



CITY OF BEACON, NEW YORK  
VIRTUAL

Mayor Lee Kyriacou  
Councilmember Amber J. Grant, At Large  
Councilmember George Mansfield, At Large  
Councilmember Terry Nelson, Ward 1  
Councilmember Air Rhodes, Ward 2  
Councilmember Jodi M. McCredo, Ward 3  
Councilmember Dan Aymar-Blair, Ward 4  
City Administrator Anthony Ruggiero

**January 4, 2021  
8:30 PM  
City Council Agenda**

The City Council Meeting will begin following the City Council Workshop.

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Public Comment:**

[Notice of Change in Meeting Location January 4, 2021](#)

**Public Hearings:**

**Reports**

1. [Tax Warrant](#)

**Local Laws and Resolutions - Consent Agenda:**

1. [Resolution Approving the Mayor's Reappointment of City of Beacon Board and Committee Members](#)
2. [Resolution Approving the 2021 City Council Meeting Dates and Times](#)
3. [Resolution Approving the 2021 City Council Rules and Procedures](#)
4. [Resolution Designating Poughkeepsie Journal as the Official Newspaper of the City Council](#)
5. [Resolution Approving the 2021 City of Beacon Procurement Policy](#)
6. [Resolution Approving the City of Beacon Investment Policy](#)
7. [Resolution Approving the City of Beacon Whistleblower Policy](#)
8. [Resolution Approving the City of Beacon Domestic Violence Policy](#)

**Local Laws and Resolutions:**

1. Resolution Approving the Mayor's Appointment of Chris White to the Position of City Administrator
2. Resolution Approving the Appointment of Sands Frost as Chief of Police on a Provisional Basis
3. Resolution Approving the Mayor's Appointment of Michael O'Connor to the Position of Police Sergeant
4. Resolution Approving the Mayor's Appointment of James Serrine to the Position of Police Sergeant
5. Resolution Approving an Agreement with Keane and Beane for Legal Services
6. Resolution Approving an Agreement with Lanc and Tully for Engineering Services
7. Resolution Authorizing and Agreement with Choice Words for Grant Writing Services
8. Resolution Authorizing and Agreement with John Clarke Planning and Design for Planning Services for 2021

**Approval of Minutes**

City Council Meeting Minutes December 21,  
2020

**2nd Opportunity for Public Comments:**

**Adjournment:**

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Notice of Change in Meeting Location January 4, 2021

**ATTACHMENTS**

[Notice of Change in Meeting Location January 4, 2021](#)



## NOTICE OF CHANGE IN PUBLIC MEETING LOCATION

PLEASE TAKE NOTICE, that effective immediately and based upon notices and health advisories issued by Federal, State and Local officials related to the COVID-19 virus, the City Council will not hold in-person meetings. Until further notice, all future City Council meetings (including public hearings) will be held via videoconferencing, as permitted by the NYS Open Meetings Law. Due to public health and safety concerns, the public will not be permitted to attend at the remote locations where the City Council members will be situated. The public, however, will be able to fully observe the videoconference meeting and comment during regular City Council meetings (i.e for public hearings and during designated public comment periods) at

<https://us02web.zoom.us/j/84141548655?pwd=ZlFTUk1KTjNEMUtQcTBIQjdKc2kzQT09>

Webinar ID: 841 4154 8655 Passcode: 716033. To the extent internet access is not available, the public can attend and comment via telephone by dialing + 1 929 205 6099 and entering the Webinar ID: 841 4154 8655 Passcode: 716033. The City Council's agenda is available online in advance of meetings at <http://www.cityofbeacon.org/index.php/agendas-minutes/>. The public can email written comments or questions for regular City Council Meetings by 5pm on the day of the meeting addressed to [cityofbeacon@cityofbeacon.org](mailto:cityofbeacon@cityofbeacon.org). Any member of the public who has questions should contact the City Administrator in advance of the meeting at 845 838 5010 or [aruggiero@cityofbeacon.org](mailto:aruggiero@cityofbeacon.org).

PLEASE TAKE FURTHER NOTICE, that any Executive Session of the Council will be initiated with the Council first convening on the public videoconferencing site, and then adopting a motion to go into Executive Session.

PLEASE TAKE FURTHER NOTICE, that the City Council Meeting of January 4, 2021 - following the conclusion of the City Council Workshop which is set to begin at 7:00 pm - can be accessed live at <https://www.youtube.com/channel/UCvPpigGwZDeR7WYmw-SuDxg>

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Tax Warrant

**ATTACHMENTS**

[2021 Tax Warrant Letter](#)

# CITY OF BEACON



JANUARY 4, 2021

STATE OF NEW YORK  
COUNTY OF DUTCHESS

THE PEOPLE OF THE STATE OF NEW YORK

To: Susan K. Tucker CPA, Director of Finance

**YOU ARE HEREBY COMMANDED** to collect by law and ordinance provided, the several sums in the tax roll specified as assessed against the persons or property herein mentioned, for State, County, Municipal and all other purposes, you are required, immediately after receiving this warrant and after the publication to cause a notice of the reception thereof to be given as required by law.

You are hereby authorized to collect said taxes, to wit: County tax for the entire year in the amount of \$4,412,059.12 and City taxes for the year in the amount of \$11,751,122 and all other taxes, beginning January 31st and for thirty days thereafter during which time no fee shall be collected thereof.

All taxes or assessments remaining unpaid after the expiration of the said thirty days, you shall collect interest at the rate of one percent (1%) per month or fraction thereof. All said interest shall belong to the City.

Whenever any persons or corporation shall refuse or neglect to pay said tax, you are directed to collect the same by action in the name of the city against any such person, or corporation, or if any tax or interest shall remain unpaid on the First day of December, 2021 you are directed to collect said tax and interest pursuant to Article 11 of the City Charter.

The foregoing is not to conflict with the tax law of the State of New York.

**GIVEN** under the hand and seal of the CITY OF BEACON this 4th day of January, 2021.

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Anthony J Ruggiero M.P.A., City Administrator

SEAL

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the Mayor's Reappointment of City of Beacon Board and Committee Members

**ATTACHMENTS**

Resolution Approving the Mayor's Reappointment of City of Beacon Board and Committee Members



CITY OF BEACON  
CITY COUNCIL

Resolution No.\_\_\_\_ of 2021

RESOLUTION APPROVING THE MAYOR'S REAPPOINTMENT OF BOARD  
AND COMMITTEE MEMBERS

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the Mayor's reappointment of the City of Beacon board and committee members attached hereto.

Planning Board

*3-year term*

- Leonard Warner

Zoning Board of Appeals

*3-year term*

- Judith Smith
- Jordan Haug

Human Relations Committee

*2-year term*

- Kara Deane-Assael

Conservation Advisory Committee

*2-year term*

- Faye Leone
- Nicole Wooten (Chair)
- Antony Tseng
- Hollis Bogdanffy
- Don Raskopf

Tree Committee

*2-year term*

- Victoria Raabin

Board of Assessment Review

*5 year-term*

- Ron Donofrio

## Board of Ethics

*5-year term*

- Andre Richards

| <b>Resolution No. _____ of 2021</b>        |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the 2021 City Council Meeting Dates and Times

**ATTACHMENTS**

[Resolution Approving the 2021 City Council Meeting Dates and Times](#)

[Proposed 2021 City Council Meeting Dates](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No. \_\_\_ of 2021

RESOLUTION APPROVING THE 2021 CITY COUNCIL MEETING DATES  
AND TIMES

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the proposed 2021 City Council Meeting Dates and Times.

| <b>Resolution No. _____ of 2021</b>        |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

## **City Council Meeting Dates – 2021**

*Held 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month – except when holiday falls on Monday, then deferred to Tuesday Public comment session begins at 7:00 p.m., meeting follows immediately thereafter*

*Municipal Center Courtroom (unless otherwise noted)*

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Monday, January 4, 2021

Tuesday, January 19, 2021 *(due to Martin Luther King Jr. holiday)*

Monday, February 1, 2021

Tuesday, February 16, 2021 *(due to President's Day – Washington's Birthday)*

Monday, March 1, 2021

Monday, March 15, 2021

Monday, April 5, 2021

Monday, April 19, 2021

Monday, May 3, 2021

Monday, May 17, 2021

Monday, June 7, 2021

Monday, June 21, 2021

Tuesday, July 6, 2021 *(due to Fourth of July Holiday)*

Monday, July 19, 2021

Monday, August 2, 2021

Monday, August 16, 2021

Tuesday, September 7, 2021 *(due to Labor Day holiday)*

Monday, September 20, 2021

Monday, October 4, 2021

Monday, October 18, 2021

Monday, November 1, 2021

Monday, November 15, 2021

Monday, December 6, 2021

Monday, December 20, 2021

### **Council Workshop Meeting Dates – 2021**

*Held 2<sup>nd</sup> & last Monday of every month – except when holiday falls on Monday; then deferred to Tuesday.*

Municipal Center Courtroom, 7:00 pm

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Monday, January 11, 2021

Monday, January 25, 2021

Monday, February 8, 2021

Monday, February 22, 2021

Monday, March 8, 2021

Monday, March 29, 2021

Monday, April 12, 2021

Monday, April 26, 2021

Monday, May 10, 2021

Monday, May 24, 2021

Monday, June 14, 2021

Monday, June 28, 2021

Monday, July 12, 2021

Monday, July 26, 2021

Monday, August 9, 2021

Monday, August 30, 2021

Monday, September 13, 2021

Monday, September 27, 2021

Tuesday, October 12, 2021 *(due to Columbus Day holiday)*

Monday, October 25, 2021

Monday, November 8, 2021

Monday, November 29, 2021

Monday, December 13, 2021

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the 2021 City Council Rules and Procedures

**ATTACHMENTS**

[Resolution Approving the 2021 City Council Rules and Procedures](#)

[City Council Rules and Procedures](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No. \_\_\_ of 2021

RESOLUTION APPROVING THE 2021 CITY COUNCIL RULES AND  
PROCEDURES

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves  
the proposed 2021 City Council Rules and Procedures.

| <b>Resolution No. _____ of 2020</b>        |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |



CITY OF BEACON, NEW YORK  
ONE MUNICIPAL PLAZA  
BEACON, NEW YORK 12508

CITY OF BEACON  
CITY COUNCIL  
RULES OF PROCEDURE<sup>1</sup>  
FOR PUBLIC MEETINGS

1. MEETINGS: The City Council shall hold its regular meetings on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month. Workshop meetings shall be held on the Monday before each regular meeting of the City Council, except that once a quarter, on 30-day notice, the Council may hold its workshop meeting on the Saturday before the Monday of a workshop meeting. If any meeting falls on a holiday, the workshop shall be rescheduled for the next work day. Special meetings of the City Council shall consist of all meetings other than regular or workshop meetings at which four (4) or more members of the Council are present. A special meeting may be held on the call of the Mayor or by four or more members of the Council, upon no less than twenty-four (24) hours (except if less notice is required by an emergency situation, then notice shall be as practicable) written notice via e-mail and telephone call to all Council Members and the Mayor.
2. LOCATION OF MEETING AND CHANGES: Unless otherwise announced, all meetings of the City Council shall be held at 7 p.m. in the Court Room at the Municipal Center located at One Municipal Plaza, Beacon, New York. Any changes in the date, time or location of the Council's meetings shall be determined by the Mayor and Council and noticed in accordance with lawful requirements.
3. QUORUM REQUIRED TO ACT: A majority of the whole number of the City Council, including vacancies, abstentions and any members disqualified, shall constitute a quorum. Therefore, a quorum of the seven (7) member City Council is four (4) members. A quorum shall be necessary to take any formal action and to exercise any power, authority or duty of the City Council. No member shall withdraw from a meeting of the Council without the permission of the Mayor when required to maintain a quorum.

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<sup>1</sup> These Rules of Procedure are in addition to any requirements imposed upon the City Council by relevant State or Local Laws.

4. EXECUTIVE SESSIONS: In accordance with Article 7 of the Public Officers Law, all meetings of the City Council shall be open to the public; provided that the Council may enter into an executive session, as defined by Article 7 of the Public Officers Law, to discuss those topics or items for which the Public Officers Law allows for a closed session.

The decision to enter into an executive session for the purposes and in the manner as set forth in Article 7 of the Public Officers Law must be submitted by a motion calling for an executive session setting forth the general subject matter to be considered. The motion to enter into an executive session, its general subject matter thereof and the vote on the motion shall be recorded in the minutes of the open session. Attendance at an executive session shall be permitted to any member of the City Council and any other persons it authorizes.

5. APPOINTMENTS: For a “senior” personnel appointment” – i.e., a) City Administrator; b) department head; c) new consultant for planning, engineering or city attorney; d) promotion to Police or Fire Lieutenant or Captain; and e) such other personnel as the Council may decide – following announcement of the Mayor’s appointment, the Council may defer a vote on such appointment for an additional period to allow time for public comment and/or Council discussion. Any Council member is free to discuss the individual being appointed/promoted; recognizing that certain matters discussed concerning the decision to hire the individual, including personnel files, may not be discussed in public and any Council member who wishes to discuss the particulars of a specific employee shall first confirm the discussion of same is appropriate with the City Administrator.
6. VOTING: A quorum, as defined in section 5 of these Rules, shall be required to perform and exercise any power, authority or duty of the Council.
  - a. Abstentions and Absences: Abstentions and absences shall be considered a negative vote for the purposes of determining the final vote on a matter submitted to a vote.
  - b. Silence: In any vote other than by roll call, silence by any member shall be understood as a positive vote on a matter submitted to a vote.
  - c. Questions: The answer to a question submitted to the Council shall be made by counting the “ayes” and “nays” by roll call or in response to a question seeking all members in favor and all opposed.
  - d. Roll Call Voting: Roll call voting shall be taken with respect to the following actions:
    - 1) All matters involving expenditure of money or raising of taxes.

- 2) All budget transfers of monies, except transfers within a City department.
  - 3) Adoption of all local laws and ordinances to be filed with the New York State Department of State.
  - 4) Any other actions specified by these Rules or in the City of Beacon City Charter or City of Beacon City Code, or any other applicable state or local law or when requested by a Member of the Council.
7. ORDER OF BUSINESS – MEETING AGENDA: The following is the order of business at all regular and special meetings of the City Council and shall be followed to the greatest extent possible where applicable:
- a. Call to order
  - b. Pledge of Allegiance
  - c. Public Comment
  - d. Community Segment
  - e. Public Hearings
  - f. Reports
  - g. Appointments
  - h. Local Laws & Ordinances
  - i. Resolutions
  - j. Budget Amendments
  - k. Approval of Minutes
  - l. Announcement of Next Workshop and Regular Meeting
  - m. Second Public Comment
  - n. Adjournment

The regular order of business at a meeting may at any time be suspended by majority vote of the Council.

8. GENERAL RULES OF PROCEDURE & STANDARD OF CONDUCT

- a. PRESIDING OFFICER. The Mayor shall determine who presides at all meetings of the City Council. In the Mayor's absence, the Acting Mayor shall determine who presides at the meeting. In the event the Mayor has failed to appoint an Acting Mayor, or where such member is absent from the meeting, the Council shall determine who presides at the meeting.

b. GUIDELINES FOR COUNCIL MEMBERS:

- 1) Conflict of Interest. A member prevented from voting by a conflict of interest shall leave the city council table during the debate, shall not vote on the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest.
- 2) Non-Disclosure of Confidential Information. "Confidential information" for this rule means 1. specific information, rather than generalized knowledge, received by a council member as a result of his or her position that is not available to the general public on request; or 2. information furnished to a council member under circumstances as to suggest the information is confidential, including when the provider of the information identifies the information as confidential; or 3. information made confidential by law, including specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy; or 4. Discussions held in Executive Session. No council member may disclose confidential information or otherwise use such information for his or her personal gain or benefit or the gain or benefit of another. No council member may disclose confidential information to any person not entitled or authorized to receive the information.

c. GUIDELINES FOR COMMUNITY SEGMENTS: Speakers are invited to speak by prior arrangement with the Mayor's office and are placed on the agenda at the Presiding Officer's discretion.

d. GUIDELINES FOR PUBLIC COMMENT SEGMENTS:

- 1) There shall be two (2) segments during each regular meeting of the City Council dedicated to public comment, one at the beginning of the meeting and another at the end.
- 2) A speaker shall be allowed to speak at either the first public comment segment or the second, but not both, unless at the discretion of the Presiding Officer.
- 3) Those who would like to speak during either of the public comment segments should sign up on the sheet provided at the meeting and shall be allowed to speak on a first-come, first-serve basis.
- 4) The total time for all speakers at any one public comment segment shall not exceed thirty (30) minutes unless approved by a majority vote of the Council.

- 5) The Presiding Officer may appoint a timekeeper for purposes of the public comments segments.
- 6) Conduct of Speakers: All persons speaking before the Council shall conform to the following standards of conduct:
- a) Speakers must step to the podium to address the Council and complete the sign-in sheet placed at the podium, unless they have signed in at the sign-in sheet placed at the table.
  - b) Before addressing the Council, a speaker must give their name, address and organization (if any) for the record.
  - c) A speaker's individual time to speak during the public comment session may not exceed three (3) minutes unless, in the Presiding Officer's sole discretion, additional time is granted.
  - d) Speakers shall address all members of the Council, and shall avoid speaking to any one member directly or to the general public present at the meeting.
  - e) A speaker's individual time to speak at a public hearing may not exceed five (5) minutes.
  - f) Speakers shall observe commonly accepted rules of courtesy, decorum, dignity and good taste.
  - g) A speaker may speak on any issue which is properly up for discussion on the agenda or which the City has the ability to act upon, provided that a speaker may not speak on any issue which has already been discussed at an earlier public hearing during the meeting or one that is to be discussed at a later public hearing during the meeting.
  - h) Any statements, comments or remarks made by a Speaker (1) shall not concern the motives of a member of the Council and (2) shall not constitute a personal and/or political attack or criticism of any member of the Council, any officer of the City or any employee of the City or the public.
  - i) The audience shall be respectful of all speakers and shall refrain from comments and gestures, private discussions, cell phone use or otherwise interfere with the meeting.
  - j) Any speaker who fails to conform their conduct to a) through i) above shall be directed by the Presiding Officer to cease speaking and yield the

floor.

- 7) The Presiding Officer may make all speakers aware of the guidelines for public comment.
  - 8) Copies of the guidelines for public comment shall be made available to the audience along with a copy of the agenda.
  - 9) Interested parties, or their representatives, not in attendance may address the Council by written submission.
  - 10) Debate or discussion between audience members and the speaker having the floor shall not be permitted.
  - 11) Debate or discussion with the speaker on the part of a member of the Council, the Mayor, the City Administrator, City Attorney, a guest at the Council table, or any other City employee in the audience, who has information pertinent to the discussion shall not be permitted, except in the Presiding Officer's discretion.
9. ROBERT'S RULES OF ORDER REVISED FOR DELIBERATIVE ASSEMBLIES TO BE USED. All questions of order or procedure of the Council not herein provided for shall be decided in accordance with Robert's Rules of Order Revised for Deliberative Assemblies.
10. COUNCIL COMMUNICATION. The City Administrator oversees the day-to-day operations of the City, including management of all city officers, employees, vendors and contractors. Council members lack the authority to give orders, directions or instructions, either publicly or privately, to any City officer, employee, vendor or contractor. Any communication, whether written, electronic or verbal, with officers and employees of the City and members of the Council are to be expressed in a respectful and courteous manner.
- During a meeting of the City Council, any Council member statements should be confined to the question before the Council, and should not involve a personal attack or criticism of any member of the Council, any officer or employee of the City, or any member of the public.
11. RECORDING OF PROCEEDINGS OF MEETINGS. No person shall record the proceedings of the meetings of the City Council, or any part thereof, by electronic or any other type of recorder, nor with a "steno-type" or similar machine, nor by motion picture, television or any other type of camera or visual record, without having previously made application, in writing, to the City Council at least two (2) business days in advance of the meeting for which permission is requested and without having received written permission therefore. Permission shall be granted

upon a finding that the recording and/or broadcasting will not be disruptive or obtrusive of the public meeting and reasonable conditions may be imposed upon the granting of the application. This rule shall not be construed to prohibit the use of a hand held audio recording device or video device which does not interfere with the meeting, or the making of notes by any person or persons at such meetings, whether or not such notes shall constitute a complete transcript of the proceedings, nor shall this rule apply to the City Clerk or to members of the City Council.

12. AMENDMENTS: The foregoing Rules of Procedure may be amended from time to time by a majority vote of the Council.

Dated: Beacon, New York  
January 6, 2020

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Designating Poughkeepsie Journal as the Official Newspaper of the City Council

**ATTACHMENTS**

[Resolution Designating Poughkeepsie Journal as the Official Newspaper of the City Council](#)



**CITY OF BEACON  
CITY COUNCIL**

**Resolution No. \_\_\_\_ of 2021**

**DESIGNATION OF THE POUGHKEEPSIE JOURNAL AS THE  
CITY OF BEACON NEWSPAPER OF RECORD  
FOR THE YEAR 2021**

**BE IT RESOLVED THAT** the City Council of the City of Beacon hereby designates the Poughkeepsie Journal as the City of Beacon's newspaper of record for 2021.

| <b>Resolution No. ____ of 2021</b>         |        |                           | <b>Date: January 4, 2021</b>          |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the 2021 City of Beacon Procurement Policy

**ATTACHMENTS**

[Resolution Approving the 2021 City of Beacon Procurement Policy](#)

[Procurement Policy](#)



**CITY OF BEACON  
CITY COUNCIL**

Resolution No.\_\_\_\_ of 2021

**RESOLUTION APPROVING THE 2021 CITY OF BEACON PROCUREMENT  
POLICY**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the 2021 Procurement Policy.

| <b>Resolution No.____ of 2021</b>          |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

CITY OF BEACON  
PROCUREMENT POLICY  
ADOPTED 1.22.19

**SECTION 1. PURCHASING TERMINOLOGY**

Generally, local governments are required to advertise for **Competitive Bids** when procurements exceed certain dollar thresholds. **Purchase Contracts** involving expenditures in excess of \$20,000 and **Public Works Contracts** involving expenditures in excess of \$35,000 are generally subject to competitive bidding under General Municipal Law § 103. When using competitive bidding, contracts are awarded to the “lowest responsible bidder” after public advertisement for sealed bids. As further discussed below, the City may elect to award **Purchase Contracts**, which exceed the monetary threshold, on the basis of “best value,” as an alternative to awarding contracts to the “lowest responsible bidder.”

A **Purchase Contract** is an agreement between the City and a Vendor, supported by consideration, for the purchase of goods, equipment, work or services. Services, other than those necessary for the completion of public works contracts governed by the prevailing wage requirements of Article 8 of the Labor Law.

A **Public Works Contract** involves services and materials used for a public works related jobs, for example blacktopping in connection with a paving project or building construction.

When procurement is not subject to bidding requirements, the law generally requires that the procurement policy provide that alternative proposals or quotations be obtained by use of written **requests for proposals (RFPs)**, written quotations, verbal quotations or any other method that furthers the purpose of the law. An **RFP** generally is a document that provides detailed information concerning the type of service to be provided including minimum requirements and, where applicable, evaluation criteria that will govern the contract award. Potential service providers typically are supplied with copies of the **RFP** and are requested to submit proposals by a specified date. Proposals can be solicited via public advertisement, or a comprehensive list of potential vendors can be compiled with vendors contacted directly and provided with the **RFP**. An **RFP** can provide a mechanism for fostering increased competition for professional services and can ensure that these contracts are awarded in the best interests of the taxpayers.

## SECTION 2. METHODS OF PROCUREMENT

### A. Purchase Contracts

In the process of procurement for commodities or services on behalf of the City of Beacon, every effort shall be made to obtain the required number of proposals or quotations laid out below. If the required number of proposals or quotations cannot be obtained, the Purchaser shall document the attempts made to obtain the proposals. The City is not responsible for purchases made without a purchase order or without the proper documentation and approvals. Checks will not be processed unless this procurement policy is followed.

All awards shall be made to the lowest responsible bidder or by using the Best Value Procurement Method set forth herein. If the lowest bidder is deemed not responsible, facts supporting that judgment shall be documented and filed with the records supporting the procurement.

|                       |                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Up to \$999.99        | Discretion of Department Head                                                                       |
| \$1,000 - \$ 3,999.99 | 2 verbal quotations must be attached to the requisition.                                            |
| \$4,000 - \$19,999.99 | 3 written, faxed or email quotations or requests for proposals must be attached to the requisition. |
| \$20,000 and above    | Formal Competitive Bid Required                                                                     |

### B. Public Works Contracts

In the process of procurement for commodities or services on behalf of the City of Beacon, every effort shall be made to obtain the required number of proposals or quotations laid out below. If the required number of proposals or quotations cannot be obtained, the Purchaser shall document the attempts made to obtain the proposals. All quotes (written or telephone) shall be documented and attached to all requisitions. The City is not responsible for purchases made without a purchase order or without the proper documentation and approvals. Checks will not be processed unless this procurement policy is followed.

All awards shall be made to the lowest responsible bidder. If the lowest bidder is deemed not responsible, facts supporting that judgment shall be documented and filed with the records supporting the procurement.

## **Public Works Contract Cont.**

|                       |                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Up to \$999.99        | Discretion of Department Head                                                                       |
| \$1,000 - \$ 3,999.99 | 2 verbal quotations must be attached to the requisition.                                            |
| \$4,000 - \$34,999.99 | 3 written, faxed or email quotations or requests for proposals must be attached to the requisition. |
| \$35,000 and above    | Formal Competitive Bid Required                                                                     |

## **C. Professional Services**

Professional services are not required to be competitively bid. Professional services generally include services rendered by attorneys, engineers, and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgment or a high degree of creativity. Departments must procure such services in accordance with the procedures below. Requests for deviation from the process must be documented and approved by the City Administrator or his/her designee. There is no requirement in General Municipal Law on the frequency of solicitation. Periodic solicitation can be made at reasonable intervals. RFPs are traditionally used as a means of obtaining the services of: attorneys, architects, engineers, surveyors, planners, accountants, underwriters, fiscal consultants and other professionals. An evaluation of proposals can consider price in addition to other factors such as experience, staffing and suitability for needs and may include negotiations on a fair and equal basis.

## **SECTION 3. BEST VALUE**

In accordance with section 27 of the Municipal Home Rule Law and pursuant to General Municipal Law § 103, on May 5, 2014, the City Council enacted Chapter 53 “Purchasing” to exercise its authority to adopt standards permitting the City and its bodies, officers and agents, to apply the “best value” standard for awarding purchase contracts. Best value is defined in New York State Finance Law § 163.

Any purchase contract awarded by the City shall be awarded on the basis of lowest responsible bidder unless the City Administrator or his/her designee authorizes an award on the basis of "best value." “Best value” is defined as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers." The head of the contracting Department shall, before award of the contract, prepare and submit to the City Administrator or his/her designee a written statement detailing the reasons it is in the best interests of the City of Beacon and its taxpayers to make an award on the basis of best value instead of lowest responsible bidder.

The City Administrator or his/her designee shall consider the contracting Department's submission and shall make a written determination, issued to the contracting Department, with respect to which standard shall be applied to the contract under review.

Factors which must be considered in awarding a purchase contract on the basis of best value are:

- (a) The need for the costlier option as compared with all lower bids, supported by specific facts;
- (b) The cost of the option chosen as compared with all lower bids;
- (c) The reputation of the bidder chosen for providing quality goods or services;
- (d) The durability, estimated life and estimated cost of maintenance of the goods; and
- (e) Such other considerations as the City Administrator or his/her designee shall deem relevant and material to the letting of the contract.

The bid award shall be accompanied by a written statement discussing these factors and explaining how the award is expected to result in savings for the City over time. Wherever possible, such statements shall also include objective and quantifiable analyses comparing the bid accepted to all less expensive options.

#### **SECTION 4. LOCAL BUSINESS CONSIDERATION FOR QUOTATION**

This consideration applies to formal written quotations, where the annual acquisition costs are estimated to be between \$5,000 and \$19,999. This Section does not apply for any contract to be awarded pursuant to the public bidding process required by General Municipal Law § 103. For this purpose, a "local business" shall refer to any operating, commercial entity located physically within the geographic borders of the County of Dutchess that employs at least one full- time employee.

When a formal written quotation is used and the lowest responsible and responsive bidder is not a local business, the lowest responsible and responsive local business bidder (if applicable or available), who is within 10% of the lowest responsible and responsive bidder, shall be provided with notice and an opportunity to reduce its bid to match that of the lowest responsible and responsive bidder. Notice shall be by telephone and either facsimile or electronic mail. The local business shall have three business days after the date of such notice to match the lowest bid in writing. Should the local business so match, it will be deemed the lowest responsible and responsive bidder and receive the award. Should the lowest responsible and responsive local business bidder decline to match, the next lowest responsible and responsive local bidder who is within 10% of the lowest responsible and responsive bidder will be given the same notice and opportunity to match the bid of the lowest responsible and responsive bidder as outlined above. This process shall continue as necessary until an award is made either to a responsible and responsive local business bidder who is within 10% of the lowest responsible and responsive bidder, or the lowest responsible and responsive bidder itself.

In instances where a local business and a non-local business submit equivalent lowest responsible and responsive bids, the City Administrator or his/her designee shall give preference to the local business.

In the event the only bidders are local, the bid will be awarded to the lowest responsible and responsive bidder. In the event there are two or more local businesses within 10% of the lowest bid and whose bid is tied, the award shall be determined by a lottery.

The lowest responsible and responsive bidder shall meet the requirements as set forth in the formal quotation and as determined by the City Administrator or his/her designee.

## **SECTION 5. EMERGENCY PURCHASES AND EMERGENCY PUBLIC WORKS CONTRACTS**

The term “Emergency purchase” is defined in General Municipal Law § 103(4) as follows:

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein

Consequently, unless the situation threatens lives, health or public property, the purchase of services or products must go through normal channels. In cases of emergency, the procurement of goods or services will be at the discretion of the proper department head and if possible, in consultation with the City Administrator or his/her designee. The following procedure will be used:

- a) Contact the vendor immediately and arrange the purchase or service.
- b) Notify the City Administrator in writing as soon as possible when the emergency purchases or services are necessary.
- c) If an emergency occurs and there is a need for a part or service, please fill out the requisition and give to the purchase order entry clerk on the next business day.

- d) Documentation as to the nature of the emergency shall be sent to the Director of Finance within five working days of the procurement.
- e) If advertising for bids and awarding the contract was required pursuant to General Municipal Law §103, then the City Council must consider at its next meeting, a resolution approving of the award of the contract without complying with the public bidding requirements due to an emergency.

## SECTION 6. PIGGY-BACKING

In addition to the procedures and guidelines stated herein, in accordance with General Municipal Law § 103(16), effective November 13, 2013, the City may make purchases through bids solicited by the United States of America or any agency thereof, or by any state or any other political subdivision or district. Prior to such purchase, the Department making the purchase will ensure that a piggyback purchase qualifies as follows:

- a) **The original contract must have been made expressly available for use by other governments,** such as by inclusion of language in the contract stating that it is offered for use by other governmental entities.
- b) The original contract was awarded on the basis of the lowest responsible bidder or best value standard consistent with New York State Law. The Department head must confirm that the contract was properly let on one of these bases through inquiry into the procedure used when the contract was first awarded. Documentation demonstrating proper procedure should be obtained whenever possible;

The original contract must be attached to the purchase requisition. Any documentation from the agency allowing the City to piggy-back off the original contract must also be provided with the requisition before it can be processed and provided to the City Council for review when it awards a contract pursuant to the piggybacking method.

## SECTION 7. EXCEPTIONS TO BIDDING

In all circumstances where a purchase is exempt from the bidding process, documentation supporting the details, must be provided with the requisition before it can be processed.

- a) ***Purchases through the New York State Office of General Services***  
Certain State contracts for the procurement of commodities, equipment, materials, supplies, services, technology, and food products are made available to local governments through the New York State Office of General Services (OGS). Under General Municipal Law § 104 the City may make purchases at the same prices under the same terms as the State. All acquisitions must follow the State's required

procedures and any additional competitive procurement processes prior to the purchase of any goods or services. The entire state contract must be attached to the purchase requisition; the contract must include the item(s), vendor and price.

***b) Purchases through Preferred Sources***

New York State has enacted legislation to advance “special social and economic goals,” which accords certain providers with “preferred source” status. Procurements of commodities and/or services, when available in the “form, function and utility” required by the City, are required to be made from preferred sources and are not subject to competitive procurement requirements. Preferred sources include: Correctional Industries Program of the Department of Corrections and Community Supervisions (Corcraft); approved qualified, nonprofit agencies for the blind; approved special employment programs for mentally ill persons; approved qualified charitable nonprofit agencies for other severely disabled persons; and certain approved qualified veterans’ workshops.

***c) Sole Source***

In cases where a reasonably exhaustive and documented search discloses that a good or service is available from only one vendor or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, that good or service may be purchased from a single identified vendor without competitive bidding or solicitation of quotations. The requesting department must complete and submit a Sole Source Justification form with the City Administrator or his/her designee. Determination of sole source status shall be at the discretion of the City Administrator or his/her designee.

***d) Insurance***

Insurance coverage (i.e., health, fire, liability and workers’ compensation) is not subject to competitive bidding. All agreements for insurance coverage will be investigated by the City Administrator or his/her designee. If competition is available in the market, RFPS will be requested, evaluated and an award made. If no competition is available a contract will be negotiated between the City and the respective carrier.

## **SECTION 8. TRAVEL REIMBURSEMENT**

Employees attending a convention, conference or school must also submit a requisition (course, travel, meal reimbursement, lodging, etc.) along with an Authorization to Attend Form. This must be completed and signed by the City Administrator and then attached to each requisition. A copy of the course description should be attached to the requisition. All vouchers for reimbursement should be turned in within two weeks of completion.



## APPENDIX A

### GREEN PURCHASING POLICY

The City of Beacon recognizes the necessity of local governments leading the way to reduce or limit the environmental impacts of our operations and conserve our resources, therefore, the City hereby adopts the following green purchasing policy:

**Energy Use:** Priority shall be given to products which consume the least amount of energy in their manufacture, use and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle or appliance purchase. Please see vehicle purchase policy for further details on vehicle requirements.

**Sustainability of Materials:** Priority shall be given to products which are made from sustainable materials, and/or contain a significant level of recycled or reprocessed material and which are manufactured locally, and/or which are packaged to reduce transportation costs.

**Packaging:** Priority shall be given to products which are minimally packaged using recycled, recyclable or biodegradable packaging materials.

**Environmental Impacts:** Priority shall be given to products which reduce impacts on the environment during manufacture, use or disposal.

**Health Impacts:** Priority shall be given to products which reduce or eliminate health risks to employees and/or citizens in their manufacture, use or disposal. In particular, products that are on California's list of Proposition 65 regulated chemicals and those that contain Chlorine, PVC, and/or emit unhealthy levels of chemical emissions during use should be avoided, if possible.

In addition, bid documents and requests for proposals shall be drafted to encourage environmentally preferable purchases and service by incorporating bidding specifications that procure goods and services with a reduced environmental impact where appropriate.

Nothing in this policy shall be construed as requiring the procurement of products or services that do not perform adequately for the intended use or not available at a reasonable price in a reasonable period of time.



## **APPENDIX B**

### **CITY OF BEACON GREEN FLEET AND EQUIPMENT POLICY**

#### **1. BASIS FOR POLICY**

- a. Energy costs represent a significant amount of spending for the City of Beacon government and the City desires to be a leader in environmental stewardship.
- b. The City of Beacon recognizes that energy use associated with the operation of its motor vehicle fleets exacerbates local air quality problems and results in greenhouse gas emissions that contribute to global climate change. While the operation and maintenance of the City vehicle fleet is essential to the ability to provide a wide range of services to the public, the fleet represents a significant environmental and financial cost to the City of Beacon.
- c. The transportation sector makes up nearly 70% of Beacon's community-wide greenhouse gas emissions according to a GHG inventory conducted by the City.
- d. The City wishes to lead by example when it comes to climate action and contribute to community-wide greenhouse gas reductions through its own operations.
- e. The City's vehicle fleet consumes approximately 35,320 gallons of gasoline and 27,070 gallons of diesel annually, amounting to the equivalent of 586 metric tons of carbon dioxide.
- f. The City recognizes that improving the efficiency of its fleet can lead to significant long-term monetary savings.
- g. The City has already purchased one plug-in hybrid electric vehicle and installed multiple electric vehicle charging stations with plans for more underway.
- h. The City of Beacon wishes to exercise its power as a participant in the marketplace to ensure that purchases and expenditures of public monies are made in a manner consistent with the policy of improving local air quality emissions and reducing greenhouse gas emissions.



- i. The City wishes to establish a green City vehicle fleet and equipment policy, which would support the objectives of fuel-efficient, low- emission and low-cost fleet and equipment operations.

## **2. FLEET INVENTORY**

- a. In order to establish a baseline of data so that the Green Fleet and Equipment Policy can be established, implemented, and monitored, the Highway Superintendent, in conjunction with the Climate Smart Coordinator, shall develop an inventory and analysis of the fleet vehicles and equipment within each department or agency. This inventory shall be based off of the current inventory in the asset management plan and include:
  - i. Number of vehicles classified by model year, make, model, engine size, VIN, drivetrain type (2-wheel drive or 4-wheel drive), and the rated vehicle weight and classification (light-duty, medium duty, heavy-duty);
  - ii. Miles per gallon (or gallon equivalent) per vehicle;
  - iii. Type of fuel (or power source) used;
  - iv. Average cost per gallon (or gallon equivalent) of fuel;
  - v. Average fuel cost per mile;
  - vi. Annual miles driven per vehicle;
  - vii. Total fuel (or power consumption) per vehicle; and
  - viii. Vehicle function (tasks associated with vehicle's use).
- b. Once the Fleet and Equipment Inventory from each dept. is submitted, an analysis on vehicular use will be performed by the Highway Superintendent, in conjunction with the Climate Smart Coordinator. The analysis will examine:
  - i. Is vehicular use necessary
  - ii. Is the smallest, most efficient vehicle being used to carry out necessary tasks; and
  - iii. Can sustainable fuel vehicles adequately replace existing vehicles and accomplish substantially the same tasks?



### **3. GREEN FLEET AND EQUIPMENT POLICY**

- a. It is the policy of the City of Beacon:
  - i. To purchase, lease, or otherwise obtain the most energy-efficient and cost-effective vehicles possible that meet the operational needs of the City.
  - ii. To purchase vehicles that are appropriately sized for the purposes for which they are intended.
  - iii. To manage and operate its fleet in a manner that is energy efficient and minimizes emissions.
- b. To prioritize the development of further Green Fleet Infrastructure.

### **4. GOALS**

- a. It is the goal of this policy to reduce the greenhouse gas emissions from the City of Beacon fleet by more than New York State's emission reduction goal of 40% by 2030 through the combination of procurement, operations and technology, relative to the baseline established for year 2012 in the City's greenhouse gas inventory.
- b. It is also the goal of this policy to save the City money over time, as electric vehicles are generally cheaper to operate and maintain.

### **5. GREEN FLEET POLICY STRATEGIES**

- a. In order to accomplish the goals above, the following policy strategies shall be implemented:
  - i. To support the growth of its Electric Vehicle (EV) Infrastructure the City will work to broaden its EV charging network over time, taking advantage of grant opportunities and incentives.
  - ii. The City shall prioritize the procurement of electric equipment when such an option is available for the given application at a cost of purchase and operation not substantially higher compared to conventional (gasoline or diesel) equipment and where service levels are not negatively impacted.



- iii. The City shall require the purchase of Plug in Hybrid Electric Vehicles (PHEV) or Electric Vehicles (EV) for Light-Duty Vehicles (sedans, vans, SUVs). Department heads may submit a written request to the City Council to waive this requirement. Waivers may be approved by the City Council by written resolution where a PHEV or EV option for a given application is unavailable or cost prohibitive.
- iv. The City shall prioritize the procurement of PHEV or EV) models for Medium and Heavy-Duty Vehicles when such an option is available for the given application at a cost of purchase and operation not substantially higher compared to conventional (gasoline or diesel) fuel vehicles and where service levels are not negatively impacted.
- v. Review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase or lease of green vehicles.
- vi. Review the fleet inventory to identify older vehicles that are used infrequently (or not at all), as well as those vehicles that are disproportionately inefficient, and schedule their elimination or replacement.

## **6. APPLICABILITY**

- a. New emergency vehicles purchased under this policy must provide comparable performance, safety, and fuel availability during emergencies as conventionally powered emergency vehicles
- b. The additional cost of purchasing an electric or other lower emission vehicle that complies with this requirement of this policy will be analyzed against the reduction of fuel, maintenance requirement, and other costs incurred during the operating life of such vehicle.
- c. Wherever possible, grant funding will be used to help pay for the purchase of vehicles or equipment that complies with this policy, or that supports the deployment of appropriate sustainable technologies across the City fleet.

## **7. REPORTING**

- a. Annually, the Highway Superintendent, in conjunction with the Climate Smart Coordinator, will provide a report to the Mayor and City Administrator



documenting the fuel use and emissions associated with the City of Beacon fleet and will include measured performance against stated goals.

- b. The report will summarize any activities related to the implementation of this policy.
- c. The annual report shall include, but not be limited to:
  - i. Documentation of the fuel use and emissions associated with the City of Beacon fleet;
  - ii. An assessment of whether or not the goals set forth in the policy have been attainable; and if not, the reasons relevant;
  - iii. Recommendations regarding actions to be taken in order to meet the goals set forth in the policy; and
  - iv. Recommendations as to specific changes or modifications to the policy that would promote the goals of the policy.

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the City of Beacon Investment Policy

**ATTACHMENTS**

[Resolution Approving the 2021 City of Beacon Investment Policy](#)

[City of Beacon Investment Policy](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No.\_\_\_\_ of 2021

RESOLUTION APPROVING THE 2021 CITY OF BEACON INVESTMENT  
POLICY

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves  
the 2021 City of Beacon Investment Policy.

|                                            |        |                           |                                       |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <b>Resolution No.____ of 2021</b>          |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

# **City of Beacon Investment Policy Adopted 2/19/19**

## **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for deposit and investment by the City of Beacon on its own behalf or on behalf of any other entity or individual.

## **II. OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements (legality);
- To adequately safeguard principle (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

## **III. DELEGATION OF AUTHORITY**

The City Council's responsibility for administration of the investment program is delegated to the City Administrator and Director of Finance who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the funds for which they are held, the places where they are kept and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibility levels of authority for key individuals involved in the investment program.

## **IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City of Beacon to govern effectively.

Investments shall be made with prudence, diligence, skill, judgement and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in the capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

## **V. DIVERSIFICATION**

It is the policy of the City of Beacon to diversify its deposit and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

## **VI. INTERNAL CONTROLS**

The Director of Finance is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

## **VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

| Depository Name | Maximum Amount |
|-----------------|----------------|
| M&T Bank        | \$40,000,000   |
| Chase Bank      | \$40,000,000   |
| Citizens Bank   | \$40,000,000   |

## **VII: SECURING DEPOSITS AND INVESTMENTS**

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the City of Beacon that are in the excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to the Deposit Placement Program in accordance with law shall be secured by:

1. A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities".
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An "eligible surety bond" payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest category by at least two nationally recognized statistical organizations. The governing board shall approve the terms and conditions of the surety bond.

4. An “eligible letter of credit,” payable to the City of Beacon as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the City of Beacon, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An “irrevocable letter of credit” issued in favor the City of Beacon by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

#### **IX. COLLATERALIZATION AND SAFEKEEPING**

Eligible securities used for collateralizing deposits made by officers of City of Beacon shall be held by (the depositary or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agree-upon interest, if any and any costs of expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or release and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the City of Beacon, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the City of Beacon or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entities on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of eligible securities) will be held by the custodial bank or trust company or agent of, and custodian for, the City of Beacon, will be kept separated and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change d in the rating of a security causes ineligibility. The security and custodial agreement shall also include all other provisions necessary to provide the City of Beacon with a perfected security interest in the eligible securities and to

otherwise secure the local government's interest in the collateral, and may contain other provisions that the City Council deems necessary.

#### **X. PERMITTED INVESTMENTS**

As provided by General Municipal Law Section 11, the City Council of the City of Beacon authorizes the Director of Finance to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposited issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions: as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- With approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the City of Beacon; and
- Obligations of the City of Beacon, but only with moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the City of Beacon within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchase with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the City of Beacon within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such time as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders and noteholders, any moneys of the City of Beacon authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the City of Beacon within such time as the proceeds shall be need to meet expenditures for which such moneys were obtained, or otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

## **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

All financial institutions and dealers with which the City of Beacon transacts business shall be credit worthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or dealer capable and qualified to transact business with City of Beacon.

## **XII. PURCHASE OF INVESTMENTS**

The Director of Finance is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchase obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the City of Beacon by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10 (3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the City of Beacon, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities and the agreement may also contain other provisions that the City Council deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the City of Beacon with the perfected interest in the securities.

The Director of Finance, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

### **XIII. COURIER SERVICE**

The Director of Finance may, subject to the approval of the City Council by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the City of Beacon and executed by an insurance company authorized to do business in the State of New York, with a claims paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of the public deposits entrusted to the courier service of failure to deposit the full amount entrusted to the courier service.

The City of Beacon may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the City of Beacon in transporting items for deposit through a courier service. Any such reimbursement agreements shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

### **XIV. ANNUAL REVIEW AND AMENDMENTS**

The City of Beacon shall review this investment policy annually, and it shall have the power to amend this policy at any time.

### **XV. DEFINITIONS**

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

## Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage  
(see Investment Policy, Section VIII)

| <b>Eligible Securities for Collateral</b>                                                                                                                                                                                                                                                                                              | <b>For purposes of determining aggregate "market value," eligible securities shall be valued at these percentages of "market value".</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation                                                                                                                             | 100%                                                                                                                                     |
| (ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of market value of the obligation that represents the amount of the insurance or guaranty.                                                                                                                             | 100%                                                                                                                                     |
| (iii) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys. | 100%                                                                                                                                     |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the City of Beacon Whistleblower Policy

**ATTACHMENTS**

[Resolution Approving the City of Beacon Whistleblower Policy](#)

[Proposed Whistleblower Policy](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No.\_\_\_\_ of 2021

RESOLUTION APPROVING THE PROPOSED CITY OF BEACON  
WHISTLEBLOWER POLICY

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves  
the proposed City of Beacon Whistleblower Policy.

| Resolution No.____ of 2021                 |        |                           | Date: <u>January 4, 2021</u>          |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |



## Whistleblower Policy

- a. **Purpose.** It is the policy of the City of Beacon to afford certain protections to individuals who, in good faith, report violations of ethics or other instances of potential wrongdoing within the City. The Whistleblower Policy set forth below is intended to encourage and enable employees to raise concerns in good faith within the City of Beacon Administration, and without fear of retaliation or adverse employment action.
- b. **Definitions.**
- i. **Good Faith:** When the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential Wrongdoing.
  - ii. **Employee:** All Elected Officials, board members, officers and staff employed at the City of Beacon, whether full-time, part-time, employed pursuant to contract or appointment, employees on probation or temporary employees.
  - iii. **Personnel Action:** Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.
  - iv. **Whistleblower:** Any City of Beacon Employee who, in Good Faith, discloses information concerning potential Wrongdoing by another City of Beacon Employee, or concerning the business of the City of Beacon itself.
  - v. **Wrongdoing:** Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by a City of Beacon Employee that relates to the City of Beacon.
- c. **Reporting Wrongdoing.** All City of Beacon Employees who discover or have knowledge of potential Wrongdoing concerning elected officials, board members, officers, or Employees of this City, or a person having business dealings with this City, or concerning the City itself, shall report such activity in accordance with the following procedures:
- i. The City of Beacon Employee shall disclose any information concerning Wrongdoing, either orally or in a written report, to his/her supervisor, or to the Authority's City Administrator or Director of Human Resources.
  - ii. All City of Beacon Employees who discover or have knowledge of Wrongdoing shall report such Wrongdoing in a prompt and timely manner.
  - iii. The identity of the Whistleblower and the substance of their allegations will be kept confidential to the extent possible.

- iv. The individual to whom the potential Wrongdoing is reported shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to City of Beacon Counsel or an appropriate law enforcement agency where applicable.
  - v. After investigation, the individual to whom the potential Wrongdoing is reported shall recommend appropriate corrective action, if any.
- d. **False Complaints.** Any unfounded allegation that proves to have been made maliciously, recklessly, or knowingly to be false will be viewed as a serious offense and result in disciplinary action, up to and including termination of employment.
- e. **No Retaliation or Interference.** No City of Beacon Employee shall retaliate against any Whistleblower for the disclosure of potential Wrongdoing, whether through threat, coercion, or abuse of authority; and no City of Beacon Employee shall interfere with any other City Employee by any improper means aimed at deterring disclosure of potential Wrongdoing. Any attempts at retaliation or interference are strictly prohibited; also:
- i. No City of Beacon Employee who in Good Faith discloses potential violations of ethics, or other instances of potential Wrongdoing, shall be the subject of harassment, retaliation or adverse Personnel Action.
  - ii. All allegations of retaliation against a Whistleblower, or interference with an individual seeking to disclose potential Wrongdoing, will be thoroughly investigated by the City of Beacon.
  - iii. Any City of Beacon Employee who retaliates against, or attempts to interfere with, any individual for having in Good Faith disclosed potential violations of ethics or other instances of potential Wrongdoing may be subject to discipline, which may include termination of employment.
  - iv. Any allegation of retaliation or interference will be taken seriously and, irrespective of the outcome of the initial complaint, will be treated as a separate matter.
- f. **Other Legal Rights Not Impaired.** The Whistleblower Policy set forth herein is not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential Wrongdoing, free from retaliation or adverse Personnel Action.
- i. Specifically, this Whistleblower Policy is not intended to limit any rights or remedies that an individual may have under the laws of the State of New York including, but not limited to, the following provisions: Civil Service Law § 75-b, Labor Law § 740, State Finance Law § 191 (commonly known as the “False Claims Act”), and Executive Law § 55(1).
  - ii. With respect to any rights or remedies that an individual may have pursuant to Civil Service Law § 75-b or Labor Law § 740, any Employee

who wishes to preserve such rights shall, prior to disclosing information to a government body, have made a good faith effort to provide the appointing authority or his/her designee the information to be disclosed, and shall provide the appointing authority or designee a reasonable time to take appropriate action, unless there is imminent and serious danger to public health or safety. (See Civil Service Law § 75-b[2][b]; Labor Law § 740[3]).

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the City of Beacon Domestic Violence Policy

**ATTACHMENTS**

[Resolution Approving the City of Beacon Domestic Violence Policy.](#)

[Proposed Domestic Violence Policy](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No. \_\_\_ of 2021

RESOLUTION APPROVING THE PROPOSED CITY OF BEACON DOMESTIC  
VIOLENCE POLICY

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves  
the proposed City of Beacon Domestic Violence Policy.

| <b>Resolution No. ___ of 2021</b>          |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           |                                       |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

## Domestic Violence Policy

- a. **Policy Statement.** The purpose of this policy is to identify and prescribe City of Beacon (City) practices that will promote safety in the workplace and respond effectively to the needs of victims of domestic violence.
- b. **Definitions.** For purposes of this policy, the following terms will be defined as follows:
- i. **Domestic Violence:** A pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against a Family or Household Member with the goal of establishing and maintaining power and control over the victim.
  - ii. **Family or Household Member:** Includes persons related by consanguinity or affinity; persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; and unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household.
  - iii. **Abuser:** A person who perpetrates this pattern of coercive tactics.
  - iv. **Victim:** The person against whom an abuser directs coercive and/or violent acts and/or their child.
  - v. **Domestic Violence Service Provider:** Agency or staff member of an agency that primarily or exclusively provides comprehensive services to victims of domestic violence, including residential programs licensed by the NYS Office of Children and Family Services.
- c. **Guidelines.** Employee Awareness: The City shall increase awareness of domestic violence and inform employees of available sources of assistance i.e. The Employee Assistance Program, local domestic violence service providers, the NYS Domestic Violence and Sexual Assault hotline, and/or trained Human Resources personnel who are available to serve as confidential sources of information, support, and referral (Domestic Violence Liaison).
- d. **Non-Discriminatory and Responsive Personnel Policies for Victimized Employees.** The City will ensure that personnel policies and procedures do not discriminate against victims of domestic violence and are responsive to the needs of victims of domestic violence.
- ✱ In Accordance with Executive Law §§292(34), 296(1), 296(22) employees will be allowed reasonable time off for the following reasons:
- To seek medical attention for injuries caused by domestic violence;
  - To obtain services from a domestic violence shelter, program or rape crisis center;

- To obtain psychological counseling related to an incident of domestic violence;
- To participate in safety planning or to take other actions to increase safety from future incidents of domestic violence; or
- To obtain legal services, assist in the prosecution of the offense, or appear in court in relation to the incident of domestic violence.

An employee who requires reasonable accommodations must give advanced notice to the employer if possible. If it is not possible to give notice, the employer may request that the employee certify their victim status after the time off with either a police report, court order or other evidence from a court or prosecutor, medical records, or service provider records. Acceptable forms of notification are:

- A police report indicating that the employee or their child was a victim of domestic violence;
  - A court order protecting or separating the employee or their child from the perpetrator of an act of domestic violence;
  - Other evidence from the court or prosecuting attorney that the employee appeared in court;
  - Documentation from a medical professional, domestic violence advocate, healthcare provider, or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.
- ii. Employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), shall be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.
  - iii. In cases in which it is identified that an employee's work performance difficulties are a result of being a victim of domestic violence, said employee shall be afforded all of the proactive measures outlined in this policy, and shall be provided clear information about performance expectations, priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee's situation, and all available options in trying to resolve the performance problems should be exhausted, including making a referral to the Employee Assistance Program, consistent with existing collective bargaining unit agreements, statute, regulations and City policy.
  - iv. If reasonable measures have been taken to resolve domestic violence-related performance problems of victimized employees, but the performance problems persist and the employee is terminated or voluntarily separates from employment, the employee will be informed of their potential eligibility for unemployment insurance and other separation benefits.

**e. Workplace Safety Plans.**

- i. The City shall have a Domestic Violence Workplace Safety Response Plan in place and provide reasonable means to assist victimized employees in developing and implementing individualized domestic violence workplace safety plans, consistent with existing collective bargaining agreements, statutes and regulations.
- ii. The City's response plan consists of alerting the appropriate law enforcement agency by dialing 911, with subsequent notification given to the Director of Human Resources, and City Administrator. Such a plan will allow appropriate actions to be taken if an abuser gains unauthorized access to the work site, or if an abuser engages in any acts that threaten the safety of employees or public.
- iii. Employees are responsible for providing a written report of any incidents of domestic violence in the workplace, including any threats which they have witnessed, received, or have been told that another person has witnessed or received. These reports should be submitted to the Director of Human Resources. Any employee who obtains a protective or restraining order which includes City-owned or leased premises as a protected area shall provide a copy of such order to the Director of Human Resources.
- iv. The City shall comply and assist with enforcement of all known court orders of protection, particularly orders in which abusers have been ordered to stay away from the work site. If requested by the victim of domestic violence or law enforcement, the City shall provide information in its possession concerning an alleged violation of an order of protection.
- v. Employees are encouraged to bring their orders of protection (OP) to the attention of the Director of Human Resources, who will secure the document, along with any other confidential information. The Director of Human Resources will discuss with the employee a plan on how best to proceed to ensure the safest possible work environment for the employee and the rest of the staff. With the permission of the employee, this may include providing a copy of the OP and/or photo of the perpetrator to Department Supervisors, the Police Department and/or front desk personnel. The employee is responsible for notifying the Director of Human Resources if there are any changes to the OP.
- vi. Information related to an employee being a victim of domestic violence shall not be divulged without the express written consent of the victimized employee, unless it is determined that maintaining said confidentiality puts the victim or other employees at risk of physical harm. In such circumstances, where possible, the victimized employee should be given advanced notification of the intent to provide information to third parties.

**f. Accountability for Employees Who Are Offenders.**

The City shall hold accountable employees who engage in the following behavior: (1) using City resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace, or from any other location while on official City business; or (3) using their job-related City resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

- i. In cases in which the City has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using City resources such as work time, workplace telephones, FAX machines, mail, e-mail or other means, said employee may be subject to corrective or disciplinary action, up to and including termination.
- ii. In cases in which the City has verification that an employee is responsible for a domestic violence-related offense, or is the subject of any order of protection, including temporary, final or out-of-state order, as a result of domestic violence, and said employee has job functions that include the authority to take actions that directly impact victims of domestic violence and/or actions that may protect abusers from appropriate consequences for their behavior, the City shall determine if corrective action is warranted.
- iii. In cases in which any employee intentionally uses their job-related authority and/or intentionally uses City resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for their behavior, said employee may be subject to corrective or disciplinary action, up to and including termination.

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the Mayor's Appointment of Chris White to the Position of City Administrator

**ATTACHMENTS**

[Resolution Approving the Mayor's Appointment of Chris White to the Position of City Administrator](#)

[Agreement with Chris White](#)



**CITY OF BEACON  
CITY COUNCIL**

Resolution No. \_\_\_ of 2021

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF CHRIS  
WHITE TO THE POSITION OF CITY ADMINISTRATOR**

WHEREAS, the Mayor of the City of Beacon appoints, subject to the City Council's approval, Chris White as City Administrator of the City of Beacon and the Mayor has presented to the City Council an Employment Letter Agreement setting forth the terms and conditions under which Chris White will be employed for the Council's approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby confirms the Mayor's appointment of Chris White to the position of City Administrator with a start date of January 19, 2021.

BE IT FURTHER RESOLVED THAT the City Council of the City of Beacon hereby approves an Employment Letter Agreement with Chris White dated January 4, 2021 setting forth the terms and conditions of employment under which Mr. White will serve as City Administrator during the aforementioned term, and hereby authorizes the Mayor of the City of Beacon to execute same.

|                                            |        |                           |                                       |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <b>Resolution No. ___ of 2021</b>          |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |



## City of Beacon, New York

**Lee Kyriacou, Mayor**

One Municipal Plaza  
Beacon NY 12508

845.838.5011

[mayor@CityofBeacon.org](mailto:mayor@CityofBeacon.org)

[www.CityofBeacon.org](http://www.CityofBeacon.org)

January 4, 2021

Mr. Christopher White  
3 Huguenot Street, #4  
New Paltz, New York 12561

### **Re: Beacon City Administrator    Terms and Conditions of Employment**

Dear Mr. White:

This letter is written to inform you, Christopher White ("You" or "Your") that, subject to the approval of the City Council of the City of Beacon ("City Council"), the following will constitute the terms and conditions of Your employment as City Administrator for the City of Beacon, commencing January 19, 2021:

**1. Title and Duties:** The City of Beacon (the "City") agrees to employ You as the City Administrator, subject to the supervision of the Mayor. As City Administrator, You will perform such duties as specified by law and as directed by the Mayor, in accordance with the City Charter and duly adopted resolutions of the City Council, including but not be limited to, supervising the operations of all City departments and employees, preparing an annual Mayor's budget and a capital plan, negotiating on behalf of the City with recognized employee bargaining unit representatives, and supporting the meetings and deliberations of the Mayor and City Council.

### **2. Compensation:**

Your annual compensation will be One Hundred Twenty-Nine Thousand (\$129,000) Dollars. In the event you continue to perform the duties as the City Administrator in 2021, on January 1, 2022 you shall receive the same salary rate increase as granted by the City Council for other City of Beacon Department Heads. In addition, You shall have an additional \$1,000 added to Your Annual Base Salary. In the event you continue to perform the duties as the City Administrator in 2021 on January 1, 2022 you shall receive the same salary rate increase as the granted by the City Council for other City of Beacon Department Heads.

**3. CSEA Agreement Not Applicable:** Unless specifically noted herein, you will receive the benefits contained in the following paragraphs and in any state or local statute, law or regulation, and the provisions of the agreement between the City of Beacon and CSEA Local 1000 AFSCME, AFL-CIO (the "CBA"), or any subsequent changes thereto, will not apply to You.

**4. Work Schedule:**

- a. Your regular work schedule will be based on a 40-hour workweek and two hundred sixty (260) annual work days, excluding holidays, vacation and other approved leave.
- b. Your regular work schedule under normal circumstances should not exceed 40 hours. However, you will be a managerial salaried City employee and therefore not entitled to overtime or additional compensation for excess hours worked.
- c. You are required to attend without additional compensation all meetings of the City Council, and in addition certain events and special meetings during non-business hours, including but not limited to, those involving City staff and boards, legal counsel, unions, legal or disciplinary actions, members of the public, and other necessary parties.

**5. Vacation/Holiday:**

- a. Beginning January 1, 2021, You are entitled to twenty (20) vacation days annually (pro-rated in the first year), which may be taken in not less than one-hour increments and may not be carried over in excess of ten (10) unused days from year to year, unless the Mayor approves in writing.
- b. You will receive holidays off in accordance with the City's holiday schedule as described in the approved City Holiday Schedule. However, you recognize that due to the nature of the job, you may be required to work on a holiday if required for the proper administration of the City.

**6. Leave Time.**

- a. **Sick Leave.** You will accumulate sick leave at the rate of one and one quarter (1.25) days per month, for a total of fifteen (15) sick days per year with no maximum accumulation, which may be taken in not less than one-hour increments. Upon voluntary separation or retirement, You will be paid for any unused sick leave at the rate of fifty percent (50%) of Your regular rate of pay for a maximum of 1,560 hours.
- b. **Personal Leave.** Beginning January 1, 2021, You are entitled to five (5) days of personal leave per year (pro-rated in the first year), without carry over from year to year. You must provide three (3) days' notice. Upon voluntary separation or retirement, you will be paid for any unused personal leave.
- c. **Bereavement Leave.** In the event of a family death, You will be permitted leave of up to five (5) working days if involving Your immediate family (for mother, father, brother, sister, spouse, girlfriend or domestic partner, child), or otherwise three (3) working days (for grandparent, grandchild, father-in-law, mother-in-law, sister-in-law or brother-in-law).
- d. **Jury Duty.** You will be granted leave with pay for jury duty, provided that any jury duty payments (other transportation and meal reimbursement) are turned over to the City.

**7. Health & Dental Insurance & Other Employee Benefits.** You are eligible to enroll in the same health, dental and other insurance programs, as well as other employee benefits, provided pursuant to the CBA, at the same employer and employee contribution rates.

**8. Retirement Benefits.** The City agrees to enroll You in the New York State Retirement System

and to make all required employer contributions. The City agrees to execute all necessary agreements provided by the New York State Deferred Compensation Plan or other Section 457 deferred compensation plan for Your participation in said supplementary retirement plan.

**9. Professional Organizations and Training.** Subject to the Mayor's discretionary advance approval, the City will pay for Your membership in professional organizations during Your employment with the City, and for appropriate training related to Your job duties.

**10. Computer & Telecommunication Equipment.** The City shall pay for and provide You with appropriate computer and telecommunication equipment required to perform the City Administrator job at City offices, at home, or while traveling.

**11. City Vehicle.** The City shall provide You with a vehicle for business use, which the City will maintain in a good and safe working condition with appropriate automobile insurance. You shall be entitled to take the vehicle home.

**12. Indemnification:** The provisions of Section 18 of the Public Officers' Law concerning defense and indemnification will apply to You, and the City hereby confers such benefits upon You at the City's expense, provided You meet the eligibility time limits and requirements.

**13. Resignation.** You may voluntarily resign Your City position at any time, upon providing at least 90 days' notice, unless the Mayor agrees in writing to waive notice. Upon resignation, You shall be compensated for all accumulated leave as provided for in this agreement.

**14. Removal/Severance.** The City Charter at §3.04, sets forth the process for removal of the City Administrator. If You are removed, You will be entitled to receive all accumulated leave time as provided herein, and eligible for health insurance benefits under COBRA. You will also be entitled to ninety (90) days' pay ("Severance"), provided that You are not removed for "Cause" (as defined below), and that You agree to and sign a general release waiving any and all claims and actions against the City concerning Your employment and termination. "Cause" shall mean dereliction of duty, conviction of a criminal offense, engaging in outside employment without the Mayor's advance discretionary consent, or engaging in conduct in violation of the City's Code of Conduct or otherwise detrimental to the City.

Welcome aboard,

---

Mayor Lee Kyriacou

cc: City of Beacon City Council

All of the terms and conditions stated above are Agreed and Accepted to by:

---

Christopher White

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the Appointment of Sands Frost as Chief of Police on a Provisional Basis

**ATTACHMENTS**

[Resolution Approving the Appointment of Sands Frost as Chief of Police on a Provisional Basis](#)



CITY OF BEACON  
CITY COUNCIL

Resolution No. \_\_\_ of 2021

**RESOLUTION APPROVING THE APPOINTMENT OF SANDS FROST AS  
CHIEF OF POLICE ON A PROVISIONAL BASIS**

**WHEREAS**, Sands Frost is currently employed in the position of Acting Chief of Police with the City of Beacon Police Department; and

**WHEREAS**, Sands Frost meets the qualifications for the position of Chief of Police; and

**WHEREAS**, the Police Chief Search Committee has recommended Sands Frost be appointed as Chief of Police; and

**WHEREAS**, the Mayor seeks to appoint Sands Frost as Chief of Police of the City of Beacon Police Department on a provisional basis and to have the City Council approve the Terms & Conditions of Employment setting for the terms and conditions under which Sands Frost will be employed as Chief of Police.

**NOW THEREFOR BE IT RESOLVED THAT** the Mayor hereby appoints, with the consent of the City Council, Sands Frost as Chief of Police of the City of Beacon Police Department on a provisional basis, effective January 5, 2021, subject to and contingent upon compliance with certain Terms & Conditions of Employment.

**BE IT FURTHER RESOLVED THAT** the City Council hereby approves the Terms & Conditions of Employment for Sands Frost, subject to the approval of the City Attorney and the Mayor

| Resolution No. ___ of 2021                 |        |                           | Date: <u>January 4, 2021</u>          |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           |                                       |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
| <b>Motion Carried</b>                      |        |                           |                                       |    |         |                                       |        |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the Mayor's Appointment of Michael O'Connor to the Position of Police Sergeant

**ATTACHMENTS**

[Resolution Approving the Mayor's Appointment of Michael O'Connor to the Position of Police Sergeant](#)



**CITY OF BEACON  
CITY COUNCIL**

**RESOLUTION NO. \_\_ OF 2021**

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF  
MICHAEL O'CONNOR TO THE POSITION OF POLICE SERGEANT**

**WHEREAS**, Michael O'Connor is currently employed in the position of Detective with the City of Beacon Police Department; and

**WHEREAS**, Michael O'Connor meets the qualifications for the position of Sergeant; and

**WHEREAS**, based on the recommendation of the Chief of Police, the Mayor wishes to appoint/promote Detective Michael O'Connor to the position of Sergeant in the City of Beacon Police Department; and

**WHEREAS**, the City Council wishes to approve the Mayor's appointment/promotion of Detective Michael O'Connor to the position of Sergeant in the City of Beacon Police Department.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the Mayor's appointment of Michael O'Connor to the position of Sergeant with the City of Beacon Police Department, effective as of January 5, 2021; and

**IT IS FURTHER RESOLVED** that such appointment is subject to a probationary period of fifty-two weeks.

| <b>Resolution No. ____ of 2021</b>         |        |                           | <b>Date: January 4, 2021</b>          |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving the Mayor's Appointment of James Sirrine to the Position of Police Sergeant

**ATTACHMENTS**

Resolution Approving the Mayor's Appointment of James Sirrine to the Position of Police Sergeant



**CITY OF BEACON  
CITY COUNCIL**

**RESOLUTION NO. \_\_ OF 2021**

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF JAMES  
SIRRINE TO THE POSITION OF POLICE SERGEANT**

**WHEREAS**, James Sirrine is currently employed in the position of Detective with the City of Beacon Police Department; and

**WHEREAS**, James Sirrine meets the qualifications for the position of Sergeant; and

**WHEREAS**, based on the recommendation of the Chief of Police, the Mayor wishes to appoint/promote Detective James Sirrine to the position of Sergeant in the City of Beacon Police Department; and

**WHEREAS**, the City Council wishes to approve the Mayor's appointment/promotion of Detective James Sirrine to the position of Sergeant in the City of Beacon Police Department.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the Mayor's appointment of James Sirrine to the position of Sergeant with the City of Beacon Police Department, effective as of January 8, 2021; and

**IT IS FURTHER RESOLVED** that such appointment is subject to a probationary period of fifty-two weeks.

| <b>Resolution No. ____ of 2021</b>         |        |                           | <b>Date: January 4, 2021</b>          |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           | <input type="checkbox"/> 2/3 Required |    |         |                                       |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving an Agreement with Keane and Beane for Legal Services

**ATTACHMENTS**

Resolution Approving an Agreement with Keane and Beane for Legal Services

City Attorney Retainer



**CITY OF BEACON  
CITY COUNCIL**

Resolution No. \_\_\_ of 2021

**RESOLUTION APPROVING AN AGREEMENT WITH KEANE AND BEANE  
FOR LEGAL SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves a proposed Agreement with Keane and Beane for legal services.

| <b>Resolution No. _____ of 2020</b>        |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
| <b>Motion Carried</b>                      |        |                           |                                       |    |         |                                       |        |

January 1, 2021

***VIA E-MAIL***

Mayor Lee Kyriacou  
City of Beacon  
One Municipal Plaza  
Beacon, NY 12508

Re: Legal Services; Keane & Beane, P.C. 2021 Retainer

Dear Lee:

I write to confirm the terms of our firm's provision of legal services to the City of Beacon for 2021. As discussed, our firm will carry-over the basic terms of the City's 2020 retainer for general municipal legal services at a fixed monthly retainer of \$15,250.00 for such general municipal services, including meeting attendance. We will charge on an hourly basis using a discounted blended rate of \$235.00 for special projects and litigation. We will charge on an hourly basis using a rate of \$240.00 for associates and \$275.00 for partners for review of land use matters. We will also provide general municipal labor services (analysis of current contracts, drafting of policies, general advice on personnel matters, as some examples) as detailed below, within the monthly retainer. We will represent the City in traffic court matters within a separate monthly retainer of \$2,000.00.

General Retainer

For general municipal services, we will provide advice and counseling on the full range of municipal issues that will arise from time to time for a fixed annual charge to be paid in equal monthly installments billed the first of each month after the services are rendered. Among other things, the retainer will cover attendance at all City Council meetings, meeting with City staff at City Hall, consultation, advice, opinions on questions presented by City officials, review and preparation as necessary of routine City contracts, resolutions and other actions, and the like.

Special Projects, Labor & Litigation

For special projects, Labor (arbitration, mediation, fact finding, labor litigation, disciplinary proceedings and the like) and litigation, we will charge \$240.00 per hour for our services on a straight hourly basis at a blended rate, regardless of the attorney performing the work, as we have in prior years. We will obtain written approval from

Mayor Lee Kyriacou

January 1, 2021

Page 2

the City Administrator before working on matters outside the retainer so that Keane & Beane, P.C. and the City agree on what work is outside of the monthly retainer. We will render bills on the first day of each month for work done the prior month.

Litigation consists of any matter that is commenced by a formal court or arbitration notice, such as a Summons, Complaint, Petition, Notice of Petition, or Notice of Claim. In contrast, general advice on possible litigation prior to commencement of a proceeding or receipt of such notice will fall under the general municipal retainer.

Special projects consist of major City endeavors that are not typically done. This category includes matters such as special district formation and extension, land acquisition and disposition, complex contract work, preparation of complex legislation, major rezoning or comprehensive plan revisions, and the like. In contrast, advice to officials, standard vendor contract preparation and review, and drafting of routine legislation would be general retainer work.

We do not charge for travel time to attend meetings at City Hall. Travel time to other locations during business hours will be billed as though travelled from our Fishkill office, unless the actual starting point is closer to the destination. For example, if a meeting is scheduled with NYSDEC in New Paltz and we first meet at City Hall or I am in court in Poughkeepsie, travel time would be billed from City Hall.

#### Land Use Applications

For review of land use applications our firm will charge the City at a rate of \$240.00 per hour for associates and \$275.00 per hour for partners. We will bill in each instance on the first day of each month for work done in the prior month.

The City has authority to require land use applicants to reimburse the City's legal fees for State Environmental Quality Review Act reviews under New York State Environmental Conservation Law § 8-109(7)(a) and for special permit and other land use reviews under New York State Municipal Home Rule Law § 10 and § 22, the New York State General City Law and the City Code, so long as the fees are reasonable and necessary and incurred in connection with the City's examination and action on the applicant's project. Thus, review of an applicant's documents and submissions for compliance with law or approval requirements will be reimbursable and billed at full rates. Conversely, enforcement or Article 78 review proceedings will not be reimbursable, and they will, upon approval from the City Administrator, be charged to the City at the discounted rate set forth above depending on their nature.

Mayor Lee Kyriacou

January 1, 2021

Page 3

We look forward to continuing our work with the City.

Very truly yours,



Nicholas M. Ward-Willis

NMW/sj

ecc: Anthony Ruggiero, City Administrator

**ACKNOWLEDGED AND AGREED TO BY:**

By: \_\_\_\_\_  
Mayor Lee Kyriacou

Dated: \_\_\_\_\_

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Approving an Agreement with Lanc and Tully for Engineering Services

**ATTACHMENTS**

Resolution Approving an Agreement with Lanc and Tully for Engineering Services

City Engineer Contract



**CITY OF BEACON  
CITY COUNCIL**

Resolution No. \_\_ of 2021

**RESOLUTION APPROVING AN AGREEMENT WITH LANC AND TULLY  
FOR ENGINEERING SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves  
a proposed Agreement with Lanc and Tully for Engineering Services for the year 2021.

|                                            |        |                           |                                       |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <b>Resolution No. ____ of 2021</b>         |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

# LANC & TULLY

## ENGINEERING AND SURVEYING, P.C.

John J. O'Rourke, P.E., Principal  
David E. Higgins, P.E., Principal  
John Queenan, P.E., Principal

Rodney C. Knowlton, L.S., Principal  
Jerry A. Woods, L.S., Principal

John D. Russo, P.E., Principal  
John Lane, P.E., L.S.  
Arthur R. Tully, P.E.

December 29, 2020

Mayor Lee Kyriacou  
City of Beacon  
1 Municipal Plaza Suite 1  
Beacon, NY 12508

RE: 2021 Engineering Fees

Dear Mayor Kyriacou:

Please find enclosed our proposed rates for professional services for the year 2021. We understand the financial hardships placed upon the City of Beacon on a yearly basis in trying to complete infrastructure improvement projects, while trying to progress the City forwards with other projects, especially given the current pandemic facing the nation. Based upon this, we have made the decision to hold our rates as they currently exist, as shown on the attached rate schedule.

As we have stated often in the past, we truly enjoy working for the City of Beacon and look forward to a continued relationship in the future. Please contact us if you have any questions or comments regarding this matter. If the attached rates have been found to be acceptable by the City, I would ask that you please sign below, and return the executed letter of approval to our office.

Very truly yours,

*LANC & TULLY, P.C.*



John Russo, P.E.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date Approved

**CITY OF BEACON**  
**MUNICIPAL HOURLY RATES 2021**

**Full Consulting Services**

|                                  | Planning Board<br>& State/Federal<br>Funded Projects | Municipal<br>(Non-Funded)<br>Projects |
|----------------------------------|------------------------------------------------------|---------------------------------------|
| Principal                        | \$ 103.00/hr.                                        | 93.00                                 |
| Project Planner                  | \$ 100.00/hr.                                        | 90.00                                 |
| Professional Engineer            | \$ 103.00/hr.                                        | 93.00                                 |
| Project Manager                  | \$ 97.00/hr.                                         | 87.00                                 |
| Professional Land Surveyor       | \$ 91.00/hr.                                         | 82.00                                 |
| Land Surveyor                    | \$ 81.00/hr.                                         | 72.00                                 |
| Engineer, Sr.                    | \$ 88.00/hr.                                         | 79.00                                 |
| Engineer                         | \$ 76.00/hr.                                         | 68.00                                 |
| Engineering Technician, Sr.      | \$ 88.00/hr.                                         | 79.00                                 |
| Engineering Technician           | \$ 67.00/hr.                                         | 60.00                                 |
| Surveying Technician, Sr.        | \$ 76.00/hr.                                         | 68.00                                 |
| Surveying Technician             | \$ 66.00/hr.                                         | 59.00                                 |
| Construction Technician          | \$ 66.00/hr.                                         | 60.00                                 |
| Survey Field Crew, 1-Man *       | \$ 74.00/hr.                                         | 64.00                                 |
| Survey Field Crew, 2-Men *       | \$120.00/hr.                                         | 108.00                                |
| Survey Field Crew, 3-Men *       | \$166.00/hr.                                         | 150.00                                |
| Clerical/Secretarial             | \$ 40.00/hr.                                         | 36.00                                 |
| Principal (Court – Min. 4 Hours) | \$200.00/hr.                                         | 200.00                                |

\* Rates shown for City projects not requiring payment at Prevailing Wage Rate. City projects requiring Prevailing Wage Rates will be adjusted based on the Prevailing Wage Rate established at the time of the project.

Printing will be charged extra. All charges are portal to portal. The above rates include the cost of long distance telephone calls, mileage driven within 50 miles of our office, and regular postage costs.

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Authorizing and Agreement with Choice Words for Grant Writing Services

**ATTACHMENTS**

Resolution Authorizing and Agreement with Choice Words for Grant Writing Services

City Grant Writer Contract



CITY OF BEACON  
CITY COUNCIL

Resolution No. \_\_\_ of 2021

RESOLUTION AUTHORIZING AND AGREEMENT WITH CHOICE WORDS  
FOR GRANT WRITING SERVICES

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes  
an agreement with Choice Words for Grant Writing Services for the year 2021.

| <b>Resolution No. ___ of 2021</b>          |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |

## Independent Contractor Agreement

This Agreement is entered into as of January 1, 2021, between the City of Beacon, with an address of 1 Municipal Plaza, Beacon, NY, 12508, and Choice Words LLC, with an address of 134 Main Street, New Paltz, NY, 12561 ("the Contractor").

1. Independent Contractor. Subject to the terms and conditions of this Agreement, the City of Beacon hereby engages the Contractor as an independent contractor to perform the services set forth herein. The Contractor agrees to be responsible for the payment of all employment taxes and withholdings specified by law, which may be due in regard to compensation by the City of Beacon. The Contractor shall have no claim against the City of Beacon hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

2. Duties. Choice Words LLC will provide municipal grant writing services to the City of Beacon, as well as public relations support as needed/requested by City officials. Choice Words will research, write, and submit grants on behalf of the City, seeking funding from a variety of federal, state, and private sources. Choice Words will diligently develop competitive grant proposals for selected programs as directed by Anthony Ruggiero and/or appointed designees, and file them in a timely manner. Choice Words will collaborate with City officials throughout this process, including scheduling telephone and in-person meetings as needed. Choice Words will provide detailed monthly work logs upon request.

All texts, including any drafts thereof, will be the sole property of the City of Beacon, which shall have the sole discretion to use the texts for whatever purposes it sees fit, and the Contractor hereby waives any claim, proprietary or otherwise, that it may have to the texts.

3. Term. This engagement shall commence on January 1, 2021, and shall continue in full force and effect until the contracted 12 months/480 hours are complete, unless terminated earlier in accordance with this Agreement. The Agreement may be extended thereafter by mutual agreement. Either party may terminate this agreement at any time on written notice for cause and on one month's (30 days) written notice without cause.

4. Compensation. As compensation for the services rendered pursuant to this Agreement, the City of Beacon shall pay the Contractor at the hourly rate of \$85 per hour, with the total number of hours projected to be approximately 40 hours per month for 12 months. Prior to commencing work, the City of Beacon shall pay the Contractor a retainer payment equal to the first month of the expected number of hours to be performed under this contract (\$3,400). Choice Words will then invoice the

City of Beacon monthly for the hours to be worked each month until the contractual period has ended. If in performing its duties for the City of Beacon Choice Words exceeds 480 hours overall, Choice Words will bill the City of Beacon for the incremental increase in hours. Choice Words will not increase the hours beyond the scope of this agreement without first receiving written authorization from Anthony Ruggiero and/or appointed designees.

5. Expenses. During the term of this Agreement, the Contractor shall bill and the City of Beacon shall reimburse the Contractor and designated associates for all reasonable and pre-approved out-of-pocket expenses which are incurred in connection with the performance of the duties hereunder. The Contractor's approved travel time shall be billed at one-half (50%) of its hourly rate. Mileage shall be reimbursed at \$0.56 per mile traveled.

6. Confidentiality. The Contractor acknowledges that during the engagement it and its associates will have access to and become acquainted with information, records and specifications owned or licensed by the City of Beacon and/or used by the City of Beacon in connection with the operation of its business, including, without limitation, the City of Beacon's business, accounts and procedures. The Contractor agrees that it and its associates will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the City of Beacon.

7. Conflicts of Interest. The Contractor represents that it is free to enter into this Agreement, and that this engagement does not violate the terms of any agreement between the Contractor and any third party.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

The City of Beacon

By : \_\_\_\_\_  
Anthony Ruggiero  
Administrator

Choice Words LLC

By : \_\_\_\_\_  
Steve Densmore  
President

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

Resolution Authorizing and Agreement with John Clarke Planning and Design for Planning Services for 2021

**ATTACHMENTS**

Resolution Authorizing and Agreement with John Clarke Planning and Design for Planning Services for 2021

City Planner Contract



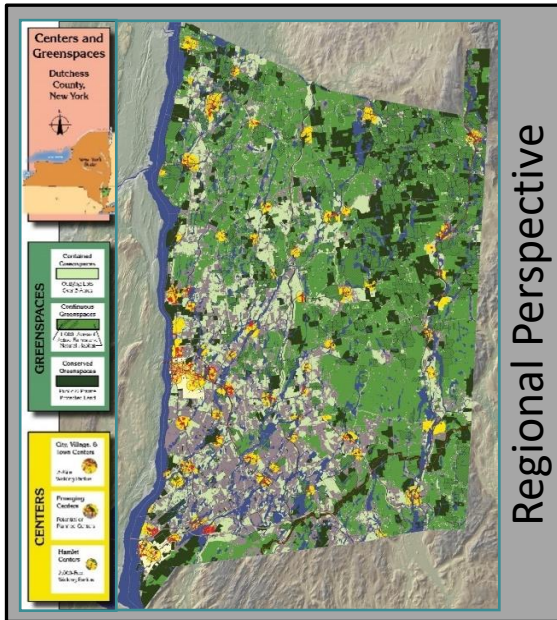
**CITY OF BEACON  
CITY COUNCIL**

Resolution No. \_\_\_ of 2021

**RESOLUTION AUTHUROZING AND AGREEMENT WITH JOHN CLARKE  
PLANNING AND DESIGN FOR PLANNING SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes an agreement with John Clarke Planning and Design for Planning Services for the year 2021.

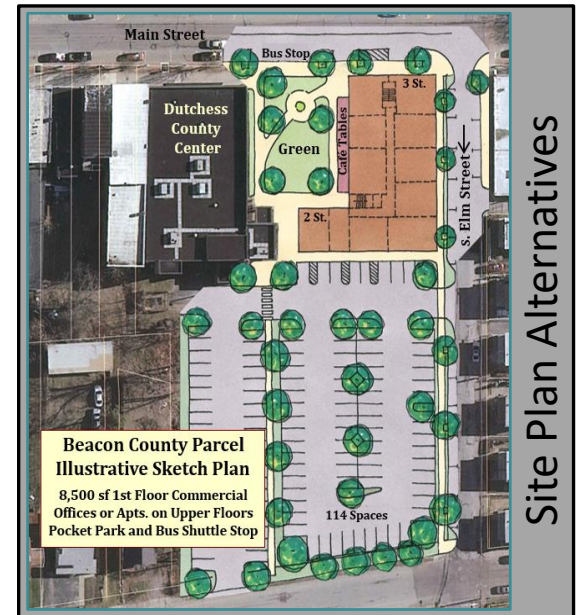
| <b>Resolution No. ____ of 2021</b>         |        |                           | <b>Date: <u>January 4, 2021</u></b>   |    |         |                                       |        |
|--------------------------------------------|--------|---------------------------|---------------------------------------|----|---------|---------------------------------------|--------|
| <input type="checkbox"/> Amendments        |        |                           |                                       |    |         | <input type="checkbox"/> 2/3 Required |        |
| <input type="checkbox"/> Not on roll call. |        |                           | <input type="checkbox"/> On roll call |    |         | <input type="checkbox"/> 3/4 Required |        |
| Motion                                     | Second | Council Member            | Yes                                   | No | Abstain | Reason                                | Absent |
|                                            |        | <b>Terry Nelson</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>Jodi McCredo</b>       |                                       |    |         |                                       |        |
|                                            |        | <b>George Mansfield</b>   |                                       |    |         |                                       |        |
|                                            |        | <b>Amber Grant</b>        |                                       |    |         |                                       |        |
|                                            |        | <b>Air Rhodes</b>         |                                       |    |         |                                       |        |
|                                            |        | <b>Dan Aymar-Blair</b>    |                                       |    |         |                                       |        |
|                                            |        | <b>Mayor Lee Kyriacou</b> |                                       |    |         |                                       |        |
|                                            |        | <b>Motion Carried</b>     |                                       |    |         |                                       |        |



# City of Beacon Planner Proposal

## September 4, 2020

**John Clarke Planning and Design, LLC**  
25 Beech Street, Rhinebeck, NY 12572  
845.797.4152 jclarkeplandesign@gmail.com



Mayor Kyriacou and City Council Members:

Beacon is one of my favorite places in the Hudson Valley. To me, it is an exemplary small-town city set in a nest of natural beauty. Working as Dutchess County's lead planner for Beacon since the mid-1990s and as City Planner for the last four years, I have witnessed a remarkable transformation. Once empty buildings have been reclaimed for active uses and Main Street sidewalks have come alive with more storefront businesses, new residents, and outside visitors. Land that was cleared 40 years ago during the Urban Renewal period is finally being rebuilt, and the link between Main Street and the Station is being restored.

My work with the County gave me an extensive range of experience, allowing me to interact with many municipalities and state agencies. I have also served as a Planning Board member for my home village for 19 years. I have found that working directly with the City Council and Beacon Planning Board, from beginning concepts to the completion of projects, has been very satisfying. The local level is where final decisions are made and the responsibilities for community improvements are most evident.

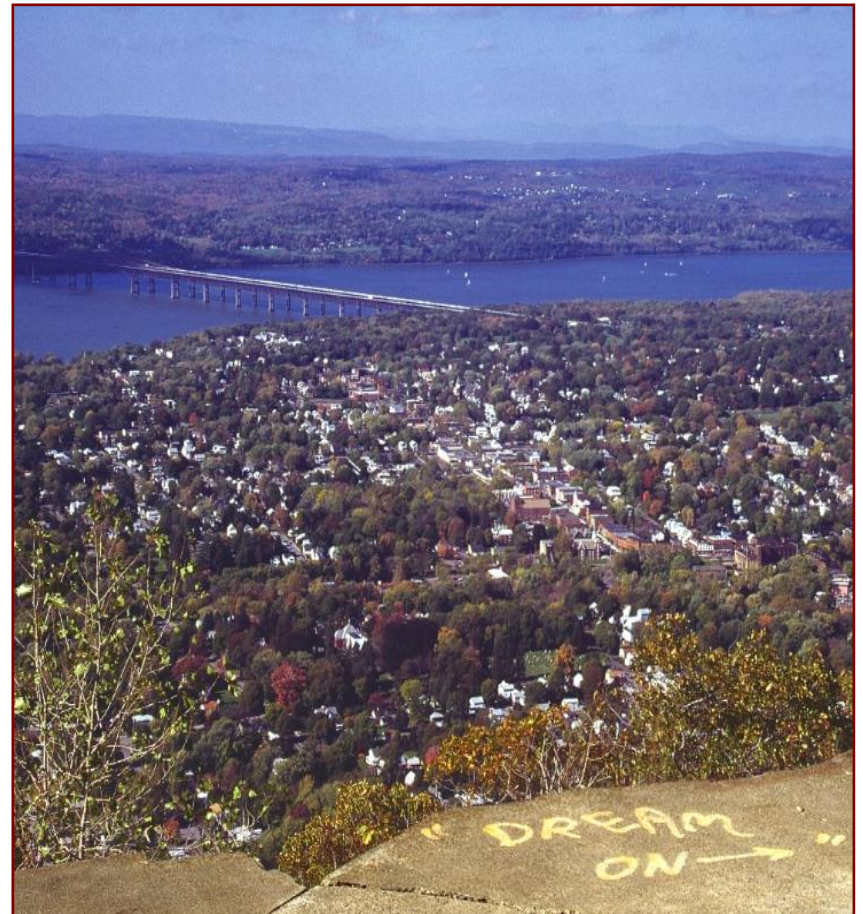
So having retired from county service, but not nearly ready to retire, becoming Beacon's consulting planner has been an ideal position. My broad background in planning, form-based codes, urban design, and historic preservation has been a good fit for the City.

I have turned down multiple consulting job offers over the last few years and decided to work exclusively for Beacon, so I am available to the City in any capacity that is needed. My goal is to help Beacon build on its recent success stories and make the City a better place to live.

Thanks for your consideration and I look forward to working with you in the future.



John Clarke Planning and Design, LLC



## Regional and Countywide Experience

To be fully competent and creative, a City Planner needs a broad regional perspective. That means understanding the history, land use, and ecological systems of the Hudson Valley, how to work with the county and neighboring communities, how to interact with state agencies, and how take advantage of available outside funding sources.

### County Background

I had 30 years of experience with the Dutchess County Department of Planning and Development, working at all levels from regional planning initiatives and neighborhood-scale plans to site design alternatives. I was originally hired to coordinate a three-year study of Dutchess County's historic resources, then to work on environmental reviews for municipalities all over the county as part of the federally-funded Community Development program.

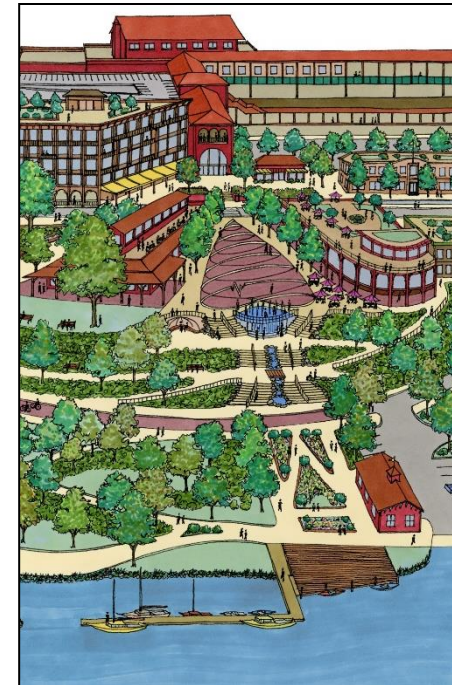
While still working full-time in the early 1990s, I attended night classes at Pratt Institute in Brooklyn, receiving a Master of Science in Urban Design degree with the 1994 Department of Graduate Architecture Certificate of Excellence in Urban Design. With this distinctive training in urban design, I was assigned as the department's lead planner for the cities of Beacon and Poughkeepsie. In 1999 I was promoted from Senior Planner to Development and Design Coordinator, a unique civil service title in the region created to reflect my specialty design skills.

Over the years, I have literally worked with and prepared plans for every city, town, village, and major hamlet in the county, including:

- Wrote Comprehensive Plans for the Village of Rhinebeck and the towns of Clinton, Dover, Pleasant Valley, and Poughkeepsie;
- Facilitated adoption of a new zoning law for the Town of Clinton and form-based code amendments for the City of Poughkeepsie Waterfront-Transit Oriented District and the Beacon Central Main Street and Linkage districts;
- Worked on or led multiple transportation planning projects for the Poughkeepsie-Dutchess County Transportation Council, such as pedestrian-oriented design plans for Rhinebeck, Hyde Park, Millerton, and Pine Plains;
- Directed major place-based plans, such as the City of Poughkeepsie Transportation Strategy, the LaGrange Town Center, and the Poughkeepsie Waterfront Redevelopment Strategy.

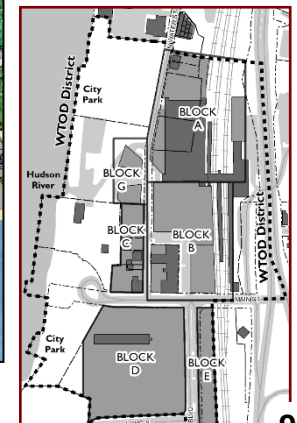


*Worth Walking Plan for Rhinebeck Village reimagined the Post Office and Beekman Arms front yards as a unified village green, proposed a new infill building on the corner, and extended curbs to shorten crosswalks at the main intersections.*



**Poughkeepsie Waterfront Redevelopment Strategy**

*Sketch shows a new hotel, park plaza flanked by a public market and cafés, and a grand stairway on the path from the Railroad Station to the riverfront. The City also adopted a form-based code with specific standards for the Waterfront-TOD District.*



My main role at the department was to interact with municipalities, local boards, and developers on specific design-related issues, from community streetscape plans to detailed site design alternatives. In later years I supervised the Planning Section, including work programs, training, budgeting, and, most importantly, coordinating the county referral program. I reviewed all the major site plans, special permits, variance requests, and proposed zoning changes with the planning staff and helped to formulate the county recommendation letters. When appropriate, I would attach site plan sketches to illustrate design suggestions for the board and applicant on building configuration, parking lot layout, or supplemental landscaping.

## Regional Activities

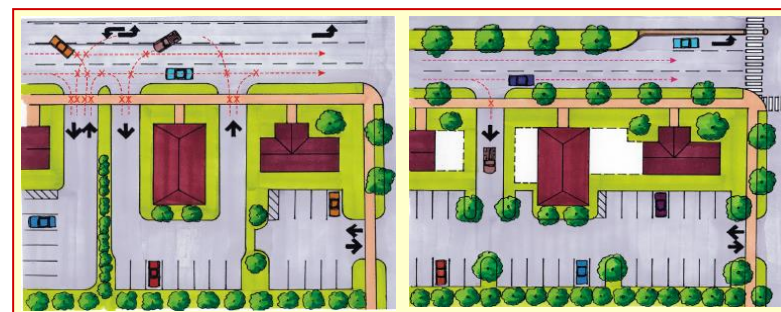
In the late 1990s, we were asked by the New York State Greenway Council to prepare the first countywide Greenway plan, becoming a model for the Hudson River Valley region. I managed the project and was the principal author of *Greenway Connections*, *Greenway Compact Program* and *Guides for Dutchess County Communities*, which subsequently received a New York State Planning Federation award. I was in charge of Greenway coordination with the State, adjacent counties, and the 29 of 30 municipalities in Dutchess County that have voluntarily joined the Greenway Compact by cross-referencing *Greenway Connections* in their zoning and subdivision regulations.

Dutchess County's Greenway successes over the last 15 years include:

- Contributed to the protection of over 3,400 acres of priority greenspaces through the county's open space and farmland protection program;
- Built new regional trail systems, including the Harlem Valley Rail Trail, segments of the Hudson River Greenway Trail, Dutchess Rail Trail, and connections to the Walkway Over the Hudson;
- Created Quiet Cove Riverfront Park, a new park along the Hudson River;
- Encouraged a majority of Compact communities to undertake revisions to their comprehensive plans and zoning laws, consistent with the Greenway principles and guidelines; and
- Dutchess County communities have received almost \$2 million in Greenway-related grants.



Centers and Greenspaces vision map for Dutchess County



Greenway Guide image shows that sharing driveways and parking and channeling left turns can ease congestion, drastically reduce potential accident points (x), add parking, and make space for business expansion.

The most effective tools in *Greenway Connections* are the Greenway Guides, illustrated guidelines on specific subjects that were designed to be used as references for local boards, but have also been copied in planning documents all over the country. The Greenway Guides supply good planning advice and illustrate practical solutions on a variety of issues to help local officials with everyday decisions, highlighting some of the best examples of effective designs and case study success stories from Dutchess County. I composed and helped to illustrate almost all of the Greenway Guides.

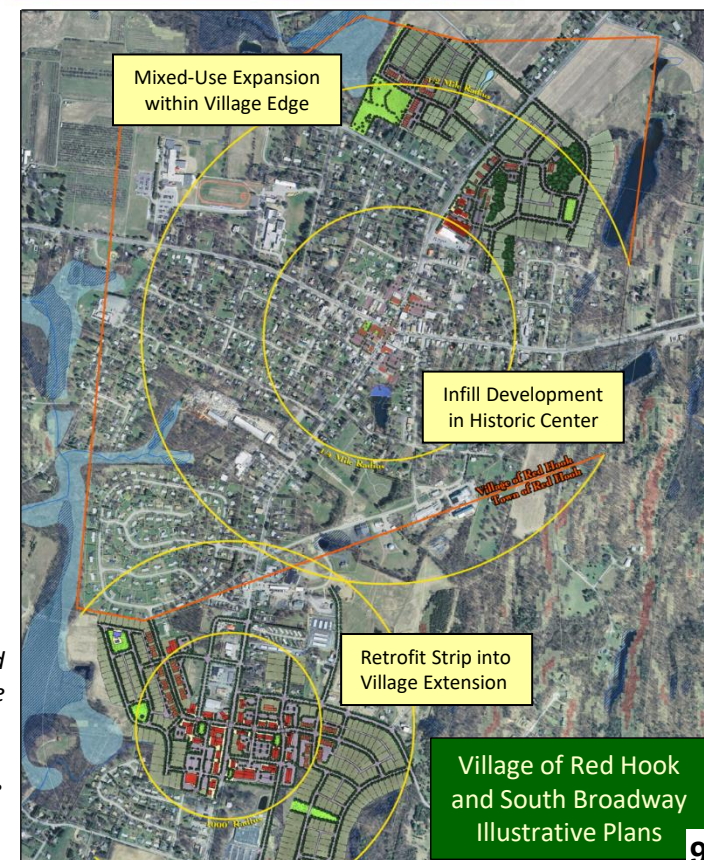
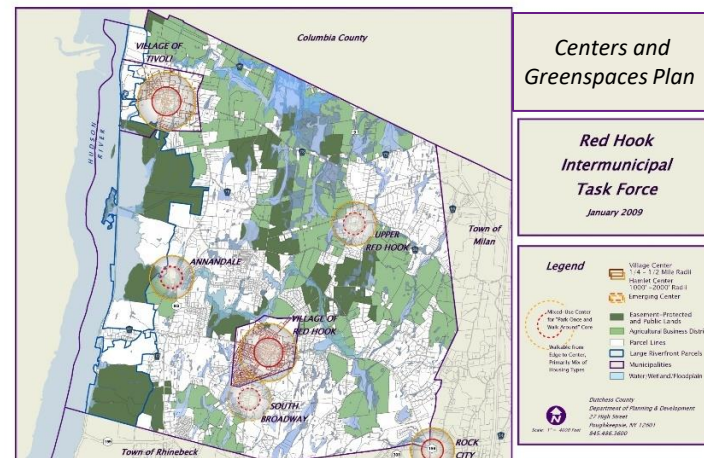
I also designed the Department's innovative Centers and Greenspaces initiative, which was incorporated into a Greenway Guide with countywide and regional influence. This approach integrates land use, transportation, and ecological planning to help implement Greenway principles in local plans and prevent commercial strip and residential sprawl patterns. Simplified mapping methods encourage municipalities to specifically identify natural and agricultural greenspaces for possible future protection, balanced by priority growth centers with positive smart growth potential.

Centers and Greenspaces strategies and mapping were first applied in the town plans for Rhinebeck, Pleasant Valley, and Poughkeepsie and the 2007 City of Beacon Comprehensive Plan. They were most fully implemented in the Town of Red Hook intermunicipal plan and zoning, which won awards from the New York State Planning Federation and the Pace Land Use Law Center.

I was an original Charter-signing member of the Congress for the New Urbanism, a national organization of architects, planners, design professionals, developers, businesspeople, government officials, and interested citizens who promote well-designed, walkable cities and neighborhoods. I was on the Board of Directors of the New York CNU Chapter for eight years and also taught an "Urban Planning in Practice" course for multiple years in the Vassar College Urban Studies program.



Since the Red Hook Intermunicipal Plan was adopted in 2011, almost 1,000 acres of agricultural land have been protected. Also, through incentive zoning, the first major development (see photo to left) in the Traditional Neighborhood District next to the Village contributed \$660,000 to the Town's purchase of development rights fund for additional farmland.



## GREEN INFRASTRUCTURE

**Manage rainwater runoff near its source to emulate the area's pre-development hydrology, using green infrastructure practices that allow rainwater to percolate into the soil.**

Green Infrastructure, also known as low impact development, light imprint, or environmentally sensitive design, is used to avoid or minimize the impact of rainwater runoff on the environment, especially upon wetlands and water bodies located downstream from development. New buildings, streets, and parking lots introduce impervious surfaces and modify the existing ground cover and vegetation, thereby accelerating runoff, increasing flooding, and intensifying the amount of pollutants and sediment that drain to water sources.

The conventional approach to handling increases in runoff is to use storm drains and pipes to convey the runoff to a detention pond or nearby waterbody. This not only modifies the natural water cycle of the land, it involves highly engineered solutions that are expensive to construct and maintain. A much better approach is to replenish the groundwater by retaining the hydrologic cycle as close to the natural pre-development state as possible.

The New York State Stormwater Management Design Manual provides guidance on implementing and designing Green Infrastructure techniques. Under the New York State Stormwater Pollution Discharge Elimination System (SPDES), Green Infrastructure methods are required for new development that will disturb one acre or more of soil, but these best practices should be implemented for projects of any size and redevelopment projects.



*Bioretention swale at Marist College collects runoff from the parking lot, absorbs and filters rainwater, and includes an overflow grate for any flooding.*



*Green roof with greenhouse and vegetable gardens at New York City school reduces runoff and provides students all-season, hands-on ecological education.*

Mark V. Morreim | Landscape Architecture

## Green Infrastructure Principles:

**Conserve existing natural land.** Reuse of sites and buildings in developed places saves farmland, woods, wetlands, and natural drainage systems.

**Promote compact development.** For example, building at an average of eight dwelling units per acre rather than one unit per acre consumes far less land, creates fewer roads and parking lots, and can reduce impervious surfaces in the watershed by 60% and overall runoff per dwelling by 74%.

**Take advantage of existing site features.** Existing trees, well-drained soils, and natural drainageways may be used to emulate the pre-development hydrology, fit development into the site, and reduce infrastructure costs.

**Minimize new impervious surfaces.** Less impervious area means less runoff treatment, so avoid excessive paving, road widths, and parking lots.

**Absorb stormwater near the source.** Provide the maximum level of on-site infiltration that is feasible, given the constraints in the area.

### Green Infrastructure Techniques:

**Green roofs** absorb rainwater with lightweight soils and plantings or they can be used to grow food in urban areas.

**Roof downspouts** should be directed to rain barrels, cisterns, yards, or planted areas, not stormwater pipes or impervious driveways and roads.

**Rain gardens** are small landscaped depressions that gather and infiltrate rainwater, usually planted with native, ornamental vegetation.

**Bioswales** are linear vegetated ditches along roads and parking lots, used for infiltration instead of conventional curbs and storm drain systems.

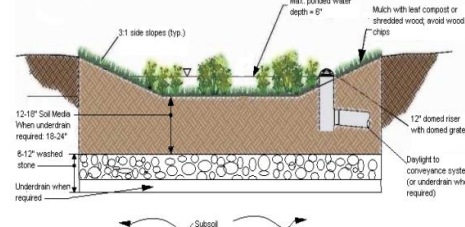
**Stream daylighting** replaces sub-surface pipes with an open stream to improve water quality, increase flood storage, and provide wildlife habitat.

**Dry wells and infiltration chambers** are underground storage structures, often used under parking lots on smaller parcels or in urban locations.

**Planting trees** is an effective way to soak up rainfall. In urban areas they can be used in planter boxes along sidewalks, roads, and parking lots.

**Planted curb extensions** are landscaped areas extending into parking lanes to absorb road runoff, provide space for street trees, and slow traffic.

**Permeable pavement**, including porous concrete and asphalt, pavers, and open block systems, allow water to pass through into a gravel base below.



*Profile of a typical rain garden from the New York State Stormwater Management Design Manual, August 2010*

**Sources:**

Rutgers Cooperative Extension, *An Introduction to Green Infrastructure Practices*, Fact Sheet FS1197, December 2012  
USEPA, *Using Smart Growth Techniques as Stormwater Best Management Practices*, December 2005

### Local Case Study: New York State Parks Taconic Region Headquarters in Staatsburg, Hyde Park

The park offices received the highest level of green building certification by incorporating a full range of energy and cost efficient features, such as low-flow water fixtures, geothermal heat pump system, solar panels, and model green infrastructure techniques.



*Adaptive reuse of a vacant 1930s school building in the National Landmark Hudson River Historic District.*



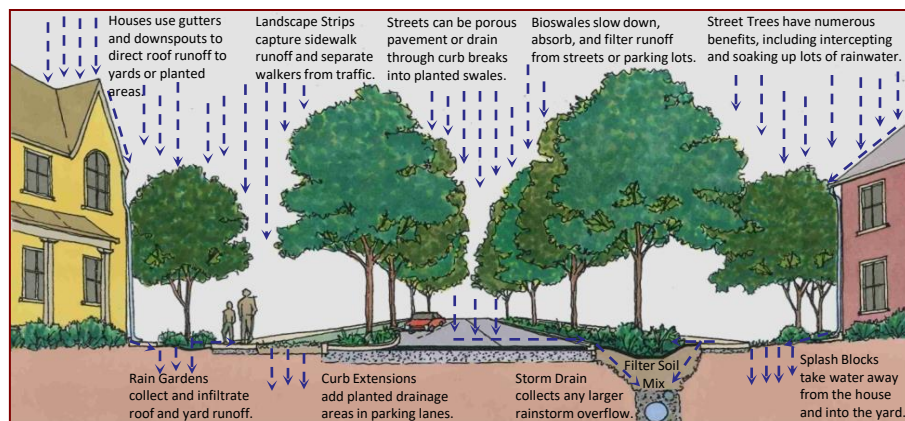
*Underground pipe converted back into a stream, pond, and native vegetation for natural drainage and riparian habitat*



*Rain garden built into a planter box at the building entrance.*



Permeable pavement and brick pavers in the parking lot with reinforced grass overflow parking to the rear.

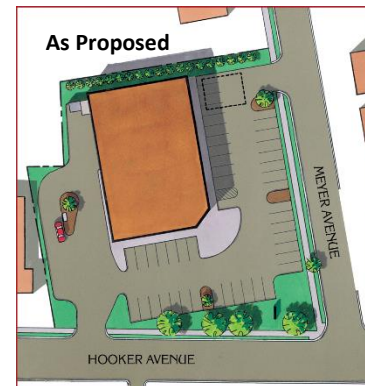


## Site Review and Design Experience

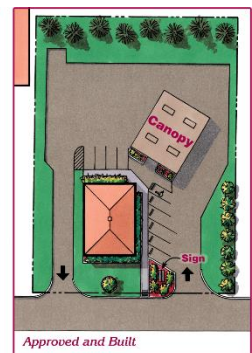
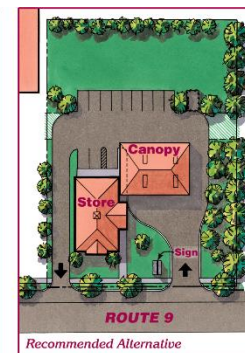
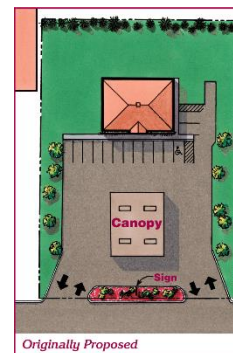
The Dutchess County Department of Planning and Development received around 500 to 600 local referrals every year. As lead planner for multiple communities, and in later years a supervisor of the entire referral process, I have reviewed thousands of site plans, special permits, variance requests, proposed plans, and zoning amendments and have submitted recommendations to local boards on all possible planning issues. I prepared comments on numerous environmental impact statements and other SEQRA documents. I am very familiar with best practices in the field.

Beyond this wide range of planning review experience, my specialties are design guidelines and site plan alternatives. Too many local boards in Dutchess County are purely reactive to submitted proposals, limiting comments to compromises on minor improvements or just giving in to poorly conceived plans because of the minimal standards in their law and the arguments from attorneys and engineers on the applicant's side. My preference is to provide stronger, more specific guidance in the adopted Plan and Zoning Law. By offering highly visual standards up-front, applicants will better understand what a community wants and be able to propose more compatible projects in the first application. This strategy helps to streamline the development review process for proposals that fit in with locally approved guidelines. Developers are also more likely to make investments that truly improve the community with a less confrontational, more transparent process.

I recommend that potential applicants meet with the board very early in the process. Pre-application sessions are the best opportunity to sketch site design alternatives and make architectural suggestions, before developers get locked into expensive, already-engineered plans. I have prepared hundreds of such sketches, showing possible site plan improvements that are consistent with the community's Comprehensive Plan principles and zoning standards. Many have been successfully adopted and made a dramatic difference. However, most came to the county too late in the process, after the local board had already committed to decisions that were too difficult to reverse. Working directly with the City's boards and applicants at the very beginning of the process would make the ability to sketch design options an invaluable addition to the process.

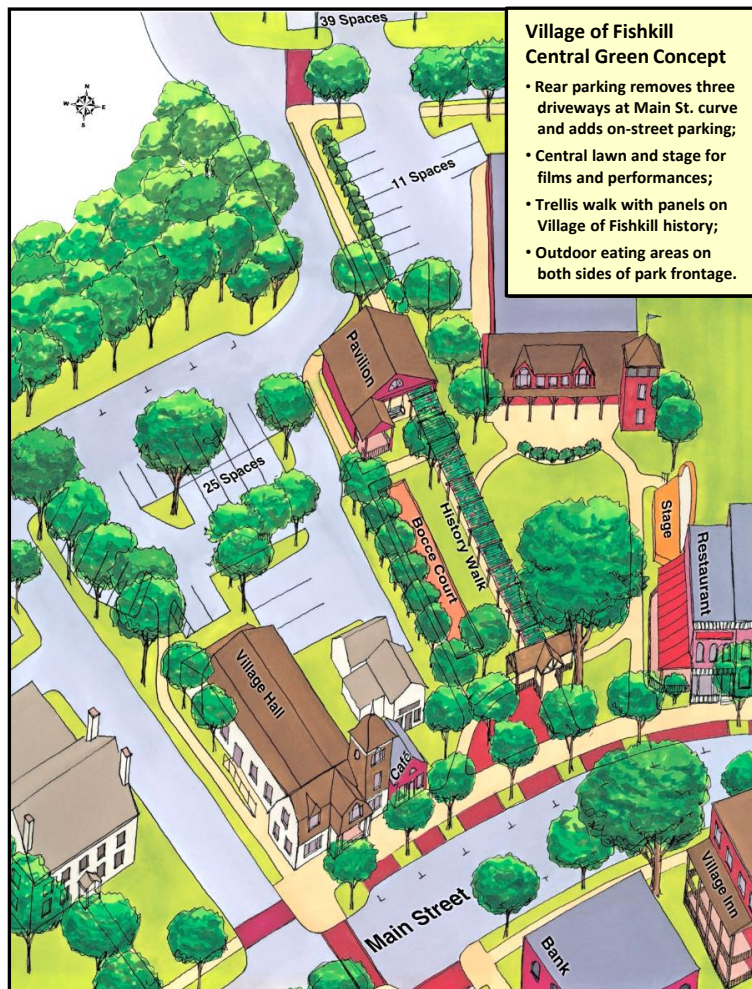


*Proposed drug store in the City of Poughkeepsie would have taken down a house and featured front yard parking. My alternative saved the house, placed the store along the sidewalk, and put the parking in a secondary position to the side.*

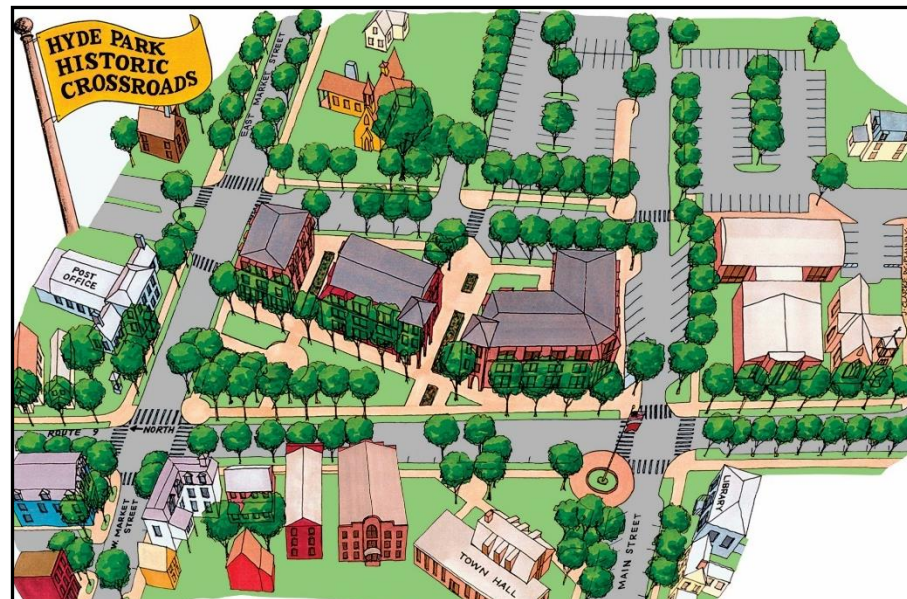


*Alternative drawing convinced Rhinebeck to put the convenience store in front and the pumps and parking toward the rear, flipping the typical gas station layout for the first time in the region.*





Three plans for inserting public greens in central places, incorporated into the Village of Fishkill Comprehensive Plan, the Crossroads Core zoning district in Hyde Park, and the Poughkeepsie Town Plan.



### Rebuilding a Walkable Center

- Create corner park to visually link the FDR-era Post Office and Library;
- Frame park with mixed-use buildings;
- Add on-street parking and street trees to slow cars and protect pedestrians;
- Place shared parking behind buildings.

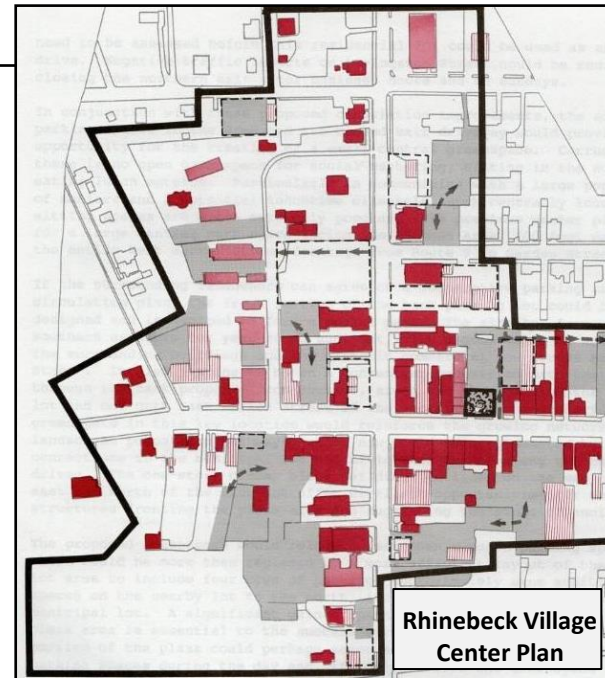


## Planning Board Experience

I have worked directly with many Planning and Zoning Boards, providing advice from the County and Greenway perspectives. However, as a member of the Village of Rhinebeck Planning Board for the last 19 years, I fully appreciate the local viewpoint as well. Rhinebeck had a rotating leadership system, so I also served as Board Chair for several years.

Before joining the Planning Board, I wrote the Village of Rhinebeck Plan, so now as an active board member, I have had the opportunity to help implement many of the plan's proposals. I prepared the original version of the Historic District Overlay district, which was adopted in 2011 to finally provide design standards for the extensive Village Historic District. The entire Village Center is in the National Register Historic District, so our board has extensive experience working with applicants on architectural compatibility and community character issues. I also served on the Village's Zoning Committee, updating the 2001 Village Zoning Code.

As in my county work, I am not hesitant to offer site design suggestions or sketch out possible alternative designs. I believe it is the job of board members to fully represent the best long-term interests of the municipality and insist on wholesale changes if the proposals are not consistent with the community context and the stated purposes and standards in the adopted Plan and Zoning Code.



*The Rhinebeck Village Center Plan showed historic buildings in red, compatible buildings in pink, and incompatible ones striped. The Plan identified nine sites for infill buildings. Over half of them have since been filled-in or transformed into a more compatible form.*



*Recently proposed retail/hotel building on one of the parking lots identified for infill development.*

*A large car lot was replaced by this mixed-use building, its scale and architecture consistent with the adjacent historic building to the south.*

## Beacon Experience

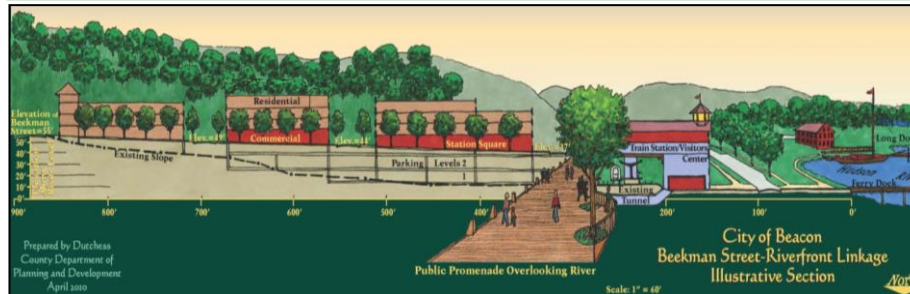
I was the County's lead planner for Beacon since the mid-1990s, answering questions about the City from the public, working with business owners and potential developers, and responding to requests from city officials. I helped to prepare the winning nomination for the intense state competition to find a site for the Rivers and Estuaries Center, now the Beacon Institute. I was a member of the Beacon Transportation Linkages Committee and the group working with the City and Metro-North, trying to create positive changes for the area currently dominated by dead-all-day parking lots around the Train Station. I prepared streetscape designs for the Chamber of Commerce's successful application for a sizable state Main Street improvement grant.

I was an active participant in the 2007 Comprehensive Plan process, providing assistance to the project committee and consultants and contributing maps and design drawings that were included in the Plan's appendix. My Beacon Centers and Greenspaces map highlighted major greenspaces, trails, and centers defined by walking distances. It also identified prime redevelopment opportunities and a series of locations for public green spaces and transit stops, connecting the riverfront and Train Station with Main Street east to Fountain Square. More detailed drawings illustrated what a new Station Square might look like and how to replace the large parking lot frontage at the County Center on Main Street with a compatible new building and a public park.

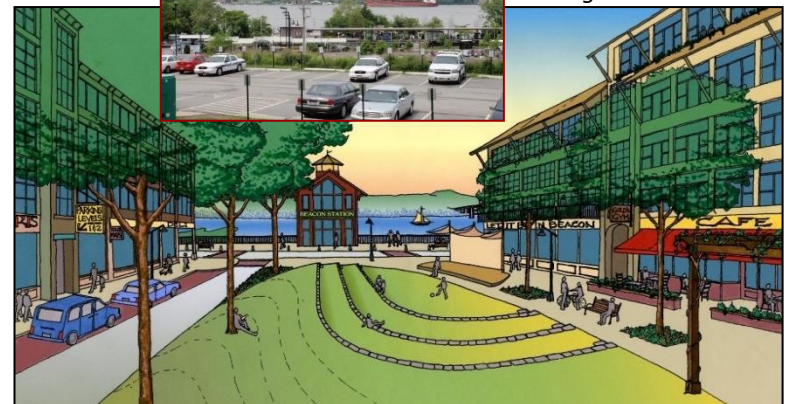


*Design for Chamber of Commerce Main Street grant request showing:*

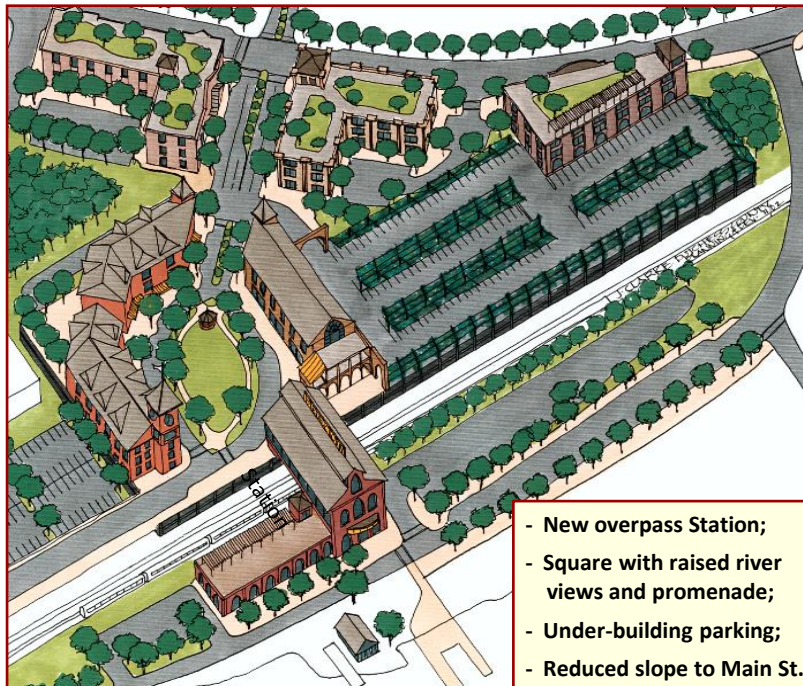
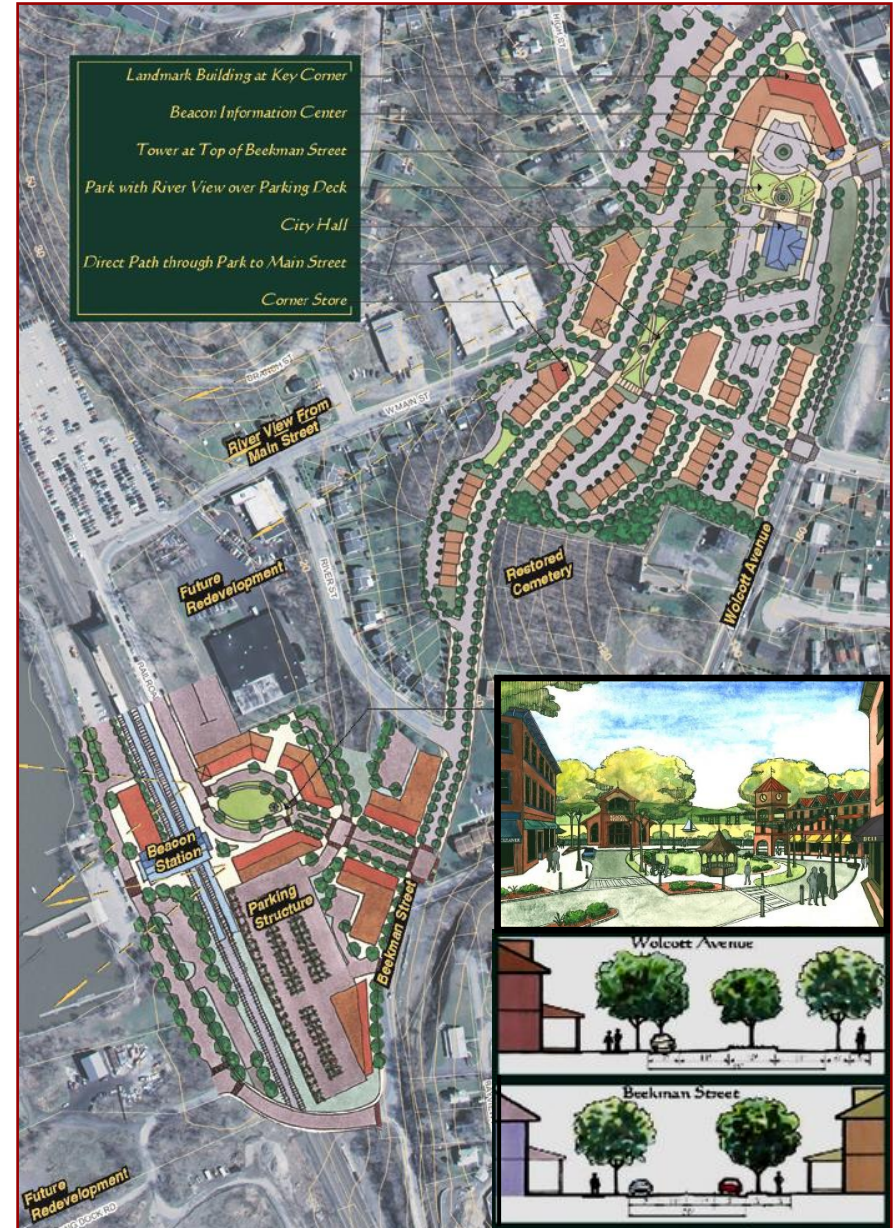
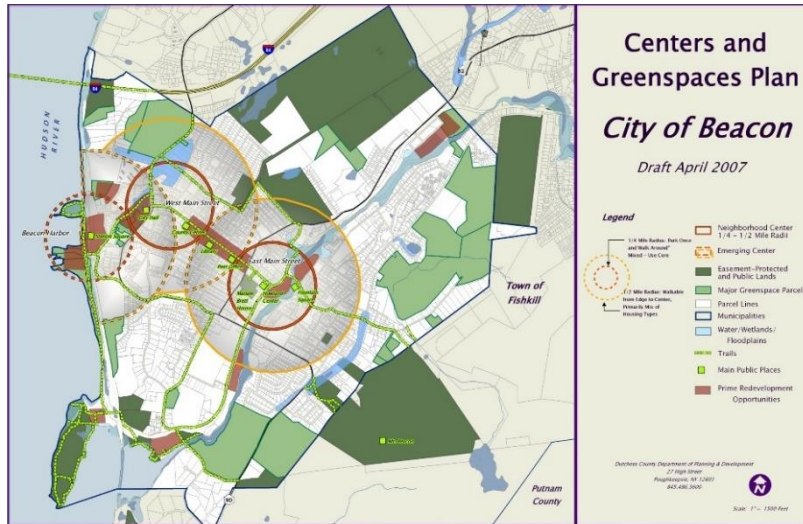
- reorganized parking lot;
- wider store sidewalk;
- frontage rain garden with row of shade trees.



*Existing River View*



*2009 drawings show a new Station and overpass, parking hidden below buildings, elevated Station Square, and promenade with extensive river views, creating a direct and relatively level walk to Beekman Street.*



Centers and Greenspaces map and illustrative sketches from 2007 Comprehensive Plan process, showing infill buildings linking the Train Station up to Main Street.

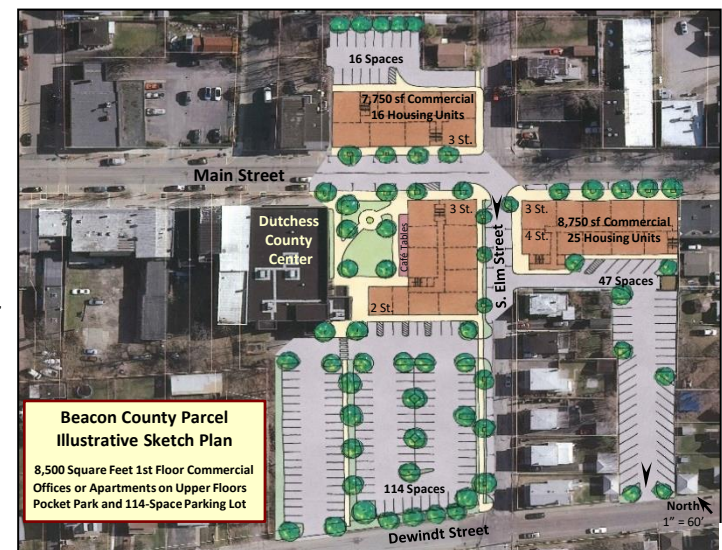
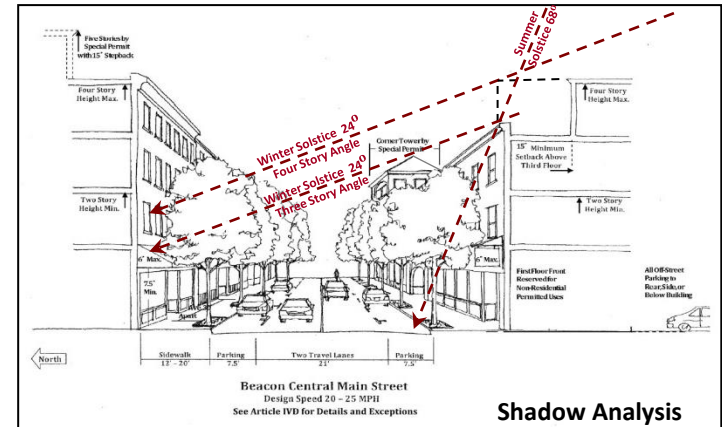
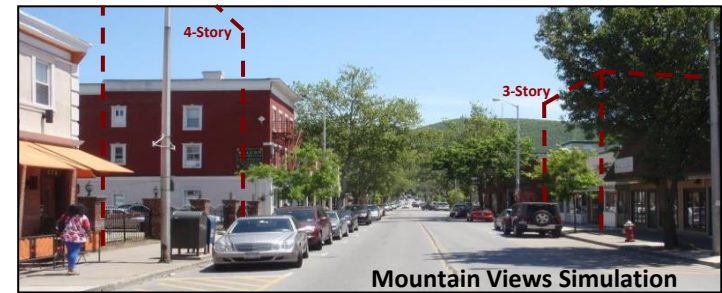
The City appointed the Central Main Street Linkage Committee in 2012 to rezone high priority redevelopment areas, as recommended in the Comprehensive Plan. Joel Russell, a land use attorney from Massachusetts, was hired to draft the amendments. I drafted the original mission statement for the Committee and, because of the limited nature of Joel's contract, I worked with the Committee Chair to help facilitate the public presentations, documentation of existing and historic conditions, work meetings, and revision process.

When questions were raised at the initial public meetings about the disruption of mountain views from taller buildings, I assembled a block-by-block photo-simulation analysis of the impacts from three- to four-story building heights. When other questions emerged about the shadows from four-story structures along the south side of Main Street, I produced a sketch showing shadow limits from the summer and winter solstices and a method to minimize shadows and apparent building heights by stepping back the top story 15 feet. This solution for a top story step-back was included in the final Central Main Street and Linkage districts, as were my streetscape sketches to illustrate the standards.

Joel drafted the overall zoning amendments, but asked me to write the Design Standards for the two districts. I also prepared two pages of annotated photos of Beacon buildings and other compatible structures to graphically demonstrate the individual standards. My original drawings from the Comprehensive Plan of potential Main Street and Linkage area infill buildings were also included in the final zoning amendments as Illustrated Sketch Plans.

