General Municipal Law, §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims- paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

○ **Section 9 – Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by a third party or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising

out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with the Town of New Paltz or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

○ **Section 10 – Permitted Investments**

As authorized by General Municipal Law, §11, the Town of New Paltz authorizes the Chief Fiscal Officer, or other officer so designated, having custody of money, to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts authorized to do business in New York State;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of New Paltz
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Certificates of Participation (COPs) issued pursuant to GML, §10997b,
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 697g, 6-h, 697j, 6-k, 6-l, 6-in, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of New Paltz with in such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of New Paltz within two years of the date of purchase. The designated depository will confirm all purchases and transactions in writing to the Town of New Paltz.

○ **Section 11 – Authorized Financial Institutions and Dealers**

The Town of New Paltz shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local

government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of New Paltz. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Fiscal Officer, or other officers so designated, having custody of money, is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

○ **Section 12 - Purchase of Investments**

The Chief Fiscal Officer, or other officers so designated, having custody of money, is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Town Board.
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the Town Board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of New Paltz by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Town of New Paltz, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Town of New Paltz a perfected interest in the securities.

○ **Section 13 – Operations, Audit and Reporting**

The Chief Fiscal Officer, or other officer so designated, having custody of money, shall authorize the purchase and sale of all securities and execute contracts on behalf of the Town of New Paltz. Oral directions concerning the purchase, transaction, or sale of securities shall be confirmed in writing. The Town of New Paltz shall pay for purchased securities upon delivery.

The Town of New Paltz will encourage the purchase and sale of securities through a competitive or negotiated process involving telephone solicitations of at least three bids for each transaction.

At the time independent auditors conduct the annual financial audit of the accounts and affairs of the Town of New Paltz, the auditors shall audit compliance with the Investment Guidelines.

Within sixty days of the end of each of the first three quarters of the fiscal year, the Chief Fiscal Officer, or other officer so designated, having custody of money, shall prepare and submit to the Town Board a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the Chief Fiscal Officer deems necessary.

Within 120 days of the end of the fiscal year, the Chief Fiscal Officer, or other officer so designated, having custody of money, shall prepare and submit to the Town Board, an annual investment report; recommendations for change in these Investment Guidelines; the result of the independent audit; the commission of other charges, if any, paid to the Custodial Bank and such other matters as deemed appropriate by the Chief Fiscal Officer, or other officer so designated, having custody of money.

The Town Board of the Town of New Paltz shall review and approve the annual investment report at its Annual Reorganization meeting.

The provisions of these Investment Guidelines and any amendments hereto, shall take effect prospectively, and shall not invalidate the prior selection of any custodial bank or prior investment.

Adopted on the 7th of January, 2021 by vote of the Governing Board of the Town of New Paltz.

Rosanna Rosenkranse, Town Clerk

Town of New Paltz, NY

- **Appendix A**

Schedule of Eligible Securities

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations issued or fully guaranteed by the International Bank for reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a. municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- Zero coupon obligations of the United States government marketed as "Treasury strips"

References

- General Municipal Law §10 – Deposit of Public Money
- General Municipal Law §11 – Temporary Investments
- General Municipal Law §39 – Investment Policies for Local Governments
- General Municipal Law §453 – Sewer Rents
- Local Finance Law §24 & §25

- Local Finance Law §165
- Town Law §55 – Reserve Funds
- United States Code §1821a 2a – FDIC Coverage
- Article 5G – Municipal Cooperation
- Banking Law §107-a – Security for Public Deposits
- Highway Law §114-3 – County Road Fund
- Highway Law §133 – County Road Machinery Fund
- Financial Management Guide for Local Governments Section – Cash Management and Investment Policies and Procedures
 - Subsection - Appendix C – Deposits and Investment Statutes – 2.1125
 - Subsection – Appendix D – Schedule of Eligible Securities – 2.1130
 - Subsection – Appendix E – Security and Custodial Agreement - 2.1135
 - Subsection – Appendix F – General Custody Agreement – 2.1140
 - Subsection – Appendix G – Master Repurchase Agreement – 2.1145

Appendix K. Capital Asset Policy effective January 1, 2021

1. Section I. Capital Asset Definitions and Guidelines

6.1 I. (1) Overview

The Governmental Accounting Standards Board’s (GASB) Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, requires that governments depreciate their exhaustible capital assets, including infrastructure.

