

**2018 REORGANIZATION MEETING**

***DRAFT***

**DATE: JANUARY 3, 2018**

**CALL TO ORDER: 7:10PM**

**PRESENT:** Supervisor Jamieson, Councilwoman Smith, Councilman Wensley

**ABSENT:** Councilman Medican, Councilman Valentine

**SALUTE TO FLAG**

**OATHS OF OFFICE**

Supervisor Jamieson administered the oath of office to Town Clerk Linda Zappala for the term ending December 31, 2021.

Town Clerk Zappala administered the oath of office to Councilman Wensley for the term ending December 31, 2019.

**EXECUTIVE SESSION**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to enter into Executive Session at 7:15pm. Motion carried 3-0.

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to adjourn the Executive Session at 7:25pm. Motion 3-0.

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to adopt the following policies and procedures.

**ADOPT MODIFIED ROBERTS RULES**

**SET MEETINGS FOR YEAR 2<sup>nd</sup> and 4<sup>th</sup>** Wednesday of each month. 7 PM Town Hall  
Unless otherwise posted.

**DESIGNATE OFFICIAL DEPOSITORIES** Key Bank, Sterling National, Orange Bank & Trust

**DESIGNATE OFFICIAL NEWSPAPER:** Times Herald Record

**DESIGNATE POLLING PLACES** District 1 & 2 (St. Columba Church), District 3, 7, and 12 (Chester Town Hall), District 4 (Windridge Club House) Districts 6, 10, 11 (Trout Brook Firehouse), District 5 (Chester Elementary School), Districts 8 & 9 Whispering Hills Clubhouse #1

**ADOPT PROCUREMENT POLICY (SEE ATTACHED)**

**ADOPT WRITTEN INVESTMENT POLICY (SEE ATTACHED)**

**ADOPT FEE SCHEDULE (SEE ATTACHED)**

**AUTHORIZATIONS:**

**SCHOOL ATTENDANCE AT EXPENSE OF TOWN WITH PERMISSION GRANTED BY THE TOWN BOARD.**

**DAILY MEAL ALLOWANCE FOR CONFERENCES:** Reimbursement of meals up to \$50./day.

AUTHORIZE PAYMENT OF UTILITY BILLS AS THEY ARE RECEIVED AND POSTAGE AS NEEDED.

SET RATE OF MILEAGE COMPENSATION FOR PERSONAL VEHICLES: IRS rate is. 54.5 CENTS PER MILE.

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to adopt the following resolution.

**STANDARD WORK DAY RESOLUTION**

**BE IT RESOLVED**, that the Town of Chester, Location code 30466 hereby establishes the standard work day of 8 hours per day for all Police, Highway and Water Department employees and 6 hours per day for all other employees including elected and appointed official and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the records of activities maintained and submitted to the clerk of this body by April 15, 2018.

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to make the following appointments:

DEPUTY SUPERVISOR: Robert Valentine

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF SUPERVISOR: Robert Valentine

TOWN CLERK APPOINTS DEPUTY: Heidi Schmid

TOWN CLERK APPOINTS DEPUTY: Susan Sodano

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF TOWN CLERK: Susan Sodano

CLERK TO SUPERVISOR: Tanya McPhee

COURT CLERKS: Kathleen Moran and Patricia Hechinger

DEPUTY COURT CLERK: Arlene Rittenhouse

TOWN REGISTRAR: Linda A. Zappala

DEPUTY TOWN REGISTRAR: Heidi Schmid

WATER BILLING CLERK: Linda A. Zappala

RECORDS ACCESS OFFICER: Linda A. Zappala

ANIMAL CONTROL OFFICER: Warwick Valley Humane Society

ACTING ATTORNEY FOR THE TOWN: Bonacic, McMahon

SPECIAL PROSECUTOR: John E. Bach, Jr., Esq.

ACTING ENGINEER FOR THE TOWN: Fusco Engineering

AUDITING FIRM: Philip Mynio, CPA

HISTORIAN: Clifton Patrick

EMERGENCY MANAGEMENT OFFICER: Chief of Police (Doellinger)

REPRESENTATIVES TO MOODNA BASIN SEWER COMMISSION: Cynthia Smith and Robert Valentine

BOARD OF ASSESSMENT REVIEW MEMBER FOR TERM ENDING 9-30-20 (to fill vacancy - Jean Shea) – nominate - remains Vacant

BOARD OF ASSESSMENT REVIEW MEMBER FOR TERM ENDING 9-30-22 – (current term expired 9/30/17 – Lawrence Malone) – appoint Lawrence Malone

