

TOWN BOARD MEETING

March 11, 2026

6:45pm

Call to Order

Supervisor Holdridge called the Town Board meeting to order at 6:45pm.

Attendance

Town Clerk Zappala called the roll:

- Supervisor Holdridge: Present
- Council Member Becker: Present
- Council Member Cassara: Present
- Council Member Courtenay: Present
- Council Member Diffley: Present*

Determination of Quorum: Yes X No

Also Present: Attorney Cassidy

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Moment of Silence

Supervisor Holdridge asked all in attendance to remain standing for a moment of silence for the 7 service members who lost their lives in the Iran conflict.

RESOLUTION TO APPOINT STEPHEN DIFFLEY TO THE OPEN TOWN BOARD SEAT

Supervisor Holdridge explained that the Board conducted multiple interviews and after evaluating pros and cons of the candidates, one remained in the top 3. He introduced Stephen Diffley as a long-time community member and expressed confidence on behalf of the Board that he would be a productive member and dedicated public servant.

MOTION to appoint Stephen Diffley to the open Town Board seat was made by Supervisor Holdridge and seconded by Council Member Courtenay.

The motion carried 3–0, with 1 abstention.

VOTE: AYES(3): Holdridge, Becker, Courtenay, ABSTAINED(1): Cassara

ADOPTED

*Following the vote, Town Clerk Zappala administered the Oath of Office, and Stephen Diffley was sworn in as a Council Member for the Town of Chester and took his seat on the dais.

RESOLUTION TO ACCEPT THE 2/25/26 MEETING MINUTES

The Board discussed accepting February 25, 2026 Meeting Minutes.

MOTION to Council Member Becker, seconded by Council Member Cassara to accept the February 25, 2026 Meeting Minutes as presented by Town Clerk Zappala

Motion carried unanimously.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

SUMMARY OF BILLS

Supervisor Holdridge reported that the Town would be paying bills in the amount of \$320,730.95.

KIWANIS CLEAN UP EVENT ANNOUNCEMENT BY TOMMY FLYNN – APRIL 11TH

Tom Flynn addressed the Board to announce the annual Kiwanis Community Clean Up. The event is scheduled for Saturday, April 11th, from 9:00 AM to 11:30 AM, with no rain date available. The event will begin and end at the Chester ShopRite (Wendy's) parking lot. Mr. Flynn noted that certificates of insurance would be provided to both the Town and the Village. The Town Clerk handles dumpster arrangements, and the event is assisted by both the Town Highway and Police Departments. Mr. Flynn anticipated a stronger turnout this year, as he had received numerous calls and emails from residents expressing concern about the condition of the community, and had been responding by encouraging residents to contribute whatever time they could.

Council Member Courtenay raised concern about litter on Route 17, noting it appeared to be originating from garbage trucks traveling toward the New Hampton landfill. He suggested the issue be elevated to the Department of Transportation and that enforcement action, such as ticketing of haulers, be pursued. Mr. Flynn noted that a longtime DOT contact who had been responsive to such concerns had since retired. Supervisor Holdridge indicated he has an existing DOT contact regarding potholes and would raise the garbage cleanup issue with them as well. The Board noted that an attempt to allow volunteers into the highway median some years prior was discontinued at the request of the event's insurance carrier.

PUBLIC COMMENT

Veronica Mott, Sugar Loaf, addressed the Board on several matters relating to a proposed immigration detention center. She noted that a representative of Cushman Pyramid had indicated to that the IDC proposal is no longer active, but requested an official statement from the property owner to formally confirm this. She asked the Board and Village to consider drafting laws to prohibit detention centers in Chester, pointing to similar legislative efforts in other states including Maryland. She further requested that the Board support reversing the sanctuary status of Orange County, which she said was changed in July of the prior year, and urged the Town to update and formally adopt its comprehensive plan and zoning laws without delay, noting the current plan has not yet been adopted and may leave the Town in a vulnerable position. She also asked that the Orange County Detention Center and jail be operated more humanely, referenced concerns in the business community regarding employees, and noted she had reached out to the Chester Food Pantry in anticipation of increased community need. Supervisor Holdridge confirmed that the comprehensive plan is the top priority on the Town attorney's to-do list and that it is nearing completion. Ms. Mott shared a copy of the Maryland legislation for reference.

Dylan Skriloff, The Chronicle, asked how many candidates were interviewed for the Council Member position, and confirmed the number was approximately 10. He also asked and confirmed Council Member Diffley's party affiliation. It was confirmed that Council Member Diffley is a Democrat.

Colleen Collins, via online, requested that a message be communicated to the public, through the Town newsletter or direct mail, asking residents to clean up after their dogs on the Heritage Trail. Council Member Courtenay confirmed he had seen related social media posts.

REPORTS – BASKETBALL PROGRAM, BUILDING DEPARTMENT, ANIMAL CONTROL, PARKS & RECREATION, POLICE DEPARTMENT, ROUTE 17 INTO I-86 UPDATES, GRANT UPDATE, WATER DEPARTMENT, PLANNING/ZONING BOARDS

Supervisor Holdridge presented the following reports for the month of February:

Basketball Program: The Town Recreational Basketball Program concluded successfully. The season served 51 players in grades 1 through 6. Supervisor Holdridge thanked Parks and Rec staff, particularly Kristin Palmer, as well as all volunteers and participating families.

