

**TOWN OF POUGHKEEPSIE
TOWN BOARD MEETING / COMMITTEE OF THE WHOLE
DECEMBER 20, 2023
SUMMARY**

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

PRESENT: Supervisor Baisley
Councilman Renihan
Councilman Carlos
Councilwoman Burger
Councilman Cifone
Councilwoman Shershin
Town Clerk Salvatore
Town Attorney Nelson

ABSENT: Councilman Krakower

TOWN BOARD ENTERED INTO EXECUTIVE SESSION AT 6:33 P.M.

TOWN BOARD RETURNED FROM EXECUTIVE SESSION AT 7:06 P.M.

12:20-01	Public Hearing (Director Welti)	Special Use Permit – Dutchess Roots, LLC- Cannabis Retail Dispensary
AYE: -5- Supervisor Baisley, Councilmen Renihan, Carlos and Councilwoman Burger, Shershin		
NAY: -1- Councilman Cifone		
ABSTAIN: -0-		
ABSENT: -1- Councilman Krakower		CARRIED 5-1
12:20-02	Public Hearing (Supervisor Baisley)	Town Code Amendments Chapter 203-Water CARRIED 6-0
12:20-03	Authorize Supervisor to Sign (Chief Cavaliere)	Agreement with the Flock Group, Inc. for Police Remote Imaging CARRIED 6-0
12:20-04	Ratify (Supervisor Baisley)	Supervisor's Execution of the CSEA/Town Memorandum of Agreement CARRIED 6-0
12:20-05	Authorize Supervisor to Sign (Supervisor Baisley)	Agreement with the County relating to Dial-A- Ride CARRIED 6-0

12:20-06	Authorize (Legal)	Tax Certiorari Settlements: A. Oakwood Partners LLC/Neptune Capital CARRIED B. Stop-N-Shop CARRIED	6-0 6-0
12:20-07	Accept (Town Clerk Salvatore)	Retirement of Henry Conrad, Working Supervisor with Highway Department CARRIED	6-0
12:20-08	Accept (Town Clerk Salvatore)	Retirement of Jon Jay Baisley, Supervisor CARRIED	5-0-1
AYE: -5- Councilmen Renihan, Carlos, Cifone, and Councilwomen Burger, Shershin NAY: -0- ABSTAIN: -1- Supervisor Baisley ABSENT: -1- Councilman Krakower			
12:20-09	Accept (Town Clerk Salvatore)	Resignation of Jessica Servidio, Town Comptroller CARRIED	6-0
12:20-10	Accept (Town Clerk Salvatore)	Resignation of Linda Edgar, Recreation Assistant with the Recreation Department CARRIED	6-0
12:20-11	Approve (Town Clerk Salvatore)	Fee Schedule to include Water Fees CARRIED	6-0
12:20-12	Waive (Town Clerk Salvatore)	30-Day Liquor License – Parra’s Corp, 10 IBM Road CARRIED	6-0
12:20-13	Ratify (Supervisor Baisley)	Amendment and Extension Agreement with County -Community Development Block Grant-Jones Street CARRIED	6-0
12:20-14	Authorize Supervisor to Sign (Supervisor Baisley)	Agreement with Millennium Strategies, LLC- Grant Writing CARRIED	6-0
12:20-15	Authorize (Engineering)	Town Clerk to Advertise for Bids-Jones Street Springside Avenue Sidewalk Replacement CARRIED	6-0

12:20-16	Set Date for Public Hearing (Councilwoman Burger)	Town Code Amendment, Chapter 210, relating to Animal Services CARRIED	6-0
12:20-17	Accept (Town Clerk Salvatore)	2023 Minutes CARRIED	6-0
12:20-18	Notification (Town Clerk Salvatore)	Cannabis Retail dispensary for World Class Leaf, Inc.-174 Innis Avenue, Poughkeepsie TOWN BOARD NOTIFIED	
12:20-19	Authorize (Director McHugh)	Town Clerk to Advertise for Bids relating to Mowing CARRIED	6-0
12:20-20	Discussion (Supervisor Baisley)	Matter of Two Employee Grievances, Step III CARRIED	6-0
12:20-21	Authorize (Legal)	Special Consent SC1, SC2, SC3, SC4, SC5, SC6, & SC7 CARRIED	6-0

PROPOSED ITEMS FOR CONSIDERATION UPON SPECIAL CONSENT

12:20-SC1	Accept (Town Clerk Salvatore)	Resignation from Nicole Mercurio, Accounts Payable Clerk with the Comptroller's Office CARRIED	6-0
12:20-SC2	Authorize to Sign (Councilman Cifone)	Letter of Agreement with JMC for Traffic Study CARRIED	6-0
12:20-SC3	Authorize (Legal)	Tax Certiorari Settlement -5 Neptune LLC CARRIED	6-0
12:20-SC4	Authorize to Sign (Legal)	Poughkeepsie Industrial Sewer Tenancy CARRIED	6-0
12:20-SC5	Authorize (Mike Simon)	Budget Transfer for Highway Department CARRIED	6-0

12:20-SC6	Notification (Town Clerk Salvatore)	Notice of Claim-Referred to Legal 1. O'Dell v. Town of Poughkeepsie REFERRED TO LEGAL	
12:20-SC7	Authorize (Supervisor Baisley)	Approve/Disapprove Litigation Settlement re LG52 v. Town of Poughkeepsie CARRIED	6-0

**COMMITTEE REPORTS
2023**

**** FULL REPORT MAY BE VIEWED ON YOU TUBE CHANNEL**

1.	FINANCE	Krakower, Burger, Cifone NOTHING TO REPORT
2.	TECHNOLOGY**	Shershin, Cifone, Burger <i>Ann Shershin gives a report</i>
3.	RECREATION/ SENIOR CITIZENS** (Including Town Day)	Renihan, Krakower, Cifone <i>Jeff Renihan gives a report</i>
4.	FIRE ADVISORY**	Renihan, Shershin & Fire Officials (Arlington, New Hamburg, Fairview) <i>Jeff Renihan gives a report</i>
5.	INFRASTRUCTURE/ LAND USE	Carlos, Shershin, Renihan NOTHING TO REPORT
6.	PERSONNEL	Cifone, Carlos, Burger NOTHING TO REPORT
7.	BUILDING CONSOLIDATION (Team working together on this for time to be determined)	Bill Carlos, Stephan Krakower NOTHING TO REPORT
8.	SUPERVISORS REPORT**	Jon Jay Baisley

TOWN BOARD MEETING ADJOURNED AT 7:59 P.M.

