

**TOWN BOARD
2026 REORGANIZATION MEETING
January 2, 2026, 6:30pm**

Ahead of the start of the 2026 Reorganization meeting a swearing-in ceremony was conducted for elected officials.

SWEARING IN OF GIUSEPPE CASSARA

District Attorney Hoovler administered the Oath of Office to Giuseppe Cassara as Town Council Member. Family Members were present for photos following the ceremony.

SWEARING IN OF LINDA ZAPPALA

Supervisor Holdridge administered the Oath Of office to Linda Zappala for her position as Town Clerk and congratulated her on her reelection.

Supervisor Holdridge then congratulating Bob Courtenay and Giuseppe Cassara for their election as Town Councilmen and Linda Zappala for her reelection as Town Clerk. He expressed hope that despite the campaign season, the Board would come together to work for Chester.

Call to Order

Supervisor Holdridge called the Special Town Board meeting to order on January 2, 2025 at 6:35pm.

Attendance

Town Clerk Zappala called the roll:

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

Determination of Quorum: Yes X No

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

SUPERVISOR HOLDRIDGE'S STATEMENT ON POTENTIAL ICE FACILITY IN THE VILLAGE OF CHESTER

Regarding the potential ICE facility, Supervisor Holdridge stated that the Washington Post had reported Chester, NY was on a preliminary shortlist of sites that the Department of Homeland Security's ICE division was considering for processing and distribution facilities.

He read a personal statement opposing any ICE presence in Chester: "I am against any and all ICE presence in Chester, New York. The well-documented abuses and illegal actions being carried out by this president's Department of Homeland Security have no place in our town, let alone our country. In addition, we do not want the traffic, infrastructure, and safety concerns that would come from a project like this imposed on us. I will work with the Village of Chester and any other government entity/official to keep any potential ICE facility out of Chester."

Supervisor Holdridge reported he had contacted the Village of Chester Mayor, Senator's office, and Representative Pat Ryan's office. He still needed to reach out to Assemblyman Brian Maher and U.S. Senators Gillibrand and Schumer. He clarified that based on all information gathered, plans were preliminary with no concrete proposals for Chester at this time.

He noted the facility was proposed for the Village of Chester, not the Town of Chester. The Village owns the majority of the industrial park, with the Town having jurisdiction over only a small sliver. Any attempts to block the project would need to go through the Village of Chester. He committed to doing what he could politically to dissuade the federal government from carrying this out in Chester.

Council Member Courtenay added that he too was against the proposal and found it disheartening that elected officials had to learn about this from residents and the media rather than being contacted directly by federal officials.

PUBLIC COMMENT

Several Members of the public spoke about the potential ICE facility:

Veronica Mott, Bellvale Road, Chester, expressed appreciation for the Supervisor's strong statement and noted many people shared his opposition.

Vanessa from For The Many (representing Orange, Ulster, Dutchess, and Sullivan Counties) thanked Supervisor Holdridge and Council Member Courtenay for their opposition. She expressed concern that community Members who work in the area were being stopped simply for being brown or looking like a person of color. She urged officials to contact state representatives and noted legislation like the New York for All Act and Dignity Not Detention Act that could help prevent the expansion.

Arzoni from Middletown expressed gratitude for the Board's position and mentioned that some undocumented residents were afraid to attend but appreciated the Board's words.

Online comments included opposition from Lydia Cuadros and support from Doug Dee.

EPIC FUND INVESTMENT POLICY DISCUSSION

Town Comptroller Neil Meyer presented information on the EPIC Fund, a new municipal investment pool option. He explained:

- Last year, the Town had invested in New York CLASS, a pooled investment vehicle for municipalities that earned approximately 4% interest (compared to 2% from Webster Bank).
- Interest rates had recently dropped to about 3.6% with New York CLASS.
- The EPIC program would be a new option starting in February or March 2025.
- The program is expected to offer about 3.8% interest compared to New York CLASS's current 3.6%.
- EPIC would have similar collateralization as New York CLASS with a triple-A rating.
- Unlike New York CLASS, managed by a private equity firm, EPIC would be managed by US Bank.
- The Town of Glenville and Village of Florida had already been approached about participation.
- Adding EPIC to the investment policy would give the Town more options for maximizing interest on tax revenue received in January and February.

Neil emphasized there was no commitment required and funds remain highly liquid (available within 24 hours) with either investment pool. The goal was to have multiple options available when tax revenues come in.

2026 REORGANIZATION DOCUMENT

ON A MOTION OFFERED BY Council Member Becker and seconded by Council Member Courtenay to approve the following:

1. SET MEETINGS FOR YEAR 2nd and 4th of Wednesday of each month, 6:45pm,
Chester Town Hall (unless otherwise posted)
2. SET WORK SESSION FOR YEAR as needed: **TBD**
3. 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.
4. ADOPT RULES OF CONDUCT AND DECORUM: (SEE ATTACHED)
5. ADOPT BOARD MEETING GUIDELINES (SEE ATTACHED)
6. DESIGNATE OFFICIAL DEPOSITORIES: Webster Bank, Key Bank, Orange Bank & Trust,
NYCLASS,EPIC FUND
7. DESIGNATE OFFICIAL NEWSPAPER: Times Herald Record
8. DESIGNATE POLLING PLACES: **TBD**
9. ADOPT PLEDGE OF ALLEGIANCE: To be performed at the beginning of every Board meeting.
10. ADOPT WRITTEN INVESTMENT POLICY (SEE ATTACHED)
11. ADOPT FEE SCHEDULE (SEE ATTACHED)
12. ADOPT CREDIT CARD POLICY (SEE ATTACHED)
13. AUTHORIZATIONS:

SCHOOL ATTENDANCE AT THE EXPENSE OF TOWN With Permission Granted
By The Town Board.