Building Department: 11 new permits were issued; 15 permits were closed; 290 permits remain open. There were 15 inspections, 9 municipal searches, and 0 summons or complaints.

EMS: 82 total dispatches, 80 total responses, 55 transports, and 2 instances of no unit available. The dedicated Chester unit averaged a response time of 8 minutes and 56 seconds. The average response time across all units was 9 minutes and 47 seconds; when additional mutual aid units were included: 14 minutes and 35 seconds. There were 20 ALS and 43 BLS calls. Supervisor Holdridge noted he had met with approximately six other supervisors from Orange County to work on a county-level approach to ambulance service funding, aimed at reducing the direct financial burden on local municipalities. Council Member Courtenay noted this had also been discussed at an AOT Conference session, with counties expected to develop and present a plan to the State Department of Health. Full report online at Chester-NY.gov.

Animal Control: 7 complaints and 2 motor vehicle crashes involving deer were recorded. Calls for service included 4 found dogs, 1 dog bite, 1 cat bite, 1 found cat, 1 dog stuck under a deck, and 1 report of an unknown animal motionless on the side of the road (animal was gone upon officer arrival). Full report online at Chester-NY.gov.

Parks & Recreation: Senior trips for 2026 have been planned, with one trip already full and a waiting list in place. Family trips and children's activities have been outlined for the year. Fitness classes continue with strong attendance — 7 classes per week with an average of 19 participants. Congregate dining on Tuesdays and Thursdays is averaging 187 meals per month. Upcoming events include: the PBA Easter Egg Hunt on April 4th at the Chester Commons Park (5,000 eggs, 10:00 AM sharp); and the Annual Town of Chester Block Party and Fireworks on July 11th.

Police Department: Six arrests were recorded in the past month for offenses including operating a motor vehicle with a suspended license, endangering the welfare of a minor, harassment, criminal contempt, criminal trespass, and aggravated harassment. Non-criminal activity included 31 medical calls, 16 fire/burglar alarms, 9 domestic or other disputes, 7 suspicious person/vehicle reports, 4 injury crashes, 19 non-injury crashes, and 920 business security checks. Officers participated in child passenger safety seat checks and installations. A press conference was held with Senator Skoufis regarding the department's accreditation and a \$50,000 grant award. 304 hours of overtime were paid; part-time officers provided 143 hours of patrol coverage. Full report online at Chester-NY.gov.

Water Department: Approximately 6.5 million gallons of water were processed and distributed across all districts. Regular testing and maintenance were performed. Notable activity included shutting off two street valves on Pine Hill Road and Creamery Pond Road to isolate a leak in Sugar Loaf; a well motor and well pipe at well F4 were replaced in Lake Hill Farms; a saddle leak was fixed at 2 Cambridge Circle in Walton Lake Estates; and locks were replaced at the Fieldcrest water plant. Full report online at Chester-NY.gov.

Planning and Zoning Boards: The next Planning Board meeting is scheduled for April 1st. One seat remains open on the Planning Board; a new member, Don Higgins, has been appointed. The ZBA meeting is scheduled for March 12th at 7:00 PM with two applicants. The ZBA is fully staffed, including a second alternate, Paul Miller. The moratorium remains in place, with 6 applicants currently waiting for it to be lifted.

Route 17 / I-86 Update: Supervisor Holdridge and Deputy Supervisor Becker attended a meeting with the DOT regarding the Route 17 to I-86 conversion. DOT continues to recommend significantly enhancing Exit 126 with additional lanes and a single-point interchange configuration; closing Exit 127; installing a traffic circle at the intersection of Kings Highway, Lehigh, and Route 17M; and making improvements to Exit 128. A proposed new Exit 129 was also presented. New roadway signage is planned at all exits for Chester, Sugar Loaf, and Warwick, along with historic district signs for Sugar Loaf. A public hearing is planned for November 2026, followed by a 45-day public comment period through January 2027. Supervisor Holdridge noted his opposition to the closing of Exit 127 and encouraged residents to engage in the public comment process. The full DOT presentation has been posted on the Town website.

Grants Update: The Town is pursuing the Orange County Municipal Legislative Grant (approximately \$5,000) for a small parks and recreation project, and a Tourism Grant to help fund the field day event. A grant application for infrastructure work at Walt Lake Estates was submitted through the Congressman's office after a previously considered application for Surrey Meadows curbing was found ineligible.

Supervisor Holdridge also noted that Long Lot recently celebrated its eighth anniversary.

Additionally, Supervisor Holdridge reported that he reached out to the DOT regarding potholes on Route 17M and to the County DPW regarding road striping on Laroe Road heading towards Monroe. He also thanked residents who attended the most recent "Bagels with Brandon" session.

