

**Town Board Re-Organizational Meeting  
January 15, 2014  
7:30 P.M.**

**Present:** Supervisor Susan Zimet, Councilwoman Jean Gallucci, Councilman Dan Torres, Councilman Jeff Logan. **Absent:** Councilman Kevin Barry.

At 7:42 p.m., a motion was made by Councilman Logan to open the re-org meeting with the pledge. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

**Agenda:**

A motion was made by Councilman Torres to adopt the agenda as presented. Seconded by Councilwoman Gallucci, 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 Councilwoman Gallucci to adopt the delegation of administrative duties. Seconded by Councilman Logan, all aye votes cast, motion carried.

**Legal Representation for the Town:**

Joseph Moriello, Esq. of the law firm of DiStasi, Moriello & Murphy as Town Attorney. A motion was made by Councilwoman Gallucci to appoint Joseph Moriello as the Town Attorney. Seconded by Councilman Torres, all aye votes cast, motion carried.

William Wallens, Esq. of Roemer Wallens & Mineaux as Labor Attorney  
George Lithco, Esq of Jacobowitz & Gubits as Planning Board Attorney  
Ken Bond, Esq. of Squire & Sanders, LLP as bond counsel.  
The Supervisor is authorized to assign legal matters to attorneys on a case-by-case basis.

A motion was made by Councilwoman Gallucci 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 Councilman Torres to re-appoint Dave Clouser as the engineer for the Town. Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

**Official Newspaper:**

A motion was made by Councilman Logan 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 Councilwoman Gallucci, all aye votes cast, motion carried.

At 7:47 p.m. Councilman Barry arrived.

**Fees:**

***\*Recycling Fees with proposed changes:***

**Permits and Coupons**

Resident	\$ 20.00
Second Vehicle	\$ 2.00
Resident – Veteran/Senior	\$ 10.00
Resident-One Time	\$ 2.00
Non-Resident – One Time	\$ 5.00
Contractor – One Time	\$ 20.00
Contractor/Non-Resident	\$ 35.00
Coupons (10 per book)	\$ 30.00

**Garbage and Construction -Debris(C&D)**

Large Bags – 33-36 gallons	\$ 4.00
Medium (kitchen 13 gallon)	\$ 2.00
Small (bathroom 6 gallon)	\$ 1.00
Single Bags – C&D	\$ 10.00
*Bulk (per yard)	\$ 40.00
*C&D (per yard)	\$ 60.00
*Roof Shingles (per yd)	\$100.00
**Mattress/Box Spring	

-Single	\$ 5.00
-Double	\$ 10.00
-Queen	\$ 15.00
-King	\$ 20.00
**Furniture (per seat)	\$ 5.00
**Convertible Couch	\$ 30.00
Misc. Bulk Items	\$ 10.00

*\*Small Pickup Truck = 1.5 yards*

*\*Full Size Pickup Truck = 2.0*

*\*\*Price doubles if wet*

### **Recycling**

Tires

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

*\*Loader and Tractor Trailer Tires are not accepted*

- Refrigerators & other Freon containing units	\$ 15.00
- Major appliances	\$ 5.00

### **Electronics**

**Not currently accepting electronics**

### **Fluorescent Bulbs**

**Not currently accepting fluorescents**

### **Organic Waste**

Brush (per yard)

Leaves/Grass clippings no charge

### **Misc. Other**

Propane Tanks	\$ 6.00
Mulch Delivery	\$ 50.00
Compost Delivery	\$150.00

(residents only; as available)

**Contamination Fee \$20.00 + disposal fees**

**SURRENDER FEE 33% of cost of item**

### ***\*Town Clerk fees presented by the Town Clerk:***

#### **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\*

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

**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 with proposed changes:***

**The Code of the Town of New Paltz – §140-51**

**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)**

**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 & VIOLATION SEARCHES FOR TITLE COMPANIES:**

<b>RESIDENTIAL</b>	<b>\$100.00 PER PARCEL</b>
<b>COMMERCIAL</b>	<b>\$200.00 PER PARCEL</b>

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

**WETLAND INSPECTION FEE:** Initial 1<sup>st</sup> time inspection for parcel – free  
2<sup>nd</sup> inspection fee of \$65.00  
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

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

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

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

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

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

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

***\*Planning Board fees:*** To be discussed at tomorrow night’s meeting.

***\*Zoning Board of Appeals fees:***

	<u>Initial Application</u>	<u>Violation</u>	<u>Additional Meetings</u>
<b>AREA VARIANCE*</b> (not requiring referral to UCPB- includes 2 ZBA meetings)	\$250	\$500	+ \$150

