

DRAFT

2023 REORGANIZATION MEETING OUTLINE

DATE: JANUARY 11, 2023

PRESENT: Supervisor Valentine, Councilman Ardisana, Councilman Courtenay, Councilman Holdridge, Councilwoman Smith

CALL TO ORDER

SALUTE TO FLAG

ON A MOTION OFFERED BY _____ and second by _____ to approve the following:

1) SET MEETINGS FOR YEAR 2nd and 4th _____ of each month, 7pm - Town Hall (unless otherwise posted)

2) ADOPT MODIFIED ROBERTS RULES

Resolved, That the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Town of Chester in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Town of Chester and any special rules of order the Town of Chester may adopt.

3) ADOPT RULES OF CONDUCT AND DECORUM (SEE ATTACHED)

4) DESIGNATE OFFICIAL DEPOSITORIES Webster Bank, Key Bank, Orange Bank & Trust

5) DESIGNATE OFFICIAL NEWSPAPER: Times Herald Record

6) DESIGNATE POLLING PLACES: District 1,2 & 5 (First Presbyterian Church of Chester), District 3, 7, and 12 (Chester Senior Center), Districts 4, 6, 10, 11 (Trout Brook Firehouse), Districts 8 & 9 (Whispering Hills Clubhouse #1).

7) ADOPT PROCUREMENT POLICY (SEE ATTACHED)

8) ADOPT WRITTEN INVESTMENT POLICY (SEE ATTACHED)

9) ADOPT FEE SCHEDULE (SEE ATTACHED)

AUTHORIZATIONS:

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

11) DAILY MEAL ALLOWANCE FOR CONFERENCES: Reimbursement Of Meals Up To \$50./Day.

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

13) SET RATE OF MILEAGE COMPENSATION FOR PERSONAL VEHICLES: 65.5 cents per mile as per IRS 2023 rate.

VOTE:

RESOLUTION BY THE TOWN OF CHESTER RELATING TO THE OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

ON A MOTION OFFERED BY _____, seconded by _____

WHEREAS, various sections of the state Town Law and Public Officers Law require that certain municipal officials execute an Official Undertaking; and

WHEREAS, it is required by law that the Town Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, the Town Board of the Town of Chester hereby requires the Supervisor, Town Clerk, Receiver of Taxes, Town Justices and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Chester approve the document "Town of Chester Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that the Town of Chester does and shall maintain insurance coverage, presently with the Western Surety Company (Insurance Company), in the sum of One Hundred Thousand and NO/100 (\$100,000.00) Dollars for the Town elected officials and other Town employees, as well as One Million and NO/100 (\$1,000,000.00) Dollars for the Town Receiver of Taxes, to indemnify against losses through the failure of the officers, clerks and employees covered thereunder to faithfully perform their duties or to account properly for monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the Insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

The law requires that the original undertaking, containing the notarized signatures of the above officers, be filed in the Town Clerk's Office. The original or copy of the Town's insurance policy must also be filed in the Town Clerk's Office.

The Town Board of the Town of Chester approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 12, 2022.

Town of Chester Official Undertaking of Municipal Officers

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Chester that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law, and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor, and

This undertaking of the Town of Receiver of Taxes is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Receiver of Taxes and Assessments; and

This is followed by a signature page for the Town officers including their name, position and Town:

VOTE:

Chester Town Supervisor

Chester Town Clerk

Receiver of Taxes – Town of Chester

Chester Town Justice

Chester Town Justice

Chester Town Highway Superintendent

Each signature must be notarized for each Officer and is considered part of the undertaking.

STATE OF NEW YORK: COUNTY OF ORANGE:

: SS

On the____day of _____, 2022 before me, the undersigned, a Notary Public in and for said State, personally appeared_____, personally known to me or provided me on the bases of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY – STATE OF NEW YORK

STANDARD WORK DAY RESOLUTION

ON A MOTION OFFERED BY
to adopt the following resolution.

and second by

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, 2023.