PLANNING BOARD CHAIR FOR TERM ENDING 12-31-18 (annual) appoint Don Serotta

ZONING BOARD CHAIR FOR TERM ENDING 12-31-18 (annual) - appoint Vincent Finizia

PLANNING BOARD MEMBER FOR TERM ENDING 12-31-24 – (current term expired 12/31/17 – Konrad Mayer) – appoint Konrad Mayer

ZONING BOARD, ALT. MEMBER FOR TERM ENDING 12-31-22 (current term expired - Robert Favara) appoint Robert Favara

ETHICS FOR TERM ENDING 12-31-19 (current term expired 12-31-17 – Juan Oelofse) – appoint Juan Oelofse

ETHICS FOR TERM ENDING 12-31-2018 (2 positions) – VACANT

LIBRARY BOARD OF TRUSTEES FOR TERM ENDING 12-31-22 (current term expired – Tanya Woods) appoint Aurora Robson-Coles

LIBRARY BOARD OF TRUSTEES PRESIDENT FOR TERM ENDING 12-31-19 (to fill vacancy – Joanna Janik) appoint Caren Riegelhaupt

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to approve the following committee liaisons.

AMBULANCE: appoint Smith

ASSESSOR: appoint Jamieson

BUILDINGS: appoint Valentine, Wensley

HIGHWAY: appoint Jamieson, Valentine

LIBRARY: appoint Smith, Medican

PARK & RECREATION: appoint Jamieson, Wensley

PLANNING AND ZONING: appoint Jamieson, Valentine

POLICE COMMISSION: appoint Town Board

SEWER (INCLUDES MOODNA): appoint Smith and Valentine

WATER: appoint Valentine, Medican

UNION CONTRACTS: appoint Jamieson, Medican

COMPREHENSIVE PLAN: appoint Jamieson, Valentine

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to approve the following 3% increase to salary and wages.

	<b><u>Salary</u></b>
Supervisor Jamieson	\$64,349.25
Councilperson Valentine, Smith, Medican, Wensley	\$15,517.98
Deputy Supervisor Valentine	\$5,304.50
Town Clerk Zappala	\$85,626.99
Highway Superintendent LaSpina	\$104,658.30
Justice Haislip	\$32,660.27
Justice Worthy-Spiegel	\$31,571.56
Receiver of Taxes Maniscalco	\$18,085.77
Cleaning Person Szulwach	\$30,630.47
Budget Officer Jamieson	\$15,000.00
Water Billing Clerk Zappala	\$9,019.48
Acting Water Administrators (2)	\$3,713.15
Planning Board Chair Serotta	\$20,379.80
Zoning Board Chair	\$3,475.89
Planning Board Members (6)	\$3,884.25
Zoning Board Members (7)	\$1,109.11
Board of Assessment Review Chair	\$700.20
Board of Assessment Members	\$594.71
Park & Rec Camp Counselors	as per budget
Parks Department Seasonal Employees	as per budget
Historian Cliff Patrick	\$1,426.01
Emergency Management Officer Doellinger	\$100.00
	<b><u>Hourly</u></b>
Deputy Town Clerk Schmid	\$30.40
Deputy Town Clerk Sodano	\$27.20
Bookkeeping/Benefits Administrator Conklin	\$43.55
Clerk in Supervisor's Office McPhee	\$32.00
Clerk in Hwy Superintendent's Office Thom	\$32.00

Court Clerk Moran	\$32.00
Deputy Court Clerk Rittenhouse	\$25.60
Court Clerk Hechinger	\$32.00
Clerk in Building Department McKenna	\$32.00
Clerk in Planning & Zoning Burchianti	\$32.00
Building Maintenance Mechanic Taggart	\$27.81
Laborer Grohl	\$24.72
Recreation Coordinator Streichert	\$32.00
P/T Court Officer Deluca	\$24.59
P/T Court Officer Rosengrant	\$24.59
P/T Clerk in Town Clerk's Office Griffin	\$19.42
P/T Clerk in Assessor's Office Maraglino	\$22.85
P/T Clerk in Assessor's Office Scalia	\$22.85
P/T Police Clerk Klopff	\$22.85
P/T Police Clerk Petraro	\$22.85
P/T Clerk in Parks Palmer	\$22.85
P/T Clerk in Recreation Moran	\$22.85

#### **POLICE DEPARTMENT**

#### **Salary**

Police Chief Doellinger	\$133,853.72
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#### **Hourly**