Capital assets are tangible and intangible assets that are used in operations and that have initial useful lives that extend beyond a single reporting period. They include land, land improvements, easements, buildings and improvements, equipment, and works of art and historical treasures.

Capital assets include infrastructure assets which are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams and lighting systems. A government with the primary responsibility for managing infrastructure assets reports that asset, even if a third part maintains it under contract.

Capital assets are reported in the statement of net assets at historical cost. The cost of a capital asset should include capitalized interest and ancillary charges (i.e., freight and transportation charges) necessary to place the assets into use. Donated capital assets should be reported at their estimated fair market value at the time of donation, plus ancillary charges, if any.

Capital assets should be depreciated over their estimated useful lives unless they are either inexhaustible (assets in which service potential is used up so slowly that the estimated useful life is extraordinary long, such as land and land improvements) or are infrastructure assets reported using the modified approach.

Depreciable assets are reported net of accumulated depreciation in the Statement of Net Assets. Accumulated depreciation may be reported on the face of the statement or disclosed in the Notes to Financial Statements. Capital assets that are not being depreciated, such as land or infrastructure assets reported using the modified approach, should be reported separately.

6.2 I. (2) Capital Asset Classifications

Capital assets are assets purchased or constructed by the Town of New Paltz (the “Town”) that have a useful life of three (3) or more years and that have a value equal to or greater than the established capitalization threshold. The following class of asset categories, capitalization thresholds and useful lives are used for the Town:

6.3 *Class of Asset Categories, Capitalization Thresholds and Useful Lives*

Class of Asset	Capitalization Threshold	Useful Life
Land	\$5,000	Note 1
Land Improvements	\$5,000	20 years
Buildings	\$5,000	40 years
Building Improvements	\$5,000	20 years
Machinery and Equipment: (Note 4)		
Office Equipment	\$5,000	5 years
Furniture	\$5,000	10 years
Computers	\$1,000	years
Vehicles	\$5,000	Note 2
Heavy Equipment	\$5,000	10 - 20 years
Small Equipment and Tools	\$5,000	3 - 10 years
Other	\$5,000	3 - 10 years
Infrastructure:		
Bridges (including culverts)	\$5,000	40 years
Roads	\$5,000	20 years
Dams and Drainage Systems	\$5,000	30 years
Sewer Systems	\$5,000	40 years
Water Systems	\$5,000	40 years
Sewer & water connections	\$5,000	20 years
Parks, playgrounds, recreational areas	\$5,000	20 years
Construction Work in Progress		Note 3

Note 1 – Not Depreciated

Note 2 – Machinery & apparatus for construction and maintenance reference subdivision 28 of Local Finance Law Section 11. Vehicles costing \$15,000 or less, 5 years/vehicles costing \$15,000 but less than \$30,000, 10 years/vehicles costing \$30,000 or more, 15 years.

Note 3 – Depreciation is not required on Construction Work in Progress. Upon completion, the asset will be recorded in appropriate asset classification and depreciation will begin in accordance with the threshold.

Note 4 – For control and accountability purposes, capital assets costing less than \$5,000 may be recorded in the capital assets inventory.

I. (3) Capital Asset Acquisition Cost

Capital assets shall be recorded at their historical costs, or estimated historical cost if the actual historical cost is unknown. The cost of a capital asset shall include any ancillary costs that are necessary to place the asset in its intended condition for use. These include the vendor's invoice (plus the value of any trade-in, if reflected on the invoice), initial installation cost (excluding in-house Town labor costs), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs include charges such as freight and transportation costs, site preparation costs and professional fees. The costs of capital assets for governmental activities shall not include capitalized interest.