VOTE:

APPOINTMENTS

ON A MOTION OFFERED BY
approve the following appointments:

and second by to

POLICE COMMISSION: Town Board

DEPUTY SUPERVISOR: Cynthia Smith

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF SUPERVISOR: Cynthia Smith

TOWN CLERK APPOINTS DEPUTY: Heidi Schmid

TOWN CLERK APPOINTS DEPUTY: Nanette Baptista-Perez

AUTHORIZE DEPUTY'S SIGNATURE IN ABSENCE OF TOWN CLERK: Heidi Schmid

TOWN REGISTRAR: Linda A. Zappala

TOWN CLERK APPOINTS DEPUTY TOWN REGISTRAR: Heidi Schmid

RECORDS ACCESS OFFICER: Linda A. Zappala

WATER BILLING CLERK: Linda A. Zappala

SECRETARY TO SUPERVISOR: Julie Tiller

COURT CLERKS: Kathy Moran, Patricia Hechinger

DEPUTY COURT CLERK: Arlene Rittenhouse

EMERGENCY MANAGEMENT OFFICER: Daniel Doellinger

ANIMAL CONTROL OFFICER: Warwick Valley Humane Society

VOTE:

CONSULTANTS

ON A MOTION OFFERED BY _____ and second by _____ to
approve the following appointments:

ATTORNEY FOR THE TOWN: Bonacic, Krahulic

SPECIAL PROSECUTOR: John H. Bach, Esq.

ENGINEER FOR THE TOWN: Fusco Engineering & Land Surveying, Inc.

AUDITING FIRM: RBT, LLC

HISTORIAN: Clifton Patrick

PLANNER: VACANT

VOTE:

BOARD MEMBER APPOINTMENTS

ON A MOTION OFFERED BY _____ and second by _____ to
approve the following appointments:

PLANNING BOARD CHAIR FOR TERM ENDING 12-31-23: Don Serotta

ZONING BOARD CHAIR FOR TERM ENDING 12-31-23: Gregg Fiegelson

PLANNING BOARD MEMBER FOR TERM ENDING 12-31-29: Justin Brigandi

ZONING BOARD ALT. MEMBER FOR TERM ENDING 12-31-25: (VACANT)

ZONING BOARD ALT. MEMBER FOR TERM ENDING 12-31-26: Giuseppe Cassara

ETHICS FOR TERM ENDING 12-31-23: (Robert Klein – 1 yr. limit)

ETHICS FOR TERM ENDING 12-31-24: Jack Deshler

BOARD OF ASSESSMENT REVIEW FOR TERM ENDING 9/30/2027: Lawrence Malone

BOARD OF ASSESSMENT REVIEW MEMBER FOR TERM ENDING 9-30-24: (VACANT)

LIBRARY BOARD OF TRUSTEE FOR TERM ENDING 12-31-27: (VACANT)

VOTE:

COMMITTEE LIASONS

ON A MOTION OFFERED BY _____ and second by _____ to
approve the following committee liaisons:

AMBULANCE: appoint Antonia Ardisana, Brandon Holdridge

ASSESSOR: appoint Robert Valentine

BUILDINGS: appoint Robert Valentine

REPRESENTATIVES TO MOODNA BASIN SEWER COMMISSION: appoint Cynthia Smith, Robert Courtenay

HIGHWAY: appoint Robert Valentine, Robert Courtenay

PARKS & RECREATION: appoint Cynthia Smith, Brandon Holdridge

PLANNING AND ZONING: appoint Robert Valentine

WATER: appoint Robert Valentine

SLPAC: appoint Robert Courtenay

GRANTS: appoint Brandon Holdridge

UNION CONTRACTS: appoint Robert Courtenay, Robert Valentine

COMPREHENSIVE PLAN/COMMUNITY PRESERVATION PLAN/OPEN SPACE PLAN COMMITTEE:
appoint Robert Courtenay, Brandon Holdridge

LIASON – SENATOR SKOUFIS: appoint Brandon Holdridge

LIASON – ASSEMBLYMAN MAHER: appoint Robert Courtenay

VOTE:

SALARIES

ON A MOTION OFFERED BY _____ and second by _____ to approve the following salary and
wages:

VOTE:

Title	2023 (3% increase)	
Supervisor Valentine	\$66,279.73	<i>no increase</i>
Deputy Supervisor Smith	\$22,090.57	<i>no increase</i>
Council Ardisana	\$16,463.03	<i>no increase</i>
Council Courtenay	\$15,983.52	<i>no increase</i>
Council Holdridge	\$16,463.03	<i>no increase</i>
Town Clerk Zappala	\$90,841.67	<i>no increase</i>
Hwy Superintendent Reilly	\$80,000.00	<i>no increase</i>
Justice Haislip	\$34,649.28	<i>no increase</i>
Justice Worthy-Spiegl	\$33,494.27	<i>no increase</i>
Receiver of Taxes Maniscalco	\$19,187.19	<i>no increase</i>
Cleaning Person Szwalch	\$34,474.86	
Budget Officer	\$15,000.00	<i>no increase</i>
Water Billing Clerk	\$9,537.86	<i>no increase</i>
Water Administrators (2)	\$3,500.00	<i>no increase</i>
Planning Board Chairman Serotta	\$21,620.93	<i>no increase</i>
Zoning Board Chairman Feigelson	\$3,687.58	<i>no increase</i>
Planning Board Members (6)	\$4,120.80	<i>no increase</i>
Zoning Board Members (6)	\$1,176.65	<i>no increase</i>
Board of Assessment Chairman	\$742.85	<i>no increase</i>
Board of Assessment Members (3)	\$630.93	<i>no increase</i>
Camp Counselors	as per budget	
Parks Dept. Seasonal Employees	as per budget	
Historian Patrick	\$1,604.99	<i>no increase</i>
Emergency Management Officer	\$100.00	
Deputy Town Clerk Schmid	\$36.02	
Deputy Town Clerk Batista-Perez	\$36.02	
Account Clerk Supervisor's Office Griffin	\$36.02	
Senior Secretary Supervisor's Office McPhee	\$40.31	
Secretary to Supervisor Tiller	\$28.81	-
Hwy Superintendent Clerk Thom	\$36.02	
Court Clerk Hechinger	\$36.02	
Court Clerk Moran	\$36.02	
Deputy Court Clerk Rittenhouse	\$36.02	
Building Inspector Burchianti	\$40.31	
Building Department Clerk McKenna	\$36.02	
Secretary to PB, ZBA & Bldg Dept Melissa Foote	\$25.75	
Building Maintenance Mechanic Taggart	\$31.30	
Laborer Grohl	\$30.03	
Recreation Director Popailo	\$36.02	
Recreation Coordinator Deshler	\$28.81	
Account Clerk Palmer	\$36.02	
PT Court Officer Deluca	\$28.83	

PT Court Officer Rosengrant	-	\$28.83
PT Court Officer Murray		\$28.83
PT Assessor Clerk Maraglino		\$25.73
PT Police Clerk Romano		\$23.88
PT Police Clerk Petraro		\$25.73

HIGHWAY

Ragone		\$39.91
Bell		\$38.56
Keating		\$38.56
Meyer		\$38.56
Morris		\$38.56
Phillips		\$38.56
Quackenbush		\$38.56
Stoddard		\$38.56
Utter		\$38.56
Wright		\$38.56
Young		\$38.56
McGowan		\$98,134.40

Water Department

Cocks		\$39.26
Mardula		\$28.17

POLICE

Chief Doellinger		\$161,971.47
Administrative Sergeant Vitale		\$70.38
Sergeant Chambers		\$54.89
Sergeant D'Agnese		\$62.20
Sergeant Dugan		\$56.41
Detective Slaughter		\$57.65
Officer Bird		\$54.90
Officer Calderone		\$49.79
Officer Dunlop		\$49.79
Officer Gundermann		\$39.67
Officer Narain		\$47.42
Officer Perez (+SRO)		\$57.39
Officer Santosky-Wright		\$52.28
Officer Stack		\$49.79
Officer Weinstein		\$54.90
PT Officer Balgobin		\$28.83
PT Officer Donato		\$28.83
PT Officer Maglione		

RULES OF CONDUCT AND DECORUM AT TOWN MEETINGS

Whereas, the New York State Open Meeting Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances, and

Whereas, New York State Town Law authorizes a Town Board to enact rules and regulations regarding the conduct of public meetings and public hearings conducted by the Town Board, and the New York State committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally, and

Whereas, the Committee on Open Government has stated that any such rules could serve as a basis for preventing verbal interruptions, shouting or other outbursts, as well as slanderous or obscene language or signs, and that a Town Board could regulate actions of the public attending meetings so as not to interfere with meeting or prevent others in attendance from observing or hearing the deliberative process, and

Whereas, a Town Board has the responsibility to insure that everyone has the right to participate in a public hearing and therefore can reasonably limit the length and general nature of public comments to the subject of the public hearing so that a Town Board can consider various points of view, and

Whereas, Town Board can limit other comments from the public at Town Board meetings to a specific time set in the agenda for public participation and comment.