Sergeant Vitale	\$55.26
Sergeant Slowik	\$55.26
Sergeant Eckert	\$55.26
Officer Perez	\$45.96
Officer Slaughter	\$42.29
Officer Dugan	\$32.13
Officer Ferrara	\$46.88
Officer Weinstein	\$42.29
Officer Bird	\$42.29
Officer Santosky-Wright	\$40.86
Detective Oppmann	\$48.29
Officer D'Agnese	\$42.29
Officer Monsees	\$27.43
Officer Stack	\$34.07
Officer Maglione Part time	\$24.59
Officer Chambers Part time	\$24.59
Officer Gannon Part time	\$24.59

#### **HIGHWAY DEPARTMENT (Pending Contract Negotiations)**

Foreman McGowan	\$39.75
Ragone	\$33.59
Bell	\$32.46
Keating	\$32.46
Meyer	\$32.46
Morris	\$32.46

Phillips	\$29.21
Quackenbush	\$32.46
Stoddard	\$32.46
Utter	\$32.46
Wright	\$32.46
Young	\$32.46
Water B. Keller	\$33.04
Water T. Keller	\$33.04

**LIBRARY EMPLOYEES**

Armstrong	\$25.75
Cook	\$13.39
DeYoe II	\$23.69
Dunn	\$21.63
Hanson	\$12.36
Director Jagos	\$41.31
Knapp	\$12.00
Milisci	\$20.60
Rinehart	\$20.60
Sheerer	\$23.69
Streichert	\$10.40
Vazquez	\$10.40
Wilson	\$12.36

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

## **SCHEDULE OF FEES**

Please see Town of Chester Code **Section 48 - Fees** for definitions of rules and procedures.

A *Request for a Work Session* or a *Complete Application* must be submitted prior to appearing in front of the Planning Board.

The Board requires separate checks for application and escrow fees.

### **Section 1: Request for a Work Session**

### **Section 2: Land Subdivision**

### **Section 3: Site Plan Review**

### **Section 4: Escrow Deposits**

### **Section 5: Other Fees**

### **Section 1: Request for a Work Session**

**Appearance Fee** (Payable prior to Work Session):

\$250 plus any costs of any professional services to review the request.

\*\*\*\*\*This is a \$250 **nonrefundable** fee when attending a work session. It will be applied toward your application fee if proceeding to a full application\*\*\*\*\*

### **Section 2: Land Subdivision**

1. **Application Fee** (Payable at time of application):  
Includes Five Work Sessions/Planning Board meetings plus a Public Hearing.  
A \$ 250 fee will be payable with each meeting in excess of six.  
**Lot line change:** \$500.  
**Subdivision** of less than 10 lots: \$1000 plus \$100 per newly created lot.  
**Subdivision** of 10 lots or more: \$2,000, plus \$100 per newly created lot.
2. **Cost of professional services** required in the subdivision review process.  
(See Section 4: Escrow Fees)
3. **Public Improvements Inspection Fee:** 6% of the value of the public improvements.  
(Payable at Final Approval)  
**Recreation fee in lieu of parkland:** \$2,000 per each newly created lot or dwelling unit  
(Payable at Final Approval)
4. **Public Hearing Fee:**  
Newspaper Publication and Certified Mailings: All costs to be paid by applicant.  
Mailing List (To be supplied by Planning Board Secretary)  
First 25 parcels: \$75  
Each parcel after 25: \$ 1

### **Section 3: Site Plan Review**

**Application Fee** (Payable at time of application):

Includes Five Work Sessions/Planning Board meetings plus a Public Hearing. A \$ 250 fee will be payable with each meeting in excess of six.

**Residential Site:**

\$500 plus \$100 per dwelling unit.

**Commercial Site:**

Under 5000 square feet

\$ 250 plus \$ 50 per 1,000 square feet of floor area.

Between 5,000 to 10,000 square feet

\$ 500 plus \$ 50 per 1,000 square feet of floor area.

Over 10,000 square feet

\$ 1,000 plus \$ 50 per 1,000 square feet of floor area

**Telecommunications Facility (New):** \$ 5000

1. **Cost of professional services** required in the subdivision review process.  
(See Section 4: Escrow Fees)
2. **Public Improvements Inspection Fee:** 6% of the value of the public improvements.  
(Payable at Final Approval)
3. **Recreation fee in lieu of parkland:** \$2,000 per each newly created lot or dwelling unit  
(Payable at Final Approval)
4. **Public Hearing Fee:**  
Newspaper Publication and Certified Mailings: All costs to be paid by applicant.  
Mailing List (To be supplied by Planning Board Secretary)  
First 25 parcels: \$75  
Each parcel after 25: \$1

**Section 4: Escrow**

The Town of Chester Planning Board shall compute the initial escrow charge in accordance with the following schedule:

Lot line Change: \$1000

Residential subdivision: \$1000 per lot for each lot up to five lots and \$250 per lot for each lot over five lots.