I. (4) Capital Asset Donations

Donations are defined as voluntary contributions of resources to a governmental entity by a non-governmental entity. Donated capital assets shall be reported at fair market value at the time of acquisition plus ancillary charges, if any. Fair market value is the amount at which an asset could be exchanged in a current transaction between willing parties.

Governmental funds will have to meet the standards of GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*. Donations must be recorded and reported at fair market value on the date of acquisition. Recipients of donated capital assets will recognize the donation and related revenue when the transaction is complete and the assets are received, providing all eligibility requirements have been met. Promises of capital asset donations should be recognized as receivables and revenues (net of estimated uncollectible amounts) when all applicable eligibility requirements have been met, providing that the promise is verifiable and the resources are measurable and probable of collection.

In some cases, donated capital assets are given with the stipulation (time requirement) that the assets cannot be sold, disbursed or consumed until a specified number of years have passed or a specific event has occurred. For such cases, the capital asset should be reported in the Statement of Net Assets as "Net Assets – Restricted" as long as the restrictions or time requirements remain in effect.

Modified Accrual Basis of Accounting – Do not report revenue from the donation of a capital asset when using the modified accrual basis of accounting, except in the following situation: If the Town receives a donation of a capital asset and intends to sell the asset immediately, revenue shall be recognized in the period the asset is donated, and the capital asset shall be reported in the same fund used to report the revenue as "Assets Held for Sale". Intent to sell should be evidenced by a sale of or contract to sell the capital asset before the financial statements are issued. Revenue shall be measured at the amount at which the capital asset is sold or its contract price. If the Town does not intend to sell the donated capital asset immediately or does not meet the criteria to sell as stated above, the donation shall not be reported in the operations of the governmental funds. Revenue from donations of financial resources such as cash, securities or capital assets shall be recognized when the Town has an enforceable legal claim to the donation and when it is probable the donation will be received, regardless of when the financial resources are actually received. Revenue shall be measured at the fair value of the financial resource donated.

Full Accrual Basis of Accounting – In accordance with GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*, entities currently using proprietary fund accounting (i.e., water and sewer enterprise funds) must recognize capital asset donations as revenues and not as contributed capital.

I. (5) Leased Equipment

Equipment shall be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option.
- The lease term is equal to 75 percent or more of the estimated economic life of the leased property.
- The present value of the minimum lease payments at the inception of the lease, excluding executory

costs, equals at least 90 percent of the fair market value of the leased property.

Leases that do not meet any of the above requirements shall be recorded as an operating lease and reported in the Notes to Financial Statements, if material.

2. I. (6) Depreciating Capital Assets

Capital assets shall be depreciated over their estimated useful lives in accordance with this policy, unless they are inexhaustible.

The straight-line depreciation method (historical cost less estimated residual value, divided by useful life) is the method that shall be used by the Town for depreciating capital assets.

Depreciation shall be calculated on an annual basis. A full year of depreciation shall be included in the year of completion or acquisition of the asset. Depreciation expense shall not be included in the year of disposition. Exception: Due to the material amount involved, depreciation expense for depreciable capital assets costing more than \$1 million dollars shall be recorded in the first and last years based on number of months such asset was in service. Accumulated depreciation will be summarized and posted to the accounting general ledger for the entity-wide financial statements.

Depreciation need not be calculated for individual assets. Instead, depreciation may be calculated for classes of assets, networks of assets and subsystems of network assets. A network of assets is defined as all assets that provide a particular type of service for a government. A subsystem of network assets is composed of all assets that make up a similar portion or segment of a network of assets. For example, a water distribution system of the Town could be a network of assets. Pumping stations, storage facilities and distribution networks could be considered subsystems of that network. Similarly, the Town's storm sewer system could be a network, with catch basins, storm drains and inlets considered a subsystem.

3. I. (7) Useful Lives of Capital Assets

To estimate the useful lives of its capital assets, the Town shall consider an asset's present condition, use of the asset, construction type, maintenance policy and how long it is expected to meet service and technology requirements. Sources of useful life information include internal information (i.e., historical records and replacement schedules), general guidelines obtained from professional or industry organizations, information for comparable assets of other governments, and use of period of probable usefulness as prescribed by the Local Finance Law.