**AREA VARIANCE\***  
(with UCPB referral – includes 3 ZBA meetings)

Residential-	\$350	\$600	+\$150
Non-Residential	\$600	\$1,100	+ \$300

<b>USE VARIANCE*</b> (includes 2 ZBA mtgs)	\$750	\$1500	+ \$300
---	-------	--------	---------

<b>SPECIAL USE PERMIT*</b>	\$500
----------------------------	-------

<b>APPEAL DECISION OF BUILDING INSPECTOR</b>	\$250	Escrow account will be established to cover Consultant fees.
--	-------	--

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

***\*Towing Fees with proposed changes:***

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 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
    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 fee- \$150

\*Water/Sewer Rates: Last increase 3/21/13, adopted. To be discussed tomorrow 1/16/14.

Water user application fees:		Sewer permit fees:	
Industrial	\$100	Industrial	\$350
Commercial	\$50	Commercial	\$200
Residential	\$25	Residential	\$25
New construction inspection fees:		New construction inspection fees:	
Industrial	\$200	Industrial	\$200
Commercial	\$100	Commercial	\$100
Residential	\$25	Residential	\$25
Service restoration fees:		Service restoration fees:	
Industrial	\$100	Industrial	\$100
Commercial	\$50	Commercial	\$50
Residential	\$50	Residential	\$50

***\*Community Center Fees:***

<u>Private party rate:</u>	<u>Business/Seminars/Presentation rate (not charging fee):</u>
Residents-\$40/hr.	Residents-\$50/hr
Non-Residents-\$75/hr.	Non-Residents-\$75/hr
Town Sponsored Events-No charge	

Business/Seminars/Presentation rate (charging a fee):  
Residents: \$100/hr  
Non-Residents-\$150/hr.

Recreation/Activity Based Programs (not charging a fee)-\$40/hr  
Recreation/Activity Based Programs (charging a fee)- \$50/hr  
Town Sponsored Programs-No charge

Senior Programs Rate for Luncheon- No charge  
Programs with up to 7 participants-No charge to the instructor  
8-12 participants-\$15/hr.  
13+ participants-\$25/hr

Private parties/events-\$150 deposit fee (previously \$50)

A motion was made by Councilwoman Gallucci to increase the Deposit fee for all “private” events from \$50 to \$150. Seconded by Councilman Logan, all aye votes cast, motion carried.

\*Twenty-five Dollars (\$25.00) fee to be charged for all returned checks.

A motion was made by Councilwoman Gallucci to accept all Town fees as presented. Seconded by Councilman Barry, all aye votes cast, motion carried.

**Investment of Town funds:**

A motion was made by Councilwoman Gallucci 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 Logan all aye votes cast, motion carried.

**Meetings:**

The 3<sup>rd</sup> and 4<sup>th</sup> Thursday of each month will be designated as Town Board business meetings. There will be no Town Board meeting on Thursday, November 27<sup>th</sup> (Thanksgiving) and December 25<sup>th</sup> (Christmas Day).

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 1<sup>st</sup> Thursday night of the month.

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

A motion was made by Councilman Torres to adopt the resolution adopting Roberts Rules of Order to the Town Board for Town Board Meetings. Seconded by Councilwoman Gallucci, 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 2014 are March 28<sup>th</sup>, July 25<sup>th</sup> and December 5<sup>th</sup>. A motion was made by Councilwoman Gallucci to approve the schedule for Records Management Day. Seconded by Councilman Torres, 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 organizational meeting. 2014 Holidays are as follows:

- |     |                            |                   |
|-----|----------------------------|-------------------|
| 1.  | New Year’s Day             | January 1, 2014   |
| 2.  | Martin Luther King Jr. Day | January 20, 2014  |
| 3.  | President’s Day            | February 17, 2014 |
| 4.  | Memorial Day               | May 26, 2014      |
| 5.  | Independence Day           | July 4, 2014      |
| 6.  | Labor Day                  | September 1, 2014 |
| 7.  | Columbus Day               | October 13, 2014  |
| 8.  | Veterans Day               | November 11, 2014 |
| 9.  | Thanksgiving Day           | November 27, 2014 |
| 10. | Thanksgiving-Day after     | November 28, 2014 |
| 11. | Christmas Day              | December 25, 2014 |
| 12. | Christmas-Day after        | December 26, 2014 |
| 13. | Floating Holiday           |                   |

A motion was made by Councilwoman Gallucci to adopt the holiday list. Seconded by Councilman Logan, all aye votes cast, motion carried.