Commercial subdivision: \$2,000 per lot for each lot up to five lots, and \$500 per lot for each lot over five lots.

Multifamily residential site plans: \$250 per unit for each unit up to 50 units, plus \$100 per unit for each unit over 50 units.

Commercial or other nonresidential site plans: \$1,000, plus \$250 per 1,000 square feet of building floor area or part thereof.



SEQRA (State Environmental Quality Review Act)	
Short environmental assessment form:	\$250
Long environmental assessment form:	\$1,000
Environmental impact statement:	\$7,500

SWPPP (Storm Water Pollution Prevention Plan)	
For the first 1 -5 acres disturbed:	\$1000
Per acre over 5 acres disturbed:	\$250

**Please Note:** Large scale projects are required to deposit a minimum of 1/3 of the total escrow at the time of application submittal.

### **Section 5: Other Fees**

**Architectural Review:** \$ 250 per each work session/Planning Board meeting plus any costs of any professional services to review the request.

**Telecommunications Facility (Renewal)** \$ 2500.00

### **ZONING BOARD OF APPEALS**

Zoning Fees – Residential Area Variance or Interpretation	\$175.00
Commercial/Industrial Variances	275.00
Use Variance	350.00
Work Session	75.00

### **BUILDING INSPECTOR FEES 1/6/10**

(1) General Building Department Fees:

(a) Building Permit Fees:

[1] For Building permit applications, the fees shall be Fifty Dollars plus

[a] One Dollar (\$1.00 per square foot for commercial and residential structures.

[b] Fifty cents (\$.50) per square foot for the cost of improvement for agricultural buildings, renovations,

alterations, conversions and change of use or occupancy,

[c] In-Ground pools (\$200.00),

Above Ground pools (\$100),

[d] Accessory buildings of 160 sq.ft. or less shall be \$50.00) all other accessory buildings shall be subject

to (\$.25) sq. ft.

[e] The fee for deck construction shall be (\$.35) sq. ft.

[f] Alterations/conversions to shell buildings (\$.45) sq. ft.

(2) In the event an application for a building permit is not approved, the applicant shall be entitled to a refund of all but Fifty Dollars (\$50.00) of the fee paid, provided that no construction has commenced prior to a denial.

(3) If, during the course of construction, the Building Inspector finds violations of any municipal

or governmental regulations, codes or ordinances, then the applicant shall pay an additional re-inspection fee of Fifty Dollars (\$50.00) per additional inspection of the site.

(b) Certificate of Occupancy and Certificate of Compliance. The fee for a Certificate of Occupancy shall be Fifty Dollars (\$50.00), plus the final calculated cost of the Improvement, which exceeds the sum contained in the building permit application plus Fifty Dollars (\$50.00) per additional inspection. There shall be no charge of a certificate of Compliance.

(c) For miscellaneous letters requested from the Building Inspector and for request for copies of Certificates, the fee shall be Fifty Dollars (\$50.00), plus Fifty Dollars per additional inspection.

(d) Title Searches, which include copies of Certificates of Occupancy, re-issue of Certificates, a Street Report and a Violation Report letter, the fee shall be One Hundred Dollars (\$100.00)

(e) Miscellaneous permit fee improvements:

Demolition fee: One Hundred Fifty Dollars (\$150.00)

Electrical upgrade or extension of existing wiring fee: One Hundred Dollars (\$100.00)

Solid Fuel (wood/pellet stove) heating appliance fee: One Hundred Fifty Dollars (\$150.00)

Septic system/replacement/modification fee: Two Hundred Dollars (\$200.00)

Sign Permit fee: Fifty Dollars (\$50.00)

Building Permit Extension fee: One Hundred Dollars (\$100.00)

Soil Movement Permit fee: Two Hundred Fifty Dollars (\$250.00)

Underground oil storage tank removal or abandonment fee: Two Hundred Dollars (\$200.00)

Tent Fee: -0-

#### **BILLBOARD PROJECT FEES**

	<u>APPLICATION FEE</u>	<u>ESCROW</u>	<u>BUILDING PERMIT FEE</u>	<u>DE-COMMISSION</u>
DIGITAL	\$1,500	\$2,000	\$1 PER SQ FT PLUS \$50	
STATIC	\$1,000	\$2,000	\$1 PER SQ FT PLUS \$50	

#### **SOLAR PROJECT FEES**

	<u>APPLICATION FEE</u>	<u>ESCROW</u>	<u>BUILDING PERMIT FEE</u>	<u>DE-COMMISSION</u>
RESIDENTIAL	\$ 500		.50 PER SQ FT PLUS \$50	
COMMERCIAL (small scale)	1,500	\$ 5,000	\$10,000	TBD by PB
COMMERCIAL (large scale)	2,500	10,000	20,000	TBD by PB

## **TOWN CLERK FEES:**

**ALARM FINES:** Section 34 of the Code of the Town of Chester

First offense is a warning.