The Town shall use as its policy guidelines for useful lives of its capital assets the information contained in the table in Section I. (2), entitled *Capital Asset Classifications*, above.

4. I. (8) Residual Value

Residual value is the estimated fair market value of a capital asset or infrastructure remaining at the end of its useful life. In order to calculate depreciation for an asset, the estimated residual value must be established before depreciation can be calculated. The use of historical sales information is a valuable method for determining the estimated residual value. Proceeds from sale of assets shall be netted against residual value in computing net gain or loss from sale.

The Town generally purchases assets with the intent to use such assets until its usefulness is exhausted. Therefore, the Town policy shall generally be to estimate residual value as zero for all capital assets.

I. (9) Sale of Capital Assets

When an asset is sold, a gain or loss shall be recognized when:

- Cash is exchanged and the amount paid does not equal the net book value of the asset.
- Cash is not exchanged and the asset is fully depreciated or has no residual value.

When an asset is sold, a gain or loss shall not be reported when:

- Cash exchanged equals the net book value, and the asset does not have a residual value.
- Cash is not exchanged and the asset is fully depreciated and has no residual value.

To compute a gain or loss from sale of capital assets, proceeds received shall be subtracted from the asset's net book value. Examples:

	<u>Gain</u>	<u>Loss</u>
Asset's historical cost	\$10,000	\$10,000
Less: Accumulated Depreciation	<u>7,000</u>	<u>7,000</u>
Net Book Value	\$ 3,000	\$ 3,000
Less: Proceeds Received	<u>5,000</u>	<u>2,000</u>
Gain/Loss from Sale of Asset	Gain \$ 2,000	Loss \$ 1,000

2. Section II. Capital Asset Categories

II. (1) Land

Land Definition:

Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs and trees. Land is characterized as having an unlimited life (indefinite).

Depreciation Methodology:

Land is an inexhaustible asset and, therefore, is not depreciated.

Capitalization Threshold:

The capitalization threshold for land is \$5,000.

Examples of Expenditures to be Capitalized as Land:

- Purchase price or fair market value at time of acquisition
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessment, etc.)
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land
- Right-of-way

II. (2) Land Improvements

Land Improvements Definition:

Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land improvements include such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fences, and outdoor lighting. They can be exhaustible or non-exhaustible.

Non-Exhaustible Land Improvements:

Expenditures for improvements that do not require maintenance or replacement. Expenditures to bring land into condition to commence erection of structures, and expenditures for land improvements that do not deteriorate with use or over the passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciated.

Exhaustible Land Improvements:

Expenditures for improvements that are part of the site, such as parking lots, landscaping and fencing, are usually exhaustible and are depreciated.

Depreciation Methodology:

Land improvements that are inexhaustible assets are not depreciated. Exhaustible land improvements are depreciated on a straight-line basis over 20 years. The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for exhaustible land improvements.

Capitalization Threshold:

The capitalization threshold for land improvements is \$5,000.

Examples of Expenditures to be Capitalized as Land Improvements:

- Site improvements such as excavation, fill, grading and utility installation
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- Fencing
- Landscaping
- Parking lots
- Skating rinks, basketball courts, tennis courts, etc.
- Retaining walls

II. (3) Buildings

Building Definition:

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

Depreciation Methodology:

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for buildings.

Capitalization Threshold:

The capitalization threshold for buildings is \$5,000.

Examples of Expenditures to be Capitalized as Buildings: Purchased Buildings:

- Original purchase price
- Expenses for modeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos or lead abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place the asset into operation Constructed

Buildings:

- Completed project costs
- Interest accrued during construction
- Cost of excavation, grading or filling of land *for a specific building*
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Costs of temporary buildings used during construction
- Unanticipated costs, such as rock blasting, piling, or relocation of an underground stream channel
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions, or enlargements)

II. (4) Building Improvements

Building Improvements Definition:

Building improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, or the expenditure increases the useful life or value of the building.