**General Personnel Policies:**

A motion was made by Councilman Torres for the Town to follow the guidelines of Ulster County Personnel regarding Equal Opportunity and Affirmative Action. Seconded by Councilman Logan, all aye votes cast, motion carried.

A motion was made by Councilwoman Gallucci that requires Department Heads and Elected officials to submit monthly reports by the 2<sup>nd</sup> 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. Seconded by Councilman Barry, all aye votes cast, motion carried.

The Town Board hereby fix salaries of the following Elected Town officers for the year beginning January 1, 2014 at the amount respectively stated below:

Town Supervisor.....	\$50,786.00
Deputy Supervisor.....	9,000.00
Town Councilpersons (3).....	6,851.00
Town Highway Supt.....	43,000.00
-Stipend.....	19,500.00
Town Clerk.....	42,000.00
Town Justices (2).....	28,500.00

The following salaried positions will be paid the salary for the year beginning January 1, 2014:

Assessor.....	\$41,800.00
Confidential Secretary.....	35,513.00
Pool Director.....	10,506.00
Recreation Director.....	18,000.00
Youth Center Director.....	50,000.00

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.

Set the rate of \$800 per year for the Assessment Board of Review members as part of the 2014 budget, to be paid upon the submission of a voucher with the approval of the Chairman of the Board.

That all Town employees be allowed current IRS Standard Mileage rates 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. Town employees should use available town vehicles when possible.

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

#### **Cash Funds:**

Tax Collector retains a \$300.00 cash drawer and \$50 petty cash fund.

Youth Center retains a \$50.00 petty cash fund.

Highway Department retains a \$250.00 petty cash fund.

#### **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). Due to changes made to the Safety Program requirements, this will be further discussed and adopted at tomorrow night's meeting.

#### **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.

#### **Town Clerks Appointments:**

Town Clerk Rosanna Mazzaccari appoints Kristie Dewitt and Kathryn Varuzza as Deputy Clerks to be paid an hourly rate of \$16.98/hr and \$12.73/hr respectively. A motion was made by Councilwoman Gallucci to accept appointments and hourly rates. Seconded by Councilman Torres, all aye votes cast, motion carried.

#### **Supervisors Appointments:**

Supervisor Zimet designates/appoints the following:

\* *Deputy Town Supervisor TBD.*

\*Carol Connolly as *Assistant to the Supervisor.*

\*Carol Connolly as the *Local Emergency Preparedness Committee Manager at a salary of \$5,000.*

\*Jill Shufeldt as *Dog Control Officer.*

\*Supervisor Zimet as *Welfare Officer* and Carol Connolly as *assistant Welfare Officer.*

\*Lorry King as *Town Assessor.*

\*Laura Petit as *Recycling Coordinator.*

\*Councilman Logan is appointed to be the Emergency back-up to Supervisor Zimet if she is unavailable in the event Police, Fire and/or Rescue cannot contact her.

\*Councilwoman Gallucci is appointed to be the back-up for all Financial matters if Supervisor Zimet is unavailable.

A motion was made by Councilwoman Gallucci to accept the appointments made by the Supervisor, all to be compensated at the appropriate rates listed in the 2014 Budget. Seconded by Councilman Torres, 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 individual whose term it is to ascertain if she/he wishes to be considered for re-appointment.

If the person accepts the invitation to be considered for re-appointment, the Town Board will decide whether or not the re-appointment will be made. Should the Town Board decide to seek additional applications, the regular procedure for the filling of vacancies, defined below, will be followed.

**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 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 notice will also give a deadline by which these resumes are to be received.

The entire Town Board will review resumes of, schedule appointments for, and hold interviews with applicants to the Planning Board, Zoning Board of Appeals, EnCB, Historic Preservation, CWOSP, BAR and the Ethics Board. 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.

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

**Elections:**

Election personnel fees to be paid by the County. As required reimbursement from the Town shall be according to the following schedule:

Election Inspectors:	
Election Day.....	\$200.00
Primary Day.....	\$125.00
Registration Day.....	\$ 75.00
Machine Custodians:	
Election Day.....	\$275.00
Primary Day.....	\$275.00

A motion was made by Councilwoman Gallucci to accept pay schedule for Election Inspectors and Custodians as specified. Seconded by Councilman Torres, all aye votes cast, motion carried.

**Ethics Law:**

A motion was made by Councilwoman Gallucci 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 31<sup>st</sup>. As a reminder to all personnel, the Supervisor shall circulate a memorandum. Seconded by Councilman Logan, all aye votes cast, motion carried.