Second offense within 180 days of first offense: \$50.00 fine

Third & each subsequent violation during any period, an adjudged violator may be subjected to a fine of \$100 for a third false alarm, \$150 for a fourth false alarm, and up to a maximum of \$250 or a term of imprisonment not to exceed 10 days.

**DOG FEES** (Effective 1-1-2011);

\$20.00 unaltered dogs (includes state mandated \$3.00 surcharge).

\$10.00 altered dogs (includes state mandated \$1.00 surcharge).

\$0.00 There shall be no fee charged for the license issued for any detection dog, geese dog, guide dog, hearing dog, police work dog, service dog, therapy dog, war dog or working search dog; and any dog owned by a senior resident (resident of the Town age 65 or older)

Enumeration fee: \$5.00 per dog.

Replacement tag: \$3.00

Penalty for offense: Any person convicted of a violation of this article shall be liable to a civil penalty not exceeding \$250 and a charge for the boarding of said animal in an amount not to exceed \$50 per day.

**DOG VIOLATIONS:** It shall be a violation, punishable as provided in subdivision two of this section, for:

- a) any owner to fail to license a dog
- b) any owner to fail to have any dog identified as required by this article
- c) any person to knowingly affix to any dog any false or improper identification tag, special identification tag for identifying guide, service or hearing dogs.

Violations of this article shall be subject to a fine, not to be less than twenty-five dollars (\$25.00), except that:

- a) Where the person was found to have violated this article within the preceding five years, the fine may not be less than fifty dollars (\$50.00); and
- b) Where the person was found to have committed two or more violations of this article within the preceding five years, the fine may not be less than one hundred dollars (\$100.00).

**TAXATION:** Chapter 87, Section 8, Article IV of the Code of the Town of Chester.

87-6 Duplicate copies of tax receipts \$ 5.00

4. LIST OF PROPERTY OWNERS \$75.00 for first 25 names and  
\$ 1.00 each additional name

6. POLICE: Photos \$10.00  
Resident MVA reports 5.00  
Non Resident MVA rep. 10.00

# MISCELLANEOUS FEES:

Photocopies \$.25/pg (max 9 in by 14 in)  
\$.50/pg 11 in by 22 in.)

Peddler's Permit: \$2.00 /day,  
\$10.00/ week  
\$15.00/month  
Transient Merchant Permit: \$45.00/3 months.  
Zone change application \$50.00  
Street opening permit: \$50.00 permit fee plus \$500 returnable bond  
Zoning Pamphlets \$33.50 each -  
Subdivision pamphlets \$20.25 each  
Return check fee \$15.00 (all dept.)

## Park Fee Schedule

	Commons Pavillion	Commons - Fields	Commons - Concession Stand	Carpenter Fields	Carpenter - Concession Stand	Capenter Tennis Courts
Resident	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
Non - Resident	\$100 (\$50 per 25 after 25)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	
Chester - Commercial	1-49 (\$150) 50-99 (\$250) 100-249 (\$400) 250-500 (\$750)	\$100	Inquire	\$100	Inquire	
Non Chester - Commercial	1-49 (\$200) 50-99 (\$350) 100-249 (\$400) 250-500 (\$750)	\$100	Inquire	\$200	Inquire	
Weekly Camps	\$10 per enrolled child or \$500			\$10 per enrolled Child or \$500		\$500
Seasonal Leagues	N/A	\$200 per month		\$200 per month		
Local Civic Org	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00

## Parks and Recreation Camp Registration Fees:

Town Resident: \$195 p/two-week session  
Non-Resident: \$225 p/two-week session

## **INVESTMENT POLICY FOR TOWN OF CHESTER, NEW YORK**

### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### **II. OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

### **III. DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### **IV. PRUDENCE**

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

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

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

### **V. DIVERSIFICATION**

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

### **VI. INTERNAL CONTROLS**

It is the policy of the Town of Chester, New York, for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor by the end of the month of deposit, or within the time period specified in law, whichever is shorter.

The Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded

against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

## **VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount Officer</u>
Key Bank	\$1,500,000
Sterling National Bank	\$3,000,000
Orange County Trust	\$3,000,000

## **VIII. COLLATERALIZING OF DEPOSITS**

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

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

## **IX. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by: Key Bank (Key Trust Company), Orange County Trust (Wilmington Trust) Sterling National (Wilmington Trust) subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Chester, New York or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide

for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

## **X. PERMITTED INVESTMENTS**

As Authorized by General Municipal Law, Section 11, the Town of Chester, New York authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- \* Special Time deposits accounts;
- \* Certificates of deposits;
- \* Obligations of the United States of America;
- \* Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- \* Obligations of the State of New York;
- \* Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Chester, New York.
- \* Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- \* Certificates of Participation (COPs) issued pursuant to GML Section 109-b.
- \* Obligations of this local government, but only with any moneys in a reserve established pursuant to GML Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Chester, New York within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Chester, New York within two years of the date of purchase.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Town of Chester, New York shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Chester, New York. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

## **XII. PURCHASE OF INVESTMENTS**

The Supervisor is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller

Opinion No. 88-46, and the specific program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

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

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

### **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- \* All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- \* Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- \* Obligations shall be limited to obligations of the United States America and obligations guaranteed by agencies of the United States of America.
- \* No substitution of securities will be allowed.
- \* The custodian shall be a party other than the trading partner.



**RESOLUTION AMENDING THE PROCUREMENT POLICY  
AND PROCEDURES OF THE TOWN OF CHESTER  
REVISED 7/12/17**

**WHEREAS**, Section 104-b of the New York State General Municipal Law requires the governing body of every municipality to adopt internal policies and procedures governing the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the New York State General Municipal Law or any other law; and

**WHEREAS**, the Town Board of the Town of Chester (hereinafter the “Town Board”) did adopt such a Procurement Policy in 1992 and said Procurement Policy has been amended from time to time; and

**WHEREAS**, certain amendments to Section 103 of the New York State General Municipal Law, in particular the addition of a new subdivision (16) which allows for political subdivisions, “to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies...as may be required by such county, political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein...,” require the Town Board to further amend the Procurement Policy to allow for the Town of Chester to utilize the “piggybacking” provision provided for in such section; and

**WHEREAS**, these amendments have provided local governments with greater flexibility in awarding contracts by authorizing the award of purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law) on the basis of best value; and

**WHEREAS**, with the increased complexity of the goods and services that the Town of Chester must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria which measures factors other than cost in the strictest sense. Best value procurement links the procurement policy directly to the Town of Chester’s performance requirements, including, but not limited to, selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much-needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

**NOW, THEREFORE, BE IT RESOLVED**, that the Procurement Policy of the Town of Chester is hereby amended as set forth in the attached, effective immediately.

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of Section 103 of the New York State General Municipal Law. Every town officer, board, department head, or other personnel with the requisite purchasing authority (hereinafter in this policy the “Purchaser”), shall estimate the cumulative amount of the items of supply or equipment needed in any given fiscal year.
2. All purchases of supplies or equipment or public works contracts exceeding Twenty Five Thousand Dollars (\$25,000.00), shall be formally bid in accordance with the provisions of Section 103 of the New York State General Municipal Law.
3. Purchases and public works contracts of less than Twenty Five Thousand Dollars (\$25,000.00) shall be handled as follows:
  - (A) Purchases between \$0 - \$2,499.00 require Department Head approval and should be left at their discretion. Highway clerical is included in the approval requirement.

- (B) Purchases between \$2,500.00 - \$9,999.00 are required to have no less than three (3) verbal quotes and shall be documented on the designated Town Procurement Policy Form. All such purchases are also required to have approval of the Town Supervisor, if budgeted. If the purchase request is not budgeted, then the Town Board needs to approve the request. Highway clerical is included in the approval requirement.
  - (C) Purchases between \$10,000.00 - \$24,999.00 require no less than three (3) written quotes, documented on the designated Town Procurement Policy Form and the approval of the Town Board. Highway clerical is included in the approval requirement.
  - (D) Purchases \$25,000.00 and above require competitive bidding. Highway clerical is included in the approval requirement.
4. Awards. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing the reasons why it is in the best interest of the Town to make an award other than to the lowest bidder. If the lowest bidder is not deemed to be responsible, facts supporting that determination shall be documented and filed at the time at which the award is made to other than the low bidder.
5. 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 shall document, in writing, the attempts made to obtain such proposals or quotations. The written documentation must be filed at, or prior to, the award of the purchase or public works contract. In no event shall the inability to obtain the required number of proposals or quotations be a bar to the procurement of the goods or the contract for public works.
6. Except as otherwise directed by the Town Board on a case-by-case basis, no solicitation of written proposals or quotations shall be required under the following circumstances:
- (A) Emergency Situations. Provided, however, that the purchase of supplies or equipment or the contract for public works proceeds in accordance with the provisions of the New York State General Municipal Law dealing with emergency acts.
  - (B) Acquisitions of Professional Services.
  - (C) Sole Source Situations. Provided, however, that the purchase of supplies or equipment or the contract for public works is documented in accordance with the provisions of the New York State General Municipal Law.
7. Best Value Contracts.
- (A) Definitions.
    - i. Best Value. Best Value shall mean the basis for awarding contracts for services to the offeror that optimizes quality, cost and efficiency, among responsive offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small businesses or certified minority or women-owned business enterprises (as defined in Section 310, Subdivisions 1, 7, 15 and 20, of the New York State Executive Law) to be used in evaluation of offers for awarding of contracts for services, as defined by Section 163(1)(j) of the New York State Finance Law.
    - ii. Lowest Price. Lowest Price shall mean the basis for awarding contracts for commodities among responsive and responsible offerors, as defined by Section 163(1)(i) of the New York State Finance Law.
    - iii. Procurement Record. Procurement Record shall mean documentation of the decisions made and the approach taken in the procurement process, as defined by Section 163(1)(f) of the New York State Finance Law.