RESOLUTION 12:20 - # 11 OF 2023

BE IT RESOLVED, that the Town Board of the Town of Poughkeepsie does hereby adopt the annexed schedule of fees issued under Chapter 105, and

BE IT FURTHER RESOLVED, these fees will be effective January 1, 2024 until revised by the Town Board.

Dated: December 20, 2023

Moved: Michael Cifone

Seconded: William Carlos

Motion passes/ fails: Ayes 6 Nays 0

JEN/mem
t-12/14/2023
m-12/20/2023

		AYE	NAY	ABSTAIN
<u>PRESENT</u> /ABSENT	Councilman Renihan	<u>✓</u>	_____	_____
<u>PRESENT</u> /ABSENT	Councilman Carlos	<u>✓</u>	_____	_____
<u>PRESENT</u> /ABSENT	Councilwoman Burger	<u>✓</u>	_____	_____
<u>PRESENT</u> /ABSENT	Councilman Cifone	<u>✓</u>	_____	_____
<u>PRESENT</u> /ABSENT	Councilman Krakower	<u>absent</u>	_____	_____
<u>PRESENT</u> /ABSENT	Councilwoman Shershin	<u>✓</u>	_____	_____
<u>PRESENT</u> /ABSENT	Supervisor Baisley	<u>✓</u>	_____	_____

Town of Poughkeepsie Fee Schedule adopted 12/20/2023

Periodic review.

The Town Board may periodically review the fee schedule set forth in this chapter and may, by resolution, amend the fees set forth therein.

Chapter 57, Animals.

Chapter 60, Assemblies, Mass Public.

Chapter 68, Building Construction.

Chapter 76, Circuses and Carnivals.

Chapter 97, Erosion and Sediment Control.

Chapter 100, Explosives.

Chapter 110, Fire Prevention.

Chapter 113, Flood Damage Prevention.

Chapter 114 Food Trucks

Chapter 116, Aquatic Resource Protection.

Chapter 121, Games of Chance.

Chapter 135, Lot Line Revisions.

Chapter 148, Parks and Recreation.

Chapter 151, Peddling and Soliciting.

Chapter 154, Plumbing.

Chapter 159, Property Maintenance.

Chapter 160, Records.

Chapter 168, Sewer. (Reserved)

Chapter 168A, Short-Term Rentals

Chapter 174, Streets and Sidewalks

Chapter 177, Subdivision of Land.

Chapter 187, Tree Preservation.

Chapter 198, Taxicabs and Vehicles for Hire. (Issued for Town by City of Poughkeepsie)

Chapter 199, Towing

Chapter 203, Water. (Reserved)

Chapter 210, Zoning.

Chapter of Miscellaneous Fees.

Chapter 57, Animals.

(1) Dog licenses:

(a) Spayed: \$8.

(b) Unspayed: \$18.

(2) Dog enumeration fee: \$20.

(3) Seizures:

(a) First: \$75.

(b) Second: \$100.

(c) Third: \$125.

(4) Intake:* Determined by Arlington Animal Hospital and reimbursed by us to them

(5) Replacement tag: \$3.

(6) Board per night: *\$30.00 per day including date of seizure and date of pick up. Dogs deemed dangerous up to \$45 a day

(7) Fees and costs incurred for municipal shelter services as provided in § 115 of the Agriculture and Markets Law and other services in relation to confined stray, sick, injured or unwanted dogs and other animals ordered confined pursuant to Part 2 of § 2.14 of the New York State Sanitary Code as contained in Chapter 1 of Title 10 (Health) NYCRR.

Chapter 60, Assemblies, Mass Public.

- (1) Fees for approved licenses shall be as follows:

Capacity

(Persons) Fee

Fee Per Year or Fraction Thereof

50 to 100	\$100
101 to 300	\$125
301 to 600	\$200
601 to 1,000	\$250

- (2) An additional fee of \$25 shall be charged for each 100 persons or fraction thereof in excess of 1,000 persons.
- (3) The maximum fee shall not exceed \$400.
- (4) Where there is more than one place, room or area of assembly in the same building and the applicant is the same for all the places, rooms and areas of assembly therein, the fee shall be determined on the basis of the sum of the combined occupancies.

Chapter 68, Building Construction.

