

**TOWN OF POUGHKEEPSIE TOWN BOARD MEETING
MARCH 18, 2026
SUMMARY**

**CALL TO ORDER
SALUTE TO THE FLAG
ROLL CALL OF TOWN BOARD**

**PRESENT: Supervisor Edwards
Councilman Reuter
Councilwoman Laird
Councilman Thangiah
Councilwoman Watson
Councilman Sharpe
Councilwoman Shershin
Town Clerk Salvatore
Town Attorney Svenson**

03:18-01	Public Hearing (Director Welti)	Code Update Committee - Misc. Code Clean-Up Part 1 Local Law CARRIED	7-0
03:18-02	Ratify (Chief Cavaliere)	Supervisor's Execution of Agreement with Dutchess County re Drug Task Force CARRIED	7-0
03:18-03	Presentation (Comptroller Patel)	By Comptroller re 2025 Budget vs. Actual Report PRESENTATION BY MINAL PATEL MAY BE VIEWED ON YOUTUBE AND PRESENTATION SLIDES ARE ATTACHED. FULL 98 PAGE REPORT MAY BE FOUND ON THE COMPTROLLERS WEBPAGE	
03:18-04	Presentation (Supervisor Edwards)	By CFAC re Capital Planning Policy REPORT OVERVIEW GIVEN BY WILLIAM ANDERSON AND MAY BE VIEWED ON YOUTUBE	
03:18-05	Presentation/Resolution (Planning)	Climate Vulnerability Assessment and Adaptation Plan PRESENTATION GIVEN BY SUSAN KARNES HECHT AND KRISTEN TAYLOR AND MAY BE VIEWED ONLINE WITH SLIDES ATTACHED CARRIED	7-0

03:18-06	Authorize Supervisor to Sign (Supervisor Edwards)	Assessing Services Agreement with Jennifer Mund CARRIED	7-0
03:18-07	Accept (Town Clerk Salvatore)	Resignation from Dominic DeMilto from the Water Department CARRIED	7-0
03:18-08	Appoint (Personnel)	Carol Weiler as Temporary/Seasonal Clerk for Receiver of Taxes CARRIED	7-0
03:18-09	Appoint (Personnel)	Daniel Franks as Deputy Building Inspector CARRIED	7-0
03:18-10	Appoint/Promote (Personnel)	Michael Rugar as Water Maintenance Supervisor CARRIED	7-0
03:18-11	Reassignment (Personnel)	Brandon Lakin to HMEO/Water Maintenance Mechanic CARRIED	7-0
03:18-12	Appoint (Personnel)	Paul Shaffer to Seasonal Laborer with Recreation CARRIED	7-0
03:18-13	Resolution (Supervisor Edwards)	Short Term Rental-220 Wilbur CARRIED	7-0
03:18-14	Resolution (Supervisor Edwards)	Memorializing White Elephant Bill CARRIED	7-0
03:18-15	Set 4/22 for Public Hearing (Legal)	Town Code Amendment-Chapter 114 Food Trucks CARRIED	6-0-1
AYE: -6- Supervisor Edwards, Councilmen Reuter, Thangiah & Sharpe -Councilwomen Laird, Shershin			
NAY: -0-			
ABSTAIN: -1- Councilwoman Watson			
ABSENT: -0-			
03:18-16	Accept (Court)	JCAP Grant Award CARRIED	7-0

03:18-17	Appoint (Legal)	Board of Ethics Members CARRIED	7-0
03:18-18	Authorize (Legal)	Tax Certiorari Settlement-Poughkeepsie Donuts CARRIED	7-0
03:18-19	Authorize (Zoning)	Bid Advertisement-Property Maintenance/Debris Removal for Properties in Violation of Town Code CARRIED	7-0
03:18-20	Authorize (Highway)	Bid Advertisement-Portable Screener CARRIED	7-0
03:18-21	Adopt (Town Clerk Salvatore)	Amended Fee Schedule re Recreation Fees CARRIED	7-0
03:18-22	Notification (Town Clerk Salvatore)	The following claims have been referred to Legal: 1. Pritchard; and 2. Central Hudson REFERRED TO LEGAL	
03:18-23	Notification (Town Clerk Salvatore)	Town Clerk Events/ Notifications TOWN BOARD WAS NOTIFIED 1. Liquor License for Caffe Giulia LLC 124 Raymond Avenue 2. Founder's Day Carnival and Fireworks at Vassar College May 2 nd , 2026 with Fireworks that Evening. Fireworks have a rain date of May 5 th , 2026	

Supervisor's Notifications:

- Accepted Resignation of Sarina Teuschler effective 3/9/26, Confidential Secretary to Supervisor
- Appointing Tonya Speed beginning on March 30, 2026 as Part Time Confidential Secretary to the Supervisor

Committee/Reports: Watch video for reports**

- Supervisor's Report**
- Finance Committee (Laird)**
- Recreation and Parks (Sharpe)**
- Joint Water Plant (Laird)**
- Tri-Municipal Sewer Plant (Reuter)**

Liaison Reports** as appropriate (Historic Preservation**, Conservation Advisory Committee-needs members, Climate Smart Task Force-presentation was given)

TOWN BOARD ADJOURNED AT 8:52 P.M.

RESOLUTION 3:18- # 1 OF 2026

ISSUING A NEGATIVE DECLARATION PURSUANT TO SEQR AND ADOPTING A LOCAL LAW AMENDING PORTIONS OF CHAPTER 210 "ZONING", CHAPTER 135 "LOT LINE REVISIONS" AND CHAPTER 177 "SUBDIVISION OF LAND", OF THE TOWN CODE

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie, pursuant to duly noticed public hearing held on March 18, 2026 at 7:00 pm at the Town Hall, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York, does hereby adopt a local law amending the Town Code specifically Chapter 210 "Zoning", Chapter 135 "Lot Line Revisions" and Chapter 177 "Subdivision of Land" to clarify existing regulations, correct minor errors, and revise time frames for extensions; now therefore

BE IT FURTHER RESOLVED, that the proposed local law is annexed hereto and incorporated herein as if recited verbatim, and the Town Board does direct that said local law be spread across the record as if it, in fact, had been read verbatim; and

BE IT FURTHER RESOLVED, that the Town Board has previously declared its intent to act as Lead Agency under the New York State Environmental Quality Review Act (SEQRA) and does declare said action to be a Type I Action under SEQRA; and

BE IT FURTHER RESOLVED, that the Town Board has reviewed the Long Environmental Assessment Form (EAF) prepared by the Director of Municipal Development and hereby determines that: 1) the adoption of the herein code amendment would not have a significant adverse effect on the environment and; 2) the Supervisor or her designee are authorized to execute Parts 2 and 3 of the EAF as drafted and; 3) a draft environmental impact statement will not be required for the reasons set forth in the attached Determination of No Significance and; 4) a Negative Declaration is hereby issued; and

BE IT FURTHER RESOLVED, that a written recommendation was received from the Dutchess County Department of Planning and Development dated March 3, 2026 stating that the proposed code amendment is a matter of local concern; and

BE IT FURTHER RESOLVED, that a written recommendation dated February 20, 2026 was received from the Town of Poughkeepsie Planning Board in which said Board conveyed a positive recommendation to the Town Board regarding adoption of the herein code amendments; and

BE IT FURTHER RESOLVED, that the Legal Notice of Public Hearing was posted on February 24, 2026 and published in the Poughkeepsie Journal on March 4, 2026; and

BE IT FURTHER RESOLVED, that the Town Clerk notified the Clerks of the surrounding municipalities of the public hearing pursuant to GML 239-nn; and

BE IT FURTHER RESOLVED, that said local law shall take effect immediately upon filing with the Secretary of State.

Dated: March 18th 2026

Moved: Bill Reuter

Seconded: Barbara Laird

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	___	___

SUMMARY OF PROPOSED ZONING LAW AMENDMENTS

A. Extensions. Revises extension provisions as follows:

- (1) **Planning Board Approvals.** Extensions for Planning Board approvals have been revised to be consistent with NYS Town Law. For subdivision plats, site plans, and special use permit approvals, the amendments also establish limits on the number of extensions that may be granted.
- (2) **Variations Associated with Planning Board Applications.** Provides that where area or use variations are required in connection with a Planning Board application, the effective date of the variance approval shall commence on the effective date of the corresponding Planning Board approval. This prevents applicants from having to reapply for a variance where Planning Board review extends beyond the variance approval period.

B. Fences and Walls

- (1) Revises definitions (§ 210-9) to distinguish between freestanding walls and retaining walls.
- (2) Replaces the definition of “height” with a definition of “structure height,” which includes any berm, wall, platform, or other constructed feature that elevates a structure for purposes of measuring the structure’s height.
- (3) Revises fence and wall regulations in § 210-69 to clarify that prohibited materials (e.g., barbed wire) are not permitted in any district unless otherwise approved by the Planning Board, and to require the finished side of a fence to face adjacent properties and public streets.

C. Density—ATC District. Clarifies dwelling unit density standards in §210-22E(20).

D. Parking and Access

- (1) Adds dimensional standards for access aisles to § 210-92K and includes a graphic illustrating how angled parking spaces are measured.
- (2) Authorizes the Planning Board to modify parking requirements and dimensional standards for access roads and internal driveways based on the specific circumstances of the application.
- (3) References federal and state compliance standards for accessible parking.

E. Corrections and Clarifications

- (1) Replaces references to “maximum lot coverage” with “maximum building coverage” to distinguish it from impervious coverage.
- (2) Clarifies that the ZBA issues special use permits for accessory apartments in commercial districts.
- (3) Revises the purpose statements of the two Waterfront Districts (§§ 210-43A and 210-44A) to clarify that underlying zoning district regulations remain in effect except where specifically modified by the overlay district regulations.
- (4) Adds a definition of “Motor Vehicle Fueling Station” in § 120-9, with a cross-reference to “vehicle fueling station.”
- (5) Corrects typographical errors.



Town of Poughkeepsie

Planning Department

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3657 Phone

MEMORANDUM

**TO: Rebecca Edwards, Town Supervisor
Town Board Members
James Nelson, Esq. & Emily Svenson, Esq., Town Attorneys**

**FROM: Carl H. Whitehead, Planning Board Chairman
Planning Board Members**

DATE: February 20, 2026

RE: TOWN CODE AMENDMENT – MISC. CODE CLEAN-UP PART 1

On February 18, 2026 the Town Board approved Resolution 2:18 - #07 of 2026 which, among other things, referred a proposed local law amending sections of Chapter 210 (Zoning), Chapter 135 (Lot Line Revisions) and Chapter 177 (Subdivision of Land) to the Planning Board for an advisory recommendation pursuant to §210-154. The resolution also set a Town Board Public Hearing for March 18, 2026.

At the Planning Board's February 19, 2026 meeting:

A motion was made that the Planning Board convey a positive recommendation to the Town Board regarding adoption of the proposed local law to amend sections of Chapter 210 (Zoning), Chapter 135 (Lot Line Revisions) and Chapter 177 (Subdivision of Land).

Motion: Nicole Gemmati
Seconded: Rocco Romeo
Carried: 7-0

PRESENT:	ABSENT:
Chairman Whitehead	
Member Fanelli	
Member Gemmati	
Member Levasseur	
Member McSween	
Member Romeo	
Member Siddam	
	Member Simpson, Alt.
	Member Treybich, Alt.

CW/rlp
cc: Felicia Salvatore, Town Clerk, via email

Dutchess County Department of Planning and Development

Fax Info Only	To	Date	#pgs
	Co./Dept.	From	
	Fax #	Phone #	

239 Planning/Zoning Referral - Exemption Communities

Municipality: **Town of Poughkeepsie**

Referring Agency: **Municipal Board**

Tax Parcel Number(s):

Project Name: **Amend the Town Code Chapters 210, 135 and 177**

Applicant: **Town Board Town of Poughkeepsie**

Address of Property:

Please Fill in this section

Exempt Actions:* 239 Review is NOT Required

- Administrative Amendments (fees, procedures, penalties, etc.)
- Special Permits for residential uses (accessory apts, home occupations, etc.)
- Use Variances for residential uses
- Area Variances for residential uses
- Renewals/Extension of Site Plans or Special Permits that have no changes from previous approvals

No Authority to review these Actions

- Subdivisions / Lot Line Adjustments
- Interpretations

Exempt Action submitted for informal review

Actions Requiring 239 Review

- Comprehensive/Master Plans
- Zoning Amendments (standards, uses, definitions, district regulations, etc.)
- Other Local Laws associated with zoning (wetlands, historic preservation, affordable housing, architectural review, etc.)
- Rezoning involving all map changes
- Architectural Review
- Site Plans (all)
- Special Permits for all non-residential uses
- Use Variances for all non-residential uses
- Area Variances for all non-residential uses
- Other (Describe): **To clarify regulations, correct minor issues etc**

Parcels within 500 feet of:

- State Road:
- County Road:
- State Property (with recreation area or public building)
- County Property (with recreation area or public building)
- Municipal Boundary
- Farm operation in an Agricultural District

Date Response Requested: **3/18/2026**

Entered By: **Salvatore, Felicia**

These actions are only exempt in municipalities that signed an intermunicipal agreement with Dutchess County to that effect.

For County Office Use Only

Response From Dutchess County Department of Planning and Development

No Comments:

- Matter of Local Concern
- No Jurisdiction
- No Authority
- Withdrawn
- Incomplete - municipality must resubmit to County
- Exempt from 239 Review
- None

Comments Attached:

- Local Concern with Comments
- Conditional
- Denial
- Incomplete with Comments- municipality must resubmit to County
- Informal Comments Only (Action Exempt from 239 Review)

Date Submitted: **2/27/2026**

Notes:

Major Project

Date Received: **2/27/2026**

Date Requested: **3/18/2026**

Referral #: **ZR26-046**

Date Required: **3/28/2026**

Also mailed hard copy

Reviewer: *Tara Dillon*

Date Transmitted: **3/3/2026**

Local Law Filing

New York State Department of State
Division of Corporations, State Records and Uniform Commercial Code
One Commerce Plaza, 99 Washington Avenue
Albany, NY 12231-0001
www.dos.nygov

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

TOWN OF POUGHKEEPSIE

LOCAL LAW NO. __ (PROPOSED) OF THE YEAR 2026

A LOCAL LAW TO AMEND CHAPTER 210 OF THE CODE OF THE TOWN OF POUGHKEEPSIE ENTITLED “ZONING” TO CLARIFY EXISTING REGULATIONS, CORRECT MINOR ERRORS, AND REVISE TIME FRAMES FOR EXTENSIONS; AND TO AMEND CHAPTER 135 ENTITLED “LOT LINE REVISIONS” AND CHAPTER 177 ENTITLED “SUBDIVISION OF LAND” TO REVISE TIME FRAMES FOR EXTENSIONS

BE IT ENACTED by the Town Board of the Town of Poughkeepsie as follows:

SECTION 1. LEGISLATIVE INTENT

This Local Law amends Chapter 210 of the Town Code, entitled “Zoning,” to clarify existing provisions and correct minor errors. It also revises the time frames for extensions set forth in Chapter 210, as well as in Chapter 135 (“Lot Line Revisions”) and Chapter 177 (“Subdivision of Land”).

These amendments are intended to protect the public health, safety, and general welfare of Town residents and to ensure the consistent and efficient administration of the Town’s land use regulations. The amendments are consistent with *Greenway Connections: Greenway Compact Program and Guides for Dutchess County Communities* pursuant to Chapter 18 of the Town Code, and with the recommendations of the Town’s 2021 *Comprehensive Plan*.

SECTION 2. APPLICATION

This Local Law shall apply within the Town of Poughkeepsie.

SECTION 3. SUPERSESSION

The Poughkeepsie Town Board hereby exercises its home rule and police powers under Municipal Home Rule Law §§ 10 and 22 to supersede the provisions of New York State Town Law §§ 274-a, 274-b, and 276 relating to the duration and number of permitted extensions of site plan, special use permit, and subdivision approvals, to the extent that such state law is inconsistent with this Local Law.

SECTION 4. SEVERABILITY

The invalidity of any word, section, clause, paragraph, sentence, part, or provision of this Local Law shall not affect the validity of any other part of this Local Law which can be given effect without such part or parts.

SECTION 5. AMENDMENTS TO CHAPTER 135 ENTITLED “LOT LINE REVISIONS”

§ 5.1. Section 135-5H of the Code is amended to delete it in its entirety and replace it with the following new § 135-5H:

- H. If the approved survey map and deed are not filed in the Office of the Dutchess County Clerk within 120 days of the date of the Planning Board’s resolution of approval, or within such other period as the Planning Board may have granted, the lot line revision approval shall expire and be deemed null and void as if it had never been granted. Upon written request submitted prior to the expiration of the current approval or extension and for good cause shown, the Planning Board may, in its discretion, grant one or more extensions of the filing deadline.

SECTION 6. AMENDMENTS TO CHAPTER 177 ENTITLED “SUBDIVISION OF LAND”

§ 6.1. Sections 177-10P and Q of the Code are amended to delete them in their entirety and replace them with the following new §§ 177-10P and Q:

- P. Expiration of conditional approval. Conditional approval of a minor subdivision plat shall expire 180 days after the date of the Planning Board’s resolution of approval. Upon written request by the applicant submitted prior to the expiration of the approval and for good cause shown, the Planning Board may, in its discretion, extend the time within which a conditionally approved plat must be submitted for signature by additional periods of 90 days each, provided that no more than six (6) such extensions may be granted. Failure to satisfy the conditions of approval within the required time period(s) shall result in the approval becoming null and void.
- Q. Filing of minor subdivision plat; expiration of approval. The applicant shall file the approved minor subdivision plat in the Office of the Dutchess County Clerk within 62 days of final approval, or such approval shall expire. The signing of the plat by the Planning Board Chair, Vice-Chair, or other duly authorized Planning Board member, signifying completion of all conditions specified in the resolution granting conditional approval, shall constitute final approval.

§ 6.2. Section 177-11P of the Code is amended to delete it in its entirety and replace it with the following new § 177-11P:

- P. Expiration of approval. Approval of a preliminary plat shall expire 180 days after the date of the Planning Board’s resolution of approval. Upon written request by the applicant submitted prior to expiration and for good cause shown, the Planning Board may, in its discretion, grant extensions of the expiration date by additional periods of 90 days each, provided that no more than four (4) such extensions may be granted. Any extension shall be granted only if the proposed subdivision fully conforms to the zoning regulations in effect at the time such extension is sought.

§ 6.3. Sections 177-12I and J of the Code are amended to delete them in their entirety and replace them with the following new §§ 177-12I and J:

- I. Expiration of conditional approval of final plat. Conditional approval of a final plat shall expire 180 days after the date of the Planning Board's resolution of approval. Upon written request by the applicant submitted prior to expiration and for good cause shown, the Planning Board may, in its discretion, extend the time within which a conditionally approved plat must be submitted for signature by additional periods of 90 days each, provided that no more than six (6) such extensions may be granted. Failure to satisfy the conditions of approval within the required time period(s) shall result in the approval becoming null and void.
- J. Filing of final plat; expiration of approval. The applicant shall file the approved final plat, or a section thereof, in the Office of the Dutchess County Clerk within 62 days of final approval, or such approval shall expire. If the applicant files only a section of the approved plat with the County Clerk, the entire approved plat shall be filed within 30 days of the filing of such section with the Town Clerk. Any filed section shall encompass at least 10% of the total number of lots shown on the approved plat. The approval of all remaining sections shall expire unless those sections are filed with the County Clerk within three (3) years of the date of filing of the first section. The signing of the plat by the Planning Board Chair, Vice-Chair, or other duly authorized Planning Board member, signifying completion of all conditions specified in the resolution granting conditional approval, shall constitute final approval.

SECTION 7. AMENDMENTS TO ARTICLE II OF THE ZONING LAW ENTITLED "DEFINITIONS AND WORD USAGE"

§ 7.1. Section 210-9 of the Code is amended to delete the definition of "fence" in its entirety and replace it with the following new definition of "fence:"

FENCE

A vertical, freestanding structure, typically of wood, vinyl, or wire, erected to enclose or define an area, establish a boundary, provide containment, or provide screening. Fences may be solid or partially open, such as picket, rail, or wire fences.

§ 7.2. Section 210-9 of the Code is amended to add the following new definition:

MOTOR VEHICLE FUELING STATION

See "vehicle fueling station."

§ 7.3. Section 210-9 of the Code is amended to delete the definition of "height" in its entirety.

§ 7.4. Section 210-9 of the Code is amended to add the following new definition of "structure height:"

STRUCTURE HEIGHT

For structures other than buildings, the vertical distance from the average grade around the base of the structure to its highest point, unless otherwise specified in this chapter. Any berm, wall, platform, or other constructed feature that elevates the structure shall be counted as part of its height, unless otherwise authorized by the Planning Board.

§ 7.5. Section 210-9 of the Code is amended to delete the definition of “wall” in its entirety and replace it with the following new definition of “wall, freestanding:”

WALL, FREESTANDING

A vertical, freestanding, opaque structure made of substantial materials such as stone, concrete, or brick used to enclose or divide an area, provide security or screening, or serve as an architectural or landscape feature. A freestanding wall is not designed to support or retain earth or other materials and does not include the exterior walls of buildings or structures.

§ 7.6. Section 210-9 of the Code is amended to add the following new definition:

WALL, RETAINING

A vertical structure specifically designed and constructed to resist and hold back earth, stone, fill, or other materials at different elevations, thereby preventing the lateral movement of those materials. A retaining wall is distinct from fences and freestanding walls in that its primary function is structural support associated with grade changes.

SECTION 8. AMENDMENTS TO ARTICLE III OF THE ZONING LAW ENTITLED “ZONING DISTRICTS; ZONING MAP”

§ 8.1. Section 210-13A is amended to delete it in its entirety and replace it with the following new § 210-13A:

- A. The regulations shall govern the use of land or structures, height, bulk, building coverage, impervious coverage, and, where specified, the minimum habitable floor area of any dwelling unit.

§ 8.2. Section 210-13J(2) is amended to delete it in its entirety and replace it with the following new § 210-13J(2):

- (2) Any open or enclosed porch, deck, or carport shall be considered part of the building for purposes of determining required setbacks and building coverage, and shall meet the same setback requirements as the principal structure. Unroofed paved terraces shall not be considered part of the building.

SECTION 9. AMENDMENTS TO ARTICLE IV OF THE ZONING LAW ENTITLED “RESIDENTIAL DISTRICT REGULATIONS”

§ 9.1. Section 210-14E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.2. Section 210-15E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.3. Section 210-15.1E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.4. Section 16E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.5. Section 210-17E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.6. Section 210-18E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 9.7. Section 210-20D(2) is amended to delete it in its entirety and replace it with the following new § 210-20D(2):

- (2) Maximum building coverage and impervious coverage for any development on any lot shall be as follows:
 - (a) Maximum building coverage shall be 25%.
 - (b) Maximum impervious coverage shall be 75%.

§ 9.8. Section 210-21I(4)(a) is amended to delete it in its entirety and replace it with the following new § 210-21I(4)(a):

- (a) Maximum building coverage of non-open space area: 90%.

§ 9.9. Section 210-21.1C(2) is amended to delete it in its entirety and replace it with the following new § 210-21.1C(2):

- (2) Maximum building coverage. Maximum building coverage shall not exceed 70%.

SECTION 10. AMENDMENTS TO ARTICLE V OF THE ZONING LAW ENTITLED “TOWN CENTER DISTRICT REGULATIONS”

§ 10.1. Section 210-22E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.2. Section 210-22E(2) is amended to delete it in its entirety and replace it with the following new § 210-22E(2):

- (2) Maximum residential density.
 - (a) Residential density shall not exceed six dwelling units per acre. However, a density of up to eight dwelling units per acre may be allowed subject to special permit approval by the Planning Board.
 - (b) Dwelling unit(s) located on the story directly above a nonresidential use, where the majority of the unit floor area is situated over the nonresidential use, shall be excluded from the calculation of maximum residential density, provided that the lot complies with all applicable building coverage and impervious coverage requirements, and that sufficient off-street parking is provided for the residential units in accordance with this chapter.

