

Town Board Re-Organizational Meeting
January 4, 2016
7:30 P.M.

Present: Supervisor Neil Bettez, Councilman Dan Torres, Councilman Marty Irwin, Councilman Jeff Logan, Councilwoman Julie Seyfert-Lillis.

At 7:36 p.m., a motion was made by Supervisor Bettez to open the re-org meeting with the pledge. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Agenda: +Schedule Special Meeting for Jan. 12th, Schedule Info Session for Jan. 21st, Schedule Joint Meeting for Jan. 21st. Town Hall demolition-authorize funds. A motion was made by Councilman Logan to adopt the agenda as amended. Seconded by Councilman Torres, all aye votes cast, motion carried.

Delegation of Administrative Duties to the Supervisor:

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

A motion was made by Councilman Torres to adopt the delegation of administrative duties. Seconded by Supervisor Bettez, all aye votes cast, motion carried.

Legal Representation for the Town:

Joseph Moriello, Esq. of the law firm of DiStasi, Moriello Murphy & Foster as Town Attorney
William Wallens, Esq. of Roemer Wallens Gold & Mineaux as Labor Attorney
George Lithco, Esq. of Jacobowitz & Gubits as Planning Board Attorney
Ken Bond, Esq. of Squire Patton Boggs, LLP as bond counsel.
Wallace & Wallace, LLP, for Municipal Center related matters
Kevin Barry, Esq. as Special Prosecutor
The Supervisor is authorized to assign legal matters to attorneys on a case-by-case basis.

A motion was made by Supervisor Bettez to approve appointments for legal representation. Seconded by Councilman Logan, all aye votes cast, motion carried.

Engineer for the Town:

A motion was made by Supervisor Bettez to re-appoint Dave Clouser of Dave Clouser & Associates, as the engineer for the Town. Seconded by Councilman Logan, all aye votes cast, motion carried. Councilman Torres suggested adding this to a future agenda for discussion.

Official Newspaper:

A motion was made by Supervisor Bettez that The New Paltz Times be designated as the official newspaper of the Town; back-up newspaper, Daily Freeman to be named for meeting notices. Seconded by Councilman Torres, all aye votes cast, motion carried.

Investment of Town funds:

A motion was made by Councilman Irwin 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 Councilman Torres, all aye votes cast, motion carried.

Meetings:

The 3rd and 4th Thursday of each month will be designated as Town Board business meetings. Town Board meetings will begin at 7:30 p.m. and the Agenda will be ready by 5 p.m. on the preceding Tuesday. Public Hearings will generally begin at 7:15 p.m. (unless otherwise noticed) with the Board meeting to follow. If an additional meeting is needed, the Supervisor has the authority to schedule the 1st or 2nd Thursday night of the month.

A motion was made by Councilman Torres to accept the “meetings” policy. Seconded by Councilman Logan, all aye votes cast, motion carried.

Records Management Day:

Town Hall Offices will be closed to the public 3 times a year for the purposes of Records Management. Dates for 2016 are April 29th, August 26th and December 9th. A motion was made by Councilman Torres to approve the schedule for Records Management Day. Seconded by Councilman Logan, all aye votes cast, motion carried.

Holidays:

As per the Personnel Policy, Town employees not covered by a collective bargaining unit contract shall be paid for holidays adopted at The Town of New Paltz re-organizational meeting. 2016 Holidays are as follows:

- 1. January 1st- New Year’s Day
- 2. January 18th- Martin Luther King, Jr. Day
- 3. February 15th -President’s Day
- 4. May 30th- Memorial Day
- 5. July 4th- Independence Day
- 6. September 5th- Labor Day
- 7. October 10th- Columbus Day
- 8. November 11th- Veterans Day
- 9. November 24th- Thanksgiving
- 10. November 25th-Day after Thanksgiving
- 11. December 26th- Day after Christmas
- 12. Floating Holiday with permission from Department Head
- 13. Floating Holiday with permission from Department Head

A motion was made by Councilman Torres to adopt the holiday list. Seconded Councilman Irwin, all aye votes cast, motion carried.

General Personnel Policies:

The Town will follow the guidelines of Ulster County Personnel regarding Equal Opportunity and Affirmative Action.

Department Heads and Elected officials will submit monthly reports by the 2nd Tuesday of the month in time for review at the regular monthly Workshop Meetings, and that the Supervisor can request additional reports from department heads at any time.

The Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2016 at the amount respectively stated below:

Town Supervisor.....	\$ 40,000.00
Deputy Supervisor.....	9,000.00
Town Councilpersons (3).....	6,851.00
Town Highway Supt.....	44,290.00
Town Clerk.....	43,260.00
Town Justices (2).....	29,355.00

The following salaried positions will be paid the salary for the year beginning January 1, 2016:

Assessor.....	\$47,940.00
Building Inspector.....	52,811.00
Bldgs & Grounds & Water/Sewer	20,280.00
Confidential Secretary.....	35,513.00
Dog Control Officer	15,600.00
Pool Director.....	11,832.00
Recreation Director.....	19,289.00
Recycling Coordinator.....	43,860.00
Youth Center Director.....	53,040.00

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.

Town employees should use available Town vehicles when possible, but that all Town employees be allowed current IRS Standard Mileage rates (\$.54) per mile for the use of their car on town business, upon the submission of a voucher that has been approved by their department head.

Jury Fees in the Town Court shall be \$5.00 for serving, and \$1.00 for summons for Jury Duty. The Board shall pay for services for Court Stenographer fees in Criminal Actions only, including preliminary hearings and/or examinations.

A motion was made by Councilman Irwin to adopt the General Personnel Policies as read. Seconded by Councilman Torres, all aye votes cast, motion carried.

The Supervisor's salary will be discussed at a later date.

Cash Funds:

Tax Collector retains a \$250.00 cash drawer and \$50 petty cash fund.

A motion was made by Councilman Torres to adopt the Cash Funds policy. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

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).

A motion was made by Councilman Logan to adopt the Safety Program guidelines. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Appointments:

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

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

A motion was made by Councilman Irwin to adopt the appointments of Tax Collector and Registrar. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Town Clerk's Appointments:

Town Clerk Rosanna Mazzaccari appoints Kristie Mazzaccari and Diane Lee as Deputy Clerks to be paid an hourly rate of \$17.83/hr and \$13.26/hr respectively. A motion was made by Councilman Irwin to accept the Town Clerk appointments and hourly rates. Seconded by Councilman Torres, all aye votes cast, motion carried.

Supervisor's Appointments:

Supervisor Bettez designates/appoints the following:

* Dan Torres as *Deputy Town Supervisor*.

* Kathy Preston as *Assistant to the Supervisor*.

* Jill Shufeldt as *Dog Control Officer*.

* Tricia Masterson as *Town Assessor*.

* Laura Petit as *Recycling Coordinator*.

* TBD -Local Emergency Preparedness Committee Manager at a \$1,500 stipend.

* Deputy Supervisor Torres is appointed to be the Emergency back-up to Supervisor Bettez if he is unavailable in the event Police, Fire and/or Rescue cannot contact him.

