

TOWN BOARD OF CHESTER
REORGANIZATION MEETING
JANUARY 8, 2014

Supervisor Jamieson opened the meeting at 7 PM followed by a salute to the flag.

Members present: Supervisor Jamieson, Councilman Murray, Councilwoman Smith and Councilman Valentine.

MOMENT OF SILENCE

Supervisor Jamieson asked for a moment of silence in memory of Josephine Szulwach, Councilwoman Smith's mother who passed away on December 5, 2013.

Supervisor Jamieson said all references to Attorneys and Engineers are on an acting basis. The Board will be interviewing for these positions.

ADOPTION OF THE FOLLOWING:

A motion was made by Councilman Murray and seconded by Councilman Valentine to approve the following:

ADOPT MODIFIED ROBERTS RULES

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

DESIGNATE OFFICIAL DEPOSITORIES Key Bank, Sterling National Bank, TD Bank,
Orange County 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 - Attached

ADOPT WRITTEN INVESTMENT POLICY - Attached

ADOPT FEE SCHEDULE See attached

APPOINTMENTS

DEPUTY SUPERVISOR: J. Murray

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF SUPERVISOR

TOWN CLERK APPOINTS DEPUTIES Elizabeth Sabados and Linda Zappala

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF TOWN CLERK

CLERK TO SUPERVISOR: Darlene DeMarmels

COURT CLERKS: Kathleen Moran and Patricia Hechinger

TOWN REGISTRAR: Elizabeth A. Reilly

DEPUTY TOWN REGISTRAR: Elizabeth H. Sabados

WATER BILLING CLERK: Elizabeth A. Reilly

RECORDS ACCESS OFFICER: Elizabeth A. Reilly

ANIMAL CONTROL OFFICER: Warwick Valley Humane Society

ACTING ATTNY FOR THE TOWN: Firm of Bonacic, & McMahon.

ACTING PLANNING BOARD ATTNY: David Donovan

ACTING SPECIAL PROSECUTOR: John Bach, Jr.

ACTING ENGINEER FOR THE TOWN: McGoey, Hauser and Edsall, PC

AUDITING FIRM: Philip Mynio, CPA

HISTORIAN: Clifton Patrick

EMERGENCY MANAGEMENT OFFICER: Chief of Police (Doellinger)

REPRESENTATIVES TO MOODNA BASIN SEWER COMMISSION: Cynthia Smith and Jerry Murray

BD. OF ASSESSMENT REVIEW MEMBER FOR TERM END. 9-30-2018 Norma Stoddard

PLANNING BOARD MEMBER FOR TERM ENDING 12-31-2020 Robt Conklin

ZONING BOARD MEMBER FOR TERM ENDING 12-31-2018 Gregg Feigelson

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.56 CENTS PER MILE

SPECIAL COMMITTEES/LIAISONS

AMBULANCE CORPS: Councilwoman Smith

ASSESSOR: Supervisor Jamieson

BUILDINGS: Councilman Valentine

HIGHWAY: Councilman Murray

LIBRARY Councilwoman Smith

PARK & RECREATION: Supervisor Jamieson

PLANNING AND ZONING: Supervisor Jamieson and Councilman Valentine

POLICE COMMISSION Entire Town Board

SEWER (INCLUDES MOODNA): Councilman Murray and Councilwoman Smith

WATER: Supervisor Jamieson

UNION CONTRACTS: Councilman Murray and Councilman Valentine

COMPREHENSIVE PLAN: Supervisor Jamieson

2014 SALARIES

Supervisor Jamieson	51,438.	Annual
Deputy Supervisor Murray	2,415.	Annual
Town Clerk Reilly	72,744..	Annual
Highway Superintendent LaSpina	89,332..	Annual
Councilperson (4)	11,640.	Annual
Justice Haislip	26,588.	Annual
Justice Worthy-Spiegl	24,688,	Annual
Receiver of Taxes Maniscalco	13,879.	Annual
Water Billing Clerk Reilly	. 5,950.	Annual
Budget Officer	9,068	Annual
Deputy Town Clerk Sabados	27.40	Hourly
Deputy Town Clerk Zappala	27.40	Hourly
Bookkeeping and Benefits Adm. Conklin	37.66	Hourly
Clerk in Sup. Office De Marmels	27.40	Hourly
Clerk in Highway Sup. Office Watroba-Thom	27.40	Hourly
Court Clerk Hechinger	27.40	Hourly
Court Clerk Moran	27.40	Hourly
Bldg/Zoning Inspector Mlcoch	37.66	Hourly
Clerk in Bldg. Dept. McKenna	27.40	Hourly
Police Department memorandum of agreement: Jan 1, 2102 to 12/31/15		
Police Chief Doellinger	118,920.74	Annual
Sergeant Vitale	45.81	Hourly
Sergeant Eckert	45.81	Hourly
Sergeant Slowik	45.81	Hourly
Police Officer Weinstein	30.27	Hourly
Police Officer Oppmann	41.65	Hourly
Police Office Ardisi (Detective)	44.98	Hourly
Police Officer Kenny	41.65	Hourly
Police Officer Ferrara (Detective)		Hourly
Police Officer Perez	39.07	Hourly
Police Officer Natalizio	31.75	Hourly
Police Officer Bird	31.75	Hourly
Police Officer Santosky-Wright	27.05	Hourly
Police Officer Slaughter	30.27	Hourly
Police Officers Part time	22.00	Hourly
Part Time Clerk to Police Dept. Klopf	18.49	Hourly
Part Time Clerk to Police Dept. (Petraro)	16.64	Hourly
Part Time Clerk Scalia – Assessor	18.49	Hourly