**Freedom of Information:**

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.

**Procurement Policy:**

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

- 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; purchasers 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>Method</u>
<u>Estimate Amount of Purchase Contract</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, 2014 and shall be reviewed prior to the 31<sup>st</sup> day of January, 2015 and annually thereafter prior to January 31<sup>st</sup> of each succeeding year.

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

<b>Department</b>	<b>Primary Individual/Title</b>	<b>Secondary Individual/Title</b>
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	Mike Calimano, Chair	Kelly O'Donnell, Secretary
ZBA	Linda Donovan, Chair	
Historic Preservation	John Orfitelli, Chairman	

Community Improvement	Sue Stegan, Chairwoman	
Bookkeeping/Payroll	Arlene Weber, Bookkeeper	Lynn Karge, Payroll Clerk
Central Purchasing (all Depts.)	Carol Connolly, Confidential Secretary	

Additionally authorized for each department/committee are:  
Susan Zimet, Town Supervisor  
Deputy Town Supervisor  
Carol Connolly, Confidential Secretary

**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 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 Gallucci, all aye votes cast, motion carried.

**Credit Card Policy:**

A motion was made by Supervisor Zimet to adopt the following credit card policy as written and presented by Councilwoman Gallucci. Seconded by 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.

**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.

**Use of Town Hall Meeting Space:**

The use of the Town Hall meeting room shall be limited to local non-profit organizations, committees, the general public *who reside in New Paltz*, and the meetings shall be scheduled through the office of the Town Clerk. The Town Clerk will distribute keys for after-hour meetings, and inform all groups of handicapped access to the building. In order to ensure the proper return of keys, a security deposit of \$25 will be collected when keys are distributed and returned upon receipt of keys.

**Board Liaison and Committee Assignments:**

A motion was made by Councilman Torres to accept the list of committee appointments. Seconded by Councilman Logan, all aye votes cast, motion carried.

	Dan Torres 12/2018	Jeff Logan 12/2018	Kevin Barry 12/2015	Jean Gallucci 12/2015	Susan Zimet 12/2015
2014 Committees	Bike/Ped		Comprehensive Plan		CIT
		Emergency Preparedness			CWOSP Emergency Preparedness
	Gov't Efficiency Historic Preservation				Gov't Efficiency
				Revolving Loan Fund	
	Community Communicat ions				Veterans
		Recreation	Recreation		
	Senior Citizens			Transportation Implement.	Senior Citizens Transportation Implement.
Boards & Commissions	EnCB		BAR	Ethics	
		Planning Board Zoning Board	ICIB Chair		
Departments			Assessor	Bookkeeper	Bookkeeper
		B &G/Water & Sewer		Building Dept/Code	
			Community Center	Child Care Center	
		Highway Moriello Pool	Moriello Pool	Finance/Grants	
		Union Contract Negotiating Team		Union Contract Negotiating Team	Union Contract Negotiating Team
		Recreation	Recycling Recreation	Town Clerk	Police
	Youth Center				
Community					Community Partnership Town Gown Chamber of Commerce Southern Ulster Alliance
	School Board	Village Board			

A motion was made by Councilman Logan to appoint Councilman Barry as the Chair of the reconstituted Industrial and Commercial Incentive Board (ICIB). Seconded by Councilwoman Gallucci, all aye votes cast, motion carried.

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.

**Investment of Tax Revenues:**

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

**Conference Attendance:**

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 Zimet will authorize such attendance.

**Additional Motions:**

A motion was made by Councilwoman Gallucci 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 2014 Association of Towns Meeting in New York City. These individuals will present receipts and/or documentation for reimbursement. Seconded by Councilman Logan, all aye votes cast, motion carried.

**Certificate of Designation:**

A motion was made by Councilwoman Gallucci to designate Supervisor Zimet as the official representative to attend the annual business meeting at the Association of Towns, with an unnamed counterpart as alternate. Seconded by Councilman Logan, all aye votes cast, motion carried.

**PrePays:**

A motion was made by Councilman Torres to approve the prepayment of monthly bills and health/dental insurance premiums and discounted invoices for the year 2014. 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, Deep Park, Poland Springs water, etc. The health insurance would include MVP, NYS Health Insurance Plan, dental insurance and VSP. Seconded by Supervisor Zimet, all aye votes cast, Councilwoman Gallucci voted no. Motion carried.

At 9:23 p.m. a motion was made by Councilwoman to adjourn the meeting. Seconded by Councilman Torres, all aye votes cast, motion carried.

Respectfully Submitted,

Rosanna Mazzaccari  
Town Clerk