(B) Factors which may be used to determine “best value” and to award a contract to other than the lowest bidder are as follows:

- i. Cost of maintenance;
- ii. Product life;
- iii. Warranties;
- iv. Past performance, reliability or durability, and current or past experience with the provision of similar goods or services;
- v. Organization, staffing (particular abilities and/or experience) and the ability to undertake the type of complexity of the work;
- vi. Financial capability;
- vii. Record of compliance with all federal, state and local laws, rules and licensing requirements; and
- viii. Ability to meet the needs of the Town of Chester in a timely and accountable fashion.

(C) Best Value Award Methodology Requirements. Where the basis for an award of a purchase contract will be the best value offer, the purchaser shall, in all instances:

- i. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which, whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- ii. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and responsible and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Town of Chester in its determination of best value.
- iii. Reasonable efforts shall be made to ensure that the private and not-for-profit sectors in New York State are apprised of procurement opportunities, including by specifying the elements of a responsive and responsible bid and disclosing the process for awarding contracts, including, if applicable, the relative importance or weight of cost and the overall technical criterion for evaluating offers and ensuring the procurement is conducted accordingly.
- iv. Select a formal competitive procurement process in accordance with New York State General Municipal Law and other state law and guidelines established under the Town of Chester’s Procurement Policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to:
  - 1) A clear statement of need;
  - 2) A description of the required specifications governing performance and related factors;
  - 3) A reasonable process for ensuring a competitive field;
  - 4) A fair and equal opportunity for offerors to submit responsive offers; and
  - 5) A balanced and fair method of award.
- v. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved. The Town shall maintain and retain all documentation used in the award process.

- vi. The determination to award a contract on the basis of best value shall be made by the Town Board. Such determination shall include the specific criteria applied in determining best value which shall reflect, wherever possible, objective and quantifiable analysis. The Town Board should use a cost-benefit analysis or other similar process to demonstrate quantifiable value or savings from non-price factors that offset the price differential of lower price offers.
  - vii. In the event that no best value election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing required security.
  - viii. This resolution shall not apply to purchase contracts for the following:
    - 1) Any purchase contract necessary for the completion of a public works contract pursuant to Article 8 of the New York State Labor Law; and
    - 2) Any purchase or procurement of goods and/or services otherwise excluded by law from best value purchasing standards, whether now existing or hereafter arising.
8. Piggybacking. The Town may piggyback onto another governmental contract in accordance with Section 103(16) of the New York State General Municipal Law and upon consultation with the Town Attorney.
- (A) Contracts Subject to Piggybacking. Pursuant to Section 103(16) of the New York State General Municipal Law, purchases of goods and services may be made through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner consistent with New York State competitive bidding law and the contract must be made available for use by other governmental entities. Piggyback contracts are not subject to the competitive bidding requirements contained in Section 103 of the New York State General Municipal Law.
- (B) Authorization to Piggyback. Pursuant to, and in accordance with, Section 103(16) of the New York State General Municipal Law, the Town of Chester is hereby permitted to piggyback off of other municipal contracts, as described above, as well as, in the Town of Chester's discretion, make available its own purchase and public works contracts to other appropriate municipalities.
9. This policy shall be reviewed annually by the Town Board at its first regular meeting in every calendar year, beginning in 1993, or as soon thereafter as is reasonably practicable.