- (1) Residential:

Type	Fee
New one- and two-family homes and additions (includes attached garages)	\$150, plus \$0.40 per square foot
Renewal of a permit for a new one- or two-family home and additions	\$100, plus \$0.20 per square foot
Interior renovations/alterations	\$100 plus \$0.25 per square foot
Renewal of a permit for interior renovations/alterations	\$75 plus \$0.12 per square foot
Residential detached accessory buildings (see § 68-10 for exceptions)	\$50, plus \$0.10 per square foot over 100 square feet

Type	Fee
Renewal of a permit for residential detached accessory buildings	\$30, plus \$0.05 per square foot over 100 square feet
Decks/porches	
Open	\$75, plus \$0.20 per square foot
Covered/enclosed unheated	\$75, plus \$0.30 per square foot
Pools (does not include decks, patios, etc.)	
Aboveground	\$75
Inground	\$100
Mobile and manufactured one- and two-family homes	\$150, plus \$0.30 per square foot
Renewal of a permit for mobile and manufactured one- and two-family homes	\$100, plus \$0.15 per square foot
Electrical permits, general	\$75 residential
	\$100 commercial
Fire alarm	\$75, plus \$2 per device

(2) Commercial:

Type	Fee
New commercial buildings and additions (includes multiple dwellings)	\$400, plus \$0.40 per square foot up to 50,000 square feet plus \$0.30 per square foot over 50,000 square feet
Permit renewal	\$250 plus \$0.10 per square foot
Commercial solar energy public utility project	\$0.04 per square foot of solar panel fascia
Renovations/alterations	\$300
Level 1 alterations	Plus \$0.20 per square foot
Level 2 alterations	Plus \$0.25 per square foot
Level 3 alterations	Plus \$0.30 per square foot
Re-roofing not involving replacement or repair of subroof	Plus \$0.10 per square foot

(3) Demolition:

(a) Residential: \$50.

(b) Commercial: \$100.

(4) Work started without a building permit fee:

(a) Residential:

Construction cost

\$0 to \$9,999

\$10,000 to \$20,000

\$20,001 to \$30,000

\$30,001 and up

Surcharge

\$100

\$200

\$300

\$500

(b) Commercial:

Construction cost

\$0 to \$9,999

\$10,000 to \$25,000

\$25,001 to \$50,000

\$50,001 and up

Surcharge

\$250

\$500

\$750

\$1,000 plus 2% of cost of construction to a maximum of
\$5,000

(5) Temporary certificate of occupancy:

(a) Residential: \$100 per each ninety-day period.

(b) Commercial: \$250 per each thirty-day period.

(6) Municipal violation search:

Type	Fee
One- and two-family dwellings	\$150
Multiple dwellings	\$150 plus \$15 per dwelling
Commercial	\$200 per building plus \$25 per tenant space

(7) Certificate of occupancy, existing buildings, when requested pursuant to municipal violation search:

(a) Residential: \$25.

(b) Commercial: \$50.

(8) Revision to building permit:

(a) Residential: \$50.

(b) Commercial: \$100 plus 1% of building permit fee.

(9) Operating permits where required by Chapter 68: \$250.

(10) Fees for required fire inspections:

Type	Fee
Residential:	\$25 per dwelling unit
Commercial:	\$125 per tenant space up to 10,000 square feet
	\$250 per tenant space from 10,000 square feet to 50,000 square feet
	\$500 per tenant space over 50,000 square feet

Food Truck	\$125 per truck
------------	-----------------

(11) Rescission of a stop-work order:

- (a) First: \$150.
- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.

Chapter 76, Community Events

- (1) Permit fee: \$50 per day, except that flea markets and Circuses shall continue to be \$150 per day. Any Event where there are more than 15 Vendors shall be considered same as Flea Market and Circus as it relates to fee per day. Any Food Truck selling to residents at Town events, other than personal private catered affairs on a specific residential private property must have a Town License to participate. The Town Clerk *may waive* the fee for a Community event with the proper copies of 501-3c paperwork listing the applicant who is actually running the event. Proper insurance certificates naming the Town as additional insured would still be required by the 501-3c.
- (2) Application fee: for Flea Market and Circus \$75.
- (3) Seasonal and or Tent Sales / Food Truck permits to be located on a specific privately owned commercial locations must see zoning for appropriate fees

Chapter 97, Erosion and Sediment Control.

- (1) Permit application fee:
 - (a) For a new permit issued pursuant to § 97-7A (4), (5), (6), (7) or (8): \$100.
 - (b) For an amended permit not including an amendment to cure a violation: \$100.
 - (c) For an amended permit where work was not performed in accordance with a prior approved permit: \$200, plus \$250 per

Planning Board meeting.

- (d) For a permit where work was commenced without having first obtained a permit: \$400, plus \$250 per Planning Board meeting.
- (2) Rescission of a stop-work order:
 - (a) First: \$150.
 - (b) Second: \$200.
 - (c) Third: \$250.
 - (d) More than three: \$300 each.

Chapter 100, Explosives.

- (1) Blaster's license fee: \$50.

Chapter 110, Fire Prevention.

- (1) Application fee for permit for placing specific objects or materials at a specific location in or on a fire zone or fire lane: \$40.
- (2) Application fee for placement of specific objects or materials in or on a fire zone or fire lane without having first obtained a permit: \$80.
- (3) Rescission of a stop-work order:
 - (a) First: \$150.

- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.

Chapter 113, Flood Damage Prevention.

- (1) For a new floodplain development permit: \$100.
- (2) For an amended permit not including an amendment to cure a violation: \$100.
- (3) For an amended permit where work was not performed in accordance with a prior approved permit: \$200, plus \$250 per Planning Board meeting if required.
- (4) For a permit where work was commenced without having first obtained a permit: \$400, plus \$250 per Planning Board meeting if required.
- (5) Rescission of a stop-work order:
 - (a) First: \$150.
 - (b) Second: \$200.
 - (c) Third: \$250.
 - (d) More than three: \$300 each.

Chapter 114, Food Trucks

- (a) Fire Inspection \$125 –also listed in Building Construction, Fire Inspection

- (b) License Application Fee \$25
- (c) License Fee \$150
- (d) Permit Fee to be situated on a privately owned property please see Zoning, Chapter 210 (26) (d)

Chapter 116, Aquatic Resource Protection.