A motion was made by Councilman Irwin to accept the appointments made by the Supervisor, all to be compensated at the appropriate rates listed in the 2016 Budget. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Procedures for Making Appointments to Committees, Commissions & Boards:

Procedures for filling vacancies:

1. Procedure at Expiration of Term of Office:

-When the term of office of an appointee expires, the Town Clerk will contact the Supervisor and Town Board to ascertain if the Town Board wishes to consider the re-appointment. After the Town Board considers the re-appointments, the Town Clerk will contact the appointee to ask if they would like to be considered for re-appointment. The Town Board will seek out applications for vacancies.

2. Procedure for Resignations Prior to Expiration of Term of Office:

When a vacancy exists due to resignation prior to termination of term of office, the Chairman, of the Committee, Board or Commission, will notify the Town Clerk in writing who will inform the Supervisor and ask that it be put on the Town Board agenda to accept said resignation. The Supervisor will notify the person that the resignation was accepted. The Supervisor will add his/her thanks for their contribution to the Town. The regular procedure for filling vacancies will be followed. All resignations must be filed with original signatures with the Town Clerk's Office.

3. Procedure for Filling of Vacancies:

The Town Clerk will prepare a press release notifying the newspapers and post on the Town website of the vacancy and requesting that they notify the community. The Chairman of the Committee, Board or Commission for which there is a vacancy will be notified. 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. If these conditions are not fulfilled within thirty (30) days, except for reasons of excusable neglect, the appointment will be deemed null and void.

A motion was made by Councilman Torres to accept the Procedures for Making Appointments to Committees, Commissions & Boards. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Ethics Law:

A motion was made by Councilman Torres to accept that 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. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Freedom of Information:

A motion was made by Councilman Torres that the Town Clerk shall serve as Information Officer for the Town of New Paltz, at a salary to be included in the Town Clerk line, and shall be responsible for complying with requests for information under the Freedom of Information Law. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Procurement Policy:

1. 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.
 - a. 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.

- b. Attached hereto and made a part hereof and marked “Schedule A” is a list identifying the individual or individuals responsible for purchasing under this Procurement Policy and their respective titles. Such list shall be updated by the Town Board not less frequently than biennially, commencing as of January 1, 2009.
- 2. 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; purchases under county contracts pursuant to §103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.
- 3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimate Amount of Purchase Contract</u>	<u>Method</u>
\$1,000.00 - \$4,999.00	3 verbal or telephone quotations
\$5,000.00 - \$20,000.00	3 written/fax quotations or written request for proposals
<u>Estimate Amount for Public Works Contract</u>	<u>Method</u>
\$1,000.00 - \$14,999.00	3 verbal or telephone quotations
\$15,000.00 - \$35,000.00	3 written/fax quotations or written request for proposals

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.

- 4. Documentation is required of each action taken in connection with each procurement.
- 5. 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.
- 6. 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:
 - a. 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.

- b. 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.
 - c. 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.
 - d. 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.
7. This policy shall go into effect upon the date of adoption of this resolution and shall remain in effect through December 31, 2016 and shall be reviewed prior to the 31st day of January, 2017 and annually thereafter prior to January 31st of each succeeding year.

SCHEDULE A
LIST OF INDIVIDUALS AND TITLES RESPONSIBLE FOR
PURCHASING UNDER TOWN OF NEW PALTZ PROCUREMENT POLICY

Department	Primary Individual/Title	Secondary Individual/Title
B&G/Water & Sewer	Chris Marx, Dept. Supervisor	
Recreation	Chuck Bordino, Dept. Supervisor	
Highways	Chris Marx, Highway Supt.	Carol West, Secretary
Building Department	Stacy Delarede, Building Inspector	
Police Department	Joe Snyder, Chief	Theresa Hart, Dept. secretary
Youth	Jim Tinger, Dept. Head	
Recycling	Laura Petit, Recycling Supervisor	
Town Clerk	Rosanna Mazzaccari, Town Clerk	
Planning Board ZBA	Mike Calimano, Chair Ed Burke, Chair	Kelly O'Donnell, Secretary
Historic Preservation	John Orfitelli, Chairman	
Community Improvement	Sue Stegen, Chairwoman	
Bookkeeping/Payroll	Arlene Weber, Bookkeeper	Lynn Karge, Payroll Clerk

Additionally authorized for each department/committee are:

Neil Bettez, Town Supervisor
Dan Torres, Deputy Town Supervisor
Kathy Preston, Confidential Secretary

A motion was made by Councilman Irwin to adopt the following Town of New Paltz Procurement Policy. Seconded by Councilman Torres, all aye votes cast, motion carried.

Purchasing:

All approved services rendered are to be paid for through the submission of a voucher and vouchers must be secured and approved by the Supervisor prior to purchases made or services rendered and in an emergency the Supervisor is authorized to grant purchase permission without a voucher. Payment of Vouchers will comply with the previous policy. The Superintendent of Highways will be 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.

A motion was made by Councilman Torres to accept the Purchasing Policy. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

Credit Card Policy:

A motion was made by Councilman Torres to adopt the following credit card policy as written and presented by Councilman Torres. Seconded Councilman Logan, all aye votes cast, motion carried.

Town of New Paltz Issued Credit Card Policy

The Town of New Paltz will issue municipal credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of municipal-issued credit cards is a privilege, which the Town of New Paltz may withdraw in the event of serious or repeated abuse. Any credit card 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 cards 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 cards. The Town of New Paltz will not regard expenses for one's own business-related use, such as lodging and meals while on municipal-approved business trips, as personal purchases, as long as such expenses are consistent with the Town of New Paltz's travel and expense reimbursement policy. If any employee uses an municipal credit card 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 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 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. Every employee issued a Municipal-issued Credit Card shall execute the following affidavit, which shall be notarized.

Agreement for Wage Deductions Associated with Improper Use of Municipal-Issued Credit Card

I, _____, hereby certify that I understand and agree to abide by the Town of New Paltz's policy regarding use of municipal-issued credit cards, 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. I understand that improper use of Municipal-issued Credit Card may result in my termination as an employee.

Voucher Due Dates and Audit Schedule 2016:

A motion was made by Councilman Torres to adopt the following audit due dates and schedule. Seconded by Councilman Torres, all aye votes cast, motion carried.

VOUCHER DUE DATES AND AUDIT SCHEDULE 2016			
DATE VOUCHERS ARE DUE (BY 3 P.M.)	DATE VOUCHERS ARE AVAILABLE FOR AUDIT		TOWN BOARD MEMBERS SCHEDULED TO AUDIT
JANUARY 11	JANUARY	16	DAN & MARTY
FEBRUARY 8	FEBRUARY	13	JEFF & JULIE
MARCH 7	MARCH	12	DAN & MARTY
APRIL 11	APRIL	16	JEFF & JULIE

MAY 9	MAY	14	DAN & MARTY
JUNE 6	JUNE	11	JEFF & JULIE
JULY 11	JULY	16	DAN & MARTY
AUGUST 8	AUGUST	13	JEFF & JULIE
SEPTEMBER 6 (BY 12 P.M.)	SEPTEMBER	10	DAN & MARTY
OCTOBER 11 (BY 12 P.M.)	OCTOBER	15	JEFF & JULIE
NOVEMBER 7	NOVEMBER	12	DAN & MARTY
DECEMBER 5	DECEMBER	10	JEFF & JULIE

Board Liaison and Committee Assignments:

A motion was made by Councilman Irwin to adopt the Board Liaison and Committee Assignments. Seconded by Councilman Torres, all aye votes cast, motion carried.