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

AUTHORIZE PAYMENT OF UTILITY BILLS AS RECEIVED AND POSTAGE AS NEEDED.
14. SET RATE OF MILEAGE COMPENSATION FOR PERSONAL VEHICLES: Seventy Two ½
(\$.72.5) cents per mile as per IRS 2026 rate.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

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

ON A MOTION OFFERED BY Council Member Courtenay, seconded by Council Member Cassara to adopt the following resolution:

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, Comptroller 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 2, 2026.

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:

Chester Town Supervisor

Chester Town Clerk

Receiver of Taxes – Town of Chester

Chester Town Justice

Chester Town Justice

Chester Town Highway Superintendent

Comptroller – Town of Chester

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 , 2026 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

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

STANDARD WORK DAY RESOLUTION

ON A MOTION OFFERED BY Council Member Becker and second by Council Member Courtenay to adopt the following resolution.

BE IT RESOLVED, that the Town of Chester, Location code 30466 hereby establishes the standard work day of 8 hours per day for all Police, Highway and Water Department employees and 6 hours per day for all other employees including elected and appointed official and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system records or the records of activities maintained and submitted to the clerk of this body by April 15, 2026.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

APPOINTMENTS

ON A MOTION OFFERED BY Council Member Cassara and second by Council Member Courtenay to approve the following appointments:

- | | |
|--|------------------|
| Police Commission: | Town Board |
| Deputy Supervisor: | Tom Becker |
| Authorize Deputy’s Signature in Absence of Supervisor: | Tom Becker |
| Town Clerk Appoints Deputy: | Heidi Schmid |
| Town Clerk Appoints Deputy: | Michel Ruiz |
| Receiver of Taxes Appoints Deputy: | Linda A. Zappala |
| 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

Zoning and Planning Board Secretary:

Melissa Foote

Court Clerks:

Kathy Moran, Patricia Hechinger

Deputy Court Clerk:

Arlene Rittenhouse

Emergency Management Officer:

Daniel Doellinger

Historian:

Clifton Patrick

Warwick Valley Humane Society

Animal Control Officer:

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

CONSULTANTS

ON A MOTION OFFERED BY Council Member Becker and seconded by Council Member Courtenay
to approve the following appointments:

Attorney for the Town:	Elizabeth Cassidy, Esq.
Attorney for the Planning Board:	Dominic Cordisco (Drake Loeb)
Attorney for the ZBA:	Alyse Terhune, Esq.
Attorney for the Ethics Board:	Gary S. Goldstein, Esq.
Special Prosecutor:	John H. Bach, Esq.
Engineer for the Planning Board:	Lanc & Tully
Auditing Firm:	RBT, LLC
Planner:	Lanc & Tully
Grant Writer	MILLENNIUM
Labor Attorney	Thomas Drohan Waxman Petigrow & Mayle, LLP
Local Prosecutor - Code Enforcement:	Elizabeth Cassidy, Esq.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

BOARD MEMBER APPOINTMENTS

ON A MOTION OFFERED BY Council Member Courtenay second by Council Member Cassara to approve the following appointments:

- | | |
|--|--------------------------------|
| Planning Board Chair for Term Ending: 12-31-26: | TBD |
| Planning Board Member for Term Ending: 12-31-28: | VACANT |
| Planning Board Member for Term Ending: 12-31-32: | Jacqueline Elfers |
| Planning Board Member for Term Ending: 12-31-27: | TBD - VACANT |
| | |
| Zoning Board Alternate Member for Term Ending: 12-31-26: | VACANT |
| Zoning Board Member for Term Ending: 12-31-30: | Dan Doellinger (current) |
| Zoning Board Member for Term Ending: 12-31-30: | VACANT |
| | |
| Ethics Board Member for Term Ending: 12-31-26 | David Collins (1-yr term)(Dem) |
| Ethics Board Member for Term Ending: 12-31-27 | Matt Woods |
| | |
| Library Board of Trustee for Term Ending: 12-31-30: | Library appointment |
| | |
| Board of Assessment Review Term Ending 9-30-30: | Catherine Henry |

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

COMMITTEE LIAISONS

ON A MOTION OFFERED BY Council Member Courtenay and seconded by Council Member Cassara
to approve the appointment as the following Board/Committee/Department liaisons:

Ambulance:	Brandon Holdridge, Robert Courtenay
Assessor:	Brandon Holdridge
Building:	Tom Becker, Giuseppe Cassara
Representatives to Moodna Basin Sewer Commission:	Tom Becker, Brandon Holdridge
Fire:	Brandon Holdridge, Giuseppe Cassara
Highway:	Tom Becker, Brandon Holdridge
Parks & Recreation:	Brandon Holdridge, Robert Courtenay, Giuseppe Cassara
Planning & Zoning:	Brandon Holdridge, Giuseppe Cassara
Police:	Brandon Holdridge, Robert Courtenay
Water:	Tom Becker, Brandon Holdridge
SLPAC:	Brandon Holdridge, Robert Courtenay
Grants:	Brandon Holdridge
Union Contracts:	Brandon Holdridge, Robert Courtenay
Comprehensive Plan:	Brandon Holdridge, Robert Courtenay
Community Liaison – Senator Skoufis:	Brandon Holdridge
Liaison – Assemblyman Maher:	Robert Courtenay
Buildings and Grounds	Tom Becker, Brandon Holdridge

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

SALARIES

ON A MOTION OFFERED BY Council Member Courtenay and second by Council Member Becker to approve the following salary and wages:

Supervisor Holdridge	\$	66,279.73	<i>no increase</i>
Deputy Becker	\$	22,090.57	<i>no increase</i>
Council (vacant)		vacant	<i>no increase</i>
Council Courtenay	\$	15,983.52	<i>no increase</i>
Council Cassara	\$	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	\$	35,000.00	<i>As per budget</i>
Justice Worthy-Spiegl	\$	35,000.00	<i>As per budget</i>
Receiver of Taxes Maniscalco	\$	19,187.19	<i>no increase</i>
Budget Officer	\$	15,000.00	<i>no increase</i>
Water Billing Clerk	\$	9,537.86	<i>no increase</i>
Water Administrators (3)	\$	3,500.00	<i>no increase</i>
Planning Board Chairman (vacant)		vacant	<i>no increase</i>
Zoning Board Chairman Feigelson	\$	3,687.58	<i>no increase</i>
Planning Board Members (5) - 2 Vacant	\$	4,120.80	<i>no increase</i>
Zoning Board Members (5) - 1 Vacant	\$	1,176.65	<i>no increase</i>
Board of Assessment Chair Mundy	\$	742.85	<i>no increase</i>
Board of Assessment Members (4)	\$	630.93	<i>no increase</i>
Historian Patrick	\$	1,604.99	<i>no increase</i>
Emergency Management Officer	\$	100.00	<i>no increase</i>
Comptroller Meyer	\$	100,000.00	5%
Deputy Comptroller McPhee	\$	43.01	3%
Camp Counselors		as per budget	
Parks Dept. Seasonal Employees		as per budget	
Deputy Town Clerk Schmid	\$	39.3594	3%
Deputy Town Clerk Ruiz	\$	26.8196	3%
PT Clerk Hynes	\$	24.5917	3%
Senior Secretary Tiller	\$	34.9748	3%
Hwy Superintendent Clerk Thom	\$	39.3594	3%
Court Clerk Hechinger	\$	39.3594	3%
Court Clerk Moran (<i>retiring 4/8/26</i>)	\$	39.3594	3%
Deputy Court Clerk Rittenhouse	\$	39.3594	3%
Building Inspector Contarino		\$103,000.00	<i>7/1/25 increase to \$100k per employment contract</i>
Assistant to the Building Inspector Leicht	\$	32.9373	3%
Secretary to PB, ZBA & Bldg Dept Melissa Foote	\$	28.1352	3%
Building Maintenance Mechanic Taggart	\$	34.2034	3%
Laborer Grohl	\$	32.8135	3%

Park Attendant Bono- FT	\$	20.6000	3%
Recreation Coordinator Deshler	\$	33.9488	3%
Account Clerk Palmer	\$	39.3594	3%

PT Court Officer Rosengrant	\$	30.59	<i>PBA Contract not signed</i>
PT Court Officer Motz	\$	30.59	<i>PBA Contract not signed</i>
PT Assessor Clerk Maraglino	\$	28.1140	3%
Secretary to Police Chief Guastamacchia	\$	25.3342	3%

HIGHWAY- Teamsters Contract rate schedule

Bell	\$	41.93	<i>6/1/26 to increase by 3%</i>
Gale	\$	34.72	<i>80% mechanics rate</i>
Meyer	\$	116,688.00	
Morris	\$	41.93	
Muller	\$	33.54	<i>80% HEO rate</i>
Phillips	\$	41.93	
Quackenbush	\$	41.93	
Rand	\$	30.38	<i>70% mechanics rate</i>
Utter	\$	41.93	
Wright	\$	41.93	
Young	\$	41.93	
Cocks (Water Operator)	\$	42.69	
Mardula (Water Operator)	\$	42.69	
Janots (Water Operator)	\$	32.02	<i>8/7/25 Achieved Water Operator title - 75% of rate</i>

2026 PBA/Chiefs Contract not signed/agreed on

POLICE

Chief Doellinger	\$	171,835.53	
Administrative Sergeant Vitale	\$	74.66	
Sergeant Chambers	\$	65.99	<i>12/10/25 moved to Step 9+Sgt.B</i>
Sergeant D'Agnese	\$	68.65	<i>11/28/25 moved to Step 10+Sgt.C</i>
Sergeant Dugan	\$	64.10	
Detective Slaughter	\$	62.89	
Officer Bird	\$	59.40	<i>9/9/25 moved to Step 10</i>
Officer Calderone	\$	55.47	

Officer Contino	\$	39.73	<i>5/14/25 moved to Step 3</i>
Officer Dunlop	\$	55.47	
Officer Gundermann	\$	52.83	<i>9/27/25 moved to Step 7</i>
Officer Narain	\$	52.83	
Officer Perez	\$	59.40	<i>Concluded SRO 7/3/25</i>
Officer Santosky-Wright +(SRO)	\$	59.70	<i>9/2/25 2.5% rate increase</i>
Officer Stack	\$	55.47	
Officer Weinstein	\$	58.24	
PT Officer Donato PT	\$	30.59	
PT Officer Lawrence PT	\$	30.59	
PT Officer Maglione PT	\$	30.59	
PT Court Officer Deluca	\$	30.59	

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

**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 as 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 attacked 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 forth 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: \$1,000 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: \$5,000 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 5,000 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):

\$ 5,000

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:** \$5,000 per each newly created lot or dwelling unit
(Payable at Final Approval) (Amended 2/26/25)
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:	\$1,000
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) \$2,500.00

ZONING BOARD OF APPEALS

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

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

Chester Building Department

2026 Fee Schedule

ADOPTED 1/8/25

Fees	Application Fee	Unit of Measure	Permit Fees
Building Permit Applications			
Expired Building Permit Renewal & Extensions			
1st Renewal	50% of original BP Fees		
2nd Renewal	75% of original BP Fees		
3rd Renewal	New BP Application		
Penalty for Failure to File Building Permit	Double the standard fees		
No Bldg Permit - 1958 thru 1975	\$ 250.00		
Resubmittal	\$ 50.00		
Certificates of Compliance / Occupancy Fees			
Residential			
Certificate		Ea	\$75.00
Additional Inspections		Ea	\$75.00
Letter Request		Ea	\$75.00
Commercial			
Certificate		Ea	\$100.00
Additional Inspections		Ea	\$100.00
Letter Request		Ea	\$100.00
Building Permit Fees			
Accessory Buildings (Max 30% lot coverage)			
Size < 192 SF	\$ 75.00	Ea	\$150.00

Chester Building Department
2026 Fee Schedule

Size > SF >192 SF		SF	\$0.50
Additional Inspections		Ea	\$75.00
Alterations / Conversions		SF	\$0.75
Buildings			
Residential	\$ 75.00	SF	\$1.40
Commercial	\$ 125.00	SF	\$3.00
Cell Tower			
New Tower	\$ 125.00	Ea	\$ 5,000.00
Additional Antennas	\$ 125.00	Ea	\$ 2,500.00