Deputy Supervisor Becker's Report: New pumps and rails have been installed in Surrey Meadows, and a new control panel is in place. The system is now in good condition, though infrastructure infiltration in some sewer mains will need to be addressed in the future. Deputy Supervisor Becker also noted that the Greens at Chester project is moving forward on water infrastructure to allow approximately 8 units to receive their Certificates of Occupancy, and that he has been in contact with the Building Inspector to ensure there are no delays.

Council Member Courtenay's Report: No report.

Council Member Diffley's Report: Council Member Diffley thanked the Board for their trust and pledged to serve the Town to the best of his ability.

Town Clerk Zappala's Report: Town Clerk Zappala noted that the Town Clerk's Office serves as the central hub of the Town and encouraged residents who are unsure where to direct their questions to call her office at (845) 469-7000, extension 4. All staff are notaries public available, free of charge, Monday through Friday. Upcoming events and announcements shared included:

- Shred Event: Friday, June 12th, 10:00 AM to 12:00 PM in the Town Hall parking lot, open to all Town residents.
- Mortgage Tax Receipts: Orange County submitted receipts for February in the amount of \$23,554.
- Bellvale Community Hymn Sing: March 28th at 6:30 PM, 359 Gibson Hill Road. All are welcome.
- PBA Easter Egg Hunt: April 4th, 10:00 AM, Chester Commons Park, 5,000 eggs.
- Sugar Loaf Engine Company Blood Drive: Thursday, April 9th, 1:00 PM to 7:00 PM, in partnership with the New York Blood Center.
- Chester Advisory Council Electronics Recycling Drive: Saturday, April 11th, 10:00 AM to 2:00 PM in the Town Hall parking lot, coinciding with the Kiwanis Cleanup. Accepted items include window air conditioners, dehumidifiers, water coolers, mini fridges, and other refrigerant-carrying appliances. Volunteers are needed; students may earn community service credit. Contact: chesteradvisory@gmail.com.

Town Clerk Zappala also recognized Warwick Valley Humane Society for their ongoing support in dog licensing and enforcement.

RESOLUTION TO ACCEPT AGREEMENT WITH MUNICOLLAB FOR PLANNING BOARD AND ZONING BOARD OF APPEALS ADVANCED SERVICES

Supervisor Holdridge asked to move Item 11 ahead of Item 10 on the agenda to accommodate a guest presenter, before returning to Comptroller Meyer's report.

MOTION by Supervisor Holdridge and second by Council Member Courtenay to move Item 11 ahead of Item 10 on the agenda.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

Supervisor Holdridge provided background, noting that the MuniCollab platform has been under consideration since a demonstration was provided in August 2025, and that it carries the endorsement of both the Planning Board and the Zoning Board of Appeals. He noted that 2025 pricing — Year 1 at \$11,750, Year 2 and Year 3 at \$6,750 each, split 75/25 between the Planning Board and ZBA budgets — would increase if not accepted by the end of March.

Abe Uchitelle, founder and representative of MuniCollab, addressed the Board. He explained that the platform was built specifically for planning and zoning workflows and is in use throughout New York State and now entering New Jersey, serving municipalities ranging from a few thousand to several hundred thousand residents. The system is tiered by municipality size. Since his August 2025 presentation, new features have been released, including an upcoming escrow management module. The onboarding process involves MuniCollab leading the setup in collaboration with Town staff, migrating existing forms and processes into the digital workflow, and conducting training for both staff and Board members. He confirmed that Planning Board secretary, Melissa, had been in communication with his team and was enthusiastic about the platform. He also confirmed that Planning Board Chairperson Jackie Elfers had been involved in the initial demonstrations.

Discussion was held regarding user access levels. The Board discussed giving full administrative access to staff and Board chairs, with read-only or limited access for other board members, and recommended that consultants such as the Town engineer and attorney also receive some level of access. MuniCollab confirmed there is no limit on the number of users. Comptroller Meyer confirmed the item is budgeted.

MOTION to accept the agreement with MuniCollab for Planning Board and Zoning Board of Appeals Advanced Services was made by Council Member Becker and seconded by Council Member Courtenay.

The motion carried 3–0, with 1 abstention.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay, ABSTAINED(1): Diffley ADOPTED

Supervisor Holdridge also took the opportunity to thank Abe and the Ulster County Legislature for signing on to a joint letter regarding the Chester' ICE Detention Center last month.

COMPTROLLER MEYER 2025 YEAR-END FINANCIAL REPORT

Comptroller Neil Meyer presented a draft 2025 year-end financial report, emphasizing that the figures are unaudited and intended for the Board's internal use in making informed decisions. He noted that timely financial information is essential and that waiting until the annual audit is complete in the summer is too late for effective governance. The outside audit is scheduled for March 30th, with field work already underway.

Comptroller Meyer walked the Board through the following schedules:

Schedule A – Summary of Revenues and Expenditures: For the most part, all funds came in on or under budget. The Part Town Fund showed a net decrease of approximately \$453,000, against a planned utilization of \$300,000 in fund balance. The difference was attributed to a year-end payroll accrual for the Police Department, which is taxed and recovered in the following year (2026), making the effective variance approximately \$300,000 as planned. The General Fund reflected a net increase of approximately \$200,000 after adjusting for the proceeds from the sale of the SLPAC (which were intended for 2026 use), and the loan is to be paid next week.