<u>Liaison</u>	<u>Board/Commission/Dept.</u>
Marty Irwin	Assessor
Dan Torres	Bike Ped
Jeff Logan	Board of Assessment
Jeff Logan	Building
Jeff Logan	Building and Grounds
Marty Irwin	Clean Water Open Space
Dan Torres	Elting Library
Neil Bettez	Emergency Planning Committee (LEPC)
Dan Torres	Environmental Conservation Board
Dan Torres	Ethics
Neil Bettez	Finance grants
Jeff Logan	Highway
Julie Seyfert-Lillis	Historic Preservation Commission
Marty Irwin	Justice Court
Julie Seyfert-Lillis	Master Plan
Marty Irwin	Micro grid
Julie Seyfert-Lillis	Moriello Pool
Marty Irwin/Dan Torres	Municipal Center
Julie Seyfert-Lillis	NP Child Care Center
Julie Seyfert-Lillis	Planning Board
Julie Seyfert-Lillis	Recreation
Dan Torres	Recycling
Neil Bettez	School Board
Marty Irwin	Senior Services
Neil Bettez	Television Public access
Neil Bettez	Town Clerk
Neil Bettez	Transportation Implementation Committee
Neil Bettez/Marty Irwin/Jeff Logan	Union Contract Negotiating Team
Dan Torres	Village Board
Jeff Logan	Water Sewer
Dan Torres	Youth Center
Jeff Logan	Zoning Board

All formally constituted Committees, Commissions and Boards keep minutes; a draft of which must be presented to the chair and all members prior to the next scheduled 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.

Investment of Tax Revenues:

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

Conference Attendance:

A motion was made by Councilman Torres to adopt, “WHEREAS Section 77-b (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. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Additional Motions:

A motion was made by Councilman Torres to authorize the expenditure of up to \$2,000 for registration, lodging, meals and travel expenses will be authorized for members of the Board who wish to attend the 2016 Association of Towns Meeting in Albany. These individuals will present receipts and/or documentation for reimbursement. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Certificate of Designation:

A motion was made by Councilman Irwin to designate Supervisor Bettez as the official representative to attend the annual business meeting at the Association of Towns in February, with Councilman Torres as the alternate. Seconded by Councilman Torres, all aye votes cast, motion carried.

A motion was made by Councilman Torres that Supervisor Bettez be authorized as the Voting Delegate for the Town at the AOT Meeting. Seconded by Councilwoman Seyfert-Lillis, all aye votes cast, motion carried.

PrePays:

A motion was made by Councilman Logan to approve the prepayment of monthly bills and discounted invoices for the year 2016. The monthly bills include telephone, cell phone, electric, water and sewer invoices, Time Warner Cable for Roadrunner, postage for Pitney Bowes postage machines, credit card accounts such as Lowe’s, Sam’s, Tractor Supply, Deer Park, Coffee Systems of the Hudson Valley (water), uniforms, heating oil/propane, monthly attorney retainer, copier rental, ModSpace, NYCOMCO, School Crossing Guard, etc. The health insurance would include MVP, NYS Health Insurance Plan, dental insurance and VSP. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Purchase Orders:

The bookkeeper is authorized to issue the following purchase orders on a monthly, quarterly, and annual basis to the respective departments without having the Supervisor approve the request. All other purchase order requests will still be issued only when the Supervisor approves them. A motion was made by Councilman Torres to approve the list of purchase orders provided by the Comptroller. Seconded by Supervisor Bettez, all aye votes cast, motion carried.

MONTHLY PURCHASE ORDERS

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>
COFFEE SYSTEM OF THE H.V.	10.00	AAA-522-1110-400
TIME WARNER CABLE	75.00	AAA-522-1110-400
CENTRAL HUDSON	420.00	AAA-522-1110-400
PITNEY BOWES	148.00	AAA-522-1110-400
NYCOMCO	240.00	AAA-522-1110-400
ROBERT J ZACCHEO ESQ	2,200.00	AAA-522-1110-420
KEVIN R BRYANT ESQ	1,550.00	AAA-522-1110-420
VERIZON WIRELESS	53.00	AAA-522-1220-400
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-1345-400
ROEMER, WALLENS, GOLD	1,950.00	AAA-522-1420-400
JACOBOWITZ & GUBITS	3,000.00	AAA-522-1420-400
DISTASI MORIELLO & MURPHY LAW	3,000.00	AAA-522-1420-400
DAVID CLOUSER & ASSOC	3,000.00	AAA-522-1440-400
U.C.R.R.A.	100.00	AAA-522-1620-400
CENTRAL HUDSON	1,700.00	AAA-522-1620-400
LOWE'S COMPANIES INC.	350.00	AAA-522-1620-400
H.V PEST CONTROL	44.00	AAA-522-1620-400
D & D OF GARDINER	700.00	AAA-522-1620-400
CINTAS CORP	160.00	AAA-522-1620-400