Fees	Application Fee	Unit of Measure	Permit Fees
Courts (i.e. Basketball, Pickleball, Tennis)	\$ 75.00	Ea	\$100.00
Deck Construction	\$ 75.00	SF	\$0.75
Driveway Entrance			
Entrance	\$ 75.00	Ea	\$100.00
Modification in Size or Location	\$ 75.00	Ea	\$100.00
Fence	\$ 75.00	LF	\$0.25
Fire Safety Inspection	\$ 75.00	Ea	\$200.00
Fireworks	\$ 75.00	Ea	\$50.00
Fuel Storage Tank			
Installation	\$ 75.00	Ea	\$250.00
Abandonment & Removal	\$ 75.00	Ea	\$250.00

Chester Building Department
2026 Fee Schedule

Grading & Filling			
Regrading	\$ 75.00	SF	\$0.25
Filling			
Filling	\$ 75.00	SF	\$0.10
Road Bond	\$ 75.00	Ea	\$ 2,000.00
HVAC			
New Installations	\$ 75.00	Ea	\$150.00
Conversions / Modifications	\$ 75.00	Ea	\$150.00
Improvements - Addition / Finishing		SF	\$0.75
Misc. Improvements			
Demolition	\$ 75.00	Ea	\$250.00
Electrical Upgrade	\$ 75.00	Ea	\$150.00
Generator	\$ 75.00	Ea	\$150.00
Municipal Searches			
Search		Ea	\$200.00
Additional Letter		Ea	\$100.00
Patios	\$ 75.00	SF	\$0.75
Plumbing	\$ 75.00	Ea	\$100.00
Pools			
In-Ground Pools	\$ 75.00	Ea	\$350.00
Above Ground Pools	\$ 75.00	Ea	\$150.00
Hot Tubs	\$ 75.00	Ea	\$150.00

Chester Building Department
2026 Fee Schedule

Fees	Application Fee	Unit of Measure	Permit Fees
Retaining Walls	\$ 75.00	FF	\$ 0.50
Roofing	\$ 75.00	Ea	\$ 200.00
Septic - New / Replacement / Mod			
New	\$ 75.00	Ea	\$ 250.00
Replacement / Upgrade / Repair	\$ 75.00	Ea	\$ 250.00
Tank Replacement / Line Repair	\$ 75.00	Ea	\$ 250.00
Short-Term Rental			
Application - Owner Occupied	\$ 75.00	Ea	\$ 250.00
Application - Non-Owner Occupied	\$ 75.00	Ea	\$ 500.00
Renewal - Owner Occupied		Ea	\$ 100.00
Renewal - Non-Owner Occupied		Ea	\$ 200.00
Sidewalks	\$ 75.00	SF	\$ 0.75
Sign			
Non-Electric	\$ 125.00	Ea	\$ 75.00
Electric	\$ 125.00	Ea	\$ 150.00
Solar			
Mount Fee			
Residential	\$ 75.00	Ea	\$ 100.00
Commercial	\$ 125.00	Ea	\$ 100.00
Area			
Residential		SF	\$ 0.50
Commercial		SF	\$ 1.00
Solid Fuel Appliance	\$ 75.00	Ea	\$ 200.00
Temporary Structures	\$ 75.00	Ea	\$ 50.00
Tree Clearing & Removal > 1,000 SF			
< 5 acres	\$ 125.00	Ea	\$ 500.00
5 - 25 acres	\$ 125.00	Ea	\$ 1,000.00
> 25 acres	\$ 125.00	Ea	\$ 2,000.00
Violation Re-inspection		Ea	\$ 75.00
Well			
Residential	\$ 75.00	Ea	\$ 150.00
Commercial	\$ 125.00	Ea	\$ 300.00

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
\$ 25 p/day

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 \$50.00 permit fee plus \$500 returnable bond
Zoning Pamphlets	\$33.50
Subdivision pamphlets	\$20.25 each
Return check fee	\$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 1/8/25

Fitness Fees:

<u>Resident</u>	<u>Non Resident</u>
\$10/month 60+	\$25/month
\$25/month -60	

SENIOR CENTER RENTAL (AMENDED 3/12/25)

CENTER RENTAL: RESIDENT (6 HOURS INCLUDING SET UP AND CLEAN UP)	\$500.00
NON-RESIDENT (6 HOURS INCLUDING SET UP AND CLEAN UP)	\$650.00
SECURITY DEPOSIT (Same as rental fee)	\$600.00
MANDATORY CLEANING FEE	\$175.00
CHESTER-BASED 501(C)(3) ORGANIZATIONS:	\$250 plus cleaning fee
NON-CHESTER-BASED ORGANIZATIONS:	\$600 plus cleaning fee

- Organizations must provide proof of 501(c)(3) status and liability insurance.

PARK FEE SCHEDULE (AMENDED 1/8/2025)

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)

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	\$20,000,000	Tom Nash
Orange County Trust	\$10,000,000	John Fracasse
NYCLASS	\$15,000,000	
EPIC FUND	TBD	

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 those 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 TO ADOPT A PROCUREMENT POLICY

(Revised 5/1/24)

WHEREAS, General Municipal Law § 104-b requires the governing board of every political subdivision to adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to competitive bidding requirements.

NOW THEREFORE, BE IT RESOLVED, the Town Board hereby adopts the following procurement policy.