Depreciation Methodology:

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for building improvements and their components.

Capitalization Threshold:

The capitalization threshold for building improvements is \$5,000.

Examples of Expenditures to be Capitalized as Building Improvements:

- Conversion of attics, basements, etc. to useable office, clinic, research or classroom space
- Structures attached to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc. Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling or parquet

- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Swimming pools
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)

Note: For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as replacement of an old shingle roof with a new fireproof tile roof.

Replacement or restoration to original utility level would not. Determinations must be made on a case-by-case basis.

Other Costs Associated with the Above Improvements Not to Capitalize:

The following are examples of expenditures not to capitalize as improvements to buildings. Instead, these items should be recorded as maintenance expenditures:

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.
- Maintenance-type exterior renovation such as repainting, replacement of deteriorated siding, roof, or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities

II. Any other maintenance-related expenditure which does not increase the value of the building

(5) Machinery and Equipment

Machinery and Equipment Definition:

Machinery and equipment are fixed or movable tangible assets to be used for operations, the benefits of which extend three or more years from the date acquired and rendered into service. Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset should be capitalized as a betterment and recorded as an addition of value to the existing asset. Note: Costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Categories of Machinery and Equipment:

- Office equipment
- Furniture
- Computers
- Vehicles
- Heavy Equipment

- Small Equipment and Tools
- Other

Note: Due to the low cost and value of individual furniture pieces (which may be material in the aggregate), it will be assumed that historical cost of this class of asset is 75% of insurance appraisal value, if the historical cost is unknown.

Depreciation Methodology:

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for machinery and equipment.

Capitalization Threshold:

The capitalization threshold for machinery and equipment is \$5,000. However, for control and accountability purposes, capital assets costing less than \$5,000 may be recorded in the capital assets inventory.

Examples of Expenditures to be Capitalized as Machinery and Equipment:

- Original contract or invoice price, including freight charges, handling and storage charges, in-transit insurance charges, charges for testing and preparation for use, and costs of reconditioning used items when purchases
- Parts and labor associated with the construction of equipment
- Dump trucks and passenger cars
- Heavy construction equipment such as front-end loaders and backhoes
- Lawn maintenance equipment, compressors and tool kits

II. Computer hardware and software

(6) Infrastructure

Infrastructure Definition:

Infrastructure are assets that are long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature.

Infrastructure Classifications:

- Bridges, including culverts
- Roads
- Traffic control systems
- Dams and drainage systems
- Water systems
- Sewer systems

Prospective Reporting Policy Guidelines:

Prospective recording and reporting of general infrastructure assets in the Town’s accounting records and Statements of Net Assets will be implemented (i.e., as of January 1, 2021 for the Town).

Infrastructure Improvements:

Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure, or both. Infrastructure improvements should be capitalized as a betterment and recorded as an addition of value to the infrastructure if the improvement or addition of value is at the capitalization threshold or increases the life or value of the asset.

Jointly Funded Infrastructure:

Infrastructure paid for jointly by multiple governmental entities should be capitalized by the entity responsible for future maintenance.

Maintenance Costs:

Maintenance costs are recurring costs that allow an asset to continue to be used during its originally established useful life. Maintenance costs are expensed in the period incurred.

Preservation Costs:

Preservation costs are generally considered to be those outlays that extend the useful life of an asset beyond its original estimated useful life, but do not increase the capacity or efficiency of the asset. Preservation costs should be capitalized under the depreciation approach.

Additions and Improvements:

Additions and improvements are those capital outlays that generally increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level, but at a reduced cost. The cost of additions and improvements should be capitalized.

Depreciation Methodology:

The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for infrastructure assets.

Capitalization Threshold:

The capitalization threshold for infrastructure assets is \$5,000.

Examples of Expenditures to be Capitalized as Infrastructure:

- Roads, streets, curbs, gutters, sidewalks, fire hydrants
- Bridges, culverts, trestles
- Dams, drainage facilities
- Water mains and distribution lines
- Fiber optic and telephone distribution systems (between buildings)
- Light system (traffic, outdoor, street, etc.)
- Signage
- Sewer systems
- Water systems, including reservoirs

6.4 II. (7) *Construction Work in Progress*

Construction Work in Progress Definition:

Construction work in progress reflects the economic construction activity status of buildings and other structures, infrastructure (roads, water system, etc.), additions, alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete.