TRUE VALUE OF NEW PALTZ	200.00	AAA-522-1620-400	
YAUN INC.	30.00	AAA-522-1620-400	
MODULAR SPACE CORP.	3,460.00	AAA-522-1620-400	
VERIZON WIRELESS	31.00	AAA-522-1620-400	
TIME WARNER CABLE-PD	80.00	AAA-522-1650-400	
TIME WARNER CABLE-TH	155.00	AAA-522-1650-400	
A1 WEB PRESENCE PROVIDER	67.00	AAA-522-1650-400	
CORNERSTONE-PD	650.00	AAA-522-1650-400	
CORNERSTONE-TH	1,300.00	AAA-522-1650-400	
USIA VIDEO	1,400.00	AAA-522-1650-440	
TOSHIBA FINANCIAL SERVICES	472.00	AAA-522-1670-400	
TECH SMITHS	2,700.00	AAA-522-1680-400	
EXXON FLEET SERVICES	50.00	AAA-522-3120-400	
SUNOCO FLEET SERVICES	3,500.00	AAA-522-3120-400	
CENTRAL HUDSON	1,200.00	AAA-522-3120-400	
TOM'S REPAIR	1,000.00	AAA-522-3120-400	
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-3120-400	
NEW YORK COMMUNICATIONS	4,274.00	AAA-522-3120-400	
TIME WARNER CABLE	79.95	AAA-522-3120-400	
VERIZON WIRELESS	800.00	AAA-522-3120-400	
BUSINESS CARD	800.00	AAA-522-3120-400	
LOUIS A OSTROWSKI	300.00	AAA-522-3120-400	
JILL SHUFELDT	200.00	AAA-522-3510-400	
KEVIN HINDMAN	100.00	AAA-522-3510-400	
NYCOMCO	480.00	AAA-522-3989-400	
CENTRAL HUDSON	2,000.00	AAA-522-5182-400	
KATHRYN PUGLISI	600.00	AAA-522-6772-400	
VERIZON WIRELESS	30.00	AAA-522-7020-400	
CENTRAL HUDSON	150.00	AAA-522-7150-430	
VERIZON TELEPHONE	100.00	AAA-522-7150-430	
COFFEE SYSTEM OF THE H.V.	100.00	AAA-522-7150-430	MAY/JUN/JUL/AUG/SEP
TRUE VALUE OF NEW PALTZ	200.00	AAA-522-7150-430	MAY/JUN/JUL/AUG/SEP
CENTRAL HUDSON	80.00	AAA-522-7150-441	JAN/MAR/MAY/JUL/SEP/NOV
ENVIRO-CLEAN	255.00	AAA-522-7150-441	
COFFEE SYSTEM OF THE H.V.	20.00	AAA-522-7150-458	
CENTRAL HUDSON	300.00	AAA-522-7150-458	
TIME WARNER CABLE	75.00	AAA-522-7150-458	
KIMLIN PROPANE	400/200	AAA-522-7150-458	400. NOV-MAR/200. APR-MAY
CENTRAL HUDSON	200/100	AAA-522-7150-460	200. JUN-MAR/100. APR-MAY
ENVIRO-CLEAN	255/85	AAA-522-7150-460	255. APR-NOV/85. DEC-MAR
TRUE VALUE OF NEW PALTZ	150.00	AAA-522-7150-460	
TIME WARNER CABLE	50.00	AAA-522-7310-400	
SAM'S CLUB	400.00	AAA-522-7310-400	
C I A SYSTEMS	68.00	AAA-522-7310-400	
TRUE VALUE OF NEW PALTZ	75.00	AAA-522-7310-400	
COFFEE SYSTEM OF THE H.V.	37.00	AAA-522-7310-400	
BOTTINI FUEL	500.00	AAA-522-7310-400	
VERIZON WIRELESS	53.00	AAA-522-7310-400	
JAMES TINGER	60.00	AAA-522-7310-400	
ANDREW VLAD	30.00	AAA-522-7310-400	
CENTRAL HUDSON	300.00	AAA-522-7310-400	JAN/MAR/MAY/JUL/SEP/NOV
SAM'S CLUB	300.00	AAA-522-7310-460	YOUTH-GAMES
NEW PALTZ CENTRAL SCHOOLS	290.00	AAA-522-7310-460	JAN-APR/SEP-DEC
U.C.R.R.A.	2,200.00	AAA-522-8160-400	
INTERSTATE REFRIGERANT	120.00	AAA-522-8160-400	
TIME WARNER CABLE	78.00	AAA-522-8189-400	
UNIFORMS USA	86.00	AAA-522-8189-400	
CENTRAL HUDSON	300.00	AAA-522-8189-400	
COFFEE SYSTEM OF THE H.V.	14.00	AAA-522-8189-400	
BOTTINI FUEL	200.00	AAA-522-8189-400	

D&D OF GARDINER	200.00	AAA-522-8189-400	
TRUE VALUE OF NEW PALTZ	50.00	AAA-522-8189-400	
JACOBOWITZ & GUBITS	300.00	BBB-522-1420-400	
MODULAR SPACE CORP.	315.00	BBB-522-1620-400	
A1 PRESENCE PROVIDER	10.00	BBB-522-1650-400	
USIA VIDEO	585.00	BBB-522-1650-443	
TOSHIBA FINANCIAL SERVICES	314.00	BBB-522-1670-400	
CORNERSTONE	100.00	BBB-522-3620-400	
VERIZON WIRELESS	300.00	BBB-522-3620-400	
NYCOMCO	383.00	BBB-522-3989-400	
DISTASI MORIELLO & MURPHY LAW	300.00	BBB-522-8010-400	
JACOBOWITZ & GUBITS	300.00	BBB-522-8020-430	
DAVID CLOUSER & ASSOC	300.00	BBB-522-8020-455	
A1 WEB PRESENCE PROVIDER	3.00	DAA-522-5010-400	
VERIZON WIRELESS	83.00	DAA-522-5010-400	
LOWE'S COMPANIES INC.	250.00	DBB-522-5110-400	
TRUE VALUE OF NEW PALTZ	60.00	DBB-522-5110-400	
CINTAS CORP	444.00	DBB-522-5110-400	
NEW PALTZ AGWAY	100.00	DBB-522-5110-400	
VERIZON WIRELESS	53.00	DBB-522-5110-400	MCGOVERN
TRACTOR SUPPLY PLAN	200.00	DBB-522-5110-400	
HERITAGE ENERGY	1,500.00	DBB-522-5110-400	DIESEL
CENTRAL HUDSON	148.00	DBB-522-5110-400	FEB/APR/JUN/AUG/OCT/DEC
GLOBAL MONTELLO GROUP CORP	1,500.00	DBB-522-5110-400	GAS
ADVANCE AUTO PARTS	150.00	DBB-522-5130-400	
D&D OF GARDINER	900.00	DBB-522-5130-400	
ARKEL MOTORS	1,350.00	DBB-522-5130-400	
TRUE VALUE OF NEW PALTZ	150.00	DBB-522-5130-400	
LOWE'S COMPANIES INC.	250.00	DBB-522-5130-400	
CENTRAL HUDSON	750.00	DBB-522-5132-400	
TIME WARNER CABLE	75.00	DBB-522-5132-400	
BOTTINI FUEL	1,200.00	DBB-522-5132-400	
COFFEE SYSTEM OF THE H.V.	20.00	DBB-522-5132-400	
TRUE VALUE OF NEW PALTZ	65.00	DBB-522-5132-400	
H.V. PEST CONTROL INC.	45.00	DBB-522-5132-400	
COLLEGE DINER	300.00	DBB-522-5142-400	JAN-MAR/NOV-DEC
GLOBAL MONTELLO GROUP CORP	1,370.00	DBB-522-5142-400	JAN-MAR/NOV-DEC
HERITAGE ENERGY	4,300.00	DBB-522-5142-400	JAN-MAR/NOV-DEC
CENTRAL HUDSON	350.00	DBB-522-5142-400	2X YEAR
AMERICAN ROCK SALT	15,000.00	DBB-522-5142-400	JAN-MAR/NOV-DEC
CALLANAN INDUSTRIES, INC.	6,800.00	DBB-522-5142-400	JAN-MAR/NOV-DEC
ENVIRONMENTAL CONSULTANTS	1,242.00	SSA-522-8120-400	
ENVIRONMENTAL CONSULTANTS	310.00	SSE-522-8120-400	
ENVIRONMENTAL CONSULTANTS	1,552.00	SSF-522-8130-400	
ENVIRONMENTAL CONSULTANTS	712.00	SWA-522-8340-400	
ENVIRONMENTAL CONSULTANTS	120.00	SWB-522-8340-400	
ENVIRONMENTAL CONSULTANTS	46.00	SWC-522-8340-400	
ENVIRONMENTAL CONSULTANTS	46.00	SWD-522-8340-400	
CENTRAL HUDSON	50.00	SSE-522-8130-400	JAN/MAR/MAY/JUL/SEP/NOV
CENTRAL HUDSON	200.00	SSF-522-8130-400	
ENVIRONMENTAL LABWORKS	320.00	SSF-522-8130-400	
LOWE'S CORPORATION INC.	60.00	SSF-522-8130-400	
TRUE VALUE OF NEW PALTZ	100.00	SSF-522-8130-400	
YAUN CO. INC.	50.00	SSF-522-8130-400	
ENVIRONMENTAL LABWORKS	25.00	SWA-522-8340-400	