Schedule B – Year-End Water Analysis: Water funds generally increased fund balance. Comptroller Meyer noted the importance of tracking gallons billed versus gallons distributed, with 10–15% being the accepted standard for unaccounted-for water loss. Several districts came in slightly above that threshold, which the Board and Water Department should monitor more closely. Deputy Supervisor Becker noted that better documentation of known leaks would help account for discrepancies.

Schedule C – Changes in Fund Balance: The General Fund's unrestricted fund balance stands at approximately 15% of 2026 appropriations. The Part-Town Fund is at 8%; Highway Town-Wide at 24%; and Highway Part-Town at 8%. Comptroller Meyer noted that while the State Comptroller does not prescribe a specific threshold, Supervisor Holdridge has directed the department to target 10–15%. A general rule of thumb is to maintain

approximately 3 months of cash reserves, though the Town's practice of collecting tax revenue at the start of the year mitigates this concern. The shift to quarterly water billing has also significantly improved cash flow in water funds.

Schedule D – Cash Position: The General Fund held approximately \$2.1 million in cash at year end, with \$1.6 million in overnight investments. The Part-Town Fund was at \$85,000 at year end, reflecting a timing difference from the fourth-quarter county sales tax distribution. Working capital figures were also presented for each fund, accounting for outstanding receivables and payables.

Schedules E through H: These schedules, covering the balance sheet, income statement, budget-to-actual analysis, schedule of cash reserves, and debt schedule, were distributed to the Board for individual review. Comptroller Meyer noted total inter-fund loans (due to/due from) of only approximately \$3,500, attributed to year-end timing differences. Outstanding debt by fund was summarized in the debt schedule rollforward.

Schedule I – Variance Analysis: Comptroller Meyer reviewed departmental line items where actual expenditures varied from the adopted budget by more than 15%, the threshold used by the Controller's Office. Notable items included: legal fees related to the comprehensive plan (\$25,000 over budget); engineering costs for the comprehensive plan and sidewalk work; the Senior Center building line (due to the generator purchase, offset by ARPA revenue); the Police Department building (also involving ARPA funds); street lighting (due to budgeting miscalculations); and retirement costs, which increased substantially due to a Board-authorized resolution for a police officer and a broader increase in state retirement rates of nearly \$200,000 year-over-year. Comptroller Meyer and Supervisor Holdridge acknowledged the challenge of budgeting for grant-funded expenditures, noting that a long-term plan will address this by budgeting both the expense and corresponding revenue simultaneously.

Schedules J and L – Comparative Analysis: A three-year comparative analysis of revenues and expenditures was presented as the foundation for building a multi-year budget forecast. Comptroller Meyer expressed the goal of moving away from annual budget guesswork to a three-year rolling projection that anticipates revenues, expenditures, capital needs, and potential bonding or financing requirements. He credited Supervisor Holdridge for the overall accuracy of the 2025 budget, given that it was produced while the Town was simultaneously updating its chart of accounts.

Comptroller Meyer addressed Board-identified weaknesses from the prior year's audit, reporting progress on the following: journal entry accruals are largely complete, with minor outstanding items awaiting auditor input; the Employee Self-Service System is being implemented to bring Police Department payroll oversight into Town Hall, as recommended by auditors; budget monitoring with formal amendments has been substantially improved; and compensated absences tracking remains in progress.

Deputy Supervisor Becker raised the future revenue impact of the Greens at Chester development coming online, noting that while the Town will receive tax revenue, it will not bear road maintenance costs, and that Sewer District 1 infrastructure — specifically the pump station near Whispering Hills — will require attention. Comptroller Meyer acknowledged the need for further discussion on how those revenues should be reserved or applied, and expressed concerns about sewer district financing situation.

Council Member Courtenay raised a question regarding the 18% increase budgeted for medical insurance against an actual increase of 8%, noting he would prefer to see conservative estimates going forward. Comptroller Meyer noted that new employee additions and their benefit elections also affect the variance and that over-budgeting in this area is preferable to being caught short. Council Member Courtenay noted the recent decline in county sales tax revenue — Orange County reported approximately \$900,000 below projections. The Comptroller had been anticipated this and was not included as a bonus line item in the 2026 budget. He added that many municipalities have been struggling with this issue but the Town has made the adjustment. He mentioned the current increased cost of energy and the potential impact on future budgets.

Comptroller Meyer concluded by asking Board members to review the materials and submit questions by email, emphasizing that financial transparency and long-term planning are the primary goals of the work his department is undertaking. He thanked Deputy Tanya McPhee and Payroll Clerk Julie Tiller for their work in compiling the report. Supervisor Holdridge added his appreciation to the Comptroller and his staff on their work towards financial transparency, important for both the Town Board and the public to understand.