Depreciation Methodology:

Depreciation is not applicable while assets are accounted for as construction work in progress. Upon asset completion and placement into service, the value of such asset is removed from the construction work in progress account and transferred to the appropriate capital asset classification account. Depreciation then begins based upon depreciation life of the appropriate asset category. See appropriate capital asset category when asset is capitalized.

Capitalization Threshold:

Construction work in progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service (generally \$5,000).

Appendix L

Sexual Harassment Policy

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Introduction

The Town of New Paltz is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of New Paltz's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town of New Paltz. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

1. While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.
2. A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Policy:

1. The Town of New Paltz's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town of New Paltz. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of New Paltz will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of New Paltz who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Town Supervisor. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town of New Paltz to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The Town of New Paltz will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town of New Paltz will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of New Paltz will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town Supervisor.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
- Rape, sexual battery, molestation or attempts to commit these assaults.

Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town of New Paltz cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Town Supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Town Supervisor.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Town Supervisor.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town of New Paltz will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Town Supervisor will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town of New Paltz but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of New Paltz, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to The Town of New Paltz does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Appendix M

Policy/Rules for Hunting at the Town Landfill

The Town Board voted to allow hunting on the Town's landfill on September 26, 2002 as part of the DEC's "Ask" Program. No official policy or rules were established at the time.

Hunters are required to abide by the following rules when hunting at the Town landfill. Any violation of these rules will result in the **permanent revocation** of hunting privileges.

1. Hunters must obtain written permission from the Town Clerk's office in the form of a "Landfill Hunting Permit". In order to obtain this permit, hunters must show their current hunting license and pay the necessary fee. Non-New Paltz residents will be charged \$25 *per season* and out-of-state residents will be charged \$50 *per season*. New Paltz residents may hunt free of charge. This permit allows hunters to fish and hunt for small and big game **only**.
2. Each hunter is required to get his/her own permit. This permit is not transferable.
3. Hunters must park in the parking lot across from the BMX track. Their permit must be displayed on the dashboard clearly visible through the windshield.
4. Hunting is allowed on all land *surrounding* the actual landfill, **not** at/on the landfill itself.
5. Hunters are not allowed to construct or leave any equipment or tree stands of any kind.
6. No motorized vehicles or ATVs are permitted on the landfill or the land surrounding it.
7. Anyone entering the landfill property from 9 a.m. to 5 p.m., Tuesday through Saturday must check in with the Recycling Center staff.

Appendix N

Policy for Probationary Permit at ReUse/Landfill

In the event of abuse of the posted rules and regulations regarding disposal of waste at the Reuse/Recycling Center, the Recycling Coordinator, in consultation with the Town Supervisor and the Town Board, shall have the authority to issue a probationary permit. During the probationary permit period, the permit bearer must abide by the following Standard Requirements for Use of the New Paltz Transfer Station and Recycling Area, as well as any additional requirements as determined by the Town Board:

- 1) All users must have a current permit affixed to their vehicle on the driver's side rear window to be onsite
- 2) All users may deposit only recyclable material that meets current standards at no charge with a current permit
- 3) No items/material are to be removed from site without payment
- 4) No items/material are to be removed from any container(s)
- 5) All items/material deposited in garbage container(s) **MUST** be paid for including bags and loose debris
- 6) No hazardous material or liquids are ever accepted
- 7) Users are expected to disclose all items/material for an accurate fee assessment
- 8) Payment must be made prior to disposal at time of service by check or credit card only, or
- 9) Payment can be made using coupons with a current permit

In the event that the stipulations of the probationary permit are violated, the Recycling Coordinator, in consultation with the Town Supervisor, and by majority vote of the Town Board, shall permanently revoke the user's Reuse/Recycling Center privileges.