1. Purpose:

The Town of Chester (TOC) procurement policy serves to standardize the purchasing procedures of the Town, as well as provide a centralized and controlled means to procure goods and services. In addition, the policy addresses employee travel and entertainment expenses incurred while performing Town business or travelling on Town business. The goals of the policy are the following:

- Create a centralized and uniform purchasing procedure that is applicable to all TOC employees authorized to purchase goods and services and for vendors performing work on behalf of and for the Town.
- Provide absolute clarity of what is expected of employees authorized to purchase goods and services on behalf of the TOC, as well as what is expected of those employees not authorized to purchase goods and services.
- To define and provide an understanding of non-recurring purchases, blanket or contract purchases, competitive bidding purchases, and emergency purchases.
- To provide guidelines in the procurement of goods and services from vendors in a fair and equitable manner.
- To provide a policy for employee travel and entertainment.
- To establish the duties and responsibilities of the TOC Supervisor, Councilmen, Department Heads, and any other employees authorized to purchase goods and services.
- To save the Town taxpayers money and increase public confidence that the TOC has a comprehensive procurement policy in place and is spending taxpayer dollars in a manner that is most efficient and advantageous to the taxpayer.
- This policy is adopted pursuant to General Municipal Law § 104-b and is intended to apply to all procurement for all services below \$ 35,000 and all goods below \$ 20,000. Services and goods above these thresholds shall be subject to competitive bidding in accordance with New York General Municipal Law § 103 et. seq.

2. Bidding Procedure:

The Department Head responsible for making a purchase shall make a good faith determination whether such purchase is subject to competitive bidding. Purchases that are not subject to competitive bidding include:

- Expenditure to be less than \$20,000 for the purchase of commodities
- Expenditure to be less than \$35,000 for a public work contract
- Emergency purchases as authorized by General Municipal Law § 103
- Purchases made under State or County contracts through the New York State Office of General Services
- Purchases of surplus and second-hand supplies from the federal government, the state of New York or from any other political subdivision, district or public benefit corporation.
- Professional Services including but not limited to legal, engineering, accounting, investing, property management, and computer services
- Purchases made pursuant to Correction Law § 186
- Purchases made pursuant to Finance Law § 175-b
- Purchases where the goods or services required may only be obtained through a single source so that there is no possibility of competition.
- Any purchase specifically exempted from competitive bidding requirements under New York State Law.

a. Procurement Subject to Competitive Bidding:

Any purchase subject to competitive bidding shall be made in accordance with General Municipal Law § 103.

Notwithstanding the above, the Town Board reserves the right to use competitive bidding for any expenditure if it determines that such competitive bidding is in the best interest of the Town.

b. Procurements Not Subject to Competitive Bidding:

The Department Head shall document any decision that a purchase is not subject to competitive bidding in writing using the form attached to this resolution. This documentation may include written or verbal quotes from vendors, a memo of the contract indicating the source which makes the item or service exempt, a memo from the Department Head detailing the circumstances of any emergency purchase, or any other written documentation as may be appropriate. Unless budgeted, **any expenditure over \$ 5,000** regardless of whether competitive bidding is required must be approved by the Town Board.

The procurement of goods and services which is not subject to competitive bidding shall be made in accordance with the following procedure:

Estimated Amount of Purchase Contract	Method of Procurement
\$ 0 - \$ 5000	The Department Head may make a purchase of less than \$5,000 provided that there are available funds within the Department Head's budget. If there are insufficient funds available in the Department Head's budget, the expenditure must be authorized by the Town Board.
\$ 5,000.01-\$19,999.99	Department Head must obtain three quotes and present them to the Town Board for approval. In the event a Department Head is unable to obtain three quotes, he or she may document his or her efforts to obtain quotes. Failure to obtain the required number of quotes shall not be a bar to procurement.
\$20,000+	Competitive Bidding pursuant to GML unless exemption applies. All requests to procure goods in excess of \$20,000 without competitive bidding shall be reviewed and approved by the Town Attorney and Town Board.
Estimated Amount of Public Works or Services Contracts	Method of Procurement
\$ 0 - \$ 5000	The Department Head may make a purchase of less than \$5000.00 provided that there are available funds within the Department Head's budget. If there are insufficient funds available in the Department Head's budget, the expenditure must be authorized by the Town Board.

<p>\$5000.01- \$34,999.99</p>	<p>Department Head must obtain three quotes and present them to the Town Board for approval. In the event a Department Head is unable to obtain three quotes he or she may document his or her efforts to obtain quotes. Failure to obtain the required number of quotes shall not be a bar to procurement.</p>
<p>\$35,000+</p>	<p>Competitive Bidding pursuant to GML unless exemption applies. All requests to procure goods in excess of \$35,000 without competitive bidding shall be reviewed and approved by the Town Attorney and Town Board.</p>

c. Emergency Purchases:

There are instances where it is necessary to make an emergency purchase. In these rare cases, the purchase requisition and associated P.O. will be obtained after the emergency purchase. As a consequence, the competitive bidding process will also not be applicable. Emergency purchases are defined as purchases necessary to:

- Prevent a critical operation from failing (sewer, water)
- Preserve public safety and health, or prevent an event creating a safety issue or health concern
- Prevent a disaster

To the extent practical, a Department Head shall notify and obtain approval from the Town Supervisor, or his/her designee in their absence, prior to making an emergency purchase. In the event a Department Head cannot notify and obtain approval from the Supervisor or his/her designee prior to making the purchase, he or she must notify the Supervisor as soon as possible after the purchase.

An emergency purchase must not be made as a result of poor planning.

3. Where alternative proposals are required, Department Head shall obtain written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided. A good faith effort shall be made to obtain the required number of proposals or quotations.
4. Each Department Head is hereby authorized to make a purchase, or enter into a contract, for an amount less than \$5000.00. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. Such expenditure is subject to availability of funds in the Department Head's budget. If there are insufficient funds to cover the expenditure, the Department Head shall submit the proposed expenditure to the Town Board for approval and appropriation.
5. In all cases above, the Town Comptroller should be consulted before a purchase is made to verify that there are ample funds in the budget to pay for the goods and/or services.
6. Competitive Bidding

For goods and services that are required to be competitively bid, a Department Head will follow the procedures detailed below:

- Notify and obtain approval from the Town Board to proceed with a competitive bidding process.
- Upon approval, the Department Head shall prepare specifications of the goods and services sought and submit such specifications to the Town Attorney to prepare a bid package. The Department Head may consult with Town consultants such as the Town Engineer as may be appropriate.