In response to a question from Council Member Diffley, Comptroller Meyer confirmed that once the audit is complete, the audited financial statements and the Annual Financial Report (AFR) will be submitted to the Town Clerk and posted on the Town website. The Board may also invite the auditors to deliver a public presentation upon completion.

RESOLUTION TO AUTHORIZE SUPERVISOR HOLDRIDGE TO SIGN GENERATOR MAINTENANCE AGREEMENT WITH GENTECH

The Board considered a maintenance agreement with Gentech for the Senior Center generator.

MOTION to authorize Supervisor Holdridge to sign the generator maintenance agreement with Gentech was made by Council Member Courtenay and seconded by Council Member Cassara.

The motion carried unanimously.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

RESOLUTION TO AUTHORIZE CREATION OF A CHESTER COMMONS LIGHTING UPGRADES CASH RESERVE – USING THE REMAINING \$6,696.52 FROM THE \$20,000 PECKHAM GRANT AWARD FROM 2025. WILL BE USED TO PAY OFF THE REST OF THE UPGRADE COSTS THIS SPRING

Supervisor Holdridge explained that a \$20,000 grant from Peckham was secured in 2025 for lighting and control panel upgrades at Chester Commons Field. Approximately \$6,500 remains unspent, and the work was not completed due to weather. A cash reserve is being established to ensure those remaining grant funds are preserved and applied to the project's completion this spring.

MOTION to authorize the creation of the Chester Commons Lighting Upgrades Cash Reserve was made by Council Member Courtenay and seconded by Council Member Becker.

The motion carried unanimously.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

SENIOR BUS TRIP REFUND REQUEST FOR THREE CHESTER RESIDENTS – VARIOUS EVENTS PREVENTED THE THREE FROM BEING ABLE TO ATTEND THESE TRIPS. \$458 PER RESIDENT

Refunds of \$458 each were requested for three Chester residents who were unable to attend senior bus trips. The Board noted this was in addition to approximately seven refunds approved at the prior meeting.

MOTION to accept the senior bus trip refund requests was made by Council Member Courtenay and seconded by Council Member Cassara.

The motion carried unanimously.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

RESOLUTION TO AUTHORIZE TOWN ENGINEER JOHN QUEENAN TO CREATE BID DOCS FOR SURREY CULVERT, POND RD DAM, AND HIGHWAY DEPT. ROOF PROJECTS

Supervisor Holdridge described the three projects:

The Surrey Road culvert is in need of replacement and poses a significant risk of road failure affecting a large residential area; it has already experienced a partial cave-in that required repair and patching.

The Pond Road headwall, which supports a culvert on the shortcut road between Kings Highway and Laroe Road, also requires full replacement after a temporary repair performed by the Highway Department last year. Both projects were characterized as safety-critical infrastructure.

The Highway Department garage roof has been in need of repair or replacement for some time and was added to the bond package to take advantage of a combined financing rate.

MOTION to authorize Town Engineer John Queenan to create bid documents for the Surrey Culvert, Pond Road Headwall, and Highway Department Roof projects was made by Council Member Becker and seconded by Council Member Courtenay.

The motion carried unanimously.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

RESOLUTION TO AUTHORIZE SUPERVISOR HOLDRIDGE TO SIGN FIRE AND BURGLAR ALARM AGREEMENTS WITH HARRY ROTOLO & SON, INC - \$45 AND \$29 PER MONTH RESPECTIVELY

MOTION to authorize Supervisor Holdridge to sign fire and burglar alarm agreements with Harry Rotolo & Son, Inc. at \$45 and \$29 per month respectively was made by Council Member Becker and seconded by Council Member Cassara.

The motion carried 4-0, with one abstention.

VOTE: AYES(4): Holdridge, Becker, Cassara, Diffley, ABSTAINED(1): Courtenay

ADOPTED

RESIGNATION OF CONNIE ROACH FROM CHESTER PARKS ADVISORY BOARD

Supervisor Holdridge acknowledged the resignation of Connie Roach from the Chester Parks Advisory Board, thanking her for her contributions and active participation in the board's meetings.

MOTION to accept the resignation of Connie Roach from the Chester Parks Advisory Board was made by Council Member Becker and seconded by Council Member Cassara.

The motion carried 4-0, with one abstention.

VOTE: AYES(4): Holdridge, Becker, Cassara, Diffley, ABSTAINED(1): Courtenay

ADOPTED

RESOLUTION TO APPROVE JUSTICE COURT EDUCATION REQUEST TO ATTEND 2026 IMPAIRED DRIVING SEMINAR DURING MAY 6 & 7 – TWO EMPLOYEES, NO SEMINAR FEE

Two Justice Court employees, Patty and Arlene, requested approval to attend the 2026 Impaired Driving Seminar on May 6th and 7th. There is no seminar fee associated with the training.

MOTION to approve the Justice Court education request was made by Council Member Cassara and seconded by Council Member Becker.

The motion carried 4-0, with one abstention.