§ 10.3. Section 210-23E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.4. Sections 210-24C(3), 210-24C(4), and 210-24C(48) of the Code are amended to delete the asterisk preceding the terms “animal grooming,” “animal training,” and “veterinary office” in each respective subsection.

§ 10.5. Section 210-25E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.6. Section 210-26E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.7. Section 210-26F is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.8. Section 210-26G is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.9. Section 210-26G is amended to delete footnote b in its entirety and replace it with the following new footnote b:

- b. Building coverage percentage versus impervious coverage percentage is designed to encourage parking within attached residential structures to minimize grade (ground) parking.

§ 10.10. Section 210-26H is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.11. Section 210-26H is amended to delete footnote b in its entirety and replace it with the following new footnote b:

- b. Building coverage percentage versus impervious coverage percentage is designed to encourage parking within attached residential structures to minimize grade (ground) parking.

§ 10.12. Section 210-27E is amended to delete the column heading “Maximum Lot Coverage (%)” in the sixth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.13. Section 210-27F is amended to delete the column heading “Maximum Lot Coverage (%)” in the sixth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.14. Section 210-27G is amended to delete the column heading “Maximum Lot Coverage (%)” in the sixth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.15. Section 210-27G is amended to delete footnote b in its entirety and replace it with the following new footnote b:

- b. Building coverage percentage versus impervious coverage percentage is designed to encourage parking within attached residential structures to minimize grade (ground) parking.

§ 10.16. Section 210-27H is amended to delete the column heading “Maximum Lot Coverage (%)” in the sixth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.17. Section 210-27H is amended to delete footnote b in its entirety and replace it with the following new footnote b:

- b. Building coverage percentage versus impervious coverage percentage is designed to encourage parking within attached residential structures to minimize grade (ground) parking.

§ 10.18. Section 210-28E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 10.19. Section 210-29E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

SECTION 11. AMENDMENTS TO ARTICLE VI OF THE ZONING LAW ENTITLED “BUSINESS AND COMMERCIAL DISTRICT REGULATIONS”

§ 11.1. Section 210-33C(1) is amended to delete it in its entirety and replace it with the following new § 210-33C(1):

- (1)⁺Up to two accessory apartments not occupying any ground floor area, subject to § 210-46.

§ 11.2. Section 210-33E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.3. Section 210-34C is amended to delete the introductory sentence in its entirety and replace it with the following new introductory sentence:

- C. Special uses shall be as follows (Note: “*” designates a use which is subject to both special use permit and site plan approval by the Planning Board; “+” designates a use that is subject to special use permit approval by the Zoning Board of Appeals; “^” designates a use that is subject to special use permit approval by the Town Board and site plan approval by the Planning Board):

§ 11.4. Section 210-34E is amended to delete the column heading “Maximum Lot Coverage (%)” in the seventh column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.5. Section 210-35E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.6. Section 210-36E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.7. Section 210-37E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.8. Section 210-38E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.9. Section 210-39E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.10. Section 210-40B(11) is amended to delete it in its entirety and replace it with the following new § 210-40B(11):

- (11) *Manufacturing, including fabrication, converting, processing, altering, assembly or other handling of products, excluding prohibited uses under § 210-94.

§ 11.11. Section 210-40E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.12. Section 210-41E is amended to delete the column heading “Maximum Lot Coverage (%)” in the eighth column of the table and replace it with the heading “Maximum Building Coverage (%)”

§ 11.13. Section 210-42C(3)(a) is amended to delete it in its entirety and replace it with the following new § 210-42C(3)(a):

- (a) Building coverage. The maximum building coverage shall be that applicable in the underlying district.

SECTION 12. AMENDMENTS TO ARTICLE VII OF THE ZONING LAW ENTITLED “WATERFRONT DISTRICT REGULATIONS”

§ 12.1. Section 210-43A is amended to delete it in its entirety and replace it with the following new § 210-43A:

- A. Purpose. The Waterfront District 1 (WD1) covers the areas of waterfront adjacent to low-intensity uses. It is the purpose of the WD1 District to promote compatible, well-designed water-dependent uses; achieve public access to the coastal area; control development; protect and enhance the corridor's natural, scenic and cultural resources; provide opportunities for permanent public views and access to the Hudson River; and to implement the policies and purposes of the Town of Poughkeepsie's Local Waterfront Revitalization Program. Within the WD1 District, all of the underlying zoning district regulations remain in effect, except as they are specifically modified by the WD1 District regulations as applied to those uses set forth in Subsection B below.

§ 12.2. Section 210-43E(3) is amended to delete it in its entirety and replace it with the following new § 210-43E(3):

- (3) Maximum impervious coverage. Maximum impervious coverage on that portion of any lot located within the WD1 District shall not exceed 50%.

§ 12.3. Section 210-44A is amended to delete it in its entirety and replace it with the following new § 210-44A:

- A. Purpose. The Waterfront District 2 (WD2) covers the areas of waterfront adjacent to intensive industrial and commercial activity. It is the purpose of the WD2 District to promote well-designed water-dependent or rail-dependent or -enhanced commercial and industrial uses; promote revitalization and redevelopment of deteriorated and underutilized areas; ensure appropriate development; protect and enhance the corridor's natural, scenic and cultural resources; and to implement the policies and purposes of the Town of Poughkeepsie's Local Waterfront Revitalization Program (LWRP). Within the WD2 District, all of the underlying zoning district regulations remain in effect, except as they are specifically modified by the WD2 District regulations as applied to those uses set forth in Subsection B below.

§ 12.4. Section 210-44D(3) of the Code is amended to delete it in its entirety and replace it with the following new § 210-44D(3)

Maximum impervious coverage. Maximum impervious coverage on that portion of any lot located within the WD2 District shall not exceed 50%.

SECTION 13. AMENDMENTS TO ARTICLE VIII OF THE ZONING LAW ENTITLED "SUPPLEMENTARY REGULATIONS"

§ 13.1. Section 210-46B of the Code is amended to delete the introductory sentence in its entirety and replace it with the following new introductory sentence:

- B. Standards. Where permitted, all accessory apartments in commercial districts require a special use permit from the Zoning Board of Appeals.

§ 13.2. Section 210-69 of the Code is amended to delete it in its entirety and replace it with the following new § 210-69:

§ 210-69 Fences and walls.

- A. Permit required. No fence shall be installed without first obtaining a fence permit from the Zoning Department.
- B. General standards. All fences shall comply with the following standards, unless otherwise approved by the Planning Board:
 - (1) Prohibited Materials. Electric fencing, barbed wire, razor wire, and other similar materials are prohibited.
 - (2) Orientation and design. The finished side of a fence shall face outward toward adjacent properties and public rights-of-way. For purposes of this section, the "finished side" means the side without visible structural supports, such as posts, rails, or cross-members.
- A. Residential Standards. In residential districts or on lots exclusively in residential use, fences and freestanding walls shall also comply with the following:

- (1) Fences and freestanding walls not exceeding eight (8) feet in height shall be permitted on any portion of a lot behind the front building line or the required front setback line, whichever is less restrictive.
- (2) Within required front yards, no hedge, fence, or freestanding wall shall exceed 42 inches in height. For all fences permitted under this subsection, fence posts may extend up to six (6) inches above the permitted height.

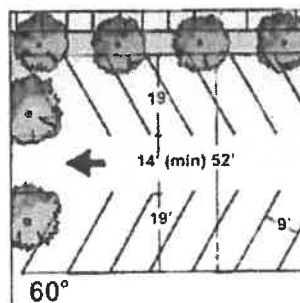
§ 13.3. Sections 210-92K and L of the Code are amended to delete them in their entirety and replace them with the following new §§ 210-92K and L:

K. Dimensions.

- (a) Unenclosed parking spaces and access aisles shall comply with the minimum dimensions set forth in the table below, unless otherwise determined by the Planning Board. If the proposed parking angle is not listed, the Planning Board shall determine the required parking space dimensions and aisle widths. These dimensions do not apply to accessible parking spaces, which shall comply with the standards in subsection L.

Parking Angle	90°	60°	45°	Parallel
Parking Space Width	9'	9'	9'	8'
Parking Space Length	18'	19'	20'	20'
1-Way Aisle Width	22'	14'	12'	12'
2-Way Aisle Width	24'	24'	24'	20'

- (b) Parking spaces bordered by walls or columns on one or both sides shall be at least 10 feet wide and 18 feet long. This requirement does not apply to accessible parking spaces, which shall comply with the dimensional and clearance standards in subsection L.
- (c) Angled parking spaces shall be measured as shown in the illustration below.



- (d) All parking spaces shall be clearly delineated and so maintained.
- L. Accessible parking (ADA compliance).** All parking facilities shall comply with the “2010 ADA Standards for Accessible Design” issued by the U.S. Department of Justice pursuant to the Americans with Disabilities Act, or such later standards as may be adopted, and the Uniform Code of New York State.

§ 13.4. The introductory sentence to § 210-92O of the Code is amended to delete it in its entirety and replace it with the following new introductory sentence to § 210-92O:

- O. Minimum off-street parking requirements shall be as set forth below. The most restrictive requirements shall apply. Where Planning Board approval is required, the Planning Board is authorized to modify these requirements as it deems necessary and appropriate based on the specific circumstances of the application:

§ 13.5. Section 210-92Q(1) of the Code is amended to delete it in its entirety and replace it with the following new § 210-92Q(1):

- (1) Parking or storage of motor vehicles in the front yard of any property located in a residential district is prohibited, unless said front yard is crossed by a duly constructed driveway extending through the front yard to a garage, carport, or properly surfaced parking area located beyond the front yard line. For uses requiring four or fewer parking spaces, said driveway shall not be less than eight feet nor more than 15 feet in width.

SECTION 14. AMENDMENTS TO ARTICLE X OF THE ZONING LAW ENTITLED “NONCONFORMING BUILDINGS AND USES”

§ 14.1. Section 210-136A(5) of the Code is amended to delete it in its entirety and replace it with the following new § 210-136A(5):

- (5) The development of the lot will maintain a minimum lot width of not less than 85 feet; a front yard of not less than 30 feet; a side yard of not less than 15 feet; a rear yard of not less than 30 feet; and a maximum building coverage of not more than 25%.

SECTION 15. AMENDMENTS TO ARTICLE XII OF THE ZONING LAW ENTITLED “ZONING BOARD OF APPEALS”

§ 15.1. Section 210-148I of the Code is amended to delete it in its entirety and replace it with the following new § 210-148I:

- I. Expiration of variance approvals.
 - (1) The area variance and/or use variance approval shall expire if construction or the use is not commenced within one year of the date of Zoning Board of Appeals’ approval, and completed within two years of the date of such approval.
 - (2) When an area variance or use variance is required in connection with a Planning Board application, the time period for expiration of the approval shall not commence until the date of the corresponding Planning Board approval.
 - (3) A use variance shall also expire if the approved use has ceased for a period of 12 consecutive months.

SECTION 16. AMENDMENTS TO ARTICLE XIII OF THE ZONING LAW ENTITLED “PROCEDURES AND STANDARDS FOR SITE PLAN REVIEW”

§ 16.1. Section 210-151J of the Code is amended to delete it in its entirety and replace it with the following new § 210-151J:

- J. Expiration of approval. The site plan approval shall expire unless construction is commenced within one year of the date of the Planning Board’s resolution of approval, and completed within two years of the date of such approval. Upon written request by the

applicant submitted prior to expiration and for good cause shown, the Planning Board may, in its discretion, extend the time for expiration of the approval by additional periods of 90 days each, provided that no more than six (6) such extensions may be granted.

§ 16.2. Section 210-152A(5)(b) of the Code is amended to delete it in its entirety and replace it with the following new § 210-152A(5)(b).

- (b) The Planning Board shall determine the appropriate dimensional requirements for access roads and internal driveways for the specific use proposed, and may modify the dimensional standards for access roads and internal driveways as otherwise established in the Town Code. To the extent practicable, driveways serving nonresidential uses shall be aligned with a street or driveway opposite the proposed use.

§ 16.3. Section 210-152.1J of the Code is amended to delete it in its entirety and replace it with the following new § 210-152.1J:

J. Expiration of approval.

- (a) The special use permit approval shall expire if construction or the use is not commenced within one year of the date of the Planning Board's or Zoning Board of Appeals' resolution of approval, as applicable. Upon written request by the applicant submitted prior to expiration and for good cause shown, the Planning Board or Zoning Board of Appeals may, in its discretion, extend the time for expiration of the special use permit by additional periods of 90 days each, provided that no more than six (6) such extensions may be granted.

- (b) A special use permit shall also expire if the use has ceased for a period of 12 consecutive months.

SECTION 17. AMENDMENTS TO ARTICLE XV OF THE ZONING LAW ENTITLED "MISCELLANEOUS PROVISIONS"

§ 17.1. Section 210-158 of the Code is amended to delete it in its entirety and replace it with the following new § 210-158:

Where this chapter requires a greater width or size of yards or other open spaces or a lower height of building or a fewer number of stories or a greater percentage of lot area to be left unoccupied or otherwise imposes greater restrictions than required by any other statute, bylaw, ordinance or regulation, the provisions of this chapter shall govern. Where the provisions of any other statute, bylaw, ordinance or regulation requires a greater width or size of yards or other open spaces or a lower height of building or a fewer number of stories or a greater percentage of lot area to be left unoccupied or otherwise imposes greater restrictions than are required by this chapter, the provisions of such statute, bylaw, ordinance or regulation shall govern. Where the provisions of this chapter provide conflicting restrictions or requirements, the provision which imposes the greater restriction shall govern.

SECTION 18. EFFECTIVE DATE

This Local Law shall take effect immediately after it is filed with the Secretary of State as provided in section twenty-seven of the Municipal Home Rule Law.

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: A Local Law to amend sections of Chapter 210 (Zoning), Chapter 135 (Lot Line Revisions) and Chapter 177 (Subdivision of Land).		
Project Location (describe, and attach a general location map): Town of Poughkeepsie, New York		
Brief Description of Proposed Action (include purpose or need): Adoption of a Local Law to amend Chapter 210 of the Town Code, entitled "Zoning," to clarify existing provisions and correct minor errors. It also revises the time frames for extensions set forth in Chapter 210, as well as in Chapter 135 ("Lot Line Revisions") and Chapter 177 ("Subdivision of Land"). These amendments are intended to protect the public health, safety, and general welfare of Town residents and to ensure the consistent and efficient administration of the Town's land use regulations. The amendments are consistent with Greenway Connections: Greenway Compact Program and Guides for Dutchess County Communities pursuant to Chapter 18 of the Town Code, and with the recommendations of the Towns 2021 Comprehensive Plan.		
Name of Applicant/Sponsor: Town of Poughkeepsie Town Board		Telephone: (845) 485-3600 E-Mail: redwards@townofpoughkeepsie-ny.gov
Address: 1 Overocker Road		
City/PO: Poughkeepsie	State: New York	Zip Code: 12603
Project Contact (if not same as sponsor; give name and title/role): Michael Welti, AICP - Director of Municipal Development - Town of Poughkeepsie		Telephone: (845) 485-3657 E-Mail: mwelti@townofpoughkeepsie-ny.gov
Address: 1 Overocker Road		
City/PO: Poughkeepsie	State: NY	Zip Code: 12603
Property Owner (if not same as sponsor): N/A		Telephone: N/A E-Mail: N/A
Address: N/A		
City/PO: N/A	State: N/A	Zip Code: N/A

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	Town Board - Code Amendment	Proposed February 2026. Projected adoption in March or April 2026.
b. City, Town or Village Planning Board or Commission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Planning Board - Zoning Text Amendment Recommendation	Projected recommendation by the Planning Board at February 2026 meeting
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dutchess County Planning (DCP) - GML 239	Projected response from the County Planning Department in March 2026
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s): The Town of Poughkeepsie is a Hudson River Valley Greenway Compact Community and is within the Hudson River Valley National Heritage Area.	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s): The Town Board adopted the Natural Resource Inventory (NRI) and Open Space Plan on April 12, 2023.	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district? _____

The proposed code amendments include miscellaneous code clean-up items that would effect all or most zoning districts in the Town. _____

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,
i. What is the proposed new zoning for the site? Miscellaneous code text amendments

C.4. Existing community services.

a. In what school district is the project site located? Arlington CSD, Wappingers CSD, Spackenkill CSD, and Hyde Park CSD

b. What police or other public protection forces serve the project site?
Town of Poughkeepsie Police Department

c. Which fire protection and emergency medical services serve the project site?
Arlington Fire District, Fairview Fire District, and New Hamburg Fire District

d. What parks serve the project site?
Town and County Parks

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? _____

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____
ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____
iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months
ii. If Yes:
• Total number of phases anticipated _____
• Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
• Anticipated completion date of final phase _____ month _____ year
• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No

If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No

If Yes,

- i. Total number of structures _____
- ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
- iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No

If Yes,

- i. Purpose of the impoundment: _____
- ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
- iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) Yes No

If Yes:

- i. What is the purpose of the excavation or dredging? _____
- ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 - Volume (specify tons or cubic yards): _____
 - Over what duration of time? _____
- iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No

If Yes:

- i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

• Do existing sewer lines serve the project site? Yes No
 • Will a line extension within an existing district be necessary to serve the project? Yes No
 If Yes:
 • Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:
 • Applicant/sponsor for new district: _____
 • Date application submitted or anticipated: _____
 • What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:
 i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
 ii. Describe types of new point sources. _____

 iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

 • If to surface waters, identify receiving water bodies or wetlands: _____

 • Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
 ii. In addition to emissions as calculated in the application, the project will generate:
 • _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 • _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 • _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

- i. Estimate methane generation in tons/year (metric): _____
- ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

- i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.
- ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration: _____

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s): _____

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:
 • _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 • _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.
 i. Check all uses that occur on, adjoining and near the project site.
 Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Aquatic Other (specify): _____
 ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes: Yes No
i. Has the facility been formally closed?
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes: Yes No
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____
 N/A _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____

 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
 i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
 i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? Yes No

If Yes:

i. Nature of historic/archaeological resource: Archaeological Site Historic Building or District

ii. Name: _____

iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? Yes No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? Yes No

If Yes:

i. Describe possible resource(s): _____

ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? Yes No

If Yes:

i. Identify resource: _____

ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____

iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? Yes No

If Yes:

i. Identify the name of the river and its designation: _____

ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? Yes No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Poughkeepsie Date February 10, 2026

Signature Michael A. Welti, AICP Title Dir./Municipal Development - Town of Poughkeepsie

PRINT FORM

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]
 Project : Misc. Code Clean-Up Part 1 Local Law
 Date : March 18, 2026

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If "Yes", answer questions a - j. If "No", move on to Section 2.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

NO

YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

NO

YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

1. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater

The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
If "Yes", answer questions a - h. If "No", move on to Section 5.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding

The proposed action may result in development on lands subject to flooding. (See Part 1. E.2)
If "Yes", answer questions a - g. If "No", move on to Section 6.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air

The proposed action may include a state regulated air emission source.
(See Part 1. D.2.f., D.2.h, D.2.g)
If "Yes", answer questions a - f. If "No", move on to Section 7.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals

The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.)
If "Yes", answer questions a - j. If "No", move on to Section 8.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources

The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)
If "Yes", answer questions a - h. If "No", move on to Section 9.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources NO YES

The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.)
If "Yes", answer questions a - g. If "No", go to Section 10.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources NO YES

The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.)
If "Yes", answer questions a - e. If "No", go to Section 11.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation

The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan.

(See Part 1. C.2.c, E.1.c., E.2.q.)

If "Yes", answer questions a - e. If "No", go to Section 12.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas

The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d)

If "Yes", answer questions a - c. If "No", go to Section 13.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation

The proposed action may result in a change to existing transportation systems.

 NO YES

(See Part 1. D.2.j)

If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy

The proposed action may cause an increase in the use of any form of energy.

 NO YES

(See Part 1. D.2.k)

If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light

The proposed action may result in an increase in noise, odors, or outdoor lighting.

 NO YES

(See Part 1. D.2.m., n., and o.)

If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)
If "Yes", answer questions a - m. If "No", go to Section 17.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans

The proposed action is not consistent with adopted land use plans.
 (See Part 1. C.1, C.2. and C.3.)
 If "Yes", answer questions a - h. If "No", go to Section 18.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character

The proposed project is inconsistent with the existing community character.
 (See Part 1. C.2, C.3, D.2, E.3)
 If "Yes", answer questions a - g. If "No", proceed to Part 3.

NO

YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

PRINT FULL FORM

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

The proposed local law amends Chapter 210 of the Town Code, entitled "Zoning," to clarify existing provisions and correct minor errors. It also revises the time frames for extensions set forth in Chapter 210, as well as in Chapter 135 ("Lot Line Revisions") and Chapter 177 ("Subdivision of Land"). These amendments are intended to protect the public health, safety, and general welfare of Town residents and to ensure the consistent and efficient administration of the Town's land use regulations. Adoption of this local law will not have a significant adverse impact on the environment.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the
Town of Poughkeepsie Town Board _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: A Local Law to amend sections of Chapter 210 (Zoning), Chapter 135 (Lot Line Revisions) and Chapter 177 (Subdivision of Land).

Name of Lead Agency: Town of Poughkeepsie Town Board

Name of Responsible Officer in Lead Agency: Rebecca Edwards

Title of Responsible Officer: Supervisor

Signature of Responsible Officer in Lead Agency: _____ Date: March 18, 2026

Signature of Preparer (if different from Responsible Officer) Michael A. Welti, AICP _____ Date: March 12, 2026

For Further Information:

Contact Person: Michael A. Welti, AICP

Address: 1 Overocker Road, Poughkeepsie, NY 12603

Telephone Number: 845-485-3657

E-mail: mwelti@townofpoughkeepsie-ny.gov

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

PRINT FULL FORM

RESOLUTION 3:18 - # 2 OF 2026

**RATIFY EXECUTION OF AGREEMENT
WITH DUTCHESS COUNTY REGARDING DRUG TASK FORCE**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby ratify the Supervisor's execution of an Agreement with the County of Dutchess, the Towns of Hyde Park, Fishkill and East Fishkill, and the Cities of Beacon and Poughkeepsie, to provide for the County's continued funding, through the Municipal Innovation Grant Program, of the Drug Enforcement Task Force CA File #20853, a copy of which is annexed.

Dated: March 18th 2026

Moved: Barbara Laird

Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AGREEMENT

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the **COUNTY OF DUTCHESS**, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the “COUNTY”) and **CITY OF BEACON**, a municipality within Dutchess County, whose address is 1 Municipal Plaza, Beacon, New York 12508; **CITY OF POUGHKEEPSIE**, a municipality within Dutchess County, whose address is 62 Civic Center Plaza, Poughkeepsie, New York 12601; **TOWN OF EAST FISHKILL**, a municipality within Dutchess County, whose address is 330 Route 376, Hopewell Junction, New York 12533; **TOWN OF FISHKILL**, a municipality within Dutchess County, whose address is 807 Route 52, Fishkill, New York 12524; **TOWN OF HYDE PARK**, a municipality within Dutchess County, whose address is 4383 Albany Post Road, Hyde Park, New York 12538; and **TOWN OF POUGHKEEPSIE**, a municipality within Dutchess County, whose address is 1 Overocker Road, Poughkeepsie, New York 12603 (hereinafter referred to as the “MUNICIPALITY” or the “MUNICIPALITIES”).

