

**DRAFT**

**2016 REORGANIZATION MEETING**

DATE: JANUARY 6, 2016

PRESENT: Supervisor Jamieson, Councilman Brischoux, Councilman Murray, Councilwoman Smith, Councilman Valentine

CALL TO ORDER 7:00 pm

SALUTE TO FLAG

**ON A MOTION OFFERED BY** Councilman Murray and second by Councilman Brischoux the following were approved unanimously by a vote of 5-0.

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 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: (SEE ATTACHED)

ADOPT WRITTEN INVESTMENT POLICY: (SEE ATTACHED)

ADOPT FEE SCHEDULE: (SEE ATTACHED)

## **AUTHORIZATIONS**

**ON A MOTION OFFERED BY** Councilwoman Smith and second by Councilman Valentine the following were offered and approved unanimously by a vote of 5-0.

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 CENTS PER MILE

## **APPOINTMENTS**

**ON A MOTION OFFERED BY** Councilman Valentine and second by Councilman Brischoux the following appointments were approved unanimously by a vote of 5-0.

DEPUTY SUPERVISOR: J. Murray

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF SUPERVISOR

TOWN CLERK APPOINTS DEPUTY Elizabeth Sabados

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF TOWN CLERK

CLERK TO SUPERVISOR: Tanya McPhee

COURT CLERKS: Kathleen Moran and Patricia Hechinger

TOWN REGISTRAR: Linda A. Zappala

DEPUTY TOWN REGISTRAR: Elizabeth H. Sabados

WATER BILLING CLERK: Linda A. Zappala

RECORDS ACCESS OFFICER: Linda A. Zappala

## APPOINTMENTS

**ON A MOTION OFFERED BY** Councilman Brischoux and second by Councilman Valentine the following appointments were approved unanimously by a vote of 5-0.

ANIMAL CONTROL OFFICER: Warwick Valley Humane Society

ATTORNEY FOR THE TOWN: Bonacic & McMahon, LLP

ZBA ATTORNEY: Gary Greenwald & Partners, P.C.

PLANNING BOARD ATTORNEY: David A. Donovan, Esq.

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

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 Jerry Murray, Chairman (term ending 12-31-16).

BOARD OF ASSESSMENT REVIEW MEMBER FOR TERM ENDING 9-30-2018: VACANT

PLANNING BOARD MEMBER FOR TERM ENDING 12-31-22: Re-appoint Carl D'Antonio

ZONING BOARD MEMBER FOR TERM ENDING 12-31-2020: Re-appoint Conrad Mayer

ZONING BOARD CHAIR FOR TERM ENDING 12-31-2016: Appoint Vincent Finizia

ETHICS FOR TERM ENDING 12-31-2020: VACANT

ETHICS FOR TERM ENDING 12-31-17: Re-appoint Juan Oelofse

ETHICS FOR TERM ENDING 12-31-19: VACANT

LIBRARY BOARD OF TRUSTEES FOR TERM ENDING 12-31-19: VACANT

## **SPECIAL COMMITTEES/LIAISONS**

**ON A MOTION OFFERED BY** Councilman Valentine and second Councilman Murray the following were approved unanimously by a vote of 5-0.