- (1) For activity on a single-family, owner-occupied property:

- (a) For a new permit: \$100.
- (b) For an amended permit not including an amendment to cure a violation: \$100.
- (c) For an amended permit where work was not performed in accordance with a prior approved permit: \$200, plus \$250 per Planning Board meeting.
- (d) For a permit involving a regulated activity that was commenced without having first obtained a permit: \$300, plus \$250 per Planning Board meeting.

- (2) For activity on other than a single-family, owner-occupied property:

- (a) For a new permit: \$300.
- (b) For an amended permit not including an amendment to cure a violation: \$300.
- (c) For an amended permit where work was not performed in accordance with a prior approved permit: \$400, plus \$250 per Planning Board meeting.
- (d) For a permit involving a regulated activity commenced without having first obtained a permit: \$600, plus \$250 per Planning Board meeting.

(3) Rescission of a stop-work order:

(a) First: \$150.

(b) Second: \$200.

(c) Third: \$250.

(d) More than three: \$300 each.

Chapter 121, Games of Chance.

(1) License fee: \$25.

(2) License fee for games of chance lessors: \$50.

Chapter 135, Lot Line Revisions.

(1) Lot line revision application:

(a) Single-family residential property: \$100 plus \$250 per Planning Board meeting.

(b) For other than single-family residential property: \$300 plus \$250 per Planning Board meeting.

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:

[1] 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, excluding Town Leagues, 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. Without Lights: 3 Hours-\$110, 4-7 Hours- \$165, 8+ Hours \$330

ii. With Lights: 3 hours- \$165, 4-7 Hours- \$220, 8+ Hours- \$385

iii. Tournaments/Camps/Special Events: Up to 8 Hours- \$450, Up to 8 Hours with Lights- \$500 *May incur addition costs.

(b) Senior citizen leagues receive a 35% reduction.

[2] Pavilion Rental: Greenvale and Creekside pavilion rental fees are proposed based on Town residency. Rentals are up to 6 hours 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-only. Bookings are not guaranteed until paid.

(a) Town of Poughkeepsie Residents: Up to 6 Hours- \$150 + \$100 Cash Security Deposit.

(b) Non-Residents: Up to 6 Hours- \$200 + \$100 Cash Security Deposit.

(c) The Town Board may waive these fees by granting a group a revocable license allowing special use of the park.

[3] Summer programs: Program fees are proposed based on Town residency.

(a) Tennis lessons (Town Residents): \$80 per session.

(b) Tennis lessons (Non-Residents): \$90 per session.

[4] Day-camp program: Program fees are proposed based on Town residency. Day-camp is purchased on a weekly basis with late fees incurring after May 20th. 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- \$155;

ii. Additional Child Weekly- \$145;

iii. Weekly Late Registration- \$170;

iv. Additional Child Weekly Late Registration- \$160;

v. Weekly Extended Camp- \$65;

(b) Non-Residents:

i. Weekly- \$185;

ii. Additional Child Weekly- \$175;

iii. Weekly Late Registration- \$200;

iv. Additional Child Weekly Late Registration- \$190

v. Weekly Extended Camp- \$75;

[5] Senior Center: 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. There is a no-show fee of \$50 for organizations who reserve and do not cancel. This covers personnel for cleaning, plowing, sanding, and salting, etc.

(a) Town of Poughkeepsie Residents:

- i. Parties/Events Up to 6 Hours- \$250 + \$200 Cash Security Deposit; Additional Hours- \$75 per hour;
- ii. Meetings/Organizations: Non-Profit- \$35 per hour; Profit/Private- \$55 per hour;

(b) Non-Residents:

- i. Parties/Events Up to 6 Hours- \$300 + \$200 Cash Security Deposit; Additional Hours- \$75 per hour;
- ii. Meetings/Organizations: Non-Profit- \$45 per hour; Profit/Private- \$65 per hour;

(c) Senior Center use by Town-based, youth-serving, nonprofit organization: fee may be waived by the Recreation Committee.

Chapter 151, Peddling and Soliciting.

(1) Application Fee: \$25

(2) Peddler's license fee: \$125 per calendar year.

(3) Replacement peddler's license: \$15.

Chapter 154, Plumbing.

- (1) Inspection fee: \$50.
- (2) Plumber's examination fee: \$100 payable to examining company.
- (3) Plumber's license renewal: \$350.
- (4) Shelving of plumbing license: \$75.
- (5) Reinstatement of plumbing license: \$75.
- (6) Class A plumbing permit fee for fixtures: a base, administrative, nonrefundable fee of \$50 plus \$10 per fixture.
- (7) Class B plumbing permit fee: nonrefundable administrative permit fee of \$50 plus a fee per appurtenance of \$25.
- (8) Reduced pressure zone (RPZ) device annual inspection:
 - (a) Commercial properties: \$100 per device.
 - (b) Residential (one- and two-family) properties: \$75 per device.
 - (c) Should the inspection be requested for a holiday or outside of normal business hours, Monday through Friday, then the property owner will also be responsible for overtime costs.
- (9) Working without a permit:
 - (a) First offense: \$250 plus the plumbing permit fee schedule.
 - (b) Second offense: \$500 plus plumbing permit fee schedule.
- (10) Rescission of a stop-work order:
 - (a) First: \$150.

- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.
- (11) Plumbing photo I.D.: \$25.
- (12) Violation of § **154-26E**: \$50.

Chapter 159, Property Maintenance.

- (1) Rescission of a stop-work order:
 - (a) First: \$150.
 - (b) Second: \$200.
 - (c) Third: \$250.
 - (d) More than three: \$300 each.

Chapter 160, Records.

- (1) Twenty-five cents per page for photocopies not exceeding nine inches by 14 inches; for all other, the actual cost of reproduction.