VOTE: AYES(4): Holdridge, Becker, Cassara, Diffley, ABSTAINED(1): Courtenay

ADOPTED

RESOLUTION TO ACCEPT HIGHWAY ROOF PROJECT BOND RESOLUTION - \$150,000

Attorney Cassidy noted that the bond authorization must be passed before the bid documents are created, as bonding costs incurred for the bid package itself can be incorporated into the bond amount. In reply to Council Member Diffley's question about the estimated expense, Attorney Cassidy clarified it is based on the engineer's estimate. Attorney Cassidy read the Highway Roof Project Bond Resolution, which follows, into the record. The resolution authorizes the Town of Chester to issue bonds in a principal amount not to exceed \$150,000, pursuant to Local Finance Law, to finance improvements to the Highway Department building. The period of probable usefulness is 15 years. The resolution is subject to permissive referendum, and the Town Clerk is directed to publish the resolution in the official Town newspaper and post it on the Town's signboard within 10 days of adoption.

Meeting of the Town Board of the

Town of Chester, in the

County of Orange, New York

March 11, 2026

* * *

A meeting of the Town Board of the Town of Chester, in the County of Orange, New York, was held at the Town Hall, 1786 Kings Highway, Chester, New York, on March 11, 2026.

There were present: Hon. Brandon Holdridge, Supervisor; and

Board Members: Council Member Tom Becker

Council Member Giuseppe Cassara

Council Member Robert Courtenay

Council Member Stephen Diffley

There were absent: None

Also present: Linda Zappala, Town Clerk

* * *

Council Member Courtenay offered the following resolution and moved its adoption:

BOND RESOLUTION OF THE TOWN OF CHESTER, NEW YORK,
ADOPTED MARCH 11, 2026, AUTHORIZING THE ISSUANCE OF
BONDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$150,000 TO
FINANCE THE CONSTRUCTION OF IMPROVEMENTS TO THE
HIGHWAY DEPARTMENT ROOF, STATING THE ESTIMATED
MAXIMUM COST THEREOF IS \$150,000 AND APPROPRIATING SAID
AMOUNT FOR SUCH PURPOSE

THE TOWN BOARD OF THE TOWN OF CHESTER, IN THE COUNTY OF ORANGE,
NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said
Town Board) AS FOLLOWS:

Section 1. The Town of Chester, in the County of Orange, New York (herein called the
“Town”), is hereby authorized to issue bonds in a principal amount not to exceed \$150,000 pursuant to the Local
Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the
“Law”), to finance the construction of improvements to the Highway Department roof.

Section 2. The estimated maximum cost of the project described herein, including preliminary
costs and costs incidental thereto and the financing thereof, is \$150,000 and said amount is hereby appropriated
for such purpose. The plan of financing includes the issuance of bonds in a principal amount not to exceed
\$150,000 to finance said appropriation, the levy and collection of taxes on all the taxable real property in the Town
to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 3. The following additional matters are hereby determined and declared:

(a) The period of probable usefulness applicable to the object or purpose for which said bonds
are authorized to be issued, within the limitations of Section 11.00 a. 12 (a)(2) of the Law, is fifteen (15) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in
anticipation of said bonds may be applied to reimburse the Town for expenditures made after the effective date of
this resolution for the purpose for which said bonds are authorized. The foregoing statement of intent with respect
to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury
Department.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five years.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds, and any notes issued in anticipation of said bonds, shall be general obligations of the Town, payable as to both principal and interest by general tax upon all the taxable real property within the Town. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 of the Law relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 and 168.00 of the Law, the powers and duties of the Town Board as to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, and as to executing contracts for credit enhancements and providing for substantially level or declining annual debt service, are hereby delegated to the Supervisor, the chief fiscal officer of the Town.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution is subject to a permissive referendum and the Town Clerk is hereby authorized and directed, within ten (10) days after adoption of this resolution, to publish or cause to be published, in full, in the official newspaper of the Town, having a general circulation within said Town, and to

post on the sign board of the Town maintained pursuant to the Town Law, a Notice in substantially the form appearing in Exhibit A hereto.

Section 8. The Town Clerk is hereby authorized and directed, after said bond resolution shall take effect, to cause said bond resolution to be published, in summary, in the official newspaper of the Town, together with a Notice in substantially the form as provided by Section 81.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York.

* * *

The adoption of the foregoing resolution was seconded by Council Member Becker and duly put to a vote on roll call, which resulted as follows:

AYES: (5)

Holdridge

Becker

Cassara

Courtenay

Diffley

NOES: (0)

The resolution was declared adopted.

RESOLUTION TO ACCEPT POND RD HEADWALL PROJECT BOND RESOLUTION - \$200,000

Attorney Cassidy read the Pond Road Headwall Project Bond Resolution, which follows, into the record. The resolution authorizes the Town to issue bonds in a principal amount not to exceed \$200,000, pursuant to Local Finance Law, to finance construction of improvements to the headwall on Pond Road as described in the report prepared by Lanc & Tully Engineering and Surveying DPC, dated October 7, 2025. The period of probable usefulness is 30 years. The resolution is subject to permissive referendum, with the same publication and posting requirements as the prior resolution.