WITNESSETH:

WHEREAS, the County of Dutchess has implemented a Municipal Investment Grant (MIG) Program (formerly known as Municipal Innovation Grant Program) through its Department of Planning & Development, and

WHEREAS, the grant concerns the Municipalities’ administration of the Dutchess County Task Force within the above-named municipalities and access to their 2026 grant funds, and

WHEREAS, the funds necessary to pay for such services are appropriated in the Adopted County Budget, now, therefore, it is mutually agreed by and between the parties hereto as follows:

1. **SCOPE OF SERVICES.** Each Municipality shall oversee the performance of, using standards of care acceptable to the County and in strict compliance with all applicable Federal, State and local laws, regulations and procedures, the program set forth in Exhibit “A” annexed hereto and made a part of this Agreement.

If any term of the Scope of Services contradicts or creates an ambiguity with any term of this Agreement, this Agreement shall govern.

2. **TERM OF AGREEMENT.** This Agreement shall be effective JANUARY 1, 2026, and shall terminate on DECEMBER 31, 2026, unless otherwise terminated as set forth herein.

3. **PAYMENT.** As full and complete consideration for the services so rendered, the County shall pay a total sum not to exceed ONE MILLION, TWO HUNDRED TWENTY-SEVEN THOUSAND, EIGHT HUNDRED NINETY-TWO and 00/100 (\$1,227,892.00) DOLLARS. The Municipalities shall be required to receive payments electronically by submitting an authorization

form to the Dutchess County Comptroller's Office unless an exception has been found where electronic payments are not feasible.

Payment of the above consideration shall be made to each Municipality upon submission of quarterly statements in a form satisfactory to the County. No payment shall be made prior to audit and approval by the County. The County may withhold some or all of each quarterly payment from the Municipality in the event it determines that the Municipality has not met its project outcomes. Payment(s) will be released once the Municipality submits the necessary documentation to the County that establishes that it has met its project outcomes.

4. BUDGET. Each Municipality agrees to oversee the services under this Agreement in strict compliance with the budget which is annexed to and made a part of this Agreement as Exhibit "B" and which details all personnel or other costs of services to be rendered in connection with this Agreement. Any change or modification of the budget must be in writing and must be approved in advance by the County. Notwithstanding any other provision of this Agreement, the Municipality agrees that, in the event that the expenditures are less than the total budget and at the termination of this Agreement County funds remain unexpended, the Municipality shall return said funds to the County.

5. ATTRIBUTION. Each Municipality, through whatever medium it uses to communicate its mission, program or service, shall identify Dutchess County as a funding source. It shall do so by placing on its stationery, brochures, newsletters and other printed materials the following statement: "Paid for in part by Dutchess County." Whenever appropriate, the Dutchess County Seal should be displayed along with the statement. Attribution in other media where the above statement would be cumbersome shall appropriately convey the role of Dutchess County as a funding source.

6. INDEPENDENT CONTRACTOR STATUS. Each Municipality agrees that it is an independent contractor and that it shall not hold itself out to be an employee or officer of the County, and that therefore, neither Federal, State nor local income tax nor payroll tax of any kind shall be withheld or paid by the County on behalf of the Municipality or its employees; that the Municipality shall not be eligible for, and shall not be entitled to participate in, any employee pension, health, retirement or other fringe benefit plan of the County; that the Municipality shall have no Workers' Compensation or disability coverage through the County for the Municipality or its employees, and that the Municipality shall not be entitled to make any claim against the County for these or any other rights or privileges of an officer or employee of the County.

7. INDEMNIFICATION. Each Municipality agrees to the fullest extent permitted by law to defend, indemnify and hold the County and its employees harmless from any and all such losses, claims, liens, demands and causes for action, including but not limited to, judgments, penalties, interest, court costs, and legal fees incurred by the County on behalf of any party, in connection with or arising from the Contractor's work. Each Municipality shall investigate, handle, respond to and defend any such claims, demands or suits at its sole expense, and shall bear all other related costs and expenses even if such claims, demands, or suits are groundless, false or fraudulent. This indemnification section shall survive the expiration or termination of this Agreement.

In any matter in which indemnification hereunder would violate Section 5-322.1 of the New York General Obligations Law or any other applicable legal prohibition, the foregoing provision shall not be construed to indemnify the County for damage arising out of bodily injury to persons or to property caused by or resulting from the sole negligence of Dutchess County employees. The term “employee” shall include all officers, advisory board members and/or volunteers serving the County.

8. INSURANCE REQUIREMENTS. At all times during the term of this Agreement, each Municipality and any party that it enters into an agreement with connected to this grant, if any, shall maintain at its own cost the following insurance and shall provide proof thereof to the County, in the form of a Certificate of Insurance, prior to commencing work under this Agreement:

Workers’ Compensation Employer’s Liability and Disability Benefits Coverage (statutory limits). In compliance with the Workers’ Compensation Law of the State of New York, each Municipality shall provide:

- a. a certificate of insurance on an Acord form indicating proof of coverage for Workers’ Compensation, Employer’s Liability and Disability Benefits Coverage, **OR**
- b. a New York State Workers’ Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P) and New York State Notice of Compliance - Disability Benefits Law (Form DB-120 or DB-20.1).
- c. In the event that each Municipality is exempt from providing coverage, it must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers’ Compensation Board, Form CE-200.
- d. A certificate of participation in a self-insurance program. The department responsible for the implementation of the Agreement will obtain verification from the Director of Risk Management for those municipalities participating in the Dutchess County Self-Insured Plan.

Commercial General Liability Insurance coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. All construction, trade Municipality, and service maintenance agreements must utilize the additional insured endorsement CG 2037 July 2004 edition. The insurance coverage shall contain a waiver of subrogation in favor of Dutchess County. Acceptable proof of the waiver of subrogation and the County’s additional insured status may be evidenced through a copy of the policy form or endorsement.

The County must be named as the certificate holder.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A or better. In addition, every policy required above shall be primary insurance and any insurance carried by the County, its officers, or its employees shall be excess and not contributory insurance to that provided by each Municipality. Each Municipality, and any party that it enters into an agreement with connected to this grant, if any, shall be solely responsible for any deductible losses under each of the policies required above.

Payment(s) to each Municipality may be suspended in the event each Municipality, and any party that it enters into an agreement with connected to this grant, if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:

Dutchess County Attorney
County Office Building
22 Market Street
Poughkeepsie, New York 12601

Acceptable proof of the thirty-day notice provision may be obtained by submitting a copy of the policy form, endorsement or Acord insurance certificate. On receipt of such notice, the County shall have the option to cancel this Agreement without further expense or liability to the County, or to require each Municipality to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the County. Failure of each Municipality to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve each Municipality from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of each Municipality concerning indemnification.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due each Municipality until each Municipality furnishes such additional security as is determined necessary by the County.

9. QUALIFICATIONS OF MUNICIPALITY. Each Municipality specifically represents that it and its members, officers, employees, agents, servants, consultants and sub-contractor(s) have the experience, knowledge and character necessary to perform their particular duties under this Agreement.

10. DECLARATION BY MUNICIPALITY. Each Municipality declares that it has complied with all Federal, State and local laws regarding business permits, certificates and licenses that may be required to carry out the work to be performed under this Agreement.

11. NON-DISCRIMINATION. No services to be rendered pursuant to, or in connection with, this Agreement may be refused to any person because of age, race, color, creed, sex, sexual orientation, national origin, disability or marital status.

Each Municipality shall take all affirmative steps necessary to ensure equal employment opportunities without discrimination because of age, race, creed, color, sex, sexual orientation, national origin, disability or marital status and to comply with all Federal, State and local civil rights laws including, but not limited to, the Americans with Disabilities Act.

12. RETENTION OF RECORDS. Each Municipality agrees to maintain and have available for audit such records as may be required by the County, New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice and shall be maintained for a minimum of ten (10) years after termination of this Agreement.

13. NON-ASSIGNMENT. This Agreement may not be assigned by any Municipality without prior written consent of the County, and the County shall be relieved of all liability and obligations consistent with the New York State General Municipal Law Section 109 in the event of such unauthorized assignment.

14. TERMINATION. (a) *Without cause.* The County may terminate this Agreement upon ten (10) days' prior written notice to the Municipality of its intent to terminate without cause.

(b) *With cause.* The County may terminate this Agreement effective immediately, with subsequent written notice to be given to the Municipality of termination with cause.

In the event of termination with or without cause, the Municipality shall deliver to the County any or all drawings, specifications, reports and other data, records, materials and equipment in its custody or control pertaining to the Agreement and the County shall pay to the Municipality all amounts due to the time of termination in accordance with the terms of this Agreement. Such termination shall not give rise to any cause of action against the County for damages, loss of profits, expenses or other remuneration of any kind. Notwithstanding any other provision of this Agreement, if, in the judgment of the County, termination is made necessary or desirable because of the Municipality's failure to fulfill its obligations under this Agreement, or any other fault of the Municipality, the County may withhold payment of all or any part of monies which otherwise may be payable to the Municipality under this Agreement and apply such monies toward any damages or expenses sustained by the County as a result of such failure including, without limitation, any excess costs incurred by the County in completing the services under this Agreement by the use or employment of other Municipalities or otherwise. Notwithstanding the foregoing, the Municipality shall be liable to the County for all such damages and expenses without limitation to any such monies being withheld by the County, and the failure of the County to

withhold monies from the Municipality shall not be construed as an acknowledgement by the County that no such damages or expenses exist and shall not prevent the County from thereafter making any claim against the Municipality therefor.

15. EXECUTORY. The Dutchess County fiscal year begins on January 1st and ends on December 31st of any given year. Notwithstanding anything to the contrary contained herein, it is understood and agreed that this Agreement shall be deemed executory only to the extent of the moneys available to the County for the performance of the terms hereof and that, in the event that the Dutchess County Legislature fails to appropriate the necessary funds to affect payment in any calendar year, this Agreement shall automatically cease and terminate on the last day of the year in which funds have been appropriated for said Agreement and no liability on account thereof shall be incurred by the County beyond the funds available for the performance of this Agreement. It is further understood and agreed that neither this Agreement nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available moneys for the purpose of this Agreement.

16. NOTICE. Except as otherwise provided in this Agreement, notice required to be given pursuant to this Agreement shall be made in writing and addressed to the following or such other person as the parties may designate:

Dutchess County Dept. of Planning & Development

Attn.: Office of the Commissioner
85 Civic Center Plaza, Suite 107
Poughkeepsie NY 12601

City of Beacon

Attn.: Office of the Mayor
1 Municipal Plaza
Beacon NY 12508

City of Poughkeepsie

Attn.: Office of the Mayor
62 Civic Center Plaza
Poughkeepsie NY 12601

Town of East Fishkill

Attn.: Office of the Supervisor
Town Hall
330 Route 376
Hopewell Junction NY 12533

Town of Fishkill

Attn.: Office of the Supervisor
807 Route 52
Fishkill NY 12524

Town of Hyde Park

Attn.: Office of the Supervisor
4383 Albany Post Road
Hyde Park NY 12538

Town of Poughkeepsie

Attn.: Office of the Supervisor
One Overocker Road
Poughkeepsie NY 12603

17. NON-WAIVER. Failure of either party to exercise any rights under this Agreement for a breach thereof shall not be deemed a waiver thereof or a waiver of any subsequent breach.

18. SEVERABILITY. If any provision of this Agreement shall be held unenforceable, the rest of the Agreement shall nevertheless remain in full force and effect.

19. CHOICE OF LAW, VENUE. Any dispute arising directly or indirectly out of this Agreement shall be determined pursuant to the laws of the State of New York. The parties hereby choose the New York State Supreme Court, Dutchess County as the forum for any such dispute.

20. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration but must instead be heard in accordance with the Paragraph above entitled "Choice of Law, Venue."

21. SERVICE OF PROCESS. In addition to the methods of service allowed by the New York State Civil Practice Law & Rules ("CPLR"), each Municipality hereby consents to service of process on it by registered or certified mail, return receipt requested or by facsimile (fax) transmission. Service hereunder shall be complete when deposited in the United States mail, duly addressed and with proper postage or when the fax has connected. Each Municipality must promptly notify the County, in writing, of each and every change of address to which service of process can be made. Service by the County to the last known address shall be sufficient. Each Municipality will have thirty (30) calendar days after service is complete in which to respond.

22. NOTICE OF INTENT TO SUE. (a) Each Municipality agrees that, at least ninety (90) days prior to commencing suit against the County for any matter arising directly or indirectly out of this Agreement, it shall provide to the County a sworn document listing the time, place, and manner of any breach of this Agreement, together with an itemized list of any damages to which Municipality believes itself entitled. (b) The County shall have the right to conduct a deposition upon oral questions of an officer, employee or agent of the Municipality, of the County's choice, as to any matter arising under this Agreement within the 90-day period described above. (c) Strict compliance with this paragraph shall be a condition precedent to maintenance or institution of any action or proceeding, whether legal or administrative. This paragraph shall not be construed to toll any applicable statute of limitation. (d) Any action against the County must be commenced within one year of the event which gives rise to liability.

23. CAPTIONS. The captions are inserted only as a matter of convenience and reference, and in no way define, limit or describe the scope or intent of this Agreement nor in any way affect the terms hereof.

24. GENDER. Words of the masculine or feminine gender in this Agreement, unless the meaning of the sentence indicates otherwise, shall be deemed to refer to either male or female persons.

25. AUDIT. Each Municipality shall maintain an accounting system that enables the County to readily identify assets, liabilities, revenues, expenses and disposition of County funds. Records should include, but not be limited to, those kept by the Municipality, its employees, agents, assigns, and sub-contractor(s).

All vouchers or invoices presented for payment to be made hereunder, and the books, records and accounts upon which the vouchers or invoices are based are subject to review by the responsible department and audit by the County Comptroller. The Municipality shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the County.

The audits may include examination and review of the source and application of all funds from the County, State, or Federal governments. The Municipalities shall not be entitled to any interim or final payment under this Agreement, and any overpayment may be recouped, if any audit requirements and/or requests have not been satisfactorily met or if any expenditures or fees by the Municipality are determined to be irregular by the auditor. This paragraph shall survive the termination of the Agreement.

26. SEVERANCE PAY. The County Shall Not Be Charged for Severance Pay Incentives. The County is aware that, from time to time, contract agencies engage in programs such as early retirement plans which reward employees with a severance payment as an incentive toward voluntary resignation. The County of Dutchess is prohibited by the New York State Constitution from making a gift of public funds and such severance pay incentives amount to such a gift. Therefore, notice is hereby given that County funds shall not be used for the purpose of severance pay or any such incentive. If an audit of payments made under this Agreement reveals that such payments have been made, the Municipality shall immediately reimburse the County for the full amount with interest upon receipt of a written demand from the County. In addition, the County may declare this Agreement null and void.

27. MUNICIPALITY'S OBLIGATIONS POST TERMINATION WITH OR WITHOUT CAUSE. Upon termination of this Agreement, each Municipality shall: (1) cooperate with the County to develop a transition plan and assist in affecting an orderly transfer of services and obligations to any successor so as to prevent any disruption in services; (2) provide County with access to and a copy of, all books, records and other non-proprietary documents including, but not limited to digital records, relating to the performance of services under this Agreement that are required or requested, at no charge; and if so directed by the County; (3) continue to perform such services prior to actual termination at the agreed upon contractual rate for up to an additional one hundred twenty (120) days following the notice of termination. The obligations of this

paragraph shall survive the termination of this Agreement whether the Agreement is terminated for cause or terminated for convenience.

28. BINDING. This Agreement shall be valid and binding once it has been approved by the Dutchess County Attorney's Office, executed by the County Executive and delivered to the Municipality at the addresses indicated in the introductory paragraph of this Agreement.

29. ENFORCEMENT EXPENSES. Each Municipality shall pay all costs and expenses, including reasonable attorney's fees (in-house or retained counsel), that the County incurs in enforcing any of the terms of this Agreement including all costs and expenses and reasonable attorney's fees incurred in connection with any appeals, whether the County is an appellant or a respondent.

30. SET-OFF RIGHTS. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold for the purpose of set-off any monies due to Municipality under this Agreement up to any amounts due and owing to the County with regard to this Agreement, any other agreement with the County or any of its departments or agencies. This right of set-off includes any agreement for a term commencing prior to or subsequent to the term of this Agreement. The right of set-off shall include any amounts due to the County for any reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

31. RULES OF CONSTRUCTION. This Agreement shall be deemed to have been mutually prepared by the parties hereto and shall not be construed against any of them solely by reason of authorship.

32. CONFIDENTIALITY. Each Municipality shall comply with applicable Federal and State requirements for confidentiality of records and information and agrees not to allow examination of records nor disclosures of information, except as required by the County under the terms of this Agreement.

33. REQUIRED PROVISIONS OF LAW. Each and every provision of Federal, State or local law, rule or regulation required by law to be inserted in this Agreement shall be deemed to have been inserted herein. If any such provision is not inserted, through mistake or otherwise, then upon the application of either party, this Agreement shall be physically amended to make such insertion.

34. POLICIES AND PROCEDURES. All work completed under this Agreement is subject to the Dutchess County Community Investment Programs Policies and Procedures. A copy of these procedures is attached as Exhibit "C". These guidelines are subject to change. The current version is available here: <http://dutchessny.gov/ContractedServices>.

35. COUNTERPARTS; SIGNATURES TRANSMITTED BY ELECTRONIC MEANS. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one agreement, and any of the parties hereto may execute this Agreement by signing any such counterpart. A facsimile or signature transmitted by electronic means applied

hereto or to any other document shall have the same force and effect as a manually signed original. This provision contemplates giving legal force and effect to copies of signatures. This provision does not contemplate the use of “electronic signatures” as regulated by New York State Technology Law Article 3, “Electronic Signatures and Records Act.”

36. ENTIRE AGREEMENT. The terms of this Agreement, including its attachments and exhibits, represent the final intent of the parties. Any modification, rescission or waiver of the terms of this Agreement must be in writing and executed and acknowledged by the parties with the same formalities accorded this basic Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement made this _____ day of _____, 2026.

APPROVED AS TO FORM:

ACCEPTED: COUNTY OF DUTCHESS

County Attorney’s Office

BY: _____
SUSAN J. SERINO, County Executive

APPROVED AS TO CONTENT:

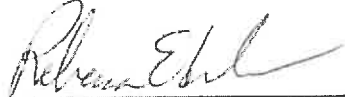
EOIN WRAFTER, Commissioner
Dutchess County Dept. of Planning & Development

ANTHONY PARISI
Dutchess County District Attorney

ADAM D. HARRIS, Coordinator
Dutchess Co. Drug Task Force

Execution of Dutchess County Task Force Agreement by Town of Poughkeepsie:

TOWN OF POUGHKEEPSIE:

By: 
Name: Rebecca Edwards
Title: Town of Poughkeepsie Town Supervisor
Date: 3/3/2026

Execution of Dutchess County Task Force Agreement by City of Beacon:

CITY OF BEACON:

By: _____
Name: _____
Title: _____
Date: _____

Execution of Dutchess County Task Force Agreement by City of Poughkeepsie:

CITY OF POUGHKEEPSIE:

By: _____
Name: _____
Title: _____
Date: _____

Execution of Dutchess County Task Force Agreement by Town of East Fishkill:

TOWN OF EAST FISHKILL:

By: _____
Name: _____
Title: _____
Date: _____

Execution of Dutchess County Task Force Agreement by Town of Hyde Park:

TOWN OF HYDE PARK:

By: _____
Name: _____
Title: _____
Date: _____

Execution of Dutchess County Task Force Agreement by Town of Fishkill:

TOWN OF FISHKILL:

By: _____
Name: _____
Title: _____
Date: _____

Exhibit A
Scope of Services

ACTIVITY: Drug Task Force

DESCRIPTION: Countywide undercover unit concerned with reducing the sale and distribution of narcotics and drug crimes, working in partnership with the state police and sheriff's department. This funding will provide the team with a consistent task force, alleviating the financial burden from the six departments who provide an officer currently, allowing the task force the ability to enhance operations, increase investigations and arrests, and increase property seizures.

MAJOR WORK ACTIVITIES:

- Promote full participation by all six partnering municipalities;
- Re-organize resources to better evaluate and enhance the Drug Task Force's operation and effectiveness throughout the county; and
- Comply with the Dutchess County Joint Drug Task Force Rules and Regulations and Intermunicipal Agreement.

OUTCOMES:

- The county-wide task force increases the solving of complex, long-term, cross jurisdictional cases and results in a reduction of the supply of drugs in the community measured by:
 - Five percent reduction in the number of deaths, caused by drug overdoses in Dutchess County, as compared to the prior year, measured by data obtained from Vital Statistics, the Dutchess County Medical Examiner or Dutchess County Drug Task Force Reports.

**Exhibit B
Budget**

ACTIVITY: Dutchess County Drug Task Force

Budget Item	Budgeted Amount Totals	Budgeted Amount City of Beacon	Budgeted Amount City of Poughkeepsie	Budgeted Amount Town of East Fishkill	Budgeted Amount Town of Fishkill	Budgeted Amount Town of Hyde Park	Budgeted Amount Town of Poughkeepsie
Direct Costs							
Personnel	\$870,313.92	\$179,315.00	\$175,010.40	\$130,000.00	\$47,969.32	\$138,019.20	\$200,000.00
Fringe Benefits	\$357,578.08	\$95,403.00	\$43,752.60	\$106,106.00	\$12,030.68	\$71,100.80	\$29,185.00
Contractual/Consulting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel/Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Cost Subtotal	\$1,227,892.00	\$274,718.00	\$218,763.00	\$236,106.00	\$60,000.00	\$209,120.00	\$229,185.00
Indirect Cost Percentage	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$1,227,892.00	\$274,718.00	\$218,763.00	\$236,106.00	\$60,000.00	\$209,120.00	\$229,185.00

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Policy Statement:

The purpose of this policy is to establish consistent County procedures applicable to organizations with whom the County contracts to provide programs or services to the public on behalf of the County. This policy will be included in any contractual agreements to which it applies.

Definitions:

1. Department: Refers to the County department that contracted with an organization.
2. Program: Refers to the funded activity, project, or program.
3. Organization: Refers to the entity (e.g., non-profit agency, municipality, etc.) that contracted with the County department.

Procedures:

1. OUTCOMES: The outcomes provided in the Scope of Services will be used to evaluate all payment requests and future funding requests.
2. INSURANCE GUIDELINES: Dutchess County has specific insurance requirements for all organizations under contract with the County. Details are provided in Appendix I.
3. OUTREACH MATERIALS
 - A. Attribution: Outreach materials, in print or via electronic means (i.e., Facebook, Instagram, etc.), must include the statement, "paid for in part by Dutchess County." The Dutchess County Seal should also be included, if practical and appropriate.
 - B. If the organization is providing programs and/or services to special needs communities, they must include the "ThinkDIFFERENTLY" logo on outreach materials and advertising for the program or service.
 - C. Pre-Approval: Outreach materials must be emailed/sent to the department for approval prior to distribution.
4. AMERICANS WITH DISABILITIES ACT (ADA): All organizations who receive funding under County contract must comply with the provisions as set forth in the ADA. Organizations cannot discriminate against individuals based on disability in the activities they provide. Organizations are also encouraged to incorporate measures that promote Dutchess County's ThinkDIFFERENTLY initiative.
5. PAYMENT REQUESTS, REPORTING AND PERFORMANCE REVIEW
 - A. Submission Deadlines:
 - i. Organizations will submit progress reports and/or payment requests to the department at least quarterly, within 45 calendar days after the end of each quarter. If an organization does not have any expenses to submit for a given quarter, the organization is still required to submit a quarterly progress report at which point the organization can indicate there are no expenses to claim for a given quarter.
 - ii. Earlier due dates may apply at year-end. The County will notify organizations via e-mail of any earlier due dates.