Chapter 168, Sewer. (Must first meet with Infrastructure)

Chapter 168A, Short-Term Rentals

- (1) Unhosted short-term rental, accessory residential use. An unhosted short-term rental in a primary residence.
 - (a) 1 Bedroom \$400 each additional bedroom \$200
- (2) Unhosted short-term rental, principal commercial use. An unhosted short-term rental that is not a primary residence.
 - (a) 1 Bedroom \$2000 each additional bedroom \$500 **(Requires Town Board Approval)**
- (3) Hosted short-term rental. A short-term rental where a primary resident is present in the dwelling overnight with their guest(s).
 - (a) 1 Bedroom \$300 each additional bedroom \$50

Chapter 174, Streets and Sidewalks

- (1) Excavation permit: \$50.

2022 Highway Work Permit Fee Schedule Below

FEES

2022 Highway Work Permit Fee Schedule

Residential Driveways	Permit Fee	Security Deposit	Insurance
Single dwelling (new construction)	\$30	\$500 ¹	Not required
2-3 lot common driveway (new construction)	\$300	\$2,000	Not required
Existing driveway (improvements/paving/repaving)	\$30	\$500 ¹	Not required
Temporary construction access	\$30	\$500 ¹	Not required
Commercial Driveways			
Minor commercial driveway (new construction)	\$500	\$3,000	\$500,000
Major commercial driveway (new construction)	\$800	\$4,000	\$500,000
Minor commercial driveway (improvement/repaving)	\$200	\$2,000	\$500,000

Major commercial driveway (improvement/repaving)	\$400	\$3,000	\$500,000
Temporary construction access (logging, mining, etc.)	\$200	\$2,000	\$500,000
Subdivision and Local Roads			
Subdivision Road (4 or more lots, new construction)	\$625	\$5,000 ³	\$1,000,000
Local road (new construction)	\$400	\$10,000 ²	\$1,000,000
Traffic Control Device	Permit Fee	Annual Fee	Insurance
Regulatory sign (required for access permit)	\$250	N/C	Not required
Information/Guide sign (commercial)	\$45	\$200 per sign	Not required
Information/Guide sign (nonprofit)	\$25	N/C	Not required
Temporary construction signs	\$100	\$200	\$500,000
Traffic signal	\$1,500	\$2,000 ³	\$1,000,000

NOTES:

¹ Highway Superintendent or his designee may raise or lower security deposit based on project complexity.

² Minimum security deposit. Superintendent of Highways or his designee may increase security deposit due to project complexity.

³ Insurance required from entity performing work within right-of-way. General liability, automobile liability and worker's compensation coverage required. Town of Poughkeepsie shall be the certificate holder or named as additional insured. Insurance not required from residential property owners.

⁴ Insurance is required

Miscellaneous Improvements^{1,3}	Permit Fee	Security Deposit	Insurance D
Occupying right-of-way (work crew, equipment, special events, etc.)	\$100	\$1,000 ²	\$500,000
Misc work, including grading/sight line clearing/tree removal	\$200	\$2,000	\$500,000
Remove/install fences, walls, plantings	\$200	\$2,000	\$500,000
Test borings/test pits	\$100	\$2,000 ²	\$1,000,000
Adopt-a-highway	N/C	Adopt-a-highway agreement required	
Annual maintenance operations	\$250	\$1,500	\$500,000 ⁴
<hr/>			
Underground Utility Work^{1,3}			
Service connection (water, sewer, gas, elec/comm.)	\$200	\$1,500	\$500,000
Utility main (new construction)	\$200+\$0.50 per foot	\$2,000 ²	\$1,000,000
Utility main (repair/replacement)	\$100+\$0.50 per foot	\$1,500 ²	\$1,000,000
Utility bore/jack (new construction)	\$375+\$5 per foot	\$5,000 ²	\$1,000,000
<hr/>			
Drainage Work^{1,3}			
Drainage parallel to edge of pavement (new construction)	\$250+\$0.50 per foot	\$5,000 ²	\$1,000,000
Drainage parallel to edge of pavement (repair)	\$250+\$0.50 per foot	\$2,500 ²	\$1,000,000
Drainage open cut across pavement (new construction)	\$375+\$5 per foot	\$5,000 ²	\$1,000,000
Drainage open cut across pavement (repair)	\$250+\$5 per foot	\$2,500 ²	\$1,000,000
Drainage structure (manhole, catch basin, etc.)	\$150	\$1,500 ²	\$1,000,000
Drainage bore/jack (new construction)	\$375+\$5 per foot	\$5,000	\$1,000,000
<hr/>			
Overhead Utility Work^{1,3}			
New utility pole and lines (up to 3 poles)	\$125	\$2,500	\$500,000
New utility pole and lines (more than 3 poles)	\$200	\$4,500	\$500,000
Utility pole relocation/replacement	N/C	\$2,500	\$500,000

NOTES:

¹ Highway Superintendent or his designee may raise or lower security deposit based on project complexity.

² Minimum security deposit. Superintendent of Highways or his designee may increase security deposit due to project complexity.

³ Insurance required from entity performing work within right-of-way. General liability, automobile liability and worker's compensation coverage required. Town of Poughkeepsie shall be the certificate holder or named as additional insured. Insurance not required from residential property owners.

⁴ Insurance is required.

Chapter 177, Subdivision of Land.