Part Time Clerk Maraglino – Assessor	18.49	Hourly
Part Time clerk DeBlasio – Town Clerk	18.49	Hourly
Part Time Cleaner Szulwach	25,329.60	Annual
Highway Foreman McGowan	2,910.34	BiWkly until 6/1/14
Mechanic Ragone	30.76	Hourly
Highway HEO & MEO	29.73	Hourly
Water Operator T. Keller	30.25	Hourly
Water Operator W. Keller	30.25	Hourly
Planning Board Chair, Serotta	16,221.99	Annual
Planning Board Sec., Serotta	18.49	Hourly
Planning Board Members (6)	3,451.11	Annual (ea)
ZBA Chair Lambros	3,088.28	Annual
ZBA Members & Alt Members (7)	985.58	Annual (ea)
ZBA Clerk, Wierzbicki	18.49	Hourly
Board of Assessment Review Chair	622.12	Annual
Board of Assessment Review Members (4)	528.39	Annual
Park and Recreation – Kelly	41,389.22	Annual
Park and Recreation – Streichert Part Time	18.49	Hourly
Park and Recreation Camp Counselors, Medical, Office, Athletics, Arts/Crafts	As per budget	
Park and Recreation Seasonal Employees	As per budget	
Historian, Patrick	1,267.00	Annual
Emergency Management Officer, Pol chief	100.00	Annual
Attendance Officer	75.00	Annual

Note: Police contract expired: Dec. 31, 2011 is pending
Highway contract expired May 31, 2013

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 **non refundable** 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)
4. **Recreation fee in lieu of parkland:** \$2,000 per each newly created lot or dwelling unit
(Payable at Final Approval)
5. **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

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.

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

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)

4. **Recreation fee in lieu of parkland:** \$2,000 per each newly created lot or dwelling unit (Payable at Final Approval)

5. **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

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-

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

Misc. 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.)

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 within one (1) day 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	\$1,500,000.
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.

W. 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 reserved 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 depositaries, 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.

TOWN OF CHESTER
CHESTER, ORANGE COUNTY, NEW YORK
PROCUREMENT POLICY
REVISED 12/19/2012

WHEREAS, Section 104-b of the General Municipal Law requires that the Town adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of Section 103 of the General Municipal Law or any other law, and

WHEREAS, it is appropriate that the Town Board does adopt the procurement policy as early in 1992 as possible,

NOW, THEREFORE, be it resolved that the Town of Chester does hereby adopt the following procurement policies and procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of Section 103 of the 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 which will exceed Ten Thousand Dollars (\$10,000), or public works contracts over Twenty Thousand Dollars (\$20,000) shall be formally bid in accordance with the provisions of Section 103 of the GML.

3. Purchases of less than Ten Thousand Dollars (\$10,000) shall be handled as follows:

(A) Purchases between 0-\$999 require Department Head Approval and should be left at their discretion. Highway clerical is included in the approval requirement.

(B) Purchases between \$1,000 and \$4,999 are required to have no less than three 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 \$5,000 and \$9,999 require no less than three 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 \$10,000 and above require competitive bidding. Highway clerical is included in the approval requirement.

4. Public works contracts of less than Twenty Thousand Dollars (\$20,000) shall be handled as follows:

(A) Less than Twenty Thousand Dollars (\$20,000) but more than Ten Thousand Dollars (\$10,000) require written quotes from not less than three (3) contractors.

(B) Less than Ten Thousand Dollars but more than (\$1,000) requires written quotes from not less than two (2) contractors.

(C) Less than One Thousand Dollars (\$1,000) to the discretion of the Department Head.

5. Awards. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town to make an award to other than the low bidder. If the low bidder is not deemed responsible, facts supporting that determination shall be documented and filed at the time the award is made to other than the low bidder.

6. 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 the proposals. 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 quotes be a bar to the procurement of the goods or the contract for the public works.