- The bid package shall contain the following items including but not limited to:
 - Bid specifications for the goods or services sought.
 - Contract terms
 - Insurance requirements
 - Non-collusion statement
 - Performance bond requirements
- Upon completion of the bid package, the Town Board shall vote to approve the bid package and a bid opening date.
- The Town Clerk shall cause appropriate notice to be published in the official newspaper.
- Where the bid package is voluminous and/or contains plan sets, the Town may require a bid deposit to be paid to the Town Clerk until such time as the bid package materials are returned to Town Hall.
- Upon the opening of sealed bids, the Town Board may either reject all bids or award the contract to the lowest responsible bidder in its total and absolute discretion. The lowest responsible bidder is not necessarily the lowest cost bidder.
- Upon the award and approval of the contract, a purchase order shall be issued in accordance with section 5(b) above.
- The Town Comptroller should be consulted before a purchase is made to verify that there are ample funds in the budget to pay for the goods and/or services.

7. Local Vendor Preference:

Notwithstanding other grant restrictions or statutory requirements that supersede the competitive bidding requirements of this Policy, the TOC Supervisor and Town Board may award the bid contract to a vendor having his/her principal place of business in the Town of Chester subject to the following conditions:

- Only a Town-based business shall qualify for this preference. The term “Town-based business” shall mean a business that has its principal business operations within the Town of Chester’s boundaries. The vendor shall provide adequate proof substantiating a bona fide principal place of business in the Town of Chester. Such evidence may include ownership papers, lease agreement or proof of payment of local business property taxes.
 - The local bidder’s price shall not be more than 10% of the lowest qualified bid. If more than one qualified local business submits a bid, then the business with the lower responsible bid shall receive the local preference.
8. Prior to issuance of any payment regardless of value, the following documents must be provided to the Town Comptroller:
- W-9
 - Certificate of Insurance for vendors/contractors entering Town of Chester property.
 - Proof of prevailing wage being paid to workers (if applicable).
 - Approved and signed contract and associated documents, purchase requisition and purchase order approved by vendor.
9. The Town of Chester is tax exempt from Sales Tax. Vendors must be informed of this fact. Invoices with sales tax included will not be paid and returned to the Department Head for correction. Department Heads and employees authorized to purchase should avoid paying for purchases/services with their own funds (due to sales tax being paid) and subsequently seeking reimbursement from the TOC.
10. To the extent that New York State Laws and Regulations regarding procurement conflict with this policy, said laws and regulations shall govern.
11. This policy shall go into effect immediately and will be reviewed annually.

TOWN OF CHESTER

PURCHASE REQUISITION FORM

Department: _____

Description of Goods/Services sought: _____

Competitive Bidding Required? (Circle 1) Yes/No (if No, check a box below)

- Less than \$20,000 for goods
- Less than \$35,000 for public works contract
- Emergency Purchase (Town Board and Town Attorney approval required)
- Professional Services (Town Board and Town Attorney approval required)
- State or County Contract (Town Board and Town Attorney approval required)
- Second hand/surplus goods (Town Board and Town Attorney approval required)
- Other: _____ (Town Board and Town Attorney approval required)

If Competitive Bidding is required, refer to Town Board and Town Attorney for preparation of a bid package and approval.

Item less than \$5,000.00? Yes/No If Yes:

Funds available in budget?

_____ Yes: Approved by Town Comptroller _____ Date: _____

_____ No: Town Board Approval Required

If No:

For expenditures greater than \$5000.00, please provide the name of the provider and the price quoted. If quotes are written, please attach the written quotes to this form.

Quote 1:

Name: _____ Price: _____

Quote 2:

Name: _____ Price: _____

Quote 3:

Name: _____ Price: _____

If not lowest provider, please explain why:

Action by Town Board on _____.

Motion by: _____, Second _____, Vote _____

Requisition Number: _____

Purchase Order Number: _____

Town of Chester
Board Meeting Guidelines
(adopted 7/24/24)

This document is intended to provide guidance to the various boards serving the Town of Chester (Town Board, Planning Board, Zoning Board of Appeals, Conservation Advisory Committee, Ethics Committee and Sugar Loaf Performing Arts Center Advisory Committee) as best practices for conducting a meeting and processing applications. These guidelines are intended to supplement New York State Law. To the extent these guidelines conflict with the Town of Chester Town Code or New York State Law, the Town of Chester Town Code and New York State Law shall control.

1. Recommended Meeting Agendas

To the extent practicable, agendas should be made available at least 24 hours prior to the scheduled meeting and shall be posted on the Town’s website.

Agendas should contain at a minimum:

- A. Call to Order
- B. Attendance Roll Call/Establishment of a quorum
- C. Salute to the Flag/Pledge of Allegiance.
- D. Review and Approval of Minutes
- E. New Business:
 - a. Project # 1
 - b. Project # 2
- F. Other Business
- G. Executive Session if necessary
- H. Adjournment.

2. Submission of Applications

For Boards receiving applications, Board’s should generally follow the schedule below:

Date	Action
2 Weeks Before the Meeting	Applications to be submitted to the respective clerk. (Town Board – submissions to the Town Clerk) (Planning Board and ZBA – submission to the Planning and ZBA Clerk)
14 days to 10 days before the meeting	Clerk to review submission for completeness. Incomplete submissions or those lacking the required fee/escrow should be returned to the applicant.
At least 10 days before the meeting	Clerk to circulate materials and tentative agenda to Board Members and consultants
At least 2 days before the meeting	Consultants shall provide any comment memoranda.
Within 2 weeks after the meeting date	The Clerk shall prepare draft minutes for review and approval by the Board.

3. Rules of Procedure

Boards should generally follow Robert's Rules of Order. At a minimum, Board action should be taken by a motion with a first, second, debate and concluded with a roll call vote. Such motion shall be documented in the minutes. Any approval shall reflect any conditions of such approval in a written resolution.