AMBULANCE: Councilwoman Smith

ASSESSOR: Supervisor Jamieson

BUILDINGS: Councilman Valentine

HIGHWAY: Councilman Murray, Councilman Brischoux

LIBRARY: Supervisor Jamieson, Councilwoman Smith

PARK & RECREATION: Supervisor Jamieson, Councilman Murray

PLANNING AND ZONING: Supervisor Jamieson and Councilman Valentine

POLICE COMMISSION: Entire Town Board

SEWER (INCLUDES MOODNA): Councilman Murray and Councilwoman Smith

WATER: Councilman Valentine

UNION CONTRACTS: Supervisor Jamieson, Councilman Brischoux

COMPREHENSIVE PLAN: Supervisor Jamieson, Councilman Valentine

## SALARIES FOR 2016

Supervisor Jamieson	\$59,500.00	
Councilperson Murray, Valentine, Smith, Brischoux (each)	14,349.00	
Deputy Supervisor Murray	5,000.00	
Town Clerk Zappala	79,174.00	
Town Justice Haislip	30,199.00	
Town Justice Worthy-Spiegl	29,192.00	
Highway Superintendent LaSpina	96,771.00	
Receiver of Taxes Maniscalco	16,723.00	
Acting Water Administrators (2)	3,500.00	
Water Billing Clerk Zappala	8,501.73	
Budget Officer Jamieson	12,000.00	
Parks & Recreation Director Popailo	55,000.00	
Cleaning Person Szulwach	28,872.16	
Planning Board Chair Serotta	19,209.91	
Zoning Board Chair	3,276.36	
Planning Board Members (6)	3,661.28	
Zoning Board Members (7)	1,045.45	
Board of Assessment Review Chair	660.01	
Board of Assessment Members	560.57	
Park & Rec Camp Counselors	as per budget	
Medical, Office, Athletics, Arts/Crafts		
Parks Department Seasonal Employees	as per budget	
Historian Cliff Patrick	1,344.16	
Emergency Management Officer, Chief Doellinger	100.00	
Attendance Officer	75.00	
Deputy Town Clerk Sabados		30.17
Deputy Town Clerk – Vacant		24.14
Bookkeeping & Benefits Adm. Conklin		41.05
Clerk in Supervisor’s Office McPhee		25.64
Clerk in Hwy Supt. Office Thom		30.17
Court Clerk Hechinger		30.17
Court Clerk Moran		30.17
Court Officer Abrahamsen Part-time		22.50
Court Officer Rosengrant Part-time		22.50
Building/Zoning Inspector Mlcoch		41.05
Clerk in Building Department McKenna		30.17
Park & Recreation Streichert		28.66
Planning & Zoning Board Clerk Burchianti		24.14
P/T Clerk Parks & Rec Palmer		17.23
P/T Clerk in Town Clerk’s Office DeBlasio		21.53
P/T Clerk in Assessor’s Office Maraglino		21.53
P/T Clerk in Assessor’s Office Scalia		21.53
P/T Clerk in Court Clerk’s Office Rittenhouse		18.30
P/T Clerk in Police Klopff		21.53
P/T Clerk in Police Petraro		21.53

**LIBRARY EMPLOYEES**

Armstrong	22.71
Brand	21.00
Chappell	18.00
Dunn	20.44
Hanson	10.00
Jagos	38.94
Milisci	19.83
O'Connor	9.00
Rinehart	16.26
Rogers	9.00
Sheerer	20.00
Weinberger	10.50

**HIGHWAY**

Highway Foreman McGowan	38.59
Mechanic Ragone	32.62
Highway Bell	25.22
Highway Keating	31.52
Highway Meyer	31.52
Highway Morris	31.52
Highway Quackenbush	31.52
Highway Stoddard	31.52
Highway Utter	31.52
Highway Wright	31.52
Highway Young	31.52
Water B. Keller	32.08
Water T. Keller	32.08

**POLICE DEPARTMENT Contract ends 12/31/15**

Police Chief Doellinger	122,488.36	
Sergeant Vitale		48.61
Sergeant Eckert		48.61
Sergeant Slowick		48.61
Police Officer Oppman (Detective)		44.19
Police Officer Ferrara (Detective)		42.90
Police Officer Perez		40.24
Police Officer Natalizio		38.70
Police Officer Bird		38.70
Police Officer Weinstein		37.39
Police Officer Santosky-Wright		31.18
Police Officer Slaughter		37.39
Police Officer D'Agnese		38.70
Police Officer Stack		27.86
Police Officer Part-time Dugan		22.50
Police Officer Part-Time Maglione		22.50

**TOWN OF CHESTER  
CHESTER, ORANGE COUNTY, NEW YORK  
PROCUREMENT POLICY  
REVISED 12192012**

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: \_\_\_\_\_

# **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 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 (M & T Trust), Sterling Bank (M & T 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 of 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.

## 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
Commerical/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.)

# Park Fee Schedule

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	Commons Pavillion	Commons - Fields	Commons - Concession Stand	Carpenter Fields	Carpenter - Concession Stand	Carpenter 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

**A MOTION WAS MADE BY** Councilman Murray and seconded by Councilman Valentine to approve the attendance of Walter Popailo, Alexa Burchianti, and Tanya McPhee at the Association of Towns Conference on February 14-17, 2017 in New York City. Motion carried 5-0.

**A MOTION WAS MADE BY** Supervisor Jamieson and seconded by Councilman Murray to designate Supervisor Jamieson as Delegate and Councilman Murray as Alternate Delegate at the Association of Town's Business Meeting on February 17, 2016 at 8:00am at the New York Marriott Marquis. Motion carried 5-0.

**TOWN BOARD COMMENTS**

Councilwoman Smith asked about the status of the parking zone changes in Sugar Loaf. Supervisor Jamieson said he would arrange a meeting to discuss this topic.

A discussion ensued about the zoning changes and whether the Town would need to seek proposals for this undertaking.

There being no further business brought before the Board, **A MOTION WAS MADE BY** Councilman Valentine and seconded by Councilman Murray to adjourn the meeting at 7:30pm. Motion carried 5-0.

Respectfully submitted,

Linda A. Zappala  
Town Clerk