7. 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) Emergencies provided the purchase of supplies or equipment or the contract for public works proceeds in accordance with the provisions of the General Municipal Law dealing with emergency acts.

(B) Acquisitions of professional services.

(C) Sole source situations provided the purchase of supplies or equipment or the contract for public works is documented in accordance with the provisions of General Municipal Law.

8. This policy shall be reviewed annually by the Town Board at its first regular meeting in every calendar year starting in 1993, or as soon thereafter as it is reasonable 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: _____

A vote was taken on the motion and it passed 4-0.

Respectfully submitted,

Elizabeth A. Reilly
Town Clerk
2014-01-08

TOWN BOARD OF CHESTER
REGULAR MEETING
JANUARY 8, 2014

Supervisor Jamieson opened the regular meeting following the Reorganization meeting.

Members present: Supervisor Jamieson, Councilman Murray, Councilwoman Smith and Councilman Valentine.

AUDIT OF BILLS

A motion was made by Councilman Murray and seconded by Councilman Valentine to pay the following bills as submitted:

General	\$193,811.58
Part Town	78,422.56
Highway	16,943.54
Highway Part Town	10,068.52
Walton Lake Estates	8,031.24
Surrey Meadows	4,294.79
Lake Hill Farms	2,252.66
Sugar Loaf	909.64
Fieldcrest	1,088.89
Garbage District	46,931.30
Trust and Agency	<u>12,150.54</u>
Total	\$374,905.26

ESTATE OF SHERMAN PROPERTY

Supervisor Jamieson reported that the bank sent a letter to stop the foreclosure proceedings because of the water district. The Bank is in the process of placing the water district in someone else's hands.

A resident of King Tract asked for more information on the water district.

Supervisor Jamieson said the Town is not in the position to just take over the water district. The town needs to determine what is needed to bring it up to standards acceptable to the Town. Negotiations would have to take place with the Bank.

Another man asked who his payment should be made to.

Supervisor Jamieson said the payment should be mailed to the person who owns the district.

EDUCATION REQUESTS

A motion was made by Councilman Murray and seconded by Councilwoman Smith to approve the request for Officer Oppmann to a NYS Division of Criminal Justice Service course relating to property/evidence management. Said course to be held January 21 and 22, 2014 in Ulster County. There is no fee for the course. Motion carried 4-0.

A motion was made by Councilman Murray and seconded by Councilwoman Smith to approve the request for Building Inspector Mlcoch and Clerk McKenna-Savaglio to attend NYS BOC training dealing with negligent and vacant property to be held on January 22, 2014 in Newburgh, NY. It is a two hour course and the fee is \$40 per person. Motion carried 4-0.

RESOLUTION APPROVING ATTORNEY REPRESENTATION

The following resolution was offered by Councilwoman Smith, seconded by Councilman Valentine and passed 4-0:

WHEREAS, there is pending litigation in the Appellate Division, Second Department, State of New York in the matter of the Application of the Town of Woodbury, Village of Woodbury and Village of Harriman against the County of Orange, Orange County Legislature, Orange County Sewer District No. 1, Village of Kiryas Joel, Village of South Blooming Grove, Town of Blooming Grove, Village of Monroe, Town of Monroe, Town of Chester, Village of Chester and Mountco Development and Construction Corp. (Appellate Division Index No.: 2012-07394); and

WHEREAS, such litigation shall be referred to as Town of Woodbury et al. v. County of Orange et al.; and

WHEREAS, Langdon C. Chapman Esq. , previously associated with the firm Bonacic & McMahon, LLP, represented the Town of Chester in capacity as Town Attorney in connection with Town of Woodbury et al. v. County of Orange et al.; and

WHEREAS, subsequent to such representation, Langdon C. Chapman, Esq. has been appointed to the position of the County Attorney for the County of Orange, State of New York and is no longer associated with the law firm of Bonacic & McMahon, LLP; and

WHEREAS, the law firm of Bonacic & McMahon, LLP was previously appointed by the Town Board of the Town of Chester as Town Attorney and will continue to represent the Town of Chester in connection with Town of Woodbury et al v. County et al; and

WHEREAS, the Office of the Orange County Attorney will continue to represent the County of Orange in connection with Town of Woodbury et al. v. County of Orange et al.; and

WHEREAS, pursuant to Rule 1.11 of the Model Rules of Professional Conduct, an attorney currently serving as a public officer or employee may not participate in a matter in which the lawyer participated personally and substantially while in private practice or nongovernmental employment, unless the appropriate government agency gives its informed consent, confirmed in writing;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Chester, County of Orange, directs J. Scott Bonacic, Esq. of the firm of Bonacic & McMahon, LLP, in his capacity as Town Attorney for the Town of Chester, to submit a letter to the office of the Orange County Attorney on behalf of the Town of Chester consenting to the representation of the County of Orange by Langdon C. Chapman, Esq. and the office of Orange County Attorney in the litigation of Town of Woodbury et al. v. County of Orange et al.