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- iii. Each department can change the reporting requirements if different periods are necessary for reimbursement claiming or reporting.
 - iv. If an organization fails to submit payment requests and/or reports by the due date, the Executive Director, Chief Elected Official, or authorized official of the organization will receive an email from the department within 10 business days of the due date.
- B. Payment Request Documentation:
- i. Payment Request Form signed by the Executive Director/Chief Elected Official or the Chief Financial Officer;
 - ii. Outcome Report, as applicable per departmental requirements;
 - iii. For vendor contracts administered by the Department of Planning & Development, vendors must submit an electronic workbook provided by the department, along with a signed Payment Request Form.
 - iv. General Ledger Transaction Detail, which includes vendor name, date of service, payment type & date (check or transaction number), and amount of expense;
 - v. Copies of receipts/invoices and proof of payment to substantiate general ledger transactions for expenditures exceeding \$1,000
 - vi. Personnel Summary or comparable document;
 - vii. For Municipal Investment Grant (MIG) and Community Development Block Grant (CDBG)-Municipal projects only:
 - 1. Approved municipal payment voucher complete with all signatures or its equivalent (i.e., printout from your financial software program);
 - 2. Cancelled checks or alternative verification to ensure vendor payment cleared;
 - 3. Any approved change order(s) complete with all signatures or its equivalent, if applicable;
 - 4. Certified payrolls for projects with contracted labor (CDBG-Municipal only).
- C. Withholding Payment: The department has the right to withhold payment if:
- i. The work performed by the organization is Not in Compliance with the terms of the agreement and the Policies and Procedures.
 - ii. The payment request is not in compliance with payment request documentation requirements listed above.
- D. Performance Review: The department will review the organization’s progress reports and performance in relation to the scope of services and performance measures as described in the agreement. The resulting data will be used to redirect efforts when indicated or reinforce performance.
6. BUDGET ADJUSTMENT
- A. Organizations requesting a budget adjustment must notify the department of such adjustments by emailing the Budget Adjustment Form as soon as the need is known and before seeking reimbursement. The department will review such requests to ensure appropriateness before approval of future

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- payments to the organization. Failure to obtain budget adjustment approval before expenditure of funds may result in non-reimbursement.
- B. Only three budget adjustments will be considered during the term of the contract.
 - C. Limited budget adjustments will be considered during the final month of the term of the agreement. No budget adjustments will be considered once the program term has expired without a formal written request.
 - D. Organization shall give notice to the department of any changes in other funding sources related to the program including the amount of the funding change.
7. FISCAL GUIDELINES: Payment requests should be limited to those expenses that relate solely to the program being delivered during the payment request period.
- A. All expenses must be necessary, reasonable and justified, and within the approved budget.
 - B. Expenses related to more than one program must be pro-rated or charged as indirect, as appropriate.
 - C. All County-funded activities are subject to County Procurement Policies and Procedures. Federal and state-funded activities may have additional requirements noted in their specific program policies and procedures. A summary of the procurement guidance can be found in Section 16.
 - D. Maintain records for each program in a manner consistent with generally accepted accounting practices.
 - E. Use a record-keeping system, which maintains a separate identity for each program.
 - F. Maintain a list of all funds received under the agreement, including a description of the source and amounts. (Cash Receipts Journal)
 - G. Maintain a list of all funds disbursed under the agreement including payee and amount. Any payments made after the termination date of an agreement must be for expenditures incurred during the program term. (Cash Disbursements Journal)
 - H. Duplicate claims for costs or services from more than one source are unacceptable.
 - I. Maintain complete and accurate documentation to support revenues and expenses (e.g. bank deposit slips; invoices; time sheets; employee reimbursements for travel, meals and supplies, indirect cost detail; cash receipts; and disbursements journals).
 - J. County funds may be used for furniture and equipment if the predominant use (50% or more) is for the county-funded program. Organizations must maintain an inventory of furniture and equipment purchased with County funds until disposal for items costing \$1,000 or more and any furniture, electronic or audio-visual equipment, projectors, computers, printers, copiers, and power tools of any cost purchased with County funds through an approved tracking system. The inventory will be reviewed during monitoring and may include a review of the item's make/model, serial number, location, and condition. Throughout the term and after the expiration of the agreement, the organization will maintain the furniture and/or equipment purchased. Before disposal of an asset, the County, at its discretion, will determine if the item must be returned or will approve the organization's plan for disposition.

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- K. If the organization maintains a petty cash fund, the following information must be maintained for all disbursements: Amount, Date, Payee, Purpose, Item purchased, Approved by, and Received by.
 - L. The department will not reimburse for any sales tax incurred by a tax-exempt organization, except:
 - i. When exempt status is not recognized out of state, or
 - ii. For employee meal reimbursement claims, which must include an itemized receipt and be part of their official duties.
 - M. Originals of documentation must be made available to staff during monitoring/audits or upon request. Documentation must be kept for a period of ten years after the end of the agreement unless otherwise specified by the department.
 - N. No costs incurred before the starting date or after the ending date of a contract period will be reimbursed.
8. **DIRECT COSTS:** Direct costs are identified specifically in the budget and contract scope and can be easily and accurately assigned to activities of the program or service.
- A. Personnel
 - i. Salaries charged to the program should be based on actual hours spent on the funded program times the employee's hourly billing rate.
 - ii. Timesheets: Detailed and accurate time records for all employees paid under the contract must be kept by the organization and available upon monitoring/audit by the County. Acceptable time records must show the total hours worked, benefit time used, and the number of hours worked on the funded program for each day during the covered period, which should generally coincide with regular pay periods. Payroll documentation must be completed in accordance with the organization's accepted practice and be approved by a responsible official(s). Other detailed information may be required based on funding source requirements.
 - iii. Personnel services are reimbursable for direct program delivery. Extended medical and disability leave as well as leave defined under the state's Paid Family Leave law will be paid only if program services are still provided, disability or leave insurance is not already paying the leave benefit, and no additional charges are submitted for coverage pay. The agency must submit a plan to the department for approval before the leave occurs, which defines how the leave will be covered and who will be providing the service. If the department determines that outcomes have not been met as a result of the extended leave, the reimbursement paid for the extended leave will need to be paid back to the County. Bonuses, severance packages, and vacation buyouts are not eligible for reimbursement.
 - iv. Fringe: Fringe payments are allowable provided they are reasonable and required by law, or organization policy or agreement. These generally include FICA, unemployment insurance, workers' compensation, medical insurance, cost of leave, and pension/retirement costs.

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- B. Contractual/Consulting Services: This category includes costs for organizations and individuals external to the organization that have entered into a written agreement with the organization to provide any services outlined in or associated with the agreement, and whose services are to be funded under the program budget within a program year.
- i. All consultant arrangements must be by written agreement and approved by the department through the budget process.
 - ii. Insurance: All consultants are subject to the County's insurance requirements listed in Appendix I.
 - iii. Consultant agreements or a series of agreements with the same consultant for \$20,000 or more must be emailed/sent to the department for approval before execution.
- C. Travel & Meals
- i. Travel plans must be approved as part of the organization's budget submission to the department. Any travel plans above the original budget require pre-approval if resulting in a budget modification.
 - ii. Mileage will be reimbursed in accordance with the organization's standard rate, not to exceed the IRS rate in effect at the time of travel. Mileage reimbursement excludes normal round trip to and from work.
 - iii. Meals unrelated to the funded program shall not be reimbursable, (e.g., organization parties and executive meals and meals at meetings). Charges for alcohol are not reimbursable and gratuities shall not exceed 20% of the total bill.
- D. Equipment Purchase/Lease
- i. Refer to Fiscal Guidelines, Section 7 (j)
 - ii. Equipment needed to meet the program objectives may be either purchased or leased, whichever is more economical and may be reimbursed based on the pro-rated portion of the entire expenditure that is related to the program.
 - iii. Cars or vans cannot be purchased without specific written approval from the department. If vehicles are leased, the costs must be listed under the Vehicle Lease section of the budget.
- E. Supplies: The department will reimburse for those supplies (e.g., paper, binders, stationary, pens, paper clips) that are used specifically in connection with the program during the term of the agreement. General office supplies are indirect costs.
- F. Incentives: The use of incentives for the funded program and the organization's policies and procedures related to incentives should be pre-approved through the budget process. Incentives are allowable if the expenditures can pass the following two tests:
- i. Expenditures using public funds must be appropriate, and
 - ii. Expenditures for incentives should be nominal rewards as pre-approved by the department through the organization's budget submission.

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- G. Other Expenses Directly Related to the Program: Includes items that are solely related to the services to be provided but are not specifically included in the previous categories. These items may include participant travel, staff training, insurance, occupancy, licensing fees, client costs, printing, shipping, delivery and messenger services, materials development costs, advertising costs for recruiting new hires, books, journals, periodicals, audio-visual services, facility rental, program refreshments. Additional criteria or clarification for some of these categories is listed below:
- i. Participant Travel: Explain the purpose of travel, number of participants, estimated miles, and frequency (i.e. per day, per week).
 - ii. Occupancy: Real estate rental, utility, telephone, and heating fuel costs for space related solely to the program.
 - iii. Client Costs/Funds to Customers: Wages, stipends, incentives, client mileage, client meals, client supplies, etc.
 - iv. Client meals are allowable if consumed by clients in connection with the program. Expenses incurred for a staff person(s) acting as a chaperone for a client outing is reimbursable. Meal expenses must be reasonable and nominal, as defined previously in this section.
- H. Printing Services: Audio-visual and print production costs, reprint permissions, reproduction, and photocopying costs. All organizations must make reasonable efforts to have printing services performed by the Dutchess County Division of Central Services' Print Shop. If not able to utilize the Dutchess County Print Shop, secure the lowest responsible bidder for printing services. If a print job is above \$5,000, documentation that shows that the lowest cost source has been used must be provided with the payment claim.
9. **INDIRECT COSTS:** Indirect costs are the expenses of doing business including administrative expenses and overhead necessary for the general operation of the organization.
- A. The County will allow indirect costs of up to 18% of the total direct costs unless otherwise specified in the contract agreement.
 - B. Indirect costs will be reimbursed based on the direct costs submitted for reimbursement.
 - C. If the organization has an agreed-upon indirect rate of less than 18% through RFP response or some other agreement, it shall use that rate. Programs funded with federal or state funds may use a different indirect rate and formula.
10. **MONITORING:** Monitoring will be done through site visits and progress reports submitted with billing as well as through a review of financial reports, supporting documentation, and periodic communication as designated by the department. It is the organization's responsibility to ensure they comply with the necessary health and safety issues, programmatic paperwork, and fiscal records.
- A. Site visits: May be required by the department at least once during their initial agreement year to determine fiscal adequacy and program quality. Subsequent monitoring will be based on a risk assessment by the department. Site visits will allow the department to determine whether a program is operating within the parameters in the organization's agreement and Scope of Services while also

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allowing the department to provide assistance tailored to the unique needs of a particular organization. Site visits are scheduled with organization personnel; however, unscheduled visits, including attendance at public events, may also occur. A program can receive one of the following determinations:

- i. IN COMPLIANCE: The program fulfills its obligations, as outlined in the agreement.
- ii. NOT IN COMPLIANCE: The program is not in complete compliance with the agreement. The organization needs to take corrective action. The department will designate a timeframe in which the problem(s) needs to be resolved. If the organization resolves the problem(s) within the designated timeframe, it will then receive an In Compliance determination. If the problem remains unresolved, future funding may be affected.

The organization will receive a follow-up letter indicating the monitoring results within 30 calendar days of the site visit.

- B. Monitoring Documentation: The following documents should be made available to the department for monitoring purposes.
 - i. List of current board of directors
 - ii. Board meeting minutes for the last three (3) months
 - iii. Most recent annual report (if applicable)
 - iv. Most recent audited financial statement (if applicable)
 - v. Other forms as needed (e.g., IRS Form 990 & CHAR 500)
- 11. CONFLICT OF INTEREST: A conflict of interest is: "an actual or perceived interest by the member in an action that results or has the appearance of resulting in personal, organizational or professional gain." Persons covered includes: Employees, officers or agents, or their immediate family or partners, or employers of any of the above during their tenure and for one year after. Funded organizations may not hire board members to fill any paid staff position or perform any paid consultant service for the organization's program. Board members may provide services for the program voluntarily, but may not serve in the capacity of Executive Director, Chief Elected Official, or Chief Financial Officer, even if these services are provided on a volunteer basis.
- 12. DISAGREEMENTS: This policy serves as a reference tool to assist all organizations in the programmatic and fiscal aspects of their responsibilities. While comprehensive, it does not cover every situation that might occur. In the event of an unresolved disagreement between the department staff and an organization, the Commissioner of the department will make the final determination within these guidelines and regulations.
- 13. EXTENSIONS (MIG, CDBG-Municipal, and Agency Partner Grant (APG): Infrastructure only):
 - A. One extension per activity will be considered for approval by the Commissioner of Planning & Development.
 - B. Additional extensions will be considered under extenuating circumstances and with approval by the Community Development Advisory Committee (CDAC).
- 14. RETAINAGE (MIG, CDBG-Municipal, and APG: Infrastructure only): Unless stated otherwise in the agreement, the department shall hold 10% of the grant award until project completion.

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15. RECAPTURE: When a program is 100% complete and the final Request for Payment has been processed, any outstanding funds will be recaptured. The organization will be contacted electronically to verify that the program is 100% complete and all costs have been submitted. This will be followed by a written recapture statement, which will be issued by the department for any funds advanced but not spent.
16. PROCUREMENT REQUIREMENTS: The purpose of these requirements is to ensure procurement is conducted efficiently while maximizing free and open competition to the greatest extent practical. Where County funds are being directly used to procure goods or services, the County requires compliance with Section 103 of General Municipal Law (GML), which requires formal bidding for purchases above \$20,000 and public works above \$35,000. The County has separate standards for purchases below the GML 103 thresholds, which are outlined in the full Procurement Policy. The chart below summarizes these requirements.

Dutchess County Procurement Policies and Procedures	
Estimated Acquisition Cost	Procedure ¹
Goods and Services	
\$1-\$4,999	No formal quotation is required. A purchase shall be made based on reliable market information such as catalogs, phone quotes, or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$5,000-\$19,999	Formal written quotation from at least three responsible vendors.
\$20,000 and over	Formal bidding via <u>ESPG</u> .
Public Works/Construction (Municipal corporations and public agencies ² are subject to NYS prevailing wage requirements contained in Section 220 and 220-b of the Labor Law of NYS)	
\$1-\$9,999	No formal quotation is required. A purchase shall be made based on reliable market information such as phone quotes or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$10,000-\$34,000	Formal written quotation from at least three responsible vendors.
\$35,000 and over	Formal bidding via <u>ESPG</u> .
Professional Services	
\$1-\$19,999	No formal quotation is required. A purchase shall be made based on reliable market information such as phone quotes or previous quotes. The entity shall make reasonable efforts to obtain the best price.
\$20,000-\$39,999	Formal written quotation from at least three responsible vendors.
\$40,000 or over	Formal request for proposal (RFP) ³ secured through <u>ESPG</u> .
¹ For CDBG, procurement must include MBE/WBE outreach and purchases from state or federal contracts (i.e., piggybacking) is not permitted.	
² A municipal corporation includes a county, city, town, village, and school district (General Construction Law, Definitions, Section 66 (2)). A public agency is defined as "the state, any of its political subdivisions, a public benefit corporation, a public authority or commission or special purpose district board appointed pursuant to law, and a board of education" (Labor Law § 230[3]).	
³ The County will consider a Request for Qualifications if the task requires more specialized experience than a general practitioner in the relevant field may be able to provide. The community will need to submit a written request with justification for the County's review and approval.	

Dutchess County Manual of Policies and Procedures	Contracted Services Policy
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Municipal engineers on retainer may be used for projects where the costs are estimated to be less than \$40,000 under the following circumstances:

1. The services must have been procured via a public RFP within the past 4 years. Bidding should have included posting on the ESPG.
2. Engineers must provide a price for the proposed project broken down by milestones (e.g., design, bidding, construction management) with a not-to-exceed amount, and payments shall be made based on milestone achievements (not an hourly rate).

For guidance on municipal procurement, please contact the Dutchess County Office of Central and Information Services, Central Services Division at (845) 486-3670.

Appendix I Insurance Requirements Summary

This is a summary of the County's insurance requirements designed to help organizations and their insurance agents provide the appropriate insurance documentation to the County. We have underlined the most frequent mistakes made in the Acord form that result in the rejection of certificates. The full insurance requirements are in the agreement with the County. All organizations, and any sub-contractors, receiving funds from the County must secure and maintain, at their own cost, the following insurance and provide proof to the County prior to commencing work under any Agreement:

1. Workers' Compensation Employer's Liability (statutory limits). In compliance with the Workers' Compensation Law of the State of New York, each organization shall provide:
 - A. A certificate of insurance on an Acord form indicating proof of coverage for Workers' Compensation, Employer's Liability, OR
 - B. A New York State Workers' Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P). The Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided, OR
 - C. In the event that the organization is exempt from providing coverage, it must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200, OR
 - D. A Certificate of Participation in a Self-insurance Program. For those municipalities participating in the Dutchess County Self-Insured Plan, the department will receive verification from the Dutchess County Office of Risk Management.
2. Commercial General Liability Insurance coverage including:
 - A. Blanket contractual coverage for the operation of the program with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - B. Insurance shall be written on an occurrence coverage form.
 - C. Insurance shall include coverage for bodily injury and property damage liability. In addition, if your

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organization provides services to minors 0 to 18 years of age, your insurance coverage shall include sexual abuse, molestation and medical coverage for the participants in the program.

- D. County of Dutchess must be listed as additional insured.
- E. Additional insured endorsement required which shall not contain any exclusion for bodily injury or property damage arising from completed operations.

Depending on the type and scope of work, the County may also require additional insurance coverage for:

1. Automobile Liability Insurance coverage for all owned, scheduled, hired, and non-owned vehicles with:
 - A. A combined single limit of liability of not less than \$1,000,000.
 - B. Insurance shall include coverage for bodily injury and property damage liability.
 - C. County of Dutchess must be listed as additional insured.
2. Professional Liability, if required, with:
 - A. Limits not less than \$1,000,000 per occurrence; \$3,000,000 in the aggregate.
 - B. In the event of expiration or termination of the agreement, the organization shall either maintain this coverage for not less than three (3) years or shall provide an equivalent extended reporting endorsement (commonly known as a 'tail policy').
3. Excess/Umbrella Liability, if required, with:
 - A. Limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate.
 - B. County of Dutchess must be included as additional insured.
4. The Acord form certificate of insurance must contain the following provisions:
 - A. The County of Dutchess must be listed as the certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies.
 - B. The commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.
 - C. The commercial general and automobile policies are primary and noncontributory.
 - D. The commercial general liability, auto liability, and worker's compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.
 - E. The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.
5. Notice of Cancellation: Before cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:
 - Dutchess County Attorney
 - County Office Building
 - 22 Market Street
 - Poughkeepsie, New York 12601
6. All insurance policies shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies may be underwritten by non-admitted companies with an A.M. Best financial strength rating of A+ or higher. The organization and its

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sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the required policies.

7. Description of Operation: Following is a sample Certificate of Insurance (COI) noting the required coverage and language for the Description of Operations. This information is essential. Please review it carefully and submit accordingly as the Director of Risk Management will accept nothing less, or for the sake of ease and clarity, we welcome and encourage you to forward this requirement sheet and the sample COI to your insurance agent/carrier for direct submission to us.

Questions or concerns by you or your carrier should be addressed to:

George L. Salem, Jr., Director of Risk Management
Dutchess County Department of Human Resources
(845) 486-2030
gsalem@dutchessny.gov

Dutchess County Manual of Policies and Procedures


Contracted Services Policy

Applies to: Contractual Agreements to which it is attached.

Policy 00.04

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in favor of such endorsement(s).

PRODUCER:	CONTACT NAME:	PHONE:	FAX:
	ADDRESS:	CITY, ST, ZIP:	STATE:
INSURED:	INSURER(S) AFFORDING COVERAGE		
	INSURER A:	Admitted in NYS (AM Best rated A- or better)	
	INSURER B:	Non-Admitted in NYS (AM Best rated A+ or better)	
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER INSTRUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	A	B	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
1	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Per person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGO \$ 2,000,000
2	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$ PROPERTY DAMAGE (Per accident) \$
3	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB RETENTIONS: - DEP _____ - RETENTION \$ _____	X	X				EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ RETENTIONS:
4	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETARY PARTNER/EXECUTIVE OFFICERS/OWNER INCLUDED? (When Yes in 401) (If Yes describe the policy description of operations below)		X				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL DISEASE - EA EMPLOYEE \$ 100,000 EL DISEASE - POLICY LIMIT \$ 500,000
5	Professional Liability (if required)						\$1,000,000 Occurrence \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 County of Dutchess included as additional insured on a primary and non-contributory basis for General Liability, Auto Liability and Excess/Umbrella Liability. (General Liability additional insured forms CG2010 7/04 and CG2037 7/04 editions or their equivalents are included. Waiver of Subrogation in favor of County of Dutchess included on General Liability, Auto Liability, Excess/Umbrella Liability and Workers Compensation. 30 Day Notice of Cancellation or Material Change to certificate holder included.

CERTIFICATE HOLDER County of Dutchess Attn: County Attorney 22 Market Street Poughkeepsie NY 12661	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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3

Presentation-By Comptroller re 2025 Budget vs. Actual Report

presentation summary will be available
here →

and Full 98 page Documents can
be found on the Comptroller's webpage.

TOWN OF POUGHKEEPSIE

Fourth Quarter Budget Report

2025

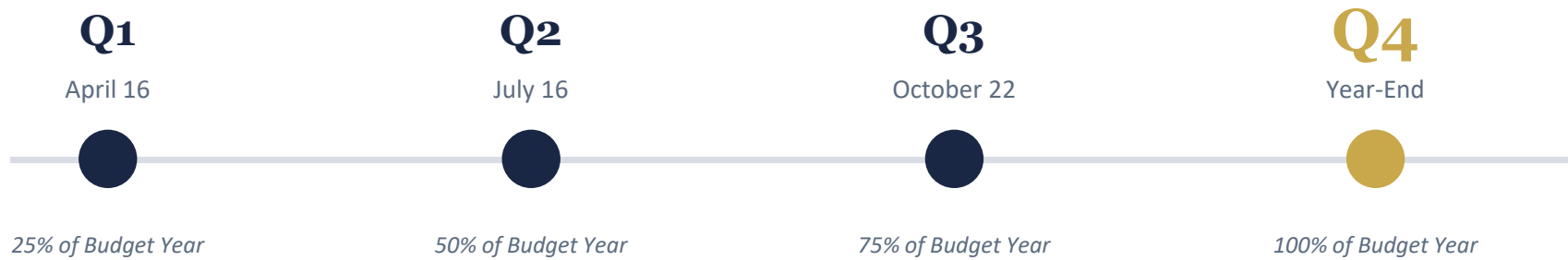
Minal Patel

Town Comptroller

Year-End Report | December 2025

Q4

2025 QUARTERLY REPORTING SCHEDULE



This report covers the full fiscal year January through December 2025, representing 100% of the budget year. Revenue and expenditure figures reflect year-to-date actuals as of December 31, 2025.

TOWN OF POUGHKEEPSIE FUNDS

GENERAL FUND A — TOWN WIDE

Primary operating fund covering all general government financial resources.

GENERAL FUND B — PART TOWN

Services outside the Village of Wappingers Falls: police, planning, zoning.

HIGHWAY FUND

Road repair, maintenance, and infrastructure improvement projects.

WATER FUND

Operations and maintenance of the townwide water district.