Board members should be fully familiar with the application materials. In the event a Board member is absent, that Board member may vote on the application only if they familiarize themselves with the previous discussions by watching the meeting recording or reading the minutes.

A majority vote consists of the majority of the board, not of those present.

Upon action by any board, the resulting resolution shall be filed with the Town Clerk within 5 days of the action. Upon filing, a copy of the resolution shall be mailed to the Applicant.

4. Minutes

Minutes of Board Meetings must comply with § 106 of the Open Meetings Law and shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Draft minutes should be available two weeks after the meeting. Upon approval by the respective Board, the minutes should be filed with the Town Clerk and posted on the Town's website. Copies of the minutes shall also be transmitted to the Supervisor upon completion.

5. Fees

Pursuant to Chapter 48 of the Town of Chester Code, Entitled Fees, applications which are delinquent in payment of the required fees and/or escrow shall not be placed on an agenda for consideration.

6. Compliance with Local, State and Federal Laws and the Town of Chester Comprehensive Plan

Applications or other action shall be evaluated for compliance with the Town of Chester Code, New York State and Federal Law together with the Town of Chester Comprehensive Plan.

Town of Chester Credit Card Use
Policy and Procedure
(adopted 12/11/24)

1) Purpose

To establish the Policy and Procedures for the use of Town credit cards by department heads and their designees. These procedures are intended to accomplish the following:

- To ensure that procurement with Credit Cards is accomplished pursuant to the policy and procedures established by the Town Board.
- To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- To ensure appropriate internal controls are established within each department procuring with Credit Cards so that they are used for authorized purposes only.
- To ensure that they Town bears no legal liability from inappropriate use of Credit Cards.
- To reduce the reliance on petty cash accounts.

2) Scope

The Town Board will make all decisions regarding the issuance of individual cards and the establishment of any and all additional controls of their use. The limit on each card shall be \$5,000 for the Town Supervisor and \$2,500 for all other Town personnel who are approved card users.

As of the date of the adoption of this policy, the following Town credit cards will be approved and issued:

DEPARTMENT	TITLE OF CARDHOLDER
Supervisor's Office	Supervisor
Accounting Department	Comptroller
Highway Department	Highway Superintendent
Police Department	Chief of Police

The Town Supervisor has the authorization to approve and issue additional Credit Cards.

3) Policy

A. The Town credit card is only to be used in the following situations:

- Emergencies that are of a public safety nature
 - Only if a purchase order cannot be issued or cannot be paid through the normal accounts payable warrant process.
 - Charges for supplies and equipment shall not exceed \$250 per item without approval from the Town Supervisor.
 - Conference/Training Registration after permission to attend is authorized.
 - Other items specifically authorized by the Town Supervisor.
- B. The Credit Card may not be used for personal purchases of any kind. Use of the Credit Cards for personal purchases or expenses with the intention of reimbursing the Town is PROHIBITED and will result in disciplinary action.
- C. Splitting of charges to avoid the \$250 transaction limit (without approval of the Town Supervisor) set for the Credit Card is PROHIBITED.
- D. Department heads are required to authorize payment of the charge on their receipt and Purchase Order #. This includes charges made by any designated individual.
- E. No cash advances (ATM, Traveler's checks, money orders, etc.) are allowed using the credit card.
- F. The Credit Card is not to be used to pay invoices or statements of any kind.

- G. All purchases made with a credit card shall be paid for within the grace period so that no interest charges or penalties will accrue.
- H. Any incentive program benefits derived by the use of Town credit cards will be the property of the Town. The Town Supervisor will determine the use of such incentive program benefits.
- I. All cardholders shall take all measures necessary to ensure the security of the credit cards and the card number. Cardholders shall not give their card or their card number to others, including other Town employees or officials to use on their behalf.
- J. Lack of proper documentation or authorizations will result in loss of credit card privileges and/or personal liability.
- K. Misuse of a Town credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
- L. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Town credit card, including social security information as required by the Federal Patriot Act.
- M. When using the credit card, the Town employee must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the Town. The Town reserves the right to collect payment for unauthorized expenditures from the employee or official.
- N. The Town credit card information **SHALL NOT** be saved within online user accounts for future use.
- O. The employee is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The Cardholder will review the next statement to ensure that the return was properly credited.
- P. It is the responsibility of the employee to immediately notify the Town Supervisor and Comptroller of any lost or stolen credit card.
- Q. The Town of Chester is a municipal government exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the Town's Tax Exempt certificate with you when making a purchase. Sales tax costs cannot be paid with Town funds. The individual making the purchase may be personally responsible for payment of sales tax.

4) Procedure

- A. Employees who need to use the credit card account must ask first for permission from the Town Board to be placed on the official list of authorized users.
- B. Employees must sign out the credit card for use and maintain physical possession of the card at all times. All users must follow secure practices for online credit card use. The Town will be billed monthly on one statement, which will go to the Town Comptroller. Itemized receipts must be obtained by the cardholder and turned in to the Town Comptroller within one week of the purchase date. It is incumbent upon each department head to submit invoices to the Accounting Department promptly so as to avoid interest fees and late charges. If receipts are submitted late causing finance charges, the responsible party may have the credit card use revoked.
- C. The Town Comptroller shall verify that goods and/or services purchased with the credit card have been received by the Town prior to authorizing payment.
- D. The credit card statements will be reconciled monthly by the Town Comptroller/Accounting Department for unauthorized charges and other discrepancies. A representative of the Accounting Department shall sign each monthly statement to verify that each transaction has been accounted for.
- E. The use of the credit card is a privilege but also requires greater vigilance and responsibility. Employees must follow the procedures set forth herein for their purchases or face disciplinary measures including dismissal, repayment of unauthorized expenditures other lawful process.
- F. Each authorized cardholder must sign an agreement to Accept Town Credit Card prior to issuance of the credit card. Forms will be kept on file in the Town Comptroller's Office.
- G. When using the Town credit card, the authorized cardholder shall:
 - Determine if the intended purchase is within the cardholder's credit card limits.
 - Inform the merchant that the purchase is tax exempt. The tax exempt number is 14- 6002122. Review the receipt before leaving the store and request a credit if taxes were charged in error.
 - Obtain an itemized receipt for all purchases

5) Audits

Audits will be conducted for both card activity and receipt retention as well as statement review by the Comptroller. The detailed activity is also reviewed annually by the Town's independent auditing firm.