(1) Subdivision application:

- (a) Preapplication/sketch discussion:** \$250 per Planning Board meeting.
- (b) Minor (two lots) subdivision:** \$750 plus \$250 per Planning Board meeting.
- (c) Major (three lots or more) subdivision, preliminary approval:** \$750, plus \$300 per new lot (i.e., no fee for the first lot). [Example for a ten-lot subdivision: \$750 plus \$300 times nine lots = \$3,450.] Plus \$250 per Planning Board meeting.
- (d) Major (three lots or more) sub division, final approval:** \$400, plus \$200 per new lot (i.e., no fee for the first lot). [Example for a ten-lot subdivision: \$400 plus \$200 times nine lots = \$2,200.] Plus \$250 per Planning Board meeting.
- (e) Reapproval of a minor subdivision, a major preliminary subdivision or a major final subdivision application where the time limit to extend approval of such application has expired; and the application for reapproval is identical to the application originally approved by the Planning Board; and there are no current violations of the Town Code involving the property that is the subject of the reapproval application; and the expiration of the original approval has occurred less than 180 days before the date on which the application for reapproval is received by the Planning Board:** 10% of the amount of the original application fee plus \$250 per Planning Board meeting.

(2) Amended subdivision applications:

- (a) For review of a previously approved plat but not including an amendment required to cure a violation:** \$200 per lot in the subdivision, plus \$250 per Planning Board meeting.
- (b) For review of a previously approved plat required to cure a violation where work was not performed in accordance with a prior approved plat:** \$500 per lot in the subdivision, plus \$250 per Planning Board meeting.

(3) Rescission of a stop-work order:

- (a) First:** \$150.

- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.
- (4) Downstream drainage assessment fee: \$500 per lot.
- (5) Recreation fees in lieu of land: \$5,000 per each new residential lot intended for single family residential use, or \$1,250 per bedroom for any multifamily and two-family dwelling.

Chapter 187, Tree Preservation.

- (1) Application for tree removal permit: \$250, plus \$250 per Planning Board meeting if required.

Chapter 198, Taxicabs and Vehicles for Hire. (Issued for Town by City of Poughkeepsie)

- (1) Drivers, Town fee:
 - (a) Taxicab driver: \$50.
 - (b) For-hire-livery driver: \$50.
 - (c) Dual taxi/for-hire-livery: \$75.
- (2) Vehicles, Town fee:
 - (a) Taxicab vehicle: \$250.
 - (b) For-hire-livery vehicle: \$300.

Chapter 199, Towing

- H. Annual Fees will be paid to the Town of Poughkeepsie by the tow truck company.
- (1) The first such payment will be attached to the application for a position on the Town's Rotational Tow List. Thereafter, on the anniversary date of the acceptance of their application or the annual inspection to be on the Town's Rotational Tow List. Payment is due upon receiving an invoice from the Town of Poughkeepsie Comptroller's Office, in the following fee schedule:
- (a) A yearly fee of \$150 per tow company.
- (b) A yearly fee of \$55 per tow truck.
- (c) A yearly fee of \$77 per heavy duty tow truck.
- (d) A yearly fee of \$55 per driver/operator.
- (e) A yearly fee of \$150 per site visit (vehicle storage facility) including travel time.
- (2) These fees are to cover the costs to the Town of Poughkeepsie for the use of our police officers to do the required inspections and personnel checks of the tow companies on the Town's Rotational Tow List.
- I. A reinspection fee of \$75 shall be paid to the Town of Poughkeepsie by the tow truck company upon receiving an invoice from the Town of Poughkeepsie Comptroller's Office for each reinspection.
- J. Failure to pay any fees within 30 days of the invoice date will result in the immediate suspension of the towing agency from the Rotational Tow List.
- K. A tow truck company may have its suspension lifted due to nonpayment of fee(s), after the company pays the original fee (as noted above), plus any reinspection fees, plus a late payment charge of \$75 in full to the Town of Poughkeepsie. These fees must be paid within 30 days, or the tow company will be removed from the rotational tow list and a full application process and application fees will be required.
- L. The amount of the annual fees shall be determined and set by the Town of Poughkeepsie Town Board at their annual reorganizational meeting. If

the Town of Poughkeepsie Town Board does not make any change(s) to the annual fees at their annual reorganization Town Board meeting, the current fee schedule remains in full force and effect.

Chapter 203, Water.

TO BE IN EFFECT January 1, 2024 Proposed Fee Schedule

Water measurement, billing and rates are expressed in units of 100 cubic feet (cf). Approximately 1 cubic foot is equivalent to 7.48 gallons; approx. 100 cubic feet is equivalent to 748 gallons of water.

Water Rate: \$3.00 per unit (minimum \$22.50 for 0-7 units used)

Sewer rates are based off of water consumption: \$3.00 per unit (minimum \$22.50 for 0-7 units used)

Out of district residential water rate: \$ 4.00 per unit (minimum \$30.00 for 0 – 7 units used)

Water Service Installation: \$100.00

Water Service Repair: \$75.00

Valve Replacement (before meter): \$75.00

Administrative Review: \$50.00

Same Day Non-Emergency Repair/Service Installation Inspections: \$50 Administrative Fee

Meters:

1. ¾" meter: \$210.00
2. 1" meter: \$340.20
3. MXU (exterior radio): \$225.75
4. Initial Meter Install (new construction): \$75.00
5. Final water reads: \$50.00 per appointment.(Reading to be taken by Water Department personnel)

Meter Testing: (Upon Owner Request)

1. ¾" meter: \$225.00
2. 1" meter: \$225.00

Fire Hydrants:

1. Flow Tests: \$350.00
2. Repair: Time & Materials
3. Replacement: Time & Materials

Fire Hydrant Meter and Backflow (Construction):

1. Rental: \$500.
2. Deposit: \$500.00
3. Water will be metered and charged monthly at \$20.00 per 1,000 gallons

Bulk Water – fill station tucker drive:

1. \$25.00 per 1000 gallons

Fire Service/Sprinkler (Annual):

1. 3" service or less: \$185.00
2. 4" service: \$300.00
3. 6" service: \$550.00
4. 8" service: \$730.00
5. Over 8" service: \$1,100.00

Infrastructure Contractor Annual license fee: \$300.00

Water Tapping Fees (Includes brass):

1. ¾": \$500.00
2. 1": \$600.00
3. 1 1/2": \$700.00
4. 2": \$800.00

Large Water Tapping (Includes Installation of tapping sleeve, valve, pressure test and cutting main): The owner shall provide excavation, tapping sleeve, valve, and valve box acceptable to the Town of Poughkeepsie water department specs.

1. 4" to 6": \$1,000.00
2. 8" to 12": \$ 1,500.00

Infrastructure Permits for Town Approved Contractors (4" and larger for Water and sewer Appurtenances):

1. Hydrants, Fittings, Valves, Repair Clamps/ Sleeves: \$50.00 Each
2. Water Meters: \$100.00
3. Backflow: \$100.00
4. Meter Vault: \$150.00
5. Water Mains: \$0.50 per foot
6. Pressure Reducing Station: \$100.00
7. Pump stations: \$300.00
8. Water Main Testing: \$400.00

9. 4" residential sewer lateral new installation \$100.00
10. 4" residential sewer lateral repair \$50.00
11. Cost for sewer department to cut and tap main \$1,500.00 (Excavation not included.)
12. 6" commercial sewer lateral new installation \$200.00
13. 6" commercial sewer lateral repair \$100.00
14. Force mains \$0.50 / per foot
15. Sewer mains \$0.50/ per foot
16. Sanitary manhole structure, including sample manhole \$50.00 Each
17. Grease Traps \$150.00
18. Wet wells \$150.00
19. Pump stations \$300.00
20. Testing (low air pressure, hydrostatic & vacuum) \$400.00

Administrative Review for Infrastructure Permits: \$50.00

After Hour's Emergency Infrastructure Permit and Inspection: \$260.00 plus cost of permit.

Penalties/Fees:

1. Frozen meter replacement: Customer will be charged for the cost of new meter, for the size currently in place.
2. Missing Water Meter: \$1,000.00 plus actual cost and of parts and labor
3. Unauthorized Tampering with Meter: \$1,000.00 plus cost of parts and labor
4. Noncompliance with 3/4" & 1" meter upgrades : \$100.00 per quarter
5. Noncompliance with 1 1/4" & 1 1/2" & 2" meter upgrades \$100.00 per quarter
6. Noncompliance 4" & larger meters upgrades \$500.00 per quarter
7. Unauthorized Operation of Curb Valve: \$500.00
8. Backflow Prevention (All meter and Backflow fees will be added directly to water bill)
 - a. Late Filing of Annual Back Flow Renewal: \$100.00 per quarter
9. Theft of Service Charge: \$1,000.00 plus value of service stolen.
 - a. Will be assessed to property owners who receives water that is not recorded by the meter. This includes tampering with the meter and/or bypassing the meter.
10. Unauthorized Fire Hydrant Use: \$1,000.00
11. Dewatering Meter Pit: \$250.00

Other: Charges for labor, equipment and material, for work performed on private property pursuant to a signed consent form, will be billed by the water department at cost plus a 30% overhead fee.

All unpaid water rents, charges, and penalties which are in arrears for 30 days or longer shall be subject to a penalty of 10% of the amount due.
Note: All fees will be in the Fee Schedule maintained in Town Clerks Office, which may be amended time to time by Town Board Resolution.

Chapter 210, Zoning.

- (1) Pre-application discussion: \$250 per Planning Board meeting.
- (2) Site plan application for a nonresidential project, or the nonresidential portion of a mixed-use project: \$500, plus \$250 per 1,000 square feet of gross building area, plus \$250 per Planning Board meeting.
- (3) Site plan application for a residential project, or the residential portion of a mixed-use project: \$500, plus \$200 per dwelling unit plus \$250 per Planning Board meeting.
- (4) Site plan application for a commercial solar energy public utility project: \$500 plus \$250 per 10,000 square feet, or part thereof, based on the total square footage of the solar panel fascia proposed for such project, plus \$250 per Planning Board meeting.
- (5) Reapproval of a site plan application for a residential, a nonresidential, and a mixed-use project where the time limit to extend approval of such application has expired; and the application for reapproval is identical to the application originally approved by the Planning Board; and there are no current violations of the Town Code involving the property that is the subject of the reapproval application; and the expiration of the original approval has occurred less than one year before the date on which the application for reapproval is received by the Planning Board: 10% of the amount of the original application fee plus \$250 per Planning Board meeting.
- (6) Amended site plan applications:
 - (a) For review of a previously approved plan but not including an amendment required to cure a violation: \$250, plus \$150 per 1,000 square feet of gross building area for a nonresidential project, or the nonresidential portion of a mixed-use project; plus \$150 per dwelling unit for a residential project, or the residential portion of a mixed-use project; plus \$250 per Planning Board meeting.
 - (b) For review of a previously approved plan required to cure a violation where work was not performed in accordance with a prior approved plan: \$500 plus \$150 per 1,000 square feet of gross building area for a nonresidential project, or the nonresidential portion of a mixed-use project; plus \$150 per dwelling unit for a residential project, or the residential portion of a mixed-use project; plus \$250 per Planning Board meeting.

- (c) For review of a plan where work was commenced without having first obtained site plan approval: \$750 plus \$250 per 1,000 square feet of gross building area for a nonresidential project, or the nonresidential portion of a mixed-use project; plus \$250 per dwelling unit for a residential project, or the residential portion of a mixed-use project; plus \$250 per Planning Board meeting.
- (7) Recreation fees in lieu of land: \$5,000 per each new single family residential dwelling, or \$1,250 per bedroom for any multi-family and two-family dwelling.
- (8) Accessory apartment: \$500 Existing Violation \$1000
- (9) Home occupation subject to registration only: \$200
- (10) Home occupation subject to special permit approval only: \$300. Existing Violation \$400
- (11) All other special use permits for uses proposed for a residential premises: \$300
- (12) All other special use permits for uses proposed for a nonresidential premises: \$500. Existing Violation \$600
- (13) Architectural review not a part of site plan review: \$150 plus \$250 per Planning Board meeting.
- (14) Special meeting of the Planning Board: \$250 per meeting.
- (15) Special meeting of the Zoning Board of Appeals: \$250 per meeting.
- (16) Special meeting of the Town Board: \$250.
- (17) Business park application: \$500.
- (18) Zoning Map amendment application: \$2,000, plus \$250 per Town Board meeting.
- (19) Zoning code text amendment application: \$2,000, plus \$250 per Town Board meeting.
- (20) Overlay district application: \$2,000, plus \$250 per Town Board meeting.

(21) Land contour permit application:

(a) Minor:

[1] New application: \$800.

[2] For review of a previously approved plan but not including an amendment required to cure a violation: \$500.

[3] For review of a previously approved plan required to cure a violation where work was not performed in accordance with a prior approved plan: \$500, plus \$50 per 1,000 square feet of land surface area, plus \$250 per Planning Board meeting (where required).

[4] For review of an application where work was commenced without a permit: \$500, plus \$100 per 1,000 square feet of land surface area, plus \$250 per Planning Board meeting (where required).

(b) Major:

[1] New application: \$800, plus \$75 per 1,000 square feet of land surface area plus \$250 per Planning Board meeting.

[2] For review of a previously approved plan but not including an amendment required to cure a violation: \$500, plus \$100 per 1,000 square feet of land surface area plus \$250 per Planning Board meeting.

[3] For review of a previously approved plan required to cure a violation where work was not performed in accordance with a prior approved plan: \$600, plus \$150 per 1,000 square feet of land surface area, plus \$250 per Planning Board meeting.

[4] For review of an application where work was commenced without a permit: \$800, plus \$200 per 1,000 square feet of land surface area, plus \$250 per Planning Board meeting.

(22) Area variance for a single-family residential premises: \$300. Existing Violation \$ 500

(23) Area variance for other than a single-family residential premises: \$500. Existing Violation \$ 1000

(24) Use variance: \$800.

(25) Interpretation: \$800.

(26) Permits of use:

(a) Garage sale permits: \$10.

(b) Fence permits: \$75.

(c) Tent sale/ Seasonal Sales permit: \$50 per day, \$1,000 a month, \$5,000 a year or land owner may apply for site plan to avoid this fee

(d) Food Truck Permit (not to be confused with License) on private commercial property for sale to public: \$50 per day, \$1,000 a month, \$5,000 a year or land owner may apply for site plan to avoid this fee

(27) Sign permits:

(a) Temporary signs: \$2 per square foot; \$50 minimum fee. Existing Violation 50% Additional

(b) Permanent freestanding sign, hanging sign: \$5 per square foot per side; \$75 minimum fee. Existing Violation 50% Additional

(c) Permanent wall (building-mounted) sign: \$5 per square foot; \$75 minimum fee. Existing Violation 50% Additional

(28) Sign erector's license: \$50.

(29) Zoning Code: \$0.25 per page.

(30) Zoning Map: \$50.

(31) Zoning compliance letter:

(a) Residential: \$100.

(b) Nonresidential: \$250.

(32) Rebuild letter:

- (a) For single-family residential premises: \$100.
- (b) For other than single-family residential premises: \$250.

(33) Determination of legal nonconformity:

- (a) For Zoning Administrator determination: \$150.
- (b) For application to Zoning Board of Appeals: \$500.

(34) Biannual inspection of accessory apartments:

- (a) Residential: \$50.
- (b) Commercial: \$100.

(35) Rescission of a stop-work order:

- (a) First: \$150.
- (b) Second: \$200.
- (c) Third: \$250.
- (d) More than three: \$300 each.

(36) Section **210-62.1**, Chickens, keeping of. Chicken keeping permit fee: \$50. Existing Violation \$75.00

Miscellaneous Fees:

- (1) Oil license: \$75.

- (2) Gas license: \$75.
- (3) LPG gas license: \$75.
- (4) Heating permit for installation of:

Type	Residential	Fee	Commercial
Furnaces and boilers	\$75		\$100
Oil tanks	\$75		\$100
Water heaters	\$75		\$100
Gas pipe	\$75		\$100

- (5) Reinspection fee (building, fire or plumbing):
 - (a) Residential: \$50.
 - (b) Commercial: \$100.
- (6) Inspections requested outside normal business hours: \$250 per inspector.
- (7) Application for a sewer use agreement: \$300.
- (8) Application for a water service agreement: \$300.
- (9) Application for approval of a stormwater easement and maintenance agreement: \$500.
- (10) Application for approval of an offer of cession: \$500.
- (11) Application for approval of a stormwater pollution prevention plan not part of a site plan or subdivision approval: \$500.
- (12) Police Department fees:

- (a) Evidentiary photograph, each photo: \$10.
- (b) Fingerprints: \$10.
- (c) Accident reports: \$5.
- (13) Marriages:
 - (a) Licenses: \$40.
 - (b) Transcripts: \$10.
- (14) Sale of Code book; supplementation.
 - (a) Available on our website electronically or through purchase directly with E Code
- (15) Births:
 - (a) Original / Transcripts: \$10.
- (16) Deaths:
 - (a) Death certificate: \$10.
 - (b) Transcripts: \$10.
- (17) Genealogy:
 - (a) Genealogy transcript search: \$22.
- (18) Inspection of primary cable (minimum): \$165.
- (19) Assessing Department:

(a) Copies of parcel property card: \$1.

(b) Copies of Tax Parcel Map: \$2.

(c) Copies of Atlas Map, detailed: \$3.

(20) Tax Department

(a) Memo Bill: \$5.00