QUARTERLY PURCHASE ORDERS

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>	
VILLAGE OF NEW PALTZ	38.00	AAA-522-1110-400	
KIM ZGRODEK	520.00	AAA-522-1110-400	
BETH NEWTON	520.00	AAA-522-1110-400	
BOTTINI FUEL	1,500.00	AAA-522-1110-400	
SEDORE & CO	5,000.00	AAA-522-1320-400	
W.B. MASON	250.00	AAA-522-1345-400	
QUILL CORPORATION	500.00	AAA-522-1345-400	
AMERICAN PRINTING	500.00	AAA-522-1345-560	
PITNEY BOWES	635.00	AAA-522-1410-400	
TOWN OF NEW PALTZ HIGHWAY	1,400.00	AAA-522-1620-400	
VILLAGE OF NEW PALTZ	20.00	AAA-522-1620-400	
KIMLIN PROPANE	400.00	AAA-522-1620-400	
ZEE MEDICAL	100.00	AAA-522-1620-400	
PITNEY BOWES RESERVE ACCT	2,500.00	AAA-522-1670-450	
BOTTINI FUEL	500.00	AAA-522-3120-400	
E-Z PASS CUSTOMER SERVICE	200.00	AAA-522-3120-400	
PITNEY BOWES-LEASE	105.00	AAA-522-3120-400	
UCAT	12,000.00	AAA-522-5630-400	
	140/400/40		
VILLAGE OF NEW PALTZ	0/20	AAA-522-7150-430	
MOORE MEDICAL CORP	1,000.00	AAA-522-7150-430	POOL
VILLAGE OF NEW PALTZ	140.00	AAA-522-7150-458	COMM CTR
VILLAGE OF NEW PALTZ	100.00	AAA-522-7310-400	YOUTH
TOWN OF NEW PALTZ HIGHWAY	300.00	AAA-522-8189-400	FUEL REIMB
AMERICAN PRINTING	60.00	AAA-522-8189-400	
TOWN OF NEW PALTZ HIGHWAY	180.00	BBB-522-3620-400	
KIMBALL MIDWEST	1,250.00	DBB-522-5130-400	
ZEE MEDICAL	160.00	DBB-522-5132-400	
TONY'S POWER EQUIPMENT	300.00	DBB-522-5140-400	
TRUE VALUE OF NEW PALTZ	15.00	DBB-522-5140-400	
LOWE'S COMPANIES INC.	30.00	DBB-522-5140-400	
VILLAGE OF NEW PALTZ	35,000.00	SSA-522-8130-400	
VILLAGE OF NEW PALTZ	3,600.00	SSE-522-8130-400	
VILLAGE OF NEW PALTZ	40,000.00	SWA-522-8320-400	
VILLAGE OF NEW PALTZ	10,000.00	SWB-522-8320-400	
VILLAGE OF NEW PALTZ	3,000.00	SWC-522-8320-400	
VILLAGE OF NEW PALTZ	2,500.00	SWD-522-8320-400	
U.C.C.R.R.A.	3,600.00	SSF-522-8130-400	

ANNUAL PURCHASE ORDERS

<u>VENDOR</u>	<u>AMOUNT</u>	<u>DEPARTMENT CODE</u>
LOOSELEAF LAW PUBLISHERS	15	AAA-522-1010-400
U.C. MAGISTRATES ASSOC katz/bacon	40.00	AAA-522-1110-400
U.C. COURT CLERK'S ASSOC	40.00	AAA-522-1110-400
NYSAMCC INC	140.00	AAA-522-1110-400
NYS MAGISTRATES ASSOC katz/bacon	280.00	AAA-522-1110-400
SEI (Service Education Incorporated)	1,705.00	AAA-522-1110-400
ATLANTIC TOMORROWS OFFICE	1,051.00	AAA-522-1110-400
ULSTER COUNTY INFO SERVICES	100.00	AAA-522-1330-400
N Y S A T R C	25.00	AAA-522-1330-400
ULSTER PUBLISHING	25.00	AAA-522-1330-400
SAFEGUARD BUSINESS SYSTEMS	325.00	AAA-522-1340-400
NYS GFOA weber/gallucci	330.00	AAA-522-1340-400
U C ASSESSOR'S ASSOC	50.00	AAA-522-1355-400
NYS ASSESSOR'S ASSOC	85.00	AAA-522-1355-400
ULSTER PUBLISHING	40.00	AAA-522-1355-400