SEWER FUND

Operations and maintenance of various sewer districts within the Town.

YEAR-END FINANCIAL SNAPSHOT

Revenue Performance

Fund	Original Budget	Revised Budget	YTD Actual	% of Budget
General Fund A	\$7.96M	\$8.69M	\$8.34M	95.9%
General Fund B	\$26.03M	\$27.78M	\$28.27M	101.7%
Highway Fund	\$7.76M	\$8.14M	\$8.20M	100.7%
Water Fund	\$7.93M	\$8.84M	\$12.53M	141.8%*
Sewer Fund	\$7.11M	\$7.20M	\$11.57M	160.8%*

Expense Performance

Fund	Original Budget	Revised Budget	YTD Actual	Encumb.	% Used	Status
General Fund A	\$7.96M	\$9.44M	\$7.80M	\$0.8M	90.7%	Under Budget
General Fund B	\$26.03M	\$28.50M	\$25.71M	\$1.2M	94.3%	Under Budget
Highway Fund	\$7.76M	\$10.19M	\$8.15M	\$1.5M	94.7%	Under Budget
Water Fund	\$7.93M	\$9.29M	\$7.96M	\$1.2M	98.5%	Under Budget
Sewer Fund	\$7.11M	\$7.73M	\$6.87M	\$0.5M	95.7%	Under Budget

* Water and Sewer revenue figures reflect billing timing differences. Audit adjustments will reconcile collections to the appropriate fiscal periods.

GENERAL FUND A — TOWN WIDE

The primary operating fund of the Town, accounting for all general government financial resources.

REVENUE

95.9%

Property tax accounts for 55% of total budgeted revenue. We received 100% of this amount (\$4.43M) in the first quarter.

Interest & earnings significantly outperformed: \$701K actual vs \$518K revised budget (135% collected).

Mortgage tax revenue fell short at \$821K vs the \$1.05M budget (78%), reflecting the continued sluggish housing market.

Fines & forfeited bail exceeded expectations: \$641K vs \$507K budget (126%).

EXPENSES

90.7%

Total budgeted expenses (revised): \$9,443,721. Actual expenditures: \$7,799,487 with \$768K in encumbrances.

Regular pay and part-time wages came in under budget. Seasonal staff fully utilized.

Contracted services: \$1.23M actual vs \$1.60M revised budget — significant favorable variance.

Insurance costs fully paid.

Overall expenses remained \$1.64M under the revised budget, reflecting disciplined spending across all departments.

GENERAL FUND B — PART TOWN

Revenues and expenditures for services provided outside the Village of Wappingers Falls (police, planning, zoning).

REVENUE

101.7%

Property tax and in-lieu-of-taxes revenue accounts for 68% of budgeted revenue. We received 100% of both: \$16.83M property tax and \$1.23M in-lieu-of-taxes.

Hotel occupancy tax generated \$810K — a strong first full year of collections, exceeding the \$470K revised budget by 73%.

Interest & earnings: \$506K vs \$224K revised budget (225% collected).

Sales tax distribution: \$4.27M vs \$4.05M budget (106% collected).

EXPENSES

94.3%

Total revised budget: \$28,498,383. Actual expenditures: \$25,707,808 with \$1.18M in encumbrances.

Police overtime fully utilized at \$1.07M (100% of revised budget). Regular pay slightly over by \$10K.

Police retirement: \$2.82M actual vs \$3.86M budget (73%) — significant favorable variance.

Workers' compensation fully paid. Medical insurance at 94.6% of revised budget.

Revenue exceeded the revised budget by \$484K. Favorable expense variances driven primarily by retirement contributions and part-time staffing.

HIGHWAY FUND — PART TOWN

Recording revenues and expenditures related to the repair and maintenance of Town roads.

REVENUE

100.7%

Property tax accounts for 88% of total budgeted revenue. We received 100% (\$6.82M) in the first quarter.

NYS DOT CHIPS highway improvement reimbursements: \$1.05M received vs \$657K revised budget (160%).

Retiree and COBRA payments exceeded budget: \$41K vs \$32K (128%).

Interest & earnings: \$108K vs \$100K budget (108% collected).

EXPENSES

94.7%

Total revised budget: \$10,188,734. Actual expenditures: \$8,145,310 with \$1.50M in encumbrances (equipment & vehicle orders pending).

Debt service payments (principal \$1.72M + interest \$242K) paid in full — represents 25% of total expenditures.

Permanent road improvements: \$657K fully spent (100% of CHIPS-funded allocation).

Retirement contributions: \$205K vs \$338K budget (61%) — significant savings.

Revenue exceeded budget by \$59K. \$1.5M in encumbrances reflects committed equipment and vehicle purchases currently in procurement.

WATER FUND

Covers the operations and maintenance of the townwide water district.

REVENUE

141.8%*

Metered water sales: \$10.71M vs \$6.31M budget (170%). This reflects billing cycle timing — revenue earned in 2024 was received in 2025. An audit adjustment will reconcile this.

Interest & earnings performed strongly: \$209K vs \$107K budget (196%).

Water service charges exceeded budget: \$71K vs \$40K (177%).

Property tax and special assessments collected in full as budgeted.

EXPENSES

98.5%

Total revised budget: \$9,291,319. Actual expenditures: \$7,963,435 with \$1.19M in encumbrances (meters and line repair materials).

Purchase of water: \$3.46M (100% of revised budget). This is the largest single expense category.

Line repairs: \$392K actual + \$85K encumbered vs \$479K budget.

Debt service (principal \$246K + interest \$178K) paid in full.

*** Revenue significantly exceeds budget due to billing cycle timing. The 2025 audit will include adjustments to reflect proper period recognition.**

SEWER FUND

Accounts for the operations and maintenance of various sewer districts within the Town.

REVENUE

160.8%*

Sewer rents: \$9.72M vs \$3.62M budget (268%). As with Water, this reflects billing cycle timing — 2024 revenue received in 2025. Audit adjustment pending.

Interest & earnings: \$308K vs \$127K budget (244% collected).

Property tax and special assessments collected in full as budgeted.

In-lieu-of-taxes and penalty collections performed slightly above budget.

EXPENSES

95.7%

Total revised budget: \$7,731,076. Actual expenditures: \$6,874,169 with \$524K in encumbrances.

Management services: \$2.08M actual vs \$2.21M budget (94%) — favorable variance of \$126K.

Operation & maintenance: \$682K, slightly above the \$679K budget.

Debt service (principal \$465K + interest \$359K) on track. Electric costs well managed at \$443K vs \$451K budget.

*** Revenue figures include cross-period collections. Expenses well controlled at 95.7% with encumbrances for equipment and line repairs.**

HIGHLIGHTS & SUMMARY

Our actual expenses have remained below the projected budget across all five funds, and revenue collections are tracking at or above expectations. This keeps the Town in a strong financial position as we close the year.

The most notable items requiring attention are the Water and Sewer fund revenue figures, which significantly exceed budget due to billing cycle timing. These figures will be reconciled through standard audit adjustments to reflect proper period recognition.

The \$40,000 emergency chiller rental for the Police/Court building was absorbed within the existing budget. This item should be included in the 2026 Capital Plan as a permanent solution.

BY THE NUMBERS

\$56.5M

Total Expenses
All Funds

\$69.9M

Total Revenue
Collected

5 of 5

Funds Under
Budget

\$5.2M

Total
Encumbrances

FUTURE OUTLOOK

Based on economic trends, policy signals, and expert forecasts:

Mortgage Tax Revenue

2025 results fell short (78% of budget) reflecting sluggish housing market conditions.

2026 outlook: Modest rebound anticipated if interest rate cuts materialize and housing supply improves.

Sales Tax Revenue

2025 sales tax slightly exceeded budget (106%), reflecting moderate consumer spending growth.

2026 outlook: Continued 3-5% growth expected, though an economic slowdown could soften collections.

Interest Income

2025 interest earnings significantly exceeded budget across all funds, driven by favorable interest rates earned through NYCLASS and strong cash positions.

2026 outlook: Projected to decline as Fed rate cuts reduce yields. The \$1.2M budget target may face headwinds.

Other Budget Considerations

- Water and sewer billing timing adjustments will be reflected in the 2025 audit and will affect 2026 revenue projections.
- Capital Plan implementation for 2026 will include all planned capital improvement projects across the department, covering infrastructure, facilities, and equipment upgrades.
- Monitor hotel occupancy tax trends — the first full-year performance of \$810K provides a meaningful baseline for the upcoming budget year.

THANK YOU

Minal Patel, Town Comptroller

Town of Poughkeepsie | Dutchess County, New York

4

Presentation-By CFAC re Capital Planning Policy

Bill Anderson gives the presentation
for the CFAC Committee —

Have six members can have up to
ten —> meet on the second
Tuesdays

Good evening,

My name is Bill Anderson, and I am a member of the Citizens Financial Advisory Committee which this Board established on April 2, 2025, and appointed its first members on June 18, 2025. Our first meeting took place on July 15, 2025.

The Citizens Financial Advisory Committee was established to on an ongoing basis, study and make recommendations to the Town Board on financial policies and support it in making the best possible financial and budgetary decision. The CFAC work is in an advisory capacity only.

Other members of the Committee are:

Steve Ocsarlece

Spencer Laryea

Bob Barton

George Popp

Darby Walsh

The CFAC meets the second Tuesday of each month at the Town Hall at 5:00 p.m..

To continue our work between meetings, small working groups were formed to focus on specific subject areas.

Currently there are three working groups.

Priorities Working Group: Is focused on helping the Town Board improve how it sets priorities for spending.

Budget Working Group: Is focused on how budgetary information is presented and how to increase constituent's understanding of the budgetary process and transparency.

Capital Planning Group: Exploring the creation of a five-year Capital Improvement Plan

Tonight:

I am here tonight to present our work on a Multiyear Capital Planning process.

We started by reviewing a Multiyear Capital Planning document published by the New York State Comptroller's Office. We did addition research online to find numerous examples of Capital Plans. Our research showed us that there are many steps to implementing an effective capital planning process but the first is to establish a policy outlining the purpose and structure within the organization to develop the Multiyear Capital Plan.

The CFAC is presenting for your consideration a draft Capital Planning Policy

The key policy components are:

- Defining the need for a Five-year Capital Plan
- Authorizing the establishment of a Capital Improvement Planning Committee and charges it with responsibility for developing the Plan
- Defines a Capital Project using the Town's current Capital Asset Policy
- Establishes as a minimum 10 criteria to be used in establishing project priorities
- It identifies the Roles and Responsibilities for developing a Capital Plan
- Provides an overview of the planning process.

The policy is just the first step. The CFAC is continuing to work on additional items to support implementation of a Capital Planning Process.

Samples documents include:

- Planning Process Timeline
- Project Request Forms
- Weighted Capital Project Scoring Sheets to aid in prioritizing projects

The Committee would like to thank the Town Supervisor and her staff for their help, assistance and patience over the last eight months as the Committee has worked to find its purpose and proper voice.

I would be glad to try answer any question you may have.



Climate Vulnerability Assessment and Adaptation Plan for the Town of Poughkeepsie

Dutchess County Climate Action Planning Institute

March 18, 2026

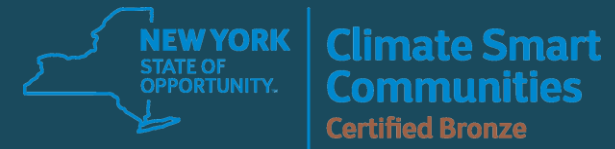
Susan Karnes Hecht, Climate Smart Task Force Chair
Kristen E. Taylor, AICP, Senior Planner

Dutchess CAPI is a project of the Hudson Valley Regional Council and is funded by the DEC Climate Smart Communities Grant Program.



CAPI Background

- The Climate Action Planning Institute (CAPI) was a facilitated, collaborative working group through which a select group of local governments developed individual **government operations** greenhouse gas emissions inventories (GOGHGI), government operations climate action plans (GOCAP) and a Climate Adaptation Plan.
 - Facilitated by Hudson Valley Regional Council
 - Technical support and guidance by ICLEI-Local Governments for Sustainability USA *(a global network of more than 2500 governments committed to sustainable development)*
- Fulfills Climate Smart Communities Actions:
 - ✓ Government Operations Greenhouse Gas Emissions Inventory (baseline)
 - ✓ Government Operations Climate Action Plan (prioritize actions to reduce emissions)
 - ✓ **Climate Adaptation and Community Plans (adapt to the effects of climate change)**

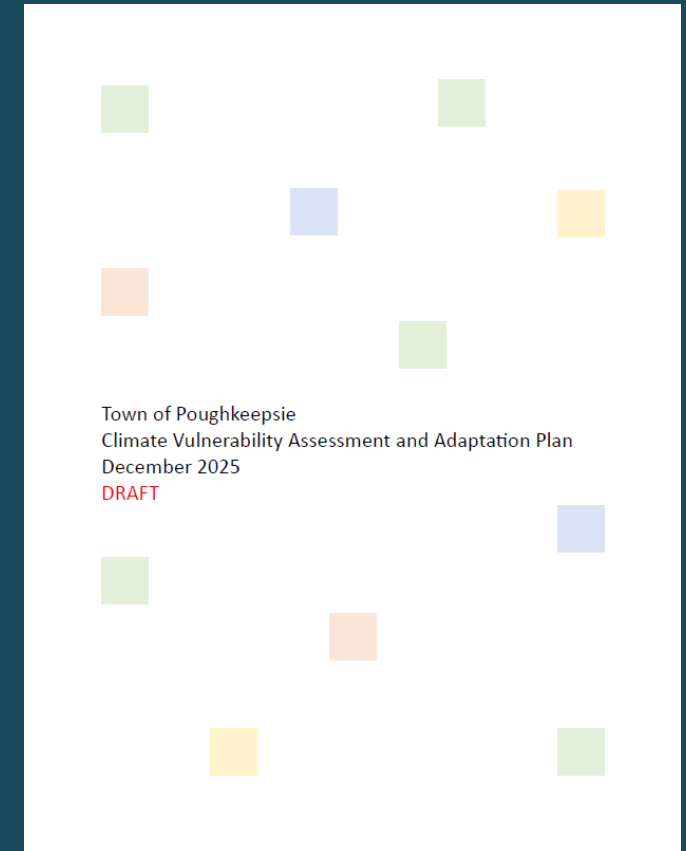


Town Climate Planning Achievements

- 2018: Took the Climate Smart Community Pledge to become a climate smart community
- 2019: Participated in the Lower Wappinger Creek Community Resilience Building Workshop
- 2019: Participated in a Climate Smart Resilience Planning initiative with Cornell Cooperative Extension Dutchess County – developed a resilience toolkit
- 2019: Formed Town Climate Smart Task Force
- 2019: Reinstatement of the Town Conservation Advisory Commission
- 2021: Achieved Bronze-Level Certification through CSC program
- 2021: Developed then adopted a Comprehensive Update with Sustainability Elements
- 2023: Developed then adopted a Natural Resources Inventory
- 2023: Developed then adopted an Open Space Plan
- 2023-2024: Participated in the Climate Action Planning Institute
 - Developed a Town Government Operations Greenhouse Gas Emissions Inventory and a Community-wide Greenhouse Gas Emissions Inventory
 - Developed a Government Operations Climate Action Plan
- 2024: Participated in the Climate Action Planning Institute – Adaptation Plan
 - Developed a Climate Vulnerability Assessment and Adaptation Plan (this document)
- 2024-2025: New Hamburg Flood Study
- 2025-2027: Project site for SUNY ESF "Climate Ready Hudson" grant from HRF focusing on resilience in environmental justice communities
- 2026: Submit in May for Re-certification

Contents

- Hazards
 - Increasing Temperatures
 - Sea Level Rise
 - Changing Precipitation Patterns
- Recommendations for Adaptation
 - Environment
 - Infrastructure
 - Social



Vulnerability Assessment

- Lower Wappinger Creek Community Resilience Building Workshop (2019)
 - Town of Poughkeepsie
 - Town of Wappinger
 - Village of Wappingers Falls
 - Town of LaGrange
 - Town of Pleasant Valley
- Hazards
 - Sea Level Rise and Storm Surge (tidal Hudson River)
 - Inland Flooding
 - Drought and Wildfires
 - Wind

Environmental Assets

1. Watersheds, waterbodies and shorelines including floodplains and wetlands associated with the Hudson River, Wappinger Creek, and other tributaries.
2. Public and private parklands and open spaces which recognize the various local, county, state and non-profit protected areas acquired through easements or fee acquisition, throughout the five municipalities.
3. Other environmental features such as the groundwater aquifers that supply drinking water to most communities, along with the rail trail systems that support healthy lifestyles and access to green space.

Infrastructure Assets

1. Wastewater infrastructure assets were identified as the highest priority concern by workshop participants, including more than seven wastewater treatment plants and private septic systems.
2. The municipal drinking water supply for all communities, whether the source is community wells or the Hudson River.
3. Transportation infrastructure: These represent a multitude of bridges, rail lines and commuter stations, roads, dams and culverts. Examples of specific systems identified were Route 9, Route 44 and Route 55.
4. Communication, utility, and power systems, representing cell towers, telephone lines, and power generation and distribution.

Social Assets

1. Emergency services and communication, including various cooling shelters and emergency shelters, municipal and county emergency management committees, the ambulance corps and volunteer fire departments, municipal and county emergency communication such as 911 and reverse 911, and a regional food pantry.
2. Emergency Management Plans are not consistent across municipalities.
3. Vulnerable populations and neighborhoods: These include transient populations, various group homes, assisted living facilities, mobile home communities, Fallkill Creek neighborhoods, and the community of New Hamburg.
4. Other key facilities identified as vulnerable include assets belonging to Central Hudson Gas and Electric and Metro North Railroad as well as municipal assets located in floodplains such as town halls, fire stations, and police stations.

Adaptation Planning: Environment

- Be proactive in protecting existing natural resources. Restoration can be more costly and is reactive.
 - Stream corridor overlay districts or protection ordinances.
 - Build relationships with surrounding municipalities and continuing to work with County and State agencies and organizations can support this work.
 - Relationships with local and regional non-profit organizations, including land trusts, to share resources.
- Watershed Management Planning – Fallkill Creek and Casperkill Creek Watersheds
- Drinking water and groundwater source protection. Both are vulnerable to changes in upstream consumption and environmental conditions. Attention should be given to the security of existing primary and backup sources.

Adaptation Planning: Environment

- Monitoring of recreational assets in the Town including Town parks and trails.
 - Key principles of adaptive management:
 - Encourage continuous learning
 - Acknowledge uncertainty
 - Be action oriented
 - Promote transparency
- Aging septic systems are becoming an increasing concern for water quality and human health concerns throughout the region, particularly systems located in floodplains. There is an opportunity to consider assessing the current condition and vulnerability of these systems and develop resilience strategies to reduce the risk of current or future failure and/or contamination.
- Work on wildfire prevention and planning. This is an opportunity to engage County and State natural resource managers as well as emergency responders.

Adaptation Planning: Infrastructure

- Relocate of the Town Police Department and Town Court out of their existing building.
- Identify and address stormwater management control failures that may need attention/improvements in the Town – particular attention to emergency routes and heavily used roadway networks.
- River Road in New Hamburg represents a significant flooding challenge. The Town is encouraged to continue to pursue funding to in support of the mitigation strategies identified in the New Hamburg Flood Study.
- Develop a prioritized comprehensive asset management plan for water supply facilities and wastewater facilities. Consider a coordinated approach, as many systems cross municipal boundaries and new solutions (and/or challenges) may emerge that allow for better problem solving.
- Installing emergency power supplies to significant community resources such as Town Hall, the Senior Center, municipal fuel storage facilities, water department facilities, sewer department facilities, and highway department facilities.
 - Emergency shelters and other support facilities should be explored and strategically located throughout the community.

Adaptation Planning: Social

- Create local emergency management plan.
- Cross-reference local emergency management plan with regional and facility-specific emergency plans and approaches to communication. Planning to include an emphasis on multi-lingual communications platforms.
- Protect and serve vulnerable and marginalized populations within the Town.
 - Vulnerable populations may include those in flood prone areas, senior housing communities, mobile home communities and more.
- Continue engagement and maintain partnerships with social service and non-profit agencies serving the community. These partnerships require both private and public support.

Work In Progress

- Natural Resource Inventory and Open Space Plan – complete
- New Hamburg Flood Engineering Study – award announced in December
- Emergency Cooling Centers – identified and announced in Resident Resource Guide and will be submitting pledge element information for CSC points
- Climate-Ready Hudson – Hudson River Foundation partnership – SUNY ESF partnership

Acknowledging that perceptions and priorities evolve, the CAPI Adapt Team is dedicated to continuing the dialogue, as well as climate vulnerability, adaptation, and resilience planning.

Next Steps

- Town Board Resolution
- Submit in May 2026 for re-certification at Bronze or potentially Silver level
 - Silver designation anticipated in 2027, latest



**Climate Smart
Communities**
Certified Bronze

Acknowledgments

- Hudson Valley Regional Council
- NYS DEC
- CCE – Dutchess County
- Town Supervisors – Town Boards
- Dutchess County
- Town of Poughkeepsie’s Climate Smart Task Force
- Dutchess CAPI 2023-2024 Cohort Communities
- Town Departments
 - Assessing
 - Auto
 - Building
 - Clerk’s Office
 - Comptroller’s Office
 - Court’s
 - Engineering
 - Highway
 - Legal
 - Planning
 - Police
 - Receiver of Taxes
 - Recreation
 - Sewer
 - Wastewater Treatment Facility
 - Water
 - Water Treatment Plant
 - Zoning



Town of
Poughkeepsie

Thank You

Town of Poughkeepsie Climate Smart Task Force
climatesmart@townofpoughkeepsie-ny.gov

Kristen E. Taylor, AICP
ktaylor@townofpoughkeepsie-ny.gov

RESOLUTION 3:18 - # 5 OF 2026

ADOPT CLIMATE VULNERABILITY ASSESSMENT AND ADAPTATION PLAN

WHEREAS, the Town of Poughkeepsie pledged to take part in the NYS DEC Climate Smart Communities Certification Program with pledges including enhancing community resilience to climate change; and

WHEREAS, a combined Climate Vulnerability Assessment and Adaptation Plan is a living document that first establishes an understanding of hazards posed by a changing climate and identifies community vulnerabilities. Secondly, the plan identifies strategies to address said hazards and any planning gaps as they relate to vulnerabilities that fall into environmental, infrastructure, and social categories; and

WHEREAS, the Town's Climate Smart Task Force, comprised of municipal officials and environmental volunteer community leaders, collaborated with the Hudson Valley Regional Council (HVRC) in the development of this document, reviewed drafts, and provided valuable feedback on the iterations that resulted in the final draft; and

WHEREAS, the document was prepared using a template developed by HVRC, drawing on the work of the NYS Local Climate Change Adaptation and Resilience Plan template; and

WHEREAS, findings in this document were supported by the Town's 2019 participation in the Lower Wappinger Creek Community Resilience Building Workshop; and

WHEREAS, the final draft was posted to the Town's Climate Smart Task Force webpage for review and comment in December 2025 and no comments were received; and

WHEREAS, the Climate Smart Task Force presented a draft Climate Vulnerability Assessment and Adaptation Plan to the Town Board and the public at the March 18, 2026 Town Board Meeting;

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby adopts the Climate Vulnerability Assessment and Adaptation Plan; and

BE IT FURTHER RESOLVED, the Town Board authorizes submission of these documents to the NYS DEC Office of Climate Change for consideration of points toward Climate Smart Communities certification for the Town of Poughkeepsie.