Now, therefore, be it resolved by the Town Board of the Town of Chester that the Town Board hereby adopts the following rules for public participation at the meetings of the Town Board:

1. Except for public hearings duly designated as such by action of the Town Board, public participation at meetings of the Town Board shall be limited to the public participation segment of the agenda of town Board meetings and not at Town Board workshops.
2. Public comment, whether during the public participation segment of the Town Board meetings or during a duly designated public hearing, shall be limited to three minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room, when sign in sheet is available, indicating his or her intention to speak, which sheet will be used by the Supervisor or the presiding officer to recognize speakers.
4. Any individual wishing to speak during the public participation segment or during a public hearing, when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Supervisor or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation, and must state the subject he or she will be addressing.
5. The Town Clerk shall act as timekeeper or shall designate another elected official a timekeeper.
6. Members of the Town Board, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by the supervisor, members of the Town Board, town officials or employees, or members of the general public shall not involve personal, impertinent, or slanderous

attacks on individuals, regardless of whether the individual so attached is an elected official, a town official or employee, or a member of the general public.

7. The Supervisor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Supervisor, members of the town board, members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
8. It is inappropriate to utilize a public meeting for the purpose of making political speeches, including threats of political action and the same will not be allowed.
9. Comments by speakers must be addressed to the Town Board. Attendees may not address the Town Board unless recognized by the Supervisor or presiding officer.
10. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Board.
11. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.
12. If the Supervisor or the presiding officer fails to enforce the rules set forth above, any member of the Town Board may move to require him or her to do so, and an affirmative vote of a majority of the Town Board shall require him or her to do so. Any decision relating to enforcement of the rules set for the above may be appealed and overturned by a vote of a majority of Town Board members.
13. Any person who disregards the directives of the Supervisor or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board disturbs the peace at a meeting and will be barred from further participation and forfeit any balance of time remaining for his or her comments.
14. If a speaker who has violated these rules refuses to step down, the Supervisor or presiding officer may ask for the individual to be removed from the meeting room and charged with disorderly conduct as per the Penal Law.
15. The above rules shall take effect at the next meeting of the Town Board after the adoption of these rules.

SCHEDULE OF FEES

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

PLANNING BOARD

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

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)
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
Commerical/Industrial Variances	275.00
Use Variance	350.00
Work Session	75.00

Mailing List (For Public Hearings): \$75 (first 25 addresses)

Each Address after 25 addresses: \$1

BILLBOARD PROJECT FEES

<u>APPLICATION FEE 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 as of 2/12/20

<u>APPLICATION FEE</u>	<u>ESCROW</u>	<u>BUILDING PERMIT FEE</u>	<u>DE-COMMISSION</u>
RESIDENTIAL	\$ 500	.50 PER SQ FT PLUS \$100	
COMMERCIAL(small scale)	1,500	\$10,000	TBD by PB
COMMERCIAL (large scale)	2,500	20,000	TBD by PB

GENERAL BUILDING DEPARTMENT FEES

For Building Permit Applications, the fees shall be \$50.00 PLUS:

- (a) **\$1.25 p/sq. ft.** for Residential Structures
 - (b) **\$2.50 p/sq. ft.** for Commercial Structure
 - (c) **\$.50 p/sq. ft.** for the cost of improvements for agricultural buildings, renovations, alterations conversions and change of use or occupancy.
 - (d) **\$.65 p/sq. ft.** for deck construction
 - (e) **\$.75 p/sq. ft.** for alterations/conversions to shell buildings
- In-Ground Pools **\$300.00**
 - Above Ground Pools **\$100.00**