ULSTER PUBLISHING	15.00	AAA-522-1355-400	
TOSHIBA BUSINESS SOLUTION	315.00	AAA-522-1410-400	
ULSTER CO. TWN CLERK &TAX ASS	20.00	AAA-522-1410-400	
BUSINESS AUTOMATION SERVICES	1,360.00	AAA-522-1410-400	
LOOSELEAF LAW PUBLISHERS	15.00	AAA-522-1410-400	
NYSTCA	75.00	AAA-522-1410-400	
SAFEGUARD BUSINESS SYSTEMS	350.00	AAA-522-1430-400	
HANDI-LIFT INC	595.00	AAA-522-1620-400	
NYCOMCO	2,100.00	AAA-522-1620-400	
KINGSTON FIRE EQUIPMENT	80.00	AAA-522-1620-400	
KINGSTON FIRE EQUIPMENT	150.00	AAA-522-1620-400	
VIRTUAL TOWN HALL HOLDINGS	2,500.00	AAA-522-1650-471	
MARSHALL & STERLING	77,484.00	AAA-522-1910-400	
MARSHALL & STERLING	2,560.00	BBB-522-1910-400	
MARSHALL & STERLING	23,041.00	DBB-522-1910-400	
ASSOCIATION OF TOWNS	1,500.00	AAA-522-1920-400	
NEW PALTZ CHAMBER OF COMMERCE	350.00	AAA-522-1920-400	
TOWN OF ROSENDALE	100.00	BBB-522-7989-400	SHAWANGUNK MTN REGIONAL
MID HUD CHIEFS OF POLICE snyder/lucchesi	300.00	AAA-522-3120-400	
83 SO PUTT CORNERS ROAD	4,000.00	AAA-522-3120-400	
DELL MARKETING	3,350.00	AAA-522-3120-400	
A1 WEB PRESENCE PROVIDER	17.00	AAA-522-3120-400	
ULSTER UNIFORMS	678.00	AAA-522-3120-400	P.D.RUGS/MATS
WOODSTOCK HARLEY DAVIDSON	500.00	AAA-522-3120-400	
MORPHO TRUST	3,286.00	AAA-522-3120-400	
83 SO PUTT CORNERS ROAD	73,108.00	AAA-522-3120-400	
GORDON FIRE EQUIPMENT	250.00	AAA-522-3120-400	
NY ASSOCIATION CHIEFS OF POLICE	150.00	AAA-522-3120-400	
U.C. POLICE CHIEFS ASSOCIATION	100.00	AAA-522-3120-400	
CROSSPOINT SOLUTIONS	1,100.00	AAA-522-3120-400	
NEW PALTZ RESCUE SQUAD	79,500.00	AAA-522-4540-400	
NEW PALTZ RESCUE SQUAD	79,500.00	AAA-522-4540-400	
FAMILY OF NEW PALTZ	30,000.00	AAA-522-6310-400	
NEW PALTZ CENTRAL SCHOOL DIST.	2,900.00	AAA-522-7030-400	
UC DEPARTMENT OF HEALTH	200.00	AAA-522-7150-430	
NYSDEC BULK STORAGE	50.00	AAA-522-7150-430	
ULSTER PUBLISHING	100.00	AAA-522-7150-430	POOL STAFF
E.A. MORSE & CO. INC.	500.00	AAA-522-7150-430	POOL STAFF
HILL & MARKES INC.	1,000.00	AAA-522-7150-430	POOL STAFF
GORDON FIRE EQUIPMENT LLC	60.00	AAA-522-7150-430	
ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	
ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	
ENVIRONMENTAL LABWORKS	65.00	AAA-522-7150-430	
NEW PALTZ AGWAY	150.00	AAA-522-7150-430	TOP SOIL & STRAW
NYSDEC	100.00	AAA-522-7150-441	REC-CHUCK
NYS DEC	110.00	AAA-522-7150-441	CLEARWATER PERMIT
UC DEPARTMENT OF HEALTH	225.00	AAA-522-7150-458	KITCHEN PERMIT
SRI SPRINKLER LLC	500.00	AAA-522-7150-458	SPRINKLER INSPECTION
NYS DEC	110.00	AAA-522-7150-460	NP SPORTS PARK
N.P. YOUTH BASKETBALL	990.00	AAA-522-7150-485	STIPEND
NEW PALTZ BMX	945.00	AAA-522-7150-485	STIPEND
NEW PALTZ YOUTH FOOTBALL	1,215.00	AAA-522-7150-485	STIPEND
NEW PALTZ RECREATION SOCCER	1,485.00	AAA-522-7150-485	STIPEND
NEW PALTZ BASEBALL ASSOC	2,205.00	AAA-522-7150-485	STIPEND
AYERS DISTRIBUTING	300.00	AAA-522-7310-400	YOUTH EASTER EGGS
HUGUENOT HIST. SOCIETY	100.00	AAA-522-7310-400	
U.C. AGRICULTURAL SOCIETY	750.00	AAA-522-7550-400	FIREWORKS
SITE OPTIMIZED	108.00	AAA-522-8189-400	WEB HOST
US COMPOSTING COUNCIL	295.00	AAA-522-8189-400	DUES

ULSTER CTY SELF INSURANCE	130,916.00	AAA-522-9040-800	
ULSTER CTY SELF INSURANCE	11,518.00	BBB-522-9040-800	
ULSTER CTY SELF INSURANCE	9,667.00	DAA-522-9040-800	
ULSTER CTY SELF INSURANCE	48,746.00	DBB-522-9040-800	
ULSTER CTY SELF INSURANCE	967.00	SSA-522-9040-800	
ULSTER CTY SELF INSURANCE	576.00	SSE-522-9040-800	
ULSTER CTY SELF INSURANCE	432.00	SSF-522-9040-800	
ULSTER CTY SELF INSURANCE	2,242.00	SWA-522-9040-800	
ULSTER CTY SELF INSURANCE	206.00	SWB-522-9040-800	
ULSTER CTY SELF INSURANCE	62.00	SWC-522-9040-800	
ULSTER CTY SELF INSURANCE	350.00	SWD-522-9040-800	
MARSHALL & STERLING	77,484.00	AAA-522-1910-400	
MARSHALL & STERLING	2,560.00	BBB-522-1910-400	
MARSHALL & STERLING	23,041.00	DBB-522-1910-400	
LOOSELEAF LAW PUBLISHERS	15.00	BBB-522-3620-400	
EDMUNDS & ASSOCIATES	3,150.00	BBB-522-3620-400	
TRI-COUNTY CHAPTER NYSBOC			
delarede/jaffe	120.00	BBB-522-3620-400	
NFPA	165.00	BBB-522-3620-400	
netEffx, inc.	131.00	BBB-522-7520-400	
NY PLANNING FEDERATION	275.00	BBB-522-8020-400	
NYS ASSOC OF TOWN SUPT. OF HWY	150.00	DAA-522-5010-400	
UC ASSOC OF TOWN HWY SUPT	40.00	DAA-522-5010-400	
UC ASSOC OF TOWN HWY SUPT	1,549.00	AAA-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	108.00	BBB-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	140.00	DAA-522-9089-800	
UC ASSOC OF TOWN HWY SUPT	770.00	DBB-522-9089-800	
ECONO SIGNS, INC	1,000.00	DBB-522-3310-400	
NYCOMCO	7,736.00	DBB-522-5130-400	
KINGSTON FIRE EQUIPMENT	150.00	DBB-522-5132-400	
KINGSTON FIRE EQUIPMENT	400.00	DBB-522-5132-400	
VILLAGE OF NEW PALTZ	129,519.77	SFD-522-3410-400	
VILLAGE OF NEW PALTZ	129,519.76	SFD-522-3410-400	
NEW PALTZ FIRE DEPARTMENT	25,903.95	SFD-522-3410-400	
TOWN OF NEW PALTZ TAX COL	130.00	SSF-522-1950-400	
NYS DEC	425.00	SSF-522-8130-400	SPDES PERMIT

*Recycling Fees:

<u>PERMITS & COUPONS</u>		<u>FLUORESCENT BULBS & ELECTRONICS</u>
Resident	\$ 25.00	Not currently accepting
Second Vehicle	\$ 5.00	See online list of local retailers that accept them
Resident – Veteran/Senior	\$ 15.00	
Resident-One Time	\$ 3.00	
Non-Resident – One Time	\$ 6.00	
Contractor – One Time	\$ 6.00	
Contractor/Non-Resident	\$ 40.00	
Coupons (10 per book)	\$ 35.00	
<u>GARBAGE & CONSTRUCTION DEBRIS(C&D)</u>		<u>ORGANIC WASTE</u>
GARBAGE BAGS		Residents (New Paltz Property Taxes)
Large 33-36 gallons up to 30lbs	\$ 4.50	Residential brush (NO permit required. Under 6 feet no thicker than 4". NO Additional CHARGE)
Medium 13 gallon up to 15 lbs	\$ 2.50	Leaves/Grass clippings (Permit REQUIRED. No additional charge)
Small 6-8 gallon under 10 lbs	\$ 1.50	
Single Bags – C&D	\$ 12.00	Non-Residents
Bulk (per yard)	\$ 40.00	Brush and leaves – One day non-residential permit plus \$5.00 a yard
C&D (per yard)	\$ 60.00	Mulch or chips Delivery \$ 75.00
Roof Shingles (per yd)	\$ 100.00	Compost Delivery \$ 150.00
Misc. Bulk Items	\$ 10.00	(residents only; as available)
**Mattress/Box Spring		Logs up to 27" and 12' length \$ 12.00yd
-Single	\$ 5.00	
-Double	\$ 10.00	Stumps up tp 3' X 3' (clean, no root ball) \$ 15.00ea
-Queen	\$ 15.00	
-King	\$ 20.00	Source Separated FOOD WASTE \$40.00/ton
**Furniture (per seat)	\$ 5.00	
**Convertible Couch	\$ 30.00	
<u>RECYCLING</u>		<u>MISC. OTHER</u>
Tires		Propane Tanks \$ 6.00
- Passenger w/rim	\$ 6.00	Non-residential
- Passenger w/o rim	\$ 3.00	
- Truck on or off rim	\$ 9.00	CONTAMINATION FEE \$20.00 plus disposal fees
- Truck tire up to 22.5"	\$ 16.00	SURRENDER FEE 33% of cost of item
- Refrigerators & other Freon containing units	\$ 15.00	
- Major appliances	\$ 5.00	