REQUEST FOR STREET LIGHT AT CHESTER COMMONS

Supervisor Jamieson is in receipt of information from Tom Kelly, Park and Recreation Director and Orange and Rockland Utilities to install a light at the new entrance to the Chester Commons and Laroe Road. The one time contribution to Orange and Rockland is \$1,614.

A motion was made by Councilman Murray and seconded by Councilwoman Smith to approve

Discussion: Councilwoman Smith asked if there would be a monthly charge to the Town.

Supervisor Jamieson replied the annual cost to the Town would be approximately \$280.

Following the discussion, a vote was taken on the motion which passed 4-0.

SALE OF SURPLUS HIGHWAY TRUCK

Rich Benjamin of the Town of Thompson Highway Department came down to look at truck 18. The Town of Thompson is offering \$4,500 for the vehicle.

A motion was made by Councilwoman Smith and seconded by Councilman Murray to approve the sale of truck 18, a 1986 International Truck (VIN1HTZPJMT2HH482144) to the Town of Thompson for \$4,500. Motion carried 4-0.

ASSOCIATION OF TOWNS ANNUAL CONFERENCE

A motion was made by Councilwoman Smith and seconded by Councilman Murray to appoint Councilman Jerry Murray as the Town of Chester's voting delegate for the Association of Towns conference to be held in NYC from February 16th through 19th, 2014. Motion carried 4-0.

A motion was made by Councilwoman Smith to appoint Councilman Robert Valentine as the alternate voting delegate for the Association of Towns conference to be held in NYC from February 16th through 19th, 2014. Motion carried 4-0.

PARK AND RECREATION

Supervisor Jamieson asked the Police Chief to order the Microsoft office product for the new computer for the Park and Recreation department.

TOWN BOARD COMMENTS

Councilwoman Smith asked if the two Park and Recreation commission members who do not attend meetings had submitted their resignations?

The Town clerk said she spoke with one of the members, and she expected the resignation letter would be forthcoming.

Councilwoman Smith asked the status of the heating and air conditioning matters at the library had been scheduled

Supervisor Jamieson said that would be discussed in executive session.

Councilwoman Smith said she spoke with Marisa from Interstate regarding the e recycling. She said she did not get an answer from Marisar.

Supervisor Jamieson said the Attorney would be sending a letter to either reduce the price or keep the service. It is in the contract. The letter will be out by the end of the week.

Councilman Valentine said the Town should make sure the residents of King Tract are protected in terms of the water system.

OPEN TO THE PUBLIC

One person asked about the status of the King Tract Water District.

Supervisor Jamieson said the Town was in negotiations and he could not discuss it further.

A resident asked if there was any consideration for a cell tower in the vicinity of King Tract as that area of the Town does not get good reception.

Councilwoman Smith added that when people hear of a cell tower going in their area, they oppose it, but yet everyone wants cell service.

A resident of King Tract Sewer District expressed his disappointment that the residents were not notified their tax bill would be increased by about \$1,000 for the sewer pumps and new truck. He also asked why the pumps could not have been pro-rated over a number of years.

Supervisor Jamieson explained that the cost of the truck was divided by the number of users. The sewer pumps were also divided by the users in the King Tract district. Supervisor Jamieson agreed it could have been handled differently.

Tracy Schuh asked about Moodna Basin Inter-municipal Council appointment? It was not listed on the re-organization.

Tracy Schuh also asked about the time of the Comprehensive Committee meetings.

Supervisor Jamieson said he would be sure to have a Board member at the meeting.

Chief Doellinger pointed out that the Reorganization also did not include representatives to the police consolidation committee.

EXECUTIVE SESSION

A motion was made by Councilwoman Smith and seconded by Councilman Valentine to enter into executive session to discuss legal matter. Motion carried 4-0.

Following the executive session, a motion was made by Councilman Valentine and seconded by Councilman Murray to re-convene the public portion of the meeting. Motion carried 4-0.

CVAC

A motion was made by Councilwoman Smith and seconded by Councilman Valentine authorizing the Town Attorney to handle correspondence between the Town and the Chester Volunteer Ambulance Corps (CVAC). Motion carried 4-0.

A motion was made by Councilwoman Smith and seconded by Councilman Valentine authorizing the Supervisor to sign the title of the 2005 Chevy Tahoe over to the Town of Warwick. Motion carried 4-0.

AUDIO VISUAL

Supervisor Jamieson said he called Leslie Hyatt at Chester Academy to see if we can get audio visual students to video meetings.

There being no further business brought before the Board, a motion was made by council to close the meeting. Motion carried 4-0.

Respectfully submitted,

Elizabeth A. Reilly
Town clerk
2014-01-08