Meeting of the Town Board of the

Town of Chester, in the

County of Orange, New York

March 11, 2026

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A meeting of the Town Board of the Town of Chester, in the County of Orange, New York, was held at the Town Hall, 1786 Kings Highway, Chester, New York, on March 11, 2026.

There were present: Hon. Brandon Holdridge, Supervisor; and

Board Members: Council Member Tom Becker

Council Member Giuseppe Cassara

Council Member Robert Courtenay

Council Member Stephen Diffley

There were absent: None

Also present: Linda Zappala, Town Clerk

* * *

Council Member Courtenay offered the following resolution and moved its adoption:

BOND RESOLUTION OF THE TOWN OF CHESTER, NEW YORK,
ADOPTED MARCH 11, 2026, AUTHORIZING THE ISSUANCE OF
BONDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$200,000 TO
FINANCE THE CONSTRUCTION OF IMPROVEMENTS TO THE
HEADWALL ON POND ROAD, STATING THE ESTIMATED
MAXIMUM COST THEREOF IS \$200,000 AND APPROPRIATING SAID
AMOUNT FOR SUCH PURPOSE

THE TOWN BOARD OF THE TOWN OF CHESTER, IN THE COUNTY OF ORANGE,
NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said
Town Board) AS FOLLOWS:

Section 1. The Town of Chester, in the County of Orange, New York (herein called the
“Town”), is hereby authorized to issue bonds in a principal amount not to exceed \$200,000 pursuant to the Local
Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the
“Law”), to finance the construction of improvements to the headwall on Pond Road, as described in a report
prepared by Lanc & Tully Engineering and Surveying, D.P.C. dated October 7, 2025.

Section 2. The estimated maximum cost of the project described herein, including preliminary
costs and costs incidental thereto and the financing thereof, is \$200,000 and said amount is hereby appropriated
for such purpose. The plan of financing includes the issuance of bonds in a principal amount not to exceed
\$200,000 to finance said appropriation, the levy and collection of taxes on all the taxable real property in the Town
to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 3. The following additional matters are hereby determined and declared:

(a) The period of probable usefulness applicable to the object or purpose for which said bonds
are authorized to be issued, within the limitations of Section 11.00 a. 3 of the Law, is thirty (30) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in
anticipation of said bonds may be applied to reimburse the Town for expenditures made after the effective date of
this resolution for the purpose for which said bonds are authorized. The foregoing statement of intent with respect
to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury
Department.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five years.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds, and any notes issued in anticipation of said bonds, shall be general obligations of the Town, payable as to both principal and interest by general tax upon all the taxable real property within the Town. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 of the Law relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 and 168.00 of the Law, the powers and duties of the Town Board as to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, and as to executing contracts for credit enhancements and providing for substantially level or declining annual debt service, are hereby delegated to the Supervisor, the chief fiscal officer of the Town.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution is subject to a permissive referendum and the Town Clerk is hereby authorized and directed, within ten (10) days after adoption of this resolution, to publish or cause to be

published, in full, in the official newspaper of the Town, having a general circulation within said Town, and to post on the sign board of the Town maintained pursuant to the Town Law, a Notice in substantially the form appearing in Exhibit A hereto.

Section 8. The Town Clerk is hereby authorized and directed, after said bond resolution shall take effect, to cause said bond resolution to be published, in summary, in the official newspaper of the Town, together with a Notice in substantially the form as provided by Section 81.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York.

* * *

The adoption of the foregoing resolution was seconded by Supervisor Holdridge and duly put to a vote on roll call, which resulted as follows:

AYES: (5)

Holdridge

Becker

Cassara

Courtenay

Diffley

NOES: (0)

The resolution was declared adopted.

RESOLUTION TO ACCEPT SURREY RD CULVERT PROJECT RESOLUTION - \$600,000

Attorney Cassidy read the Surrey Road Culvert Project Bond Resolution, which follows, into the record. The resolution authorizes the Town to issue bonds in a principal amount not to exceed \$600,000, pursuant to Local Finance Law, to finance the replacement of the culvert on Surrey Road as described in the report prepared by Lanc & Tully Engineering and Surveying DPC, dated October 7, 2025. The period of probable usefulness is 40 years. The resolution is subject to permissive referendum, with the same publication and posting requirements.

Meeting of the Town Board of the

Town of Chester, in the

County of Orange, New York

March 11, 2026

* * *

A meeting of the Town Board of the Town of Chester, in the County of Orange, New York, was held at the Town Hall, 1786 Kings Highway, Chester, New York, on March 11, 2026.