***Town Clerk fees:**

Marriage License- \$40*

Dog License- Spayed/Neutered- \$5.00 per year
Not spayed or neutered- \$15.50 per year
Senior citizens - exempt from \$2.50 local fee
Purebred (cost per license):
One to `10: \$25 11 to 25: \$150 26+: \$300

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

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

Copies- \$.25 per page

Town & Zoning Maps- \$5

Non-Resident Landfill Hunting Permission Fee- \$10

Peddler's Permit- \$50

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

*-State Agency mandated fee

***Building Department fees:**

APPLICATION PROCESSING FEE \$25.00 – PAYMENT DUE AT SUBMISSION*
(EXCEPTING ROOFING PERMITS, ELECTRICAL UPGRADES, TEMPORARY SIGNS & ABANDONMENT OF UNDERGROUND OIL TANKS)

SINGLE FAMILY RESIDENCES & ACCESSORY BUILDINGS: ALL WORK

\$40 PER 100 SQ. FT. OF FLOOR AREA, OR FRACTION THEREOF.

NOTE: Floor area shall not include cellar, non-habitable attic, but shall include an accessory garage floor area based on outside dimensions of building, additions, decks as well as attached and detached garages.

FOR REPAIRS AND ALTERATIONS: \$25.00 PER S/F TO PROJECT COST OF WORK

DECKS: \$15.00 PER S/F TO PROJECT COST OF WORK

FEE OF \$40.00 UP TO \$1,000 COST OF PROJECT
FEE OF \$15.00 FOR EACH \$1,000 OR FRACTION THEREOF OVER \$1,000 AND UP TO \$10,000
FEE OF \$10.00 FOR EACH \$1,000 OR FRACTION THEREOF OVER \$10,000 AND UP TO \$20,000
FEE OF \$8.00 FOR EACH \$1,000 OR FRACTION THEREOF OVER \$20,000

ALL FUEL BURNING APPLIANCES (incl. generators): \$50.00

ABANDONMENT OF UNDERGROUND OIL TANKS: \$50.00

MOBIL HOMES – AGRICULTURAL USE: \$200.00 PER STRUCTURE

NEW COMMERCIAL AND MULTIPLE FAMILY USES:

(FEES ARE BASED ON GROSS FLOOR SQUARE FOOT AREA AS MEASURED BY THE EXTERIOR BUILDING DIMENSIONS INCLUDING ALL WALLS, COMMON-AREAS, BALCONIES, DECKS, BASEMENTS AND ATTICS USED FOR MECHANICALS/PLUMBING AND/OR UTILITIES)

FEE OF \$.50 PER SQ. FT OR A MIN OF \$300.00 FOR THE FIRST 5,000 SQ. FT.
FEE OF \$2,500 PLUS \$.45 PER SQ. FT OVER 5,000 UP TO 20,000 SQ. FT
FEE OF \$9,250 PLUS \$.40 PER SQ. FT OVER 20,000 UP TO 50,000 SQ. FT.
FEE OF \$21,250 PLUS \$.35 PER SQ. FT OVER 50,000 SQ. FT

WAREHOUSES AND HIGH PILE STORAGE BUILDINGS:

\$450.00 FOR THE FIRST 10,000 CU.FT. OR FRACTION THEREOF OF VOLUME
\$30.00 FOR EACH 1,000 CU.FT. OF FRACTION THEREOF UP TO 50,000 CU.FT.
\$15.00 FOR EACH 1,000 CU/FT/ OR FRACTION THEREOF OVER 50,000 CU.FT.

COMMERCIAL RENOVATIONS/ALTERATIONS: \$.50 PER SQUARE FOOT (min. \$200.00 fee)

TRUSS FEE as per NYS Fire Code (appendix "H" 1264.20): \$50.00

BLASTING: \$75.00 FLAT FEE

DEMOLITION: \$100.00 PER STORY

SIGNS: \$25.00 PLUS \$1.25 PER SQ/FT

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

ELECTRICAL UPGRADES

OR REPAIRS: \$25.00

OPERATING PERMITS \$50.00

BUSINESS CHANGE OF OCCUPANCY: \$100.00 TO INCLUDE MINOR NON-STRUCTURAL REPAIRS OR RENOVATIONS.

CERTIFICATES OF OCCUPANCY/COMPLIANCE: \$25.00

CERTIFICATES OF OCCUPANCY & VIOLATION SEARCHES FOR TITLE COMPANIES:

RESIDENTIAL	\$100.00 PER PARCEL
COMMERCIAL	\$200.00 PER PARCEL

IF AN INSPECTION IS REQUIRED WHEN PROPERTY LACKS A C.O. DUE TO THE OWNER OR FORMER OWNERS FAILURE TO REQUEST SAME WHEN CONSTRUCTION WAS COMPLETED: \$50.00 (PAID *PRIOR* TO INSPECTION) ELECTRICAL SURVEY AND ENGINEERS REPORT MAY BE NEEDED.

FLOOD PLAIN LETTER REQUEST: \$25.00

ABOVE GROUND POOL: \$45.00

INGROUND POOL: \$75.00

FENCE: \$30.00

ROOFING PERMIT: \$50.00

ONE STORY STORAGE SHED WITH NO OVERHEAD DOOR:

200 SQUARE FEET OR LESS:	\$45.00
201-400 SQUARE FEET:	\$65.00

AMENDMENTS TO BUILDING PERMITS: \$25.00 application fee plus any applicable permit fee as scheduled above.

BUILDING PERMIT EXTENSION:

1ST Extension - free;

2ND and subsequent extensions – The Building Inspector shall determine the balance of the work to be performed and calculate the fee for the extension based upon the remaining work as if a new permit is issued.