AGREEMENT TO ACCEPT TOWN CREDIT CARD-adopted 12/11/24

I, _____, hereby acknowledge receipt of a Town of Chester Credit Card,
(First and Last Name)

Number _____ (Last Four Digits of Credit Card)

1. As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the provisions of the Town Credit Card Use Policy, as may subsequently be revised. I acknowledge receipt of the Policy and I have read and understand its terms and conditions. I understand the Town is liable to the financial institution for all charges made by me. The card has been temporarily provided to me based upon my need to purchase business-related goods and services in the course of my employment with the Town. This card may be revoked at any time and is not an entitlement nor is it reflective of my title or position.
2. As the holder of this credit card, I agree to accept responsibility for the protection and proper use of this card as outlines in the policy. I understand that the Town will audit the use of this credit card. I understand that I am responsible for retaining all receipts for processing to the Accounting Department and that failure to provide receipts may result in personal liability. I understand that I cannot use the credit card for personal use even if the intent is to reimburse the Town. I understand the use of the card does not circumvent the Town's Purchasing (Procurement) Policy.
3. I further understand that improper use of this credit card constitutes misuse of municipal fund and may result in disciplinary action, up to and including termination of employment and in accordance with applicable Collective Bargaining Agreement and/or Town Personnel Policy. I also agree to allow the Town to collect any amounts owed by me even if I am no longer employed by the Town.
4. As the temporary holder of a Town credit card, I am responsible for its protection and safekeeping. If a card is lost or stolen, I acknowledge that I am required to immediately advise the Town Comptroller and the Town Supervisor.
5. If the Town initiates legal proceedings to recover amounts owes by me under this Agreement, I agree to pay all legal fees incurred by the Town in such proceedings. I understand the Town may terminate my rights to use this credit card at any time for any reason.
6. I agree to return the credit card to the Town immediately upon request or upon termination of employment.

Cardholder

Date

Department Head Authorization (If cardholder is designee)

Date

Town Supervisor

Date

Town Comptroller

Date

NY ASSOCIATION OF TOWNS TRAINING SCHOOL AND ANNUAL MEETING LETTER

Supervisor Holdridge read a letter regarding the 2026 Training School and Annual Meeting of the New York Association of Towns to be held at the New York Marriott Marquis from February 15-17, 2026. The letter outlined that registration fees and necessary expenses for Town officers to attend are a legal Town charge under General Municipal Law.

Attendees will include the Supervisor, Town Clerk, Council Members Courtenay and Cassara, the Comptroller, and Court Clerks and Town Justices.



Dear Town Clerk:

The 2026 Training School & Annual Meeting of the New York Association of Towns (NYAOT) will be held at the New York Marriott Marquis, February 15-17, 2026. This is NYAOT's premier training event attended by more than 1,000 town officials and exhibitors. Our 2026 meeting builds on some of the momentous changes we started in 2025 for a more rewarding conference experience for all.

The conference fee, along with all other actual and necessary expenses of town officers and employees authorized by the town board to attend, are a legal town charge under General Municipal Law § 77-b. Registration receipts will be issued. They should be retained by each town officer or employee attending and should be attached to claim vouchers presented to town boards for reimbursement of attendance expenses.

For specific conference, hotel and other information, including a copy of the tentative conference agenda, we encourage you to visit our website at www.nytowns.org. The following is a brief outline of events:

INFORMATIONAL HEARING Sunday afternoon, February 15.

The informational hearing presents an opportunity to ask questions on NYAOT's Annual Budget. Please note that we are holding a separate virtual session on January 29, 2026 via zoom to give members an opportunity to ask questions about our 2026 resolutions that make up our legislative platform. A link to register will be emailed and available on our website soon.

GENERAL OPENING SESSION Monday morning,

February 17 **CONFERENCE CLASSES** Sunday,

February 15 – Tuesday, February 17 **INAUGURAL**

AWARDS LUNCH (optional) Monday, February 16

ANNUAL MEETING (Official Delegates) Tuesday, February 17

RESOLUTION TO DESIGNATE DELEGATES TO NYAOT

Motion by Council Member Becker, seconded by Council Member Cassara, to designate Supervisor Holdridge and Council Member Courtenay as voting delegates to the New York Association of Towns annual meeting.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

RESOLUTION TO ACCEPT CLEANING CONTRACT WITH VANGUARD

The Board discussed a cleaning contract with Vanguard. Attorney Liz Cassidy had confirmed that services exceeding \$20,000 would need to go out to bid. The Board decided to extend the current Vanguard contract for two months (January and February) while preparing bid documents.

Motion by Council Member Courtenay, seconded by Council Member Cassara, to accept a two-month cleaning contract with Vanguard at \$1,775 per month.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

New Business

Supervisor Holdridge noted that a control panel issue for Sugar Loaf would be addressed at the first regular meeting of the year on January 14.

The Board briefly discussed that two law firms had responded to the RFP for legal services, which had closed on December 31. The Board would review the proposals and discuss with Attorney Cassidy before making a decision at the next meeting.

PUBLIC COMMENT

One online comment from Kathy Berry stated "oppose," which was presumed to be in reference to the ICE facility discussion. There were no additional in-person or on-line public comments.

ADJOURNMENT

Supervisor Holdridge wished everyone a Happy New Year and expressed looking forward to the new year ahead.

Motion by Council Member Courtenay, seconded by Council Member Cassara, to adjourn the meeting at 7:25pm.

VOTE: AYES(4): Holdridge, Becker, Cassara, Courtenay

ADOPTED

Respectfully submitted,

Linda A. Zappala, RMC

Town Clerk

2026-01-02