All pool permits require a Road Bond with the Highway Department

- Accessory Buildings of 160 sq. ft. or LESS shall be **\$100.00** greater than 160 sq. ft. for any accessory building will be subject to additional **\$.25 p/sq. ft.**
- Expired Building Permit Renewal **\$100.00**
- Single Family Residences built after 1957 up until 1975 with no Building Permit **\$250.00**
- 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 **\$50.00** per additional inspection of the site.
- **Certificate of Occupancy and Certificate of Compliance:** The fee for a Certificate of Occupancy is **\$50.00** plus the final calculated cost of the improvement, which exceeds the sum contained in the building permit application plus **\$50.00** per additional inspection. There shall be no charge for Certificate of Compliance.
- For miscellaneous letters requested from the Building Inspector and for copies of Certificates the fee shall be **\$50.00** plus **\$50.00** per additional inspection if necessary.
- Municipal Searches: Which include copies of Certificates of Occupancy, Certificates of Compliance, re-issue of Certificates, a street report and a violation report letter **\$200.00**
- Miscellaneous Permit Fee Improvements:
 - (a) Demolition fee: **\$250.00**
 - (b) Electrical upgrade or extension of existing wiring fee: **\$150.00**
 - (c) Solar – Roof/Ground mounted fee: **\$100.00 PLUS \$.50 p/sq. ft.** of the solar panels
(ground mount solar is subject to Planning Board approval)
 - (d) Septic system/replacement/modification fee: **\$200.00**
 - (e) Sign permit fee: **\$50.00**
 - (f) Building permit extension fee: **\$100.00**
 - (g) Soil Movement permit fee: **\$250.00**
 - (h) Underground oil storage tank removal/Install or abandonment fee: **\$200.00**
 - (i) Tent fee: **\$50.00**
 - (j) Solid Fuel: Wood/pellet stove/fireplace/heating appliance **\$150.00**
 - (k) Roof permit fee: **\$50.00**
 - (l) Fence permit fee: **\$50.00**
 - (m) New Cell Tower fee: **\$5,000.00**
 - (n) Additional Antennas/co-location fee: **\$2500.00**
- Fire Safety Inspections Fee **\$100.00**
- Re-Inspection Fee **\$50.00**
- Short-Term Rental Fee: **\$250** owner occupied: **\$350** non-owner occupied

TOWN CLERK FEES:

FALSE ALARM FINES:

Section 34 of the Code of the Town of Chester (Amended 2/14/18 by Local Law 1 of 2018)

First offense is a warning.

The second false alarm reported during any period shall be considered to be a violation which shall be punishable by a fine of \$100.00.

For the third and each subsequent violation during any period, an adjudged violator may be subjected to a fine of \$200.00 for a third false alarm, \$250.00 for a fourth false alarm, up to a maximum of \$400.00 or a term of imprisonment not to exceed 10 days.

An invoice for the fee associated with each false alarm, as described above, shall be generated by the Town Clerk. For each fee that goes unpaid after 45 days of the invoice date, a late fee of \$25.00, shall be added to the original fee. Any invoice with an associated late charge that has been unpaid for at least 60 days on November 1 of that year shall be automatically included as a lien on the tax bill of the property on which the false alarm occurred. There shall be an administrative surcharge of \$50 added to the invoice should such lien be required.

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.

Late Fee \$5.00 (effective 1-9-19, by Local Law 1 of 2019)

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)

PEDDLER'S PERMIT: (revised 1/12/22)

\$185/1 month

\$285/2 months

\$685/6 months

TRANSIENT MERCHANT PERMIT: (revised 1/12/22)

\$485/3 months

CHARITABLE SOLICITOR:

No License Fee

FARMER'S MARKET:

\$100.00 per month

PHOTOCOPIES

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

MISCELLANEOUS FEES:

Zone change application	\$50.00
Zoning Pamphlets	\$50.00 permit fee plus \$500 returnable bond
Subdivision pamphlets	\$33.50
Return check fee	\$20.25 each
	\$15.00 (all dept.)