WETLAND INSPECTION FEE: Initial 1st time inspection for parcel – free
2nd inspection fee of \$140.00
Subsequent inspections – direct costs to be reimbursed to the Town of New Paltz

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	\$40.00
	5001-10000 S/F	\$100.00
	10001-25000 S/F	\$150.00
	25001-50000 S/F	\$200.00

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

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

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

*****IF A THIRD OR MORE REINSPECTION MUST BE PERFORMED FOR THE SAME VIOLATION THERE WILL BE AN ADDITIONAL FEE OF \$50.00 ADDED FOR EACH ADDITIONAL INSPECTION. THIS MUST BE PAID PRIOR TO ANY FURTHER INSPECTIONS BEING SCHEDULED.**

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

***Planning Board fees:**

<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 \$300.00 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) Individual sign application review - \$150.00 B) Master Sign Plan application review - \$150.00 base fee plus \$50.00 per sign. C) Simplified Sign Plan (request for waiver of Sign Plan review by Planning Board) - \$50.00.
Site Plan Review	A) Residential - \$500.00 base fee, plus \$150 per dwelling unit. B) Non- residential – \$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
Simplified Site Plan Review (waiver of site plan review)	\$450.00 – Application must be in accordance with §140- 51.3 and §140- 51.4 of the Zoning Code.
Special Use Permit Applications	A) Subdivision application with no net gain of lots - \$600.00 B) Subdivision application creating one (1) or more lots - \$750.00 plus \$200.00 for each additional lot.
Wireless Communications Facility	A) Minor Facility: \$575.00 base fee for the first three meetings and \$185.00 for each additional meeting. B) Major Facility: \$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.
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.

***Zoning Board of Appeals fees:**

		Initial Application	Violation	Additional Meetings
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	\$1,500	+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.

***Towing Fees:**

***Towing Fees:**

1. a. 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 hour
 - b. Nights, weekends and holidays: \$175 per hour, chargeable to the hour.
 - c. Waiting and/or cleanup time in excess of 15 minutes on scene 1. With standard tow trucks
 - a. Day \$75 per hour
 - b. Evenings, nights, weekends and holidays: \$100 per hour.
 - d. Mileage. Outside of the Town of New Paltz: \$4.50 per loaded mile.
3. "Days" shall mean 8:00am through 5:00pm, Monday through Friday. "Evenings, nights, weekends, and holidays" shall mean all the other times with "holidays" being those established by the State of New York.

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

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

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

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.

***Highway Fees:**

Driveway permit: \$150 per application, good for 1 year from signature date.

***Water and Sewer Department Fees:**

*Water and Sewer Department Fees:

Water User Application Fee		Sanitary Sewer Permit Fee	
Industrial	\$100.00	Industrial*	\$350.00
Commercial	\$50.00	Commercial*	\$200.00
Residential	\$25.00	Residential*	\$25.00

New Construction Inspection Fee

Water		Sewer	
Industrial	\$200.00	Industrial*	\$200.00
Commercial	\$100.00	Commercial*	\$100.00
Residential	\$25.00	Residential*	\$25.00

Service Restoration Fee

Water		Sewer	
Industrial	\$100.00	Industrial*	\$100.00
Commercial	\$50.00	Commercial*	\$50.00
Residential	\$50.00	Residential*	\$50.00

*Includes Connection Fee

***Community Center Fees:**

Private party rate is \$40 per hour, Residents, \$75 per hour Non-Residents and no charge for Town Sponsored Venues.

Business/Seminars/Presentation rate is \$100 per hour for residents and \$150 per hour for Non-Residents (Charging a Fee).

Not charging a fee rate is \$50 per hour Resident and \$75 per hour Non-Resident

Recreation/Activity Base Programs rate is \$50 per hour charging a fee and \$40 per hour not charging a fee. No charge for Town Sponsored Programs

Senior Programs rate for luncheons is no charge, programs up to seven participants, there is no charge to the instructor, eight to twelve participants incurs a rate of \$15 per hour and thirteen or more participants a rate of \$25 per hour by the instructor.

There is a 150 deposit for private parties/events, effective January 15, 2014.

Conference Room rental rate is \$15 per hour for residents and \$25 per hour for non-residents.

Partitioned Main Room rental is \$20 per hour for residents, \$30 per hour non-residents (One third of room) \$25 per hour for residents, \$35 per hour non-residents (Two thirds of room).

***Sports Park Pavilion:**

\$100 minimum fee for five-hour time slot, \$1 sliding scale above 100 participants.

New Paltz Residents 20% discount to above rates.

***Ballfields, Volleyball Courts, Sports Park and Clearwater Park:**

No charge to New Paltz Youth and New Paltz Adult Groups, Organizations, Individuals.

Regular rates apply to New Paltz Adult Groups charging a fee for tournaments with 20% discount.

Ballfields and general park usage is free of charge to the public when no organized activity is scheduled and a Facility Usage Form is on file with New Paltz Recreation confirming an Organized activity.

One field or Court, \$45 half day usage, over two hours and under four hours.

\$90 full day usage, over four hours.

Two Fields/Courts, \$90 half day, \$180 full day. Three fields/Courts, \$125 half day, \$250 full day, second consecutive day usage, 10% discount

A motion was made by Councilman Torres to accept all Town fees as presented. Seconded by Supervisor Bettez, all aye votes cast, motion carried.

Executive Session:

At 8:27 p.m. a motion was made by Supervisor Bettez to go into executive session for the purposes of conducting an interview. The Board invited Michael Zierler. Seconded by Councilman Torres, all aye votes cast, motion carried.

At 9 p.m. a motion was made by Councilman Logan to come out of Executive Session with no action taken. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Resignation:

A motion was made by Councilman Torres to accept the resignation of Peter Muller from the Planning Board, and for the Supervisor to send him a letter of thanks for his service. Seconded by Councilman Logan, all aye votes cast, motion carried.

Appointments:

A motion was made by Councilman Torres to appoint Michael Zierler to the Planning Board to replace Peter Muller, for the remainder of the term to expire 12/31/2016. Seconded by Councilman Irwin. It was determined that a signed resignation letter from Peter Muller had not been received or filed with the Town Clerk's Office, and therefore a vacancy on the Planning Board did not currently exist, nor had a vacancy been advertised in the newspaper. Councilman Torres revised his motion to reflect that the appointment be contingent upon the Town Clerk receiving a formally signed resignation letter from Peter Muller. Seconded by Councilman Logan for discussion. All aye votes cast, Councilman Logan abstained. Motion carried.

Joint meeting and Info Session:

A motion was made by Councilman Torres to schedule a Joint Town/Village Meeting for Thursday, January 21st at 7:30 p.m. with an info session on the Municipal Center at 6:30 p.m. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Town Hall Demolition:

A motion was made by Councilman Irwin to authorize up to \$10,000 for Douglas Whitaker & Associates to perform bulk testing for hazardous materials at the Old Town Hall. Seconded by Councilman Torres, all aye votes cast, motion carried.

Special Meeting:

A motion was made by Councilman Torres to schedule a special meeting on Tuesday, January 12th at 7:30 p.m. to discuss the demolition of the old Town Hall. Seconded by Councilman Irwin, all aye votes cast, motion carried.

Legal Representation & Consultants for the Planning Board, Zoning Board and Building Dept:

A motion was made by Councilman Torres to appoint the following:

George Lithco-Attorney (PB and Building Dept.)

George Rodenhausen-Backup Attorney (PB)

Kevin Barry-Hearing Officer, Unsafe Structures (Building Department)

Dave Clouser- Engineer (PB and Building Department)

William Rohde-Backup Engineer (PB)

Creighton Manning-Traffic Consultant (PB)

Joseph Moriello-Attorney (ZBA)

George Rodenhausen-Backup Attorney (ZBA)

Bagdon Associates and James Spider Barbour-Wetlands Inspector (Building Department)

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

At 9:17 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 Mazzaccari
Town Clerk