There were present: Hon. Brandon Holdridge, Supervisor; and

Board Members: Council Member Tom Becker

Council Member Giuseppe Cassara

Council Member Robert Courtenay

Council Member Stephen Diffley

There were absent: None

Also present: Linda Zappala, Town Clerk

* * *

Council Member Courtenay offered the following resolution and moved its adoption:

BOND RESOLUTION OF THE TOWN OF CHESTER, NEW YORK,
ADOPTED MARCH 11, 2026, AUTHORIZING THE ISSUANCE OF
BONDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$600,000 TO
FINANCE THE REPLACEMENT OF THE CULVERT ON SURREY
ROAD, STATING THE ESTIMATED MAXIMUM COST THEREOF IS
\$600,000 AND APPROPRIATING SAID AMOUNT FOR SUCH
PURPOSE

THE TOWN BOARD OF THE TOWN OF CHESTER, IN THE COUNTY OF ORANGE, NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said Town Board) AS FOLLOWS:

Section 1. The Town of Chester, in the County of Orange, New York (herein called the "Town"), is hereby authorized to issue bonds in a principal amount not to exceed \$600,000 pursuant to the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the "Law"), to finance the replacement of the culvert on Surrey Road, as described in a report prepared by Lanc & Tully Engineering and Surveying, D.P.C. dated October 7, 2025.

Section 2. The estimated maximum cost of the project described herein, including preliminary costs and costs incidental thereto and the financing thereof, is \$600,000 and said amount is hereby appropriated for such purpose. The plan of financing includes the issuance of bonds in a principal amount not to exceed \$600,000 to finance said appropriation, the levy and collection of taxes on all the taxable real property in the Town to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 3. The following additional matters are hereby determined and declared:

(a) The period of probable usefulness applicable to the object or purpose for which said bonds are authorized to be issued, within the limitations of Section 11.00 a. 4 of the Law, is forty (40) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the Town for expenditures made after the effective date of this resolution for the purpose for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

(c) The proposed maturity of the bonds authorized by this resolution will exceed five years.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds, and any notes issued in anticipation of said bonds, shall be general obligations of the Town, payable as to both principal and interest by general tax upon all the taxable real property within the Town. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and any

notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 of the Law relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 and 168.00 of the Law, the powers and duties of the Town Board as to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, and as to executing contracts for credit enhancements and providing for substantially level or declining annual debt service, are hereby delegated to the Supervisor, the chief fiscal officer of the Town.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution is subject to a permissive referendum and the Town Clerk is hereby authorized and directed, within ten (10) days after adoption of this resolution, to publish or cause to be published, in full, in the official newspaper of the Town, having a general circulation within said Town, and to post on the sign board of the Town maintained pursuant to the Town Law, a Notice in substantially the form appearing in Exhibit A hereto.

Section 8. The Town Clerk is hereby authorized and directed, after said bond resolution shall take effect, to cause said bond resolution to be published, in summary, in the official newspaper of the Town, together with a Notice in substantially the form as provided by Section 81.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York.

* * *

The adoption of the foregoing resolution was seconded by Supervisor Holdridge and duly put to a vote on roll call, which resulted as follows:

AYES: (5)

Holdridge

Becker

Cassara

Courtenay

Diffley

NOES: (0)

The resolution was declared adopted.

Following the vote, Comptroller Meyer asked the Board to begin considering whether to pursue Bond Anticipation Notes (BANs) first or proceed directly to bonding, and to consider the desired repayment period for each project, as the three bonds carry different useful life designations. He noted that BANs could ultimately be consolidated into a single bond. He agreed to send the Board a written recommendation on the most advisable course of action. The Board noted these are Town-wide projects and that spreading costs over time is preferable to a single-year tax impact.

EXECUTIVE SESSION – LITIGATION AND PERSONNEL

The Board entered into executive session and later returned to open session.

MOTION by Council Member Courtenay and second by Council Member Becker to enter into Executive Session at 8:40pm on a matter of litigation and personnel.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

MOTION by Council Member Becker and second by Supervisor Holdridge to adjourn the Executive Session at 9:00pm.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Ryan Senning addressed the Board in support of the infrastructure bond investments, but asked for greater transparency regarding how the three projects were prioritized and what other infrastructure needs exist across the Town. Supervisor Holdridge and Deputy Supervisor Becker explained that the Surrey culvert and Pond Road headwall were selected due to immediate public safety risks, including prior partial road failures, and that the highway roof was added to take advantage of the combined bond rate. Council Member Courtenay spoke to the extensive infrastructure needs in Surrey Meadows specifically, noting the development is over 57 years old and has ongoing issues with sewer infiltration and deteriorated curbing, including a prior grant for curbing repairs that was not fully utilized. Council Member Cassara asked Mr. Senning if he had specific infrastructure concerns in Sugar Loaf; Mr. Senning referenced the Sugar Loaf firehouse, which Supervisor Holdridge noted is Fire District property and outside direct Town jurisdiction, though the Town's grant writers have been assisting the Fire District with a FEMA grant application. Supervisor Holdridge committed to working toward a more accessible public-facing summary of infrastructure priorities as the engineer's assessment is further developed.

ADJOURNMENT

MOTION by Council Member Becker, and second by Council Member Cassara to adjourn the meeting at 9:10pm there being no additional business brought before the Board.

VOTE: AYES(5): Holdridge, Becker, Cassara, Courtenay, Diffley

ADOPTED

Respectfully submitted,

Linda A. Zappala, RMC
Town Clerk
2026-3-11