**TOWN OF CHESTER  
1786 KINGS HIGHWAY  
CHESTER, NEW YORK 10918**

**PROCUREMENT POLICY FORM**

If an item is required immediately and it is necessary to telephone various vendors to obtain the best, price, please fill in the information below:

ITEM \_\_\_\_\_

DATE OF CALL: \_\_\_\_\_

VENDOR: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

NAME OF PERSON: \_\_\_\_\_

PRICE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

NAME OF PERSON: \_\_\_\_\_

PRICE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

NAME OF PERSON: \_\_\_\_\_

PRICE: \_\_\_\_\_

**REGULAR BUSINESS:**

**TOWN BOARD MINUTES**

**ON A MOTION OFFERED BY** Councilman Wensley and second by Councilwoman Smith to accept the Minutes of the November 8, 2017 Town Board meeting.

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**MS4 – GREENS OF CHESTER**

Engineer Al Fusco explained the changes made to the MS4 application, upon the inquiry made by Councilman Medican. Question #13 concerning construction activity has been changed to “No”. Question #27 concerning the reduction of water run-off had certain items left unchecked as they were not required in the Planning Board approval process. His recommendation was to approve as is.

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to accept the MS4 for the Greens of Chester and allow the Supervisor to sign.

**VOTE IN FAVOR (3): JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**BUILDING DEPARTMENT SOFTWARE AND UPGRADE TO RECORDS MANAGEMENT SOFTWARE**

Supervisor Jamieson presented the Board with the contracts from sole-source reseller, General Code for the purchase of computer software, Municipity for the Building Department. This software will help to make the Building Department more efficient. In addition, the Laserfiche Records Management Program Software upgrade will allow for integration of Building Department historical records with the Municipity program as well as upgrade the Clerk’s Records Management efforts. Previously approved contract cost \$60,131.00.

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to allow the Supervisor to sign the contracts for the budgeted purchase of Municipity and upgrade to Laserfiche.

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**RELEASE OF FOX HILL LETTER OF CREDIT**

Reiger Homes has requested the Town release the Letter of Credit still in force for the Fox Hill Subdivision. As was previously discussed, the Town is satisfied with the conditions of Fox Hill Road.

**ON A MOTION OFFERED BY** Councilman Wensley and second by Councilwoman Smith to release the Letter of Credit for the Fox Hill Subdivision in the amount of \$33,500.00.

**VOTE: AYES (3) JAMIESON, SMITH, WENSLEY**

**ADOPTED**

**SUGAR LOAF HILLS, LLC ANNEXATION**

Supervisor Jamieson clarified the location of the property in question. He said it is located at 17M and Kings Highway. The applicant is requesting annexation of a .9 acre parcel from the Town into the Village to create a total lot area of approximately 6-7 acres to allow for sale for the possible development of a gas station, hotel and bank. This request requires a joint public hearing. Supervisor Jamieson said this will be set at the January 24, 2017 meeting for sometime in February.

## **ANNOUNCEMENTS**

Supervisor Jamieson announced that the Carpenter Park ice skating rink is now open. He explained that it is almost the size of a hockey rink. He said there are plans to open the concession sometime to offer free hot chocolate.

## **TOWN BOARD COMMENTS**

Supervisor Jamieson said that the tax in the special districts have been decreased as a result of the 2018 budget. He added that he is looking forward to 2018. The Town Board is considering the appointment of a full-time building inspector through the County civil service, as a result of the development of 400 houses in the Greens. He said the Highway and Police Department are doing a great job and he is excited about the new Police Department and new building for the Senior Center and Recreation Department expected to be completed in February 2018. He added that if anyone had interest in starting a recreation program for the Town, they should contact Lori Streichert. Supervisor Jamieson offered his congratulations to Councilman Wensley and Town Clerk Zappala upon their new terms of office. Supervisor Jamieson wished everyone a peaceful, happy and healthy 2018.

Councilman Wensley asked about the status of the potential SOL Alliance solar project. Supervisor Jamieson said he would be pursuing that matter. Councilman Wensley commented that he spied on social media the spring opening of the new Barnsider, to be called the Sugar Loaf Tap House. He said it will have outside dining.

## **PUBLIC COMMENTS**

Tom McKnight of the Library Board of Trustees addressed the Board with regard to the grants that the Library is pursuing to transform the basement space. He said the concern is not on timing but access. Supervisor Jamieson said that he is in discussion with the Town Attorney concerning the possibility of writing a lease, but the Town would likely grant access of the basement to the library to be used strictly as a library facility. Mr. McKnight asked for a resolution granting the library access to the building.

Suzanne Bellanich, 25 Wilson Road asked if the annexation would allow for the alignment of 17M and Lehigh Avenue to allow for the alleviation of traffic at the right turn. Supervisor Jamieson said the traffic situation at that intersection needs to be re-addressed.

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Wensley to adjourn the meeting at 8:00pm. Motion carried 3-0.

Respectfully submitted,

Linda A. Zappala  
Town Clerk  
2018-01-03