Dated: March 18th 2026

Moved: Emily Watson

Seconded: Ann Shershin

Motion passes/ fails: Ayes 7 Nays 0

KT

t-3/10/2026

m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT/ABSENT</u> Councilman Reuter	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Councilwoman Laird	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Councilman Thangiah	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Councilwoman Watson	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Councilman Sharpe	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Councilwoman Shershin	<u>✓</u>	_____	_____
<u>PRESENT/ABSENT</u> Supervisor Edwards	<u>✓</u>	_____	_____

RESOLUTION 3:18 - # 6 OF 2026

AUTHORIZE EXECUTION OF AN EXTENSION AGREEMENT WITH JENNIFER MUND FOR ASSESSING CONSULTING SERVICES

WHEREAS, by RESOLUTION 11:19 - #6 OF 2025 the Town Board of the Town of Poughkeepsie entered into an agreement with Jennifer Mund for assessing services and wish to extend those services through May 26, 2026; now therefore

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the Supervisor to execute an Extension Letter Agreement with Jennifer Mund for assessing consulting services for \$200 an hour to a limit not to exceed 50 hours, in substantially the form annexed.

Dated: March 18th 2026

Moved: Ryan Sharpe

Seconded: Emily Watson

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/11/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

Town of Poughkeepsie

REBECCA EDWARDS
SUPERVISOR



ONE OVEROCKER ROAD
POUGHKEEPSIE, N.Y. 12603

(845) 485-3607
FAX (845) 485-3701

March 11, 2026

Ms. Jennifer Mund
19 Closs Drive
Rhinebeck, NY 12572

Re: Consulting Services

Dear Ms. Mund:

I am writing to confirm that you have been retained by the Town of Poughkeepsie to assist the Assessor's Office on an emergency basis and that you will be working as an independent contractor and billing the Town at \$200 an hour to a limit not to exceed 50 hours and expires May 26, 2026.

If this Letter of Agreement comports with your understanding, please kindly sign the original and return it to me, and I will sign and return a copy for your files. Please let me know if there are any questions or concerns. Thank you very much.

Best wishes,

Rebecca Edwards, Town of Poughkeepsie Supervisor
845-705-3778

So agreed:

_____/_____/2026
Jennifer Mund

RESOLUTION 3:18- # 7 OF 2026

RESIGNATION OF DOMINIC DEMILTO FROM
THE WATER DEPARTMENT

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby accept, with regret, the resignation of Dominic DeMilto from his position as Heavy Machine Equipment Operator/Water Maintenance Mechanic for the Town of Poughkeepsie Water Department, effective March 20, 2026.

Dated: March 18th 2026

Moved: Ann Shershin

Seconded: Barbara Laird

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/9/25
m-03/18/26

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION 3:18 - # 8 OF 2026

APPOINTMENT OF CAROL WEILER AS A
SEASONAL/TEMPORARY CLERK FOR THE RECEIVER OF TAXES

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby appoint Carol Weiler to the position of Seasonal/Temporary Clerk for the Receiver of Taxes Office at the rate of \$16.50 per hour, effective March 19, 2026, which appointment shall be subject to a probationary period as described by the Rules for the Classified Civil Service of Dutchess County in effect as of the date of this resolution; and

BE IT FURTHER RESOLVED, that the Town Supervisor or her designee are authorized to execute and file all documentation required by the Dutchess County Department of Human Resources in connection with this appointment.

Dated: March 18th 2026

Moved: Rebecca Edwards

Seconded: Barbara Laird

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/9/25
m-03/18/26

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

**AMENDED
RESOLUTION 3:18 - #9 OF 2026**

**LATERAL TRANSFER OF DANIEL FRANKS
TO DEPUTY BUILDING INSPECTOR**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby approve the lateral transfer for Daniel Franks to the position of Deputy Building Inspector with the Town of Poughkeepsie Building Department, under the provisions of Civil Service Law, at the CSEA Grade 10, Step 2, at the salary of \$37.4166 per hour, effective April 10, 2026, which appointment shall be subject to a probationary period as described by the Rules for the Classified Civil Service of Dutchess County in effect as of the date of this resolution, and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute and file all documentation required by the Dutchess County Department of Human Resources in connection with this appointment/transfer.

Dated: March 18th 2026

Moved: Bill Reuter

Seconded: Emily Watson

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

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RESOLUTION 3:18- # 10 OF 2026

**PERMANENT APPOINTMENT OF MICHAEL RUGAR
TO WATER MAINTENANCE SUPERVISOR**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby approve the permanent appointment of Michael Rugar to the position of Water Maintenance Supervisor with the Town of Poughkeepsie Water Department, effective March 19, 2026, and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute and file all documentation required by the Dutchess County Department of Human Resources in connection with this appointment.

Dated: March 18th 2026

Moved: Deborah Laird

Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/10/26
m-03/18/26

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

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RESOLUTION 3:18- # 11 OF 2026

REASSIGNMENT OF BRANDON LAKIN FROM PROVISIONAL WATER MAINTENANCE SUPERVISOR TO HMEO/WATER MAINTENANCE MECHANIC

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby approve the reassignment of Brandon Lakin from the provisional position of Water Maintenance Supervisor with the Town of Poughkeepsie Water Department to the position of HMEO/Water Maintenance Mechanic, effective March 19, 2026, at the yearly salary of \$83,300 per year; which appointment shall be subject to a six month probationary period as described by the Rules for the Classified Civil Service of Dutchess County; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute and file all documentation required by the Dutchess County Department of Human Resources in connection with this appointment.

Dated: March 18th 2026

Moved: Emily Watson

Seconded: Rebecca Edwards

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/10/26
m-03/18/26

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION 3:18 - # 12 OF 2026

APPOINTMENT OF PAUL SHAFFER TO
SEASONAL LABORER FOR RECREATION DEPARTMENT

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby ratify the appointment of Paul Shaffer to the position of Seasonal Laborer for the Recreation Department at the rate of \$19.00 per hour, effective March 19, 2026, which appointment shall be subject to a probationary period as described by the Rules for the Classified Civil Service of Dutchess County; and

BE IT FURTHER RESOLVED, that the Town Supervisor or her designee are authorized to execute and file all documentation required by the Dutchess County Department of Human Resources in connection with this appointment.

Dated: March 18th 2026

Moved: Ryan Sharpe

Seconded: Ann Shershin

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

RESOLUTION 3:18 - # 13 OF 2026

**AUTHORIZE REFUND FOR SHORT TERM RENTAL LOCATED
AT 220 WILBUR BOULEVARD**

WHEREAS, the Town of Poughkeepsie charges a \$3,000 annual fee for unhosted Short-Term Rentals (STR) in the Town; and

WHEREAS, the Town issued such a permit in December 2025 to Andrew and Marissa Michos for an STR at 220 Wilbur Avenue; and

WHEREAS, the owners, due to sudden difficulties and a change in family circumstances, did not rent the property as an STR in the first two weeks of January 2026, and since that time have had the property on the market for sale;

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie authorizes a refund of \$2,500 for 2026 which reflects an amount minus expenses from inspections and review of application, recognizing that the property was at no time used as an STR in 2026, and the property has now been listed for sale.

Dated: March 18th 2026

Moved: Ann Shershin

Seconded: Barbara Laird

Motion passes/ fails: Ayes 7 Nays 0

RE/mem
t-3/12/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION 3:18- # 14 OF 2026

ASKING OUR STATE REPRESENTATIVES TO SUPPORT THE “WHITE ELEPHANT HISTORIC TAX CREDIT ENHANCEMENT ACT” TO ASSIST IN REVITALIZING LARGE VACANT HISTORIC PROPERTIES LIKE THE FORMER HUDSON RIVER STATE HOSPITAL

WHEREAS, the Town of Poughkeepsie is home to irreplaceable and complex historical sites, including the former Hudson River State Hospital property, the historic portions of which have not yet been rehabilitated; and

WHEREAS, since 2010 the New York State Historic Rehabilitation Tax Credit program (NYSHTC) has leveraged over \$17 billion in total investment for nearly 1,500 projects across the state, creating over 14,000 units of housing (4,300 of which are low / moderate income units) along with space for hotels, restaurants, and other small businesses, performance spaces, corporate headquarters, and much more; and

WHEREAS, despite the success of NYSHTC, the program’s rules tend to exclude some of the historic properties that are most difficult to develop, leaving many sites vacant and deteriorating; and

WHEREAS, “White Elephant Buildings” are defined as very large, difficult to redevelop structures that have been vacant for at least ten of the last fifteen years, and have \$50 million or more in Qualified Rehabilitation Costs for revitalization; and

WHEREAS, without such incentives for private action, such properties generate no tax revenue and may ultimately require public dollars to maintain or demolish, while with improved incentives they have the potential to create housing and become revenue- and job-generating assets to the community; and

WHEREAS, the addition of such “White Elephant Buildings” to the NYSHTC program could potentially aid the redevelopment of the former Hudson River State Hospital and possibly other sites in the Town of Poughkeepsie; and

WHEREAS, legislation is pending in the New York State Legislature to effect that change in the NYSHTC, allowing from \$5 to \$15 million in historic rehabilitation tax credits for designated properties with \$50 million or more in Qualified Rehabilitation Costs; and

WHEREAS, the legislation also extends the entire NYSRTC from 2030 to 2037, extending the window to plan and implement larger-scale projects; and

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie hereby recommends to our New York State representatives that they support passage of the White Elephant Historic Tax Credit Enhancement Act (S.6021 Baskin/A10366 Hunter); and

BE IT FURTHER RESOLVED, that the Town Clerk share copies of this resolution with Senator Rob Rolison, Assemblymember Didi Barrett, and Governor Kathy Hochul to encourage their sponsorship and leadership in passage of this legislation.

Dated: March 18th 2026

Moved: Rebecca Edwards

Seconded: Emily Watson

Motion passes/ fails: Ayes 7 Nays 0

RE/mem
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	—	—
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	—	—

RESOLUTION 3:18 - # 15 OF 2026

SET DATE FOR PUBLIC HEARING TO AMEND TOWN CODE
CHAPTER 114 ENTITLED "FOOD TRUCKS"

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby set the 22nd day of April, 2026 at 7:00 pm at the Town Hall, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York, as and for the time, date and place of a public hearing to consider the adoption by local law of an amendment to the Town Code specifically Chapter 114, entitled "Food Trucks", and

BE IT FURTHER RESOLVED, that the proposed amendments are attached hereto and incorporated herein at Exhibit A, with the additions underscored and deletions ~~stricken~~, and the Town Board does hereby waive a verbatim reading of said amendments and does direct that they be spread across the record as if they, in fact, had been read verbatim; and

BE IT FURTHER RESOLVED, that the local law is a Type II action pursuant to SEQRA requiring no further environmental review; and

BE IT FURTHER RESOLVED, that said local law, if adopted, shall take effect immediately upon filing with the Secretary of State.

Dated: March 18th 2026

Moved: Bill Reuter

Seconded: Barbara Laird

Motion passes/ fails: Ayes 6 Nays 0

abstain 1

LH/mem
t-3/12/2026
m-3/18/2026

		AYE	NAY	ABSTAIN
<u>PRESENT/ABSENT</u>	Councilman Reuter	<u>✓</u>	—	—
<u>PRESENT/ABSENT</u>	Councilwoman Laird	<u>✓</u>	—	—
<u>PRESENT/ABSENT</u>	Councilwoman Thangiah	<u>✓</u>	—	—
<u>PRESENT/ABSENT</u>	Councilwoman Watson	—	—	<u>✓</u>
<u>PRESENT/ABSENT</u>	Councilman Sharpe	<u>✓</u>	—	—
<u>PRESENT/ABSENT</u>	Councilwoman Shershin	<u>✓</u>	—	—
<u>PRESENT/ABSENT</u>	Supervisor Edwards	<u>✓</u>	—	—

**TOWN OF POUGHKEEPSIE
LOCAL LAW __ OF 2026**

red lined

BE IT ENACTED by the Town Board of the Town of Poughkeepsie as follows:

SECTION 1. LEGISLATIVE INTENT

This local law amends Chapter 114 of the Code of the Town of Poughkeepsie, entitled "Food Trucks," to improve the Town's Food Truck operating procedures.

SECTION 2. AUTHORITY

This law is enacted pursuant to Section 10(1)(ii)(a)(6), (11) and (12) of the Municipal Home Rule Law.

SECTION 3. FINDINGS AND PURPOSE

The Town of Poughkeepsie desires to streamline and improve its procedures for the regulation of food trucks.

SECTION 4. AMENDMENT TO CHAPTER 114 OF THE TOWN CODE

Chapter 114 of the Town Code is hereby repealed and replaced with the version annexed hereto.

SECTION 6. SUPERSESION

To the extent that any provision of this Chapter is inconsistent with Town Law or any other provision of New York State law, the provisions of this Chapter are expressly intended to and do hereby supersede any such inconsistent provision under the Town's municipal home rule powers.

SECTION 7. SEVERABILITY

If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudicated in any court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such judgment shall have been rendered, and such invalidity shall not be deemed to affect the remaining portions thereof.

SECTION 8. EFFECTIVE DATE

This local law shall take effect immediately after it is filed with the Secretary of State.

Chapter 114

FOOD TRUCKS

§ 114-1.

Purpose.

§ 114-2.

Definitions.

§ 114-3.	Food truck license.	§ 114-7.	Exceptions.
§ 114-4.	Requirements.	§ 114-8.	Violations.
§ 114-5.	Food truck permit.	§ 114-9.	Suspension or revocation of license and permit.
§ 114-6.	Site plan approval.	§ 114-10.	Enforcement; administration; penalties for offenses.

~~[HISTORY: Adopted by the Town Board of the Town of Poughkeepsie 5-24-2023 by L.L. No. 5-2023. Amendments noted where applicable.]~~

§ 114-1. Purpose.

The purpose of this chapter is to regulate food trucks within the Town of Poughkeepsie in a manner that protects the public health, safety and welfare. This chapter describes the licensing and permitting procedures for food trucks and is intended to operate in conjunction with the regulations of Chapter 210, Zoning.

§ 114-2. Definitions.

The following terms shall, for the purposes of this chapter, have the meanings herein indicated:

CANTEEN TRUCK — A type of food truck which does not include cooking facilities and from which only preprepared foods and nonalcoholic beverages are sold or distributed, for periods of no more than 30 consecutive minutes, from the public right-of-way, or on private property with the written consent of the property owner which must be provided with application.

FOOD TRUCK — A mobile food service operation located in a motor vehicle or a movable cart, stand, or trailer with a cooking facility, and from which food and beverages are sold or distributed in individual portions to the general public for consumption on or off the premises.

~~FOOD TRUCK — A mobile food service operation located in a motor vehicle or a movable cart, stand, or trailer, and from which food and beverages are sold or distributed in individual portions to the general public directly from the food truck for consumption on or off the premises.~~

FOOD TRUCK OPERATOR — The registered owner of a food truck or the owner's agent or employee.

ICE CREAM TRUCK — A type of food truck from which only ice cream, popsicles, ice sherbet, or a frozen dessert of any kind is sold or distributed, and which may operate on public grounds and from the public right-of-way as long as the ice cream truck remains stationary for no more than 30 consecutive minutes. Some may require fire inspection, please check with fire inspector.

PUBLIC GROUNDS — Lands, other than the public right-of-way, that are publicly owned and used for public purposes, such as parks and recreation areas.

PUBLIC RIGHT-OF-WAY — Any publicly owned land adjacent to and abutting any public street, road or highway.

§ 114-3. Food truck license.

A. License required; term of license. It shall be unlawful to operate a food truck within the Town of

Poughkeepsie without first having obtained a license for such purpose in accordance with the provisions of this chapter. ~~The food truck licenses shall be valid for one year from the date of issuance, or the period for issued on a calendar year basis, which the Department of Health permit is valid, whichever is sooner, unless sooner terminated or revoked.~~ Any termination, expiration or revocation of the required permit from the Dutchess County Department of Behavioral and Community Health shall constitute an automatic revocation of the license issued by the Town.

- B. Permit and zoning use authorized. In accordance with §§ 114-5 and 114-6 herein, a food truck operator also may require a permit from the Zoning Administrator, and site plan approval from the Planning Board, where such use is permitted by § 114-5E(2) in the zoning district in which the property is located.
- C. Application. An application for a food truck license shall be made to the Town Clerk on a form provided by the Town, and shall be accompanied by a nonrefundable application fee in accordance with the Fee Schedule established by the Town Board. The application shall, at a minimum, include the following information:
- (1) Name, address, email address, and telephone number of the food truck operator and of the registered owner of the food truck, if different.
 - (2) A description of the food truck, including the license plate number, vehicle identification number (VIN), year, make, and model of the ~~vehicle~~ and vehicle, dimensions (length and width), and photographs of the truck, registration, VIN, and license plate.
 - (3) Proof of a valid state motor vehicle registration number for the vehicle.
 - (4) A copy of a valid Dutchess County Department of Behavioral and Community Health permit for a mobile food service operation.
 - (5) If applicable, a copy of a license from the New York State Liquor Authority.
 - (6) A copy of a valid annual fire safety inspection by the Town of Poughkeepsie -Building Department, or from any other building department with which the Town has an agreement for reciprocal fire safety inspections for food trucks, -certifying that the food truck is NFPA compliant.
 - (7) Proof of valid insurance, which must be kept continuously in force during the term of the license. At the time of application, applicants shall provide proof of insurance that extends for the entire license period. The insurance must meet the liability guidelines set by the Town and be in form and substance satisfactory to the Town Attorney.
- D. The Town Clerk shall approve and issue a food truck license if:
- (1) The applicant demonstrates compliance with the requirements of this chapter;
 - (2) No notices of violation or tickets are pending on the food truck owner or ~~and~~ operator; and
 - (3) The applicant pays the required nonrefundable food truck license fee in accordance with the Fee Schedule established by the Town Board.
- E. A food truck license is not transferable to any other food truck or food truck operator.

§ 114-4. Requirements.

- A. Maximum size of food trucks. The maximum size of any food truck, inclusive of any trailers, shall be 256 square feet, measured from the exterior faces of the food truck and any trailer.

- B. Types of food and beverage. With the exception of canteen trucks and ice cream trucks, food trucks may sell food and beverages which are prepackaged or prepared and served from the vehicle or stand.
- C. Operations.
- (1) Food truck operators shall maintain a valid permit from the Dutchess County Department of Behavioral and Community Health, and shall operate the food truck in conformance with all applicable health standards. If the permit expires during license timeframe, operators must submit updated permit copy to Town Clerk.
 - (2) No alcohol may be sold or dispensed from food trucks without a license from the New York State Liquor Authority.
 - (3) A copy of all valid licenses and/or permits shall be conspicuously displayed on the food truck at all times, including but not be limited to the Dutchess County Department of Behavioral and Community Health permit; the Town of Poughkeepsie food truck license; the Town of Poughkeepsie food truck permit, if required; ~~the annual fire safety inspection sticker; and a notice in at least two-inch font stating "To report a violation, call the Town of Poughkeepsie Zoning Administrator at 845-485-3650."~~
 - (4) In the interest of public safety and due to traffic hazards caused by stopping of motor vehicles and traffic congestion on certain highways in the Town of Poughkeepsie during the hours set forth herein, no person shall park any ice cream truck or canteen truck between the hours of 7:00 a.m. and 7:00 p.m. along and upon the state and county roads listed below in the Town of Poughkeepsie or within 200 feet from the point where any listed road intersects any other road or highway for the purpose of selling or distributing food or beverages:
 - (a) South Road and North Road, NYS Route 9.
 - (b) Dutchess Turnpike, NYS Route 44.
 - (c) Manchester Road, NYS Route 55.
 - (d) East-West Arterial, NYS Routes 44 and 55.
 - (e) New Hackensack Road, NYS Route 376.
 - (f) Spackenkill Road, NYS Route 113.
 - (g) Salt Point Turnpike, NYS Route 115.
 - (h) Violet Avenue, NYS Route 9G.
 - (i) West Main Street, NYS Route 9D.
 - (j) Vassar Road, County Route 77.
 - (k) IBM Road and Sand Dock Road, County Route 48 (formerly known as "Rudco Road").
 - (l) Innis Avenue, County Route 75.
- D. Signs. Signs may be painted on or affixed to the food truck provided the signs do not exceed the dimensions of the food truck on which they are placed. In addition, a food truck shall be permitted a single A-frame sign pursuant to § 210-123.2 of the Town Code that may be displayed during the food truck's hours of operation. The use of other movable, portable and/or freestanding signs is prohibited.

§ 114-5. Food truck permit.

- A. Permit required; term of permit. All food ~~truck~~ truck types, with the exception of ~~eastern trucks, ice cream trucks, and~~ food trucks operating at an outdoor community event permitted under Chapter 76 of the Town Code, shall require a permit from the Zoning Administrator, in addition to a license. The food truck permit shall be valid for the period issued ~~one year from the date of issuance~~, unless sooner terminated or revoked.
- B. Application. An application for a food truck permit shall be made to the Zoning Administrator on a form provided by the Town. The application shall, at a minimum, include the following information:
- (1) Name, address, email address, and telephone number of the food truck operator and of the registered owner of the food truck, if different.
 - (2) Address of the private property on which the food truck will be located, and written consent from the property owner authorizing the location of the food truck on the property.
 - (3) Zoning district in which the property is located.
 - (4) A sketch plan including details sufficient to demonstrate compliance with this chapter.
 - (5) A valid food truck license.
 - (6) Nonrefundable application fee in accordance with the Fee Schedule established by the Town Board.
- C. The Zoning Administrator shall approve and issue a food truck permit if:
- (1) The use is permitted in the zoning district by § 114-5E(2) herein;
 - (2) The applicant demonstrates compliance with the requirements of this chapter;
 - (3) No notices of violation or tickets are pending on the property or ~~and~~ the food truck owner or ~~and~~ operator; and
 - (4) The applicant pays the required nonrefundable food truck permit fee in accordance with the Fee Schedule established by the Town Board.
 - (5) If the proposal requires site plan approval pursuant to § 114-6 herein, the Zoning Administrator shall not issue a food truck permit until site plan approval has been granted.
- D. Nontransferability of permit. A food truck permit is not transferable to any other food truck, food truck operator, or any other property.
- E. Requirements. Food trucks authorized pursuant to this section shall comply with the following:
- (1) Food trucks permitted under this § 114-5 shall only be located on private property. Nothing in this section shall be deemed to authorize the sale or distribution of food from a food truck on public grounds or in the public right-of-way.
 - (2) Food trucks shall only be permitted in the Center and Hamlet Districts, and Business and Commercial Districts, as listed in § 210-10 of the Town Code. The foregoing notwithstanding, food trucks shall also be permitted on a farm operation in a New York State Certified Agricultural District.
 - (3) Food trucks may only be sited on the property at the location designated on the permit.