TAXATION: Chapter 87, Section 8, Article IV of the Code of the Town of Chester. 87-6

Duplicate copies of tax receipts \$ 5.00

LIST OF PROPERTY OWNERS

\$75.00 for first 25 names and
\$ 1.00 each additional name

POLICE:

Photos	\$10.00
Resident MVA reports	\$ 5.00
Non Resident MVA rep.	\$10.00

RECREATION DEPARTMENT FEES as of 1/8/20

Fitness Fees:

<u>Resident</u>	<u>Non Resident</u>
Age: 18-59 \$20/month	\$25/month
Age: 60+ \$10/month	\$25/month

Parks and Recreation Camp Registration Fees (as of 1/8/20)

<u>Resident</u>	<u>Non-Resident</u>
One Week	One week \$185.00
Two weeks	Two weeks \$275.00
Three sessions	Three sessions
(10% discount)	(10% discount) \$742.50
Multi Child	Multi Child
(5% discount/session)	(5% discount/session) \$261.25

PARK FEE SCHEDULE AMENDED 1/12/2022

RENTER	PAVILION CARPENTER & COMMONS	CONCESSION CARPENTER & COMMONS	CARPENTER FIELDS	PULVIRENT	TENNIS COURTS	CARPENTER FIELD & COMMONS PARK
Resident	\$100	Inquire	\$75	\$65	TBD	
Non-Resident	\$150	Inquire	\$100	\$90	TBD	
Chester Commercial	1-49 (\$150) 50-99 (\$250) 100-250(\$400)	Inquire	\$100	\$90	TBD	
Non-Chester Commercial	1-49 (\$200) 50-99 (\$350) 100-250(\$500)	Inquire	\$125	\$115	TBD	
Travel (non tournament)	\$100 single use \$50 per use monthly 2+wk	Inquire	\$100 single use \$50 per use monthly 2+wk	\$90 single use \$50 per use monthly 2+wk	TBD	
Local Civic Non-Local Civic	\$50 \$75	Inquire	\$50 \$75	\$50 \$75	TBD	
Rec. League (TOC Approved) CUFSD	N/A	Inquire	N/A	N/A	TBD	
RENTAL TIME	4 hours +\$25 w/lights	Inquire	2 Hours +\$25 w/lights	2 Hours	TBD	
Seasonal Day Camp Rental Rate for Parks						Off hours \$100 p/day (Monday-Friday)

<u>Sugar Loaf Performing Arts Center Fee Schedule 1/1/2023</u>						
<u>Theater</u>						
	<u>Rental Fee</u>	<u>Utility</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>	
Weekday/Night 8 hour rental	\$2,500/8 hrs	N/A	*3.00 Per Ticket	TBD	TBD	
Weekend 8 hour rental	\$2,500/8 hrs	N/A	*3.00 Per Ticket	TBD	TBD	
If you rent the theater for the 8 hour period you can request the use of pavilion (if available) for an additional \$250.00.						
\$250.00 per hour overtime						
<u>Pavilion</u>						
	<u>Rental Fee</u>	<u>Utility</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>	
Weekday/Night 4 hour rental	\$750/4 hrs	N/A	TBD	TBD	TBD	
Weekend 4 hour rental	\$750/4 hrs	N/A	TBD	TBD	TBD	
\$125.00 Per hour overtime.						
<u>Big Lawn</u>						
	<u>Rental Fee</u>	<u>Utility</u>	<u>Restoration Fee</u>	<u>Lighting Person</u>	<u>Sound Person</u>	
Weekday	TBD	N/A	N/A	N/A	N/A	
Weekend	TBD	N/A	N/A	N/A	N/A	
** Fee Subject to Change **						

* Civic organizations & not-for-profit in the Town of Chester will be considered on an individual basis at the discretion of the Town Board.

TEMPORARY REDUCTION IN SUGAR LOAF PERFORMING ARTS CENTER FEE SCHEDULE (as of 1/12/22)

Theater: \$2,500 fee + \$1.00 per ticket (for Show) any day of the week.

Pavilion

\$750 fee (Party Rental)

\$750 fee + \$1.00 per ticket (Concert Rental)

Outside rental (no bathrooms): fundraiser/car show, etc. \$500

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

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
Key Bank	\$ 1,500,000	
Webster Bank	\$ 3,000,000	Tom Nash
Orange County Trust	\$10,000.000	John Fracasse

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), Webster Bank 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 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:

- i. Directly, including through a repurchase agreement, from an authorized trading partner.
- ii. 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.
- iii. 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: _____