- (4) Food trucks shall meet the minimum side and rear yard setback requirements for a principal structure in the zoning district in which they are located, and shall have a minimum front yard setback of 15 feet.
- (5) Food trucks shall be located a minimum of 10 feet from the edge of any driveway, utility box and/or vault, handicapped ramp, building entrance, fire hydrant, or emergency call box, and shall not block fire lanes or access roads for emergency vehicles.
- (6) Food trucks shall be located a minimum of 200 feet from any restaurant, unless the restaurant grants a waiver. Such distance shall be measured from the main building entrance of the restaurant to the closest edge of the food truck.
- (7) Food trucks must be sited in a location that does not obstruct or interfere with the free flow of pedestrian or vehicular traffic, does not restrict visibility at any driveway or intersection, and does not unreasonably interfere with the activities of other businesses or otherwise interfere with other lawful activities or violate any statutes, ordinances, or other laws.
- (8) Food truck operators must demonstrate to the satisfaction of the Zoning Administrator or the Planning Board, as applicable, that adequate parking is available for the food truck use.
- (9) Food trucks must have adequate ingress and egress from the property for patrons to prevent traffic congestion and safety hazards. Existing and/or proposed curb cuts intended to serve the food truck shall meet the minimum sight distance requirements of the Town of Poughkeepsie highway specifications or the public entity that has control over the right-of-way.
- (10) The operation of food trucks shall be limited to the hours of 7:00 a.m. to 9:00 p.m., provided the food truck is not located within 200 feet of a residential use in a residential district, in which case the operation shall be limited to the hours of 8:00 a.m. to 6:00 p.m. Such distance shall be measured from the closest edge of the food truck to the nearest property line of the residential use.
- (11) Food truck operators shall provide adequate trash and recycling receptacles within 10 feet of their food truck. A food truck operator is responsible for the proper disposal of waste and trash associated with the operation of the food truck. Operators shall remove all waste and trash from their approved location at the end of each day or more frequently as needed to maintain the health, safety and welfare of the public. The food truck operator shall keep all areas and any associated seating areas clean of grease, and trash, litter or waste, including, but not limited to, paper, cups, cans, or bottles associated with the operation. No liquid waste or grease shall be disposed in or on streams, wetlands, storm drains, lawns, sidewalks, streets, or other public space or in sanitary sewers or septic tanks not equipped with a grease trap.
- (12) Outdoor seating and tents shall be permitted as long as they are sited consistent with the provisions for food trucks in § 114-4. A maximum of one tent, no more than 12 feet by 12 feet in size, shall be permitted per food truck, and shall only be permitted to be installed or erected outdoors during hours of operation. Awnings are only permitted if they are attached to the food truck. Umbrellas are only permitted if they are attached to a picnic table. The applicant shall submit a sketch plan showing the location of all proposed outdoor seating and/or tents. If outdoor seating and/or tents are proposed to be located in off-street parking spaces, barriers such as planters shall be provided to create a buffer between outdoor seating/tents and vehicles. Outdoor seating and/or tents shall only be permitted to be located in parking space(s) if the Zoning Administrator or Planning Board, as applicable, determines that the remaining off-street parking spaces will satisfy the off-street parking requirement of use(s) on the lot.

- (13) All equipment required for the operation of a food truck shall be contained within, attached to or located within three feet of the food truck with the exception of allowable outdoor seating areas and trash/recycling receptacles.
- (14) No food shall be prepared or sold at the food truck site outside of the food truck. Prepackaged beverages may be sold from coolers outside of the food truck, provided that they are located within three feet of the food truck.
- (15) No lighting is permitted except for interior lighting used for food preparation. Such lighting shall be turned off after hours.
- (16) Amplified sound or loudspeakers are prohibited, and the food truck operation shall comply with the noise limits in Chapter 139 of the Town Code.
- (17) Food trucks shall be consistent with the environmental performance standards of § 210-94 of the Zoning Law, and shall not cause objectionable odors or smoke at any lot line.
- (18) Food trucks and associated outdoor seating, if any, shall be removed from all permitted locations upon expiration of the permit.

§ 114-6. Site plan approval.

- A. Where more than one food truck is proposed on a parcel, either as an accessory use or as a principal use, site plan approval pursuant to Article XIII of Chapter 210 shall be required, and the Zoning Administrator shall not issue a food truck permit until the required Planning Board approval has been granted. This requirement shall not apply to occasional events held pursuant to an Outdoor Community Event permit.
- B. A property owner may apply for site plan approval to identify a site on the property where one or more food trucks licensed by the Town may locate in lieu of seeking an annual permit for a food truck. In reviewing the application for site plan approval, the Planning Board shall ensure that all of the requirements of this chapter are met, with the exception of § 114-5A, B, C and D, but specifically including the requirements of § 114-5E.

§ 114-7. Exceptions.

Special event, private residence. Residents may request that licensed food trucks cater special events on private property at their place of residence within any zoning district. Such request for a special event private-use food truck shall be made to the Zoning Administrator for a period not exceeding one day, and not more than two events per year, and subject to the requirements of this chapter except for § 114-5C(1) and E(2). In such cases, provision of food and beverage shall be limited to event attendees only; provision to the general public is prohibited.

§ 114-8. Violations.

Any of the following shall constitute a violation of this chapter:

- A. Failure to properly obtain and/or properly display a valid food truck license or permit.
- B. Fraud or misrepresentation contained in the license or permit application.
- C. Fraud or misrepresentation made in the course of operating the business.
- D. Conduct in an unlawful manner or that creates a public nuisance, or otherwise constitutes a danger to

the public health, safety, and welfare.

E. Failure to comply with the provisions of this chapter.

§ 114-9. Suspension or revocation of license and permit.

- A. The Zoning Administrator may issue a notice of intent to suspend or revoke a food truck license and permit for any violation of this chapter. The notice of intent to suspend or revoke shall describe the violation, and require the license or permit holder to immediately cease operations and correct the violation or cause the violation to be corrected.
- B. The notice of intent may be given personally to the operator of the food truck, by affixing it to the windshield of the food truck, or in writing by mail to the license or permit holder at the address shown on the application.
- C. If the license or permit holder fails to immediately correct the violation or cause the violation to be corrected, the Zoning Administrator shall suspend or revoke the license or permit.
- D. A license or permit holder shall be entitled to request a hearing on suspension or revocation before the Town Board, upon application made to the Town Clerk, in writing, demonstrating that the license or permit holder was not in violation of the license or permit. Any suspension or revocation remains in effect unless modified by the Town Board. The Town Board shall hold a hearing to determine whether to reverse the suspension or revocation within 30 days of receipt of the written request.

§ 114-10. Enforcement; administration; penalties for offenses.

- A. The requirements established by this chapter shall be administered and enforced by any law enforcement agency that has jurisdiction in the Town of Poughkeepsie, the Town Zoning Administrator, the Building Inspector, or their duly authorized representatives.
- B. The individuals identified in Subsection A are authorized to issue appearance tickets as defined in § 150.10 of the Criminal Procedure Law, and to prosecute the violation in court, and are authorized to issue orders to remedy and notices of violation to enforce the provisions of this chapter.
- C. Any violation of this chapter shall be deemed an offense, and each occurrence or incident shall constitute a separate offense. If a violation continues for more than a twenty-four-hour period, each day shall constitute a separate offense.
- D. If the offense occurs on the premises of a property that is occupied by someone other than the owner, the issuer of the appearance ticket must also notify the owner, in writing, of the violation within five business days of said violation. Failure to provide such notice shall not affect the prosecution of the person or persons charged with said offense.
- E. A violation of this chapter or any part thereof shall constitute an offense punishable as follows:
 - (1) By a civil penalty:
 - (a) Not to exceed \$500 for a first offense;
 - (b) Not to exceed \$1,000 for a second offense; and
 - (c) Not to exceed \$1,500 for any subsequent offense; and/or
 - (2) By a fine:

- (a) Not to exceed \$1,500 for a first offense;
 - (b) Not to exceed \$2,500 for a second offense; and
 - (c) Not to exceed \$3,500 for any subsequent offense; and/or
- (3) By imprisonment for a term of not more than 15 days; and/or
- (4) By any combination thereof.
- F. Conviction of two violations of any provision of this chapter, or consent to the payment of two separate penalties for separate offenses, shall result in the immediate revocation of the food truck license or permit. No refund of any food truck license or permit fee shall be given. If the food truck license or permit is revoked, the food truck operator will not be allowed to apply for another food truck license or permit for any food truck until the following calendar year.
- G. Without limiting any other remedy, the Town Board may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with, or to restrain by injunction the violation of, this chapter.

**TOWN OF POUGHKEEPSIE
LOCAL LAW __ OF 2026**



BE IT ENACTED by the Town Board of the Town of Poughkeepsie as follows:

SECTION 1. LEGISLATIVE INTENT

This local law amends Chapter 114 of the Code of the Town of Poughkeepsie, entitled “Food Trucks,” to improve the Town’s Food Truck operating procedures.

SECTION 2. AUTHORITY

This law is enacted pursuant to Section 10(1)(ii)(a)(6), (11) and (12) of the Municipal Home Rule Law.

SECTION 3. FINDINGS AND PURPOSE

The Town of Poughkeepsie desires to streamline and improve its procedures for the regulation of food trucks.

SECTION 4. AMENDMENT TO CHAPTER 114 OF THE TOWN CODE

Chapter 114 of the Town Code is hereby repealed and replaced with the version annexed hereto.

SECTION 6. SUPERSESION

To the extent that any provision of this Chapter is inconsistent with Town Law or any other provision of New York State law, the provisions of this Chapter are expressly intended to and do hereby supersede any such inconsistent provision under the Town’s municipal home rule powers.

SECTION 7. SEVERABILITY

If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudicated in any court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such judgment shall have been rendered, and such invalidity shall not be deemed to affect the remaining portions thereof.

SECTION 8. EFFECTIVE DATE

This local law shall take effect immediately after it is filed with the Secretary of State.

Chapter 114 FOOD TRUCKS

- § 114-1. Purpose.
- § 114-2. Definitions.
- § 114-3. Food truck license.
- § 114-4. Requirements.

POUGHKEEPSIE CODE

- § 114-5. **Food truck permit.**
 - § 114-6. **Site plan approval.**
 - § 114-7. **Exceptions.**
 - § 114-8. **Violations.**
 - § 114-9. **Suspension or revocation of license and permit.**
 - § 114-10. **Enforcement; administration; penalties for offenses.**
-

§ 114-1. Purpose.

The purpose of this chapter is to regulate food trucks within the Town of Poughkeepsie in a manner that protects the public health, safety and welfare. This chapter describes the licensing and permitting procedures for food trucks and is intended to operate in conjunction with the regulations of Chapter 210, Zoning.

§ 114-2. Definitions.

The following terms shall, for the purposes of this chapter, have the meanings herein indicated:

CANTEEN TRUCK — A type of food truck which does not include cooking facilities and from which only preprepared foods and nonalcoholic beverages are sold or distributed, for periods of no more than 30 consecutive minutes, from the public right-of-way, or on private property with the written consent of the property owner which must be provided with application.

FOOD TRUCK — A mobile food service operation located in a motor vehicle or a movable cart, stand, or trailer with a cooking facility, and from which food and beverages are sold or distributed in individual portions to the general public for consumption on or off the premises.

FOOD TRUCK OPERATOR — The registered owner of a food truck or the owner's agent or employee.

ICE CREAM TRUCK — A type of food truck from which only ice cream, popsicles, ice sherbet, or a frozen dessert of any kind is sold or distributed, and which may operate on public grounds and from the public right-of-way as long as the ice cream truck remains stationary for no more than 30 consecutive minutes.

PUBLIC GROUNDS — Lands, other than the public right-of-way, that are publicly owned and used for public purposes, such as parks and recreation areas.

PUBLIC RIGHT-OF-WAY — Any publicly owned land adjacent to and abutting any public street, road or highway.

§ 114-3. Food truck license.

- A. License required; term of license. It shall be unlawful to operate a food truck within the Town of Poughkeepsie without first having obtained a license for such purpose in accordance with the provisions of this chapter. Food truck licenses shall be issued on a calendar year basis. Any termination, expiration or revocation of the required permit from the Dutchess County

POUGHKEEPSIE CODE

Department of Behavioral and Community Health shall constitute an automatic revocation of the license issued by the Town.

- B. Permit and zoning use authorized. In accordance with §§ 114-5 and 114-6 herein, a food truck operator also may require a permit from the Zoning Administrator, and site plan approval from the Planning Board, where such use is permitted by § 114-5E(2) in the zoning district in which the property is located.
- C. Application. An application for a food truck license shall be made to the Town Clerk on a form provided by the Town, and shall be accompanied by a nonrefundable application fee in accordance with the Fee Schedule established by the Town Board. The application shall, at a minimum, include the following information:
 - (1) Name, address, email address, and telephone number of the food truck operator and of the registered owner of the food truck, if different.
 - (2) A description of the food truck, including the license plate number, vehicle identification number (VIN), year, make, and model of the vehicle, dimensions (length and width), and photographs of the truck, registration, VIN, and license plate.
 - (3) Proof of a valid state motor vehicle registration number for the vehicle.
 - (4) A copy of a valid Dutchess County Department of Behavioral and Community Health permit for a mobile food service operation.
 - (5) If applicable, a copy of a license from the New York State Liquor Authority.
 - (6) A copy of a valid annual fire safety inspection by the Town of Poughkeepsie Building Department, or from any other building department with which the Town has an agreement for reciprocal fire safety inspections for food trucks, certifying that the food truck is NFPA compliant.
 - (7) Proof of valid insurance, which must be kept continuously in force during the term of the license. At the time of application, applicants shall provide proof of insurance that extends for the entire license period. The insurance must meet the liability guidelines set by the Town and be in form and substance satisfactory to the Town Attorney.
- D. The Town Clerk shall approve and issue a food truck license if:
 - (1) The applicant demonstrates compliance with the requirements of this chapter;
 - (2) No notices of violation or tickets are pending on the food truck owner or operator; and
 - (3) The applicant pays the required nonrefundable food truck license fee in accordance with the Fee Schedule established by the Town Board.
- E. A food truck license is not transferable to any other food truck or food truck operator.

§ 114-4. Requirements.

- A. Maximum size of food trucks. The maximum size of any food truck, inclusive of any trailers, shall be 256 square feet, measured from the exterior faces of the food truck and any trailer.
- B. Types of food and beverage. With the exception of canteen trucks and ice cream trucks, food

POUGHKEEPSIE CODE

trucks may sell food and beverages which are prepackaged or prepared and served from the vehicle or stand.

C. Operations.

- (1) Food truck operators shall maintain a valid permit from the Dutchess County Department of Behavioral and Community Health, and shall operate the food truck in conformance with all applicable health standards. If the permit expires during license timeframe, operators must submit updated permit to Town Clerk.
- (2) No alcohol may be sold or dispensed from food trucks without a license from the New York State Liquor Authority.
- (3) A copy of all valid licenses and/or permits shall be conspicuously displayed on the food truck at all times, including but not be limited to the Dutchess County Department of Behavioral and Community Health permit; the Town of Poughkeepsie food truck license; the Town of Poughkeepsie food truck permit, if required;
- (4) In the interest of public safety and due to traffic hazards caused by stopping of motor vehicles and traffic congestion on certain highways in the Town of Poughkeepsie during the hours set forth herein, no person shall park any ice cream truck or canteen truck between the hours of 7:00 a.m. and 7:00 p.m. along and upon the state and county roads listed below in the Town of Poughkeepsie or within 200 feet from the point where any listed road intersects any other road or highway for the purpose of selling or distributing food or beverages:
 - (a) South Road and North Road, NYS Route 9.
 - (b) Dutchess Turnpike, NYS Route 44.
 - (c) Manchester Road, NYS Route 55.
 - (d) East-West Arterial, NYS Routes 44 and 55.
 - (e) New Hackensack Road, NYS Route 376.
 - (f) Spackenkill Road, NYS Route 113.
 - (g) Salt Point Turnpike, NYS Route 115.
 - (h) Violet Avenue, NYS Route 9G.
 - (i) West Main Street, NYS Route 9D.
 - (j) Vassar Road, County Route 77.
 - (k) IBM Road and Sand Dock Road, County Route 48 (formerly known as "Rudco Road").
 - (l) Innis Avenue, County Route 75.

- D. Signs. Signs may be painted on or affixed to the food truck provided the signs do not exceed the dimensions of the food truck on which they are placed. In addition, a food truck shall be permitted a single A-frame sign pursuant to § 210-123.2 of the Town Code that may be displayed during the food truck's hours of operation. The use of other movable, portable and/or freestanding signs is prohibited.

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§ 114-5. Food truck permit.

- A. Permit required; term of permit. All food truck types, with the exception of food trucks operating at an outdoor community event permitted under Chapter 76 of the Town Code, shall require a permit from the Zoning Administrator, in addition to a license. The food truck permit shall be valid for the period issued, unless sooner terminated or revoked.
- B. Application. An application for a food truck permit shall be made to the Zoning Administrator on a form provided by the Town. The application shall, at a minimum, include the following information:
 - (1) Name, address, email address, and telephone number of the food truck operator and of the registered owner of the food truck, if different.
 - (2) Address of the private property on which the food truck will be located, and written consent from the property owner authorizing the location of the food truck on the property.
 - (3) Zoning district in which the property is located.
 - (4) A sketch plan including details sufficient to demonstrate compliance with this chapter.
 - (5) A valid food truck license.
 - (6) Nonrefundable application fee in accordance with the Fee Schedule established by the Town Board.
- C. The Zoning Administrator shall approve and issue a food truck permit if:
 - (1) The use is permitted in the zoning district by § 114-5E(2) herein;
 - (2) The applicant demonstrates compliance with the requirements of this chapter;
 - (3) No notices of violation or tickets are pending on the property or the food truck owner or operator; and
 - (4) The applicant pays the required nonrefundable food truck permit fee in accordance with the Fee Schedule established by the Town Board.
 - (5) If the proposal requires site plan approval pursuant to § 114-6 herein, the Zoning Administrator shall not issue a food truck permit until site plan approval has been granted.
- D. Nontransferability of permit. A food truck permit is not transferable to any other food truck, food truck operator, or any other property.
- E. Requirements. Food trucks authorized pursuant to this section shall comply with the following:
 - (1) Food trucks permitted under this § 114-5 shall only be located on private property. Nothing in this section shall be deemed to authorize the sale or distribution of food from a food truck on public grounds or in the public right-of-way.
 - (2) Food trucks shall only be permitted in the Center and Hamlet Districts, and Business and Commercial Districts, as listed in § 210-10 of the Town Code. The foregoing

POUGHKEEPSIE CODE

notwithstanding, food trucks shall also be permitted on a farm operation in a New York State Certified Agricultural District.

- (3) Food trucks may only be sited on the property at the location designated on the permit.

- (4) Food trucks shall meet the minimum side and rear yard setback requirements for a principal structure in the zoning district in which they are located, and shall have a minimum front yard setback of 15 feet.
- (5) Food trucks shall be located a minimum of 10 feet from the edge of any driveway, utility box and/or vault, handicapped ramp, building entrance, fire hydrant, or emergency call box, and shall not block fire lanes or access roads for emergency vehicles.
- (6) Food trucks shall be located a minimum of 200 feet from any restaurant, unless the restaurant grants a waiver. Such distance shall be measured from the main building entrance of the restaurant to the closest edge of the food truck.
- (7) Food trucks must be sited in a location that does not obstruct or interfere with the free flow of pedestrian or vehicular traffic, does not restrict visibility at any driveway or intersection, and does not unreasonably interfere with the activities of other businesses or otherwise interfere with other lawful activities or violate any statutes, ordinances, or other laws.
- (8) Food truck operators must demonstrate to the satisfaction of the Zoning Administrator or the Planning Board, as applicable, that adequate parking is available for the food truck use.
- (9) Food trucks must have adequate ingress and egress from the property for patrons to prevent traffic congestion and safety hazards. Existing and/or proposed curb cuts intended to serve the food truck shall meet the minimum sight distance requirements of the Town of Poughkeepsic highway specifications or the public entity that has control over the right-of-way.
- (10) The operation of food trucks shall be limited to the hours of 7:00 a.m. to 9:00 p.m., provided the food truck is not located within 200 feet of a residential use in a residential district, in which case the operation shall be limited to the hours of 8:00 a.m. to 6:00 p.m. Such distance shall be measured from the closest edge of the food truck to the nearest property line of the residential use.
- (11) Food truck operators shall provide adequate trash and recycling receptacles within 10 feet of their food truck. A food truck operator is responsible for the proper disposal of waste and trash associated with the operation of the food truck. Operators shall remove all waste and trash from their approved location at the end of each day or more frequently as needed to maintain the health, safety and welfare of the public. The food truck operator shall keep all areas and any associated seating areas clean of grease, and trash, litter or waste, including, but not limited to, paper, cups, cans, or bottles associated with the operation. No liquid waste or grease shall be disposed in or on streams, wetlands, storm drains, lawns, sidewalks, streets, or other public space or in sanitary sewers or septic tanks not equipped with a grease trap.
- (12) Outdoor seating and tents shall be permitted as long as they are sited consistent with the provisions for food trucks in § 114-4. A maximum of one tent, no more than 12 feet by 12 feet in size, shall be permitted per food truck, and shall only be permitted to be installed or erected outdoors during hours of operation. Awnings are only permitted if they are attached to the food truck. Umbrellas are only permitted if they are attached to

a picnic table. The applicant shall submit a sketch plan showing the location of all proposed outdoor seating and/or tents. If outdoor seating and/or tents are proposed to be located in off-street parking spaces, barriers such as planters shall be provided to create a buffer between outdoor seating/tents and vehicles. Outdoor seating and/or tents shall only be permitted to be located in parking space(s) if the Zoning Administrator or Planning Board, as applicable, determines that the remaining off-street parking spaces will satisfy the off-street parking requirement of use(s) on the lot.

- (13) All equipment required for the operation of a food truck shall be contained within, attached to or located within three feet of the food truck with the exception of allowable outdoor seating areas and trash/recycling receptacles.
- (14) No food shall be prepared or sold at the food truck site outside of the food truck. Prepackaged beverages may be sold from coolers outside of the food truck, provided that they are located within three feet of the food truck.
- (15) No lighting is permitted except for interior lighting used for food preparation. Such lighting shall be turned off after hours.
- (16) Amplified sound or loudspeakers are prohibited, and the food truck operation shall comply with the noise limits in Chapter 139 of the Town Code.
- (17) Food trucks shall be consistent with the environmental performance standards of § 210-94 of the Zoning Law, and shall not cause objectionable odors or smoke at any lot line.
- (18) Food trucks and associated outdoor seating, if any, shall be removed from all permitted locations upon expiration of the permit.

§ 114-6. Site plan approval.

- A. Where more than one food truck is proposed on a parcel, either as an accessory use or as a principal use, site plan approval pursuant to Article XIII of Chapter 210 shall be required, and the Zoning Administrator shall not issue a food truck permit until the required Planning Board approval has been granted. This requirement shall not apply to occasional events held pursuant to an Outdoor Community Event permit.
- B. A property owner may apply for site plan approval to identify a site on the property where one or more food trucks licensed by the Town may locate in lieu of seeking an annual permit for a food truck. In reviewing the application for site plan approval, the Planning Board shall ensure that all of the requirements of this chapter are met, with the exception of § 114-5A, B, C and D, but specifically including the requirements of § 114-5E.

§ 114-7. Exceptions.

Special event, private residence. Residents may request that licensed food trucks cater special events on private property at their place of residence within any zoning district. Such request for a special event private-use food truck shall be made to the Zoning Administrator for a period not exceeding one day, and not more than two events per year, and subject to the requirements of this chapter except for § 114-5C(1) and E(2). In such cases, provision of food and beverage shall be limited to event attendees only; provision to the general public is prohibited.

§ 114-8. Violations.

Any of the following shall constitute a violation of this chapter:

- A. Failure to properly obtain and/or properly display a valid food truck license or permit.
- B. Fraud or misrepresentation contained in the license or permit application.
- C. Fraud or misrepresentation made in the course of operating the business.

- D. Conduct in an unlawful manner or that creates a public nuisance, or otherwise constitutes a danger to

the public health, safety, and welfare.

- E. Failure to comply with the provisions of this chapter.

§ 114-9. Suspension or revocation of license and permit.

- A. The Zoning Administrator may issue a notice of intent to suspend or revoke a food truck license and permit for any violation of this chapter. The notice of intent to suspend or revoke shall describe the violation, and require the license or permit holder to immediately cease operations and correct the violation or cause the violation to be corrected.
- B. The notice of intent may be given personally to the operator of the food truck, by affixing it to the windshield of the food truck, or in writing by mail to the license or permit holder at the address shown on the application.
- C. If the license or permit holder fails to immediately correct the violation or cause the violation to be corrected, the Zoning Administrator shall suspend or revoke the license or permit.
- D. A license or permit holder shall be entitled to request a hearing on suspension or revocation before the Town Board, upon application made to the Town Clerk, in writing, demonstrating that the license or permit holder was not in violation of the license or permit. Any suspension or revocation remains in effect unless modified by the Town Board. The Town Board shall hold a hearing to determine whether to reverse the suspension or revocation within 30 days of receipt of the written request.

§ 114-10. Enforcement; administration; penalties for offenses.

- A. The requirements established by this chapter shall be administered and enforced by any law enforcement agency that has jurisdiction in the Town of Poughkeepsic, the Town Zoning Administrator, the Building Inspector, or their duly authorized representatives.
- B. The individuals identified in Subsection A are authorized to issue appearance tickets as defined in § 150.10 of the Criminal Procedure Law, and to prosecute the violation in court, and are authorized to issue orders to remedy and notices of violation to enforce the provisions of this chapter.
- C. Any violation of this chapter shall be deemed an offense, and each occurrence or incident shall constitute a separate offense. If a violation continues for more than a twenty-four-hour period, each day shall constitute a separate offense.
- D. If the offense occurs on the premises of a property that is occupied by someone other than the owner, the issuer of the appearance ticket must also notify the owner, in writing, of the violation within five business days of said violation. Failure to provide such notice shall not affect the prosecution of the person or persons charged with said offense.
- E. A violation of this chapter or any part thereof shall constitute an offense punishable as follows:
- (1) By a civil penalty:
- (a) Not to exceed \$500 for a first offense;

- (b) Not to exceed \$1,000 for a second offense; and
 - (c) Not to exceed \$1,500 for any subsequent offense; and/or
- (2) By a fine:

- (a) Not to exceed \$1,500 for a first offense;
 - (b) Not to exceed \$2,500 for a second offense; and
 - (c) Not to exceed \$3,500 for any subsequent offense; and/or
 - (3) By imprisonment for a term of not more than 15 days; and/or
 - (4) By any combination thereof.
- F. Conviction of two violations of any provision of this chapter, or consent to the payment of two separate penalties for separate offenses, shall result in the immediate revocation of the food truck license or permit. No refund of any food truck license or permit fee shall be given. If the food truck license or permit is revoked, the food truck operator will not be allowed to apply for another food truck license or permit for any food truck until the following calendar year.
- G. Without limiting any other remedy, the Town Board may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with, or to restrain by injunction the violation of, this chapter.

RESOLUTION 3:18 - # 16 OF 2026

ACCEPT THE GRANT AWARD KNOWN AS
2025-2026 JUSTICE COURT ASSISTANCE PROGRAM FOR JUSTICE COURT

WHEREAS, by RESOLUTION 10:8 - #17 OF 2025 the Town Board of the Town of Poughkeepsie authorized the filing of a grant application for the 2025-2026 Justice Court Assistance Program and have received notice of awarding said grant, now therefore

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the Supervisor or her designee to execute all papers necessary and proper to effectuate a grant award known as the 2025-2026 Justice Court Assistance Program from the NYS Unified Court System, in the amount of \$9,471.88, which funds will be used for office and security equipment for the Town of Poughkeepsie Justice Court.

Dated: March 18th 2026

Moved: Barbara Laird

Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/10/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<input checked="" type="checkbox"/>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<input checked="" type="checkbox"/>	___	___

2025-26 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcap@nycourts.gov or mail to: Division of Grants, Contracts & Procurement, Attention: JCAP, 2500 Pond View, Suite 104, Castleton on Hudson, N.Y. 12033

In the space provided below, please sign and indicate the exact amount spent
***Funds to be spent within 180 days of receipt**

Poughkeepsie Town Court, Dutchess County

District: 9

Item Category	Item Name	Approved Quantity	Item Approved Total
Computer Hardware	Webcam (Law)	1	Awarded
Furniture	Judges chair		\$300.00
Office Equipment	Shredder		\$500.00
Other	Window intercom	1	\$2106.63
Furniture	Courtroom chairs	0	\$0.00
Security	Security cameras	1	\$6565.25
Computer Hardware	Desktop computer (Law)	1	Awarded
Computer Hardware	Monitor (Law)	1	Awarded
Computer Hardware	Monitor cart (Law)	1	Awarded
Computer Hardware	Keyboard (Law)	1	Awarded
Computer Hardware	Speaker (Law)	1	Awarded
Total Amount of Grant			\$9,471.88

The computer hardware will be purchased by the Division of Technology and sent directly to the Court.

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. **If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact the Division of Grants, Contracts & Procurement at 518-480-6840 for further direction.**

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR DPCS USE ONLY

Application #	6360	Attachments	_____
Vendor ID#	1000002330	AO Date	_____
Voucher#	_____	DN/SP	_____
Submit Date	_____	Business Unit	_____
		Grant Amt	_____
		Final Approval	_____

RESOLUTION 3:18 # 17 OF 2026

APPOINTMENTS OF PHILLIPPE MULLER AND DAN FRIEDMANN
TO THE BOARD OF ETHICS

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby reappoint Phillippe Muller to the Board of Ethics for a five-year term which expires on February 28, 2031, and Dan Friedmann to the Board of Ethics for a four-year term which expires on February 28, 2030.

Dated: March 18th 2026

Moved: Emily Watson

Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/aap
t-3/2/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

RESOLUTION 3:18 - # 18 OF 2026

**AUTHORIZE TAX CERTIORARI SETTLEMENT FOR POUGHKEEPSIE
DONUTS, LLC, 2580 SOUTH ROAD, POUGHKEEPSIE, NY 12603**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the settlement of the tax certiorari proceeding instituted by Poughkeepsie Donuts, LLC, owner of property located in the Town of Poughkeepsie and designated as Tax Grid Nos. 134689-6160-01-028685-0000, 2580 South Road, Poughkeepsie, for the 2025 tax assessment roll, as shown on the attached Consent Order and Judgment; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the Supervisor or her designee, Town Assessor Maureen Gilmartin, and Kyle Barnett of Van DeWater & Van DeWater, LLP, to sign such papers as are necessary to effectuate said settlement.

Dated: March 18th 2026

Moved: Ryan Sharpe

Seconded: Emily Watson

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/9/2026
m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

Town of Poughkeepsie

Tax Certiorari Refund Liability

Name: Munchkin Realty, LLC
 6160-01-028685-0000
 2580 South Road
 .49 Ac

25/26 Assessment Roll	Assessed Value	Tax Amount	Indicated Assessed Value	Tax Amount	Indicated Refund School	Refund Co./Town
Spackenkill	651,000 \$	45,004.00	575,000	39,751.63 \$	28,422.25	11,329.38
County	651,000 \$	1,543.99	575,000 \$	1,362.75	\$	181.24
Town Outside Village	651,000 \$	5,733.83	575,000 \$	5,065.75	\$	668.08
Arlington Fire	651,000 \$	4,216.75	575,000 \$	3,720.25	\$	496.50
Consolidated Light	651,000 \$	197.88	575,000 \$	172.50	\$	25.38
Greater Pok Lib Dist	651,000 \$	1,134.37	575,000 \$	1,000.50	\$	133.87
			Year Sub Total		\$28,422.25	\$1,505.07

File No. 0006-0167

At a Special Condemnation and Tax Certiorari Term of the Supreme Court of the State of New York, held in and for the County of Dutchess, Poughkeepsie, New York, on the day of _____, 20____.

P R E S E N T :

HON. JAMES V. BRANDS, J.S.C.

Justice.

-----X

In the Matter of

CONSENT ORDER & JUDGMENT

POUGHKEEPSIE DONUTS, LLC,

Petitioner,

-against-

Index No.
2025-53488

Assessment Year
2025

THE BOARD OF ASSESSORS AND/OR THE ASSESSOR OF THE TOWN OF POUGHKEEPSIE AND THE BOARD OF ASSESSMENT REVIEW,

Section 6160, Block 1, Section 28685

Respondents.

-----X

The above Petitioner having heretofore served and filed the Petition and Notice to review the tax assessment fixed by the Town of Poughkeepsie for the assessment year(s) 2025, upon certain real property constituting one assessment parcel and designated as Section 6160, Block 1, Lot 28685, on the Official Assessment Map of the Town of Poughkeepsie, and

The issues of these proceedings having duly come on for trial at an IAS Term of this Court, and the petitioner having appeared by WARREN M. DUBITSKY, ESQ. of HERMAN KATZ LLP, and the respondents having appeared by KYLE W. BARNETT, ESQ. of VAN

DeWATER & VAN DeWATER, Counsel for the Town of Poughkeepsie, and the parties having made their settlement, it is

ORDERED, that the assessments on the above-referenced property be and the same are hereby reduced, corrected and fixed for the tax years as follows:

Section 6160, Block 1, Lot 28685

ASSESSMENT YEAR	COUNTY/ TOWN TAX YEAR	SCHOOL TAX YEAR	ORIGINAL ASSESSMENT	REDUCTION	FINAL ASSESSMENT
2025	2026	2025/26	\$651,000	\$76,000	\$575,000

and so reduced and confirmed, it is further

ORDERED, ADJUDGED AND DECREED that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite said entries, that the same have been corrected by the authority of this Order, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Spackenkill Union Free School District of the Town of Poughkeepsie, the amount of School taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest from the date of payment thereof as provided by statute, and it is further

ORDERED AND DIRECTED that the Commissioner of Finance of the County of Dutchess, State of New York, be and are hereby directed and authorized to audit, allow and to pay to the petitioner the amount, if any, of County taxes paid by the petitioner as taxes against said erroneous assessments in excess of what the taxes would have been if the said

assessments had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

ORDERED AND DIRECTED, Petitioner hereby agrees to waive refunds by, and on behalf of, Respondent Town of Poughkeepsie and any, and all Special Districts, for overpayment of all ad valorem and special district taxes, for the 2025 assessment year only.

ORDERED AND DIRECTED, that all tax refunds are to be paid with interest pursuant to §726 of the Real Property Tax Law of the State of New York; except that in the event the refund of taxes is paid within ninety (90) days from the date of service of a copy of this judgment with Notice of Entry, then interest is waived; together with the amounts of interest and penalties, if any, paid on the excess of any of the aforesaid taxes by reason of delinquent payment, and it is further

ORDERED AND DIRECTED, that all tax refunds hereinabove directed to be made by respondents, County of Dutchess, and/or any of the various taxing authorities, be made by check or draft payable to the order of HERMAN KATZ LLP, as attorneys for the petitioner, who are to hold the proceeds as trust funds for appropriate distribution, and who are to remain subject to the further jurisdiction of this Court in regard to their attorney's lien, pursuant to Judiciary Law §475, and it is further

ORDERED, that in the event that the taxes are unpaid and have already been billed for the Town of Poughkeepsie and/or any of the various taxing authorities in accordance with the original assessed valuation, the officer or officers having custody of said assessment rolls are hereby directed to forward to petitioner, care of HERMAN KATZ LLP, attorneys for Petitioner, 538 Broadhollow Road, Suite 307, Melville, New York 11747, a new bill or bills, taxing said petitioners on the basis of the final total assessed valuation as herein provided, as well as recalculating any and all interest and penalties that might be due, and it is further,

ORDERED AND DIRECTED, that the terms of R.P.T.L. §727 shall apply to this settlement with respect to the 2026, 2027 and 2028 assessments years, and it is further

ORDERED, that this Order hereby constitutes and represents full settlement of each of the tax review proceedings herein, and there are no costs or allowances awarded to, by or against any of the parties, and that upon compliance with the terms of this Order, the above-entitled proceedings be and the same are settled and discontinued.

ENTER,

J.S.C.

**SIGNING AND ENTRY OF THE WITHIN
ORDER IS HEREBY CONSENTED TO:**

**VAN DeWATER & VAN DeWATER
Attorney for Respondents**

**By: KYLE W. BARNETT, ESQ.
85 Civic Center Plaza, Suite 101
Poughkeepsie, New York 12601
845-452-5900**

**HERMAN KATZ LLP
Attorneys for Petitioner**



**By: WARREN M. DUBITSKY
538 Broadhollow Road, Suite 307
Melville, New York 11747
(631) 501-5011**

RESOLUTION 3:18 - # 19 OF 2026

**AUTHORIZE BID ADVERTISEMENT FOR PROPERTY
MAINTENANCE/DEBRIS REMOVAL
FOR PROPERTIES IN VIOLATION OF TOWN CODE**

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the Town Clerk to advertise for proposals for "PROPERTY MAINTENANCE/DEBRIS REMOVAL", pursuant to a Request for Proposals which will be available March 20, 2026 in the Office of the Town Clerk and on the Town's website; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby reserve the right to accept or reject all proposals in whole or in part for this professional service; and

BE IT FURTHER RESOLVED, that the procurement of the aforesaid services is a Type II Action requiring no SEQR review.

Dated: March 18th 2026

Moved: Ann Shershin

Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/mem

t-3/10/2026

m-3/18/2026

	AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT Councilman Reuter	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Laird	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Thangiah	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Watson	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilman Sharpe	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Councilwoman Shershin	<u>✓</u>	___	___
<u>PRESENT</u> /ABSENT Supervisor Edwards	<u>✓</u>	___	___

ADVERTISEMENT FOR BIDS
Residential Mowing and Clipping Removal,
Debris and Garbage Removal, and Sidewalk Snow and Ice Removal
for Properties Violating Town Codes

The information for Bidders, Specifications and other Contract Documents may be reviewed and obtained on or after March 24th, 2026, at the Office of the Town Clerk, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, NY 12603 and on the Town website at www.townofpoughkeepsie-ny.gov/Bids.aspx

Sealed Bids for three (3) year contracts for “Residential Mowing and Clipping Removal, Debris and Garbage Removal, and Sidewalk Snow and Ice Removal For Properties Violating Town Codes” will be received by the Town Clerk, Town of Poughkeepsie (“Town”), One Overocker Road, Poughkeepsie, NY 12603 until 11 a.m. (local time) on April 14, 2026, at which time they will be publicly opened and read aloud.

Bidders may submit as to some or all of the contracts, and each bid shall also propose an hourly rate for labor and equipment to perform optional additional services as requested by the Town.

All Bids must be made upon and in accordance with the forms prepared by the Town and shall be submitted in sealed envelopes marked: “**Residential Mowing and Debris/Garbage/Snow Removal Bid**”. Three copies of each bid shall be submitted.

BID DEPOSIT: Each bidder on a Town contract(s) shall submit a Bid Deposit Guarantee of \$2,500 by Bond or Certified or Bank Check payable to the Town of Poughkeepsie, to assure that the successful Bidder(s) will execute a contract(s) with the Town. A combined performance and payment bond of \$2,500 will be required from the successful Town Bidder(s).

STATEMENT OF NON-COLLUSION: In addition to submitting a Bid Form, Bidders are required to execute a Non-Collusion Bidding Certificate as attached to the Bid Package.

The Bid Package, including the required “Bid Sheet” and “Non-Collusion Certificate” forms may be reviewed and obtained at the Office of the Town Clerk, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, NY 12603 and are also available at www.TownofPoughkeepsie.ny-gov

To be advised of addenda to the bid packet please register with fsalvatore@townofpoughkeepsie-ny.gov and monitor www.townofpoughkeepsie-ny.gov/Bids.aspx

The Town reserves the right to reject any and all Bids, to waive any informality or technicality in any Bid in their interest, to determine the ultimate scope of a contract, and the Town may award more than one or all contracts to a Bidder whose combined contract pricing is most favorable to the Town.

Bidders are also required to comply with the provision of Section 291-299 of the Executive Law of the State of New York.

The Town will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit Bids in response to this invitation and will not be discriminated against.

BY ORDER OF THE TOWN BOARD
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Dated: March 18, 2026

Felicia Salvatore, Town Clerk

RESOLUTION 3:18 - #20 OF 2026

AUTHORIZE BID ADVERTISEMENT FOR A HIGHWAY PORTABLE SCREENER

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby authorize the Highway Department to advertise for proposals for "PORTABLE SCREENER - HIGHWAY", pursuant to a Request for Proposals which will be available on March 20, 2026 in the Office of the Highway Department and on the Town's website; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby reserve the right to accept or reject all proposals in whole or in part for this professional service; and

BE IT FURTHER RESOLVED, that the procurement of the aforesaid services is a Type II Action requiring no SEQR review.

Dated: March 18th 2026
Moved: Rebecca Edwards
Seconded: Ryan Sharpe

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/10/2026
m-3/18/2026

Table with 3 columns: AYE, NAY, ABSTAIN. Rows list council members and their status: Councilman Reuter, Councilwoman Laird, Councilman Thangiah, Councilwoman Watson, Councilman Sharpe, Councilwoman Shershin, Supervisor Edwards.

RESOLUTION 3:18 - # 21 OF 2026

ADOPT AMENDED SCHEDULE OF FEES RELATING
TO PARKS AND RECREATION FEES

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby
adopt the annexed amended schedule of fees issued under Chapter 105 relating to Chapter 148,
Parks and Recreation fees only, and

BE IT FURTHER RESOLVED, these fees will be effective immediately until revised by
the Town Board.

Dated: March 18th 2026

Moved: Bill Reuter

Seconded: Emily Watson

Motion passes/ fails: Ayes 7 Nays 0

ES/mem
t-3/13/2026
m-3/18/2026

PRESENT/ABSENT
PRESENT/ABSENT
PRESENT/ABSENT
PRESENT/ABSENT
PRESENT/ABSENT
PRESENT/ABSENT
PRESENT/ABSENT

Councilman Reuter
Councilwoman Laird
Councilman Thangiah
Councilwoman Watson
Councilman Sharpe
Councilwoman Shershin
Supervisor Edwards

AYE	NAY	ABSTAIN
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chapter 148, Parks and Recreation.

[1] Use of recreation facilities.

(a) All individuals or organizations (comprised of individuals over the age of 18 years) wishing to utilize the recreation facilities of the Town of Poughkeepsie shall, at the time of an application for a permit, pay the following fees:

[2]Athletic Facility Fees: Rental fees are proposed based on affiliation with the Town of Poughkeepsie; In addition to, the duration of time requested as well as the usage of optional lighted facilities. A “Town league” is defined as a league with 51% or more town residents registered and an active Field Use Agreement with the Town. Town Leagues are exempt from recreation field rental fees for league run activities. Town Leagues are not permitted to reserve fields for any other organization outside of the League.

(a) Field Rental Fees:

*For all rentals, tournaments, camps, and special events, additional costs may be incurred, including but not limited to; dumpsters, porta-johns, etc. Rental fees at Greenvale Athletic Fields are based on ½ of the lower level complex area

- i. Field Rental 3 Hours-\$130, 4-7 Hours- \$200, Exclusive use for the day \$400
- ii. Lights (Sheafe Road): 3 hours- \$75
- iii. Tournaments/Camps/Special Events: Up to 8 Hours- \$550 (Exclusive use for the day + event permit from Town Clerk)
 - a. Lighting Surcharge- \$75 (Sheafe Road Only) (maximum of three (3) hours
 - b. May Incur additional costs based on the nature of the Tournament/Camp/Special Event
- iiii. Senior citizen leagues receive a ~~35~~40% reduction. All participants must be 55+ years of age to qualify for reduction
- v. Organizations booking ten (10) or more fields receive a 25% reduction of their total
- vi. Rate reductions cannot be combined.

[3] Pavilion Rental: Fairview, Greenvale and Creekside pavilion rental fees are proposed based on Town residency. Rentals are up to 4hours maximum including set-up and clean-up. Payment and security deposit must be received within 7 days of booking. For bookings made within 7 days, payment and security are due within one business day. Security deposits are cash-or check only. Bookings are not guaranteed until paid.

(a) Pavillion Rentals:

i. Morning Rental (9:00 AM-1:00 PM) - \$175+ \$100 Cash or check Security Deposit.

ii. Afternoon Rental (1:30-5:30 PM) \$150 + \$100 Cash or check Security Deposit.

iii. Non-resident surcharge \$25.00

[4] The Recreation Department provides a variety of programs. These programs may include basketball, pickleball, tennis, dance classes, etc. To find the price of these programs please use the Rec Department website: www.poughkeepsieny.myrec.com

[5] Day-camp program: Program fees are proposed based on Town residency. Day-camp is purchased on a weekly basis early bird registration available until May 15th. Extended camp is available at an additional cost per week. Families with multiple children attending camp will receive a \$10 discount per additional child; Second, third, fourth, and fifth child must be immediate member of the same family.

(a) Town of Poughkeepsie Residents:

i. Weekly- \$235

ii. Additional Child Weekly- \$ 211.50

iii. Weekly Early Bird Registration- \$210.00

- iv. Additional Child Weekly Early Bird Registration- \$185.50
- v. Weekly Extended Camp- \$90
- vi. Weekly Extended Camp Early Bird -\$85.00

(b) Non-Residents:

- i. Weekly- \$265.00
- ii. Additional Child Weekly- \$238.50
- iii. Weekly Early Bird Registration- \$245.00
- iv. Additional Child Weekly Early Bird Registration- \$216.00
- v. Weekly Extended Camp- \$115.00
- vi. Weekly Extended Camp Early Bird \$105.00

[6] Senior Center:

Membership:

Town Residents- \$0.00

Non-Residents- \$50.00 a year

Programming:

The Rec department provides a variety of programs specifically for seniors. These programs may include yoga, tai chi, art classes, special events, etc. Nonresidents are welcome to utilize programming for a surcharge. To find the pricing of these programs please use the department website at www.poughkeepsieny.myrec.com or visit the Senior Center located at 14 Abe's

Way, Poughkeepsie NY

Rentals:

The Town of Poughkeepsie Senior Center Rental fees are proposed based on Town residency. The Senior Center may be booked for parties/events or meetings by individuals or organizations. Non-profit organizations will receive a discounted rental rate and must provide a copy of their 501c3. Rentals are up to 6 hours maximum including set-up and clean-up and may be scheduled no later than 9:00 p.m. daily. Payment and security deposit must be received within 7 days of booking. For bookings made within 7 days, payment and security are due within one business day. Security deposits are cash-only. Bookings are not guaranteed until paid. Organizations who reserve and do not cancel will forfeit their deposit to cover staffing

(a) Town of Poughkeepsie Residents:

- i. Parties/Events Up to 6 Hours- \$450 + \$250 Cash Security Deposit; Additional Hours- \$75 per hour;
- ii. Meetings/Organizations: Non-Profit- \$50 per hour; Profit/Private- \$75 per hour;

(b) Non-Residents:

- i. Parties/Events Up to 6 Hours- \$600 + \$250 Cash Security Deposit; Additional Hours- \$100 per hour;
- ii. Meetings/Organizations: Non-Profit- \$75 per hour; Profit/Private- \$100 per hour;

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Notification-The following claims have been referred to Legal:

1. Pritchard; and 2. Central Hudson

EVENT/CORRESPONDENCE AND NOTIFICATIONS 03:18 – #23of 2026

PLEASE NOTE that the Town Board of the Town of Poughkeepsie has hereby been notified of the following notifications or applications received which are on file in the Office of the Town Clerk as follows:

- 1) 30 Day notice for on premises beverage license Caffe Giulia llc
124 Raymond Ave. Poughkeepsie Ny 12604
- 2) Vassar College Founders Day 2026 Carnival on Saturday May 2nd, from 12:00 p.m. – 5:00 p.m. at Vassar College Noyes Circle. The firework display will be same day at approximately 9:00 p.m. with a rain date of 05/05/2026

PLEASE ALSO TAKE NOTE THAT, that the Town Clerk of the Town of Poughkeepsie does hereby approve all applications pending receipt of a Certificate of Liability Insurance, naming the Town of Poughkeepsie as an additional insured for the date/s of these events if needed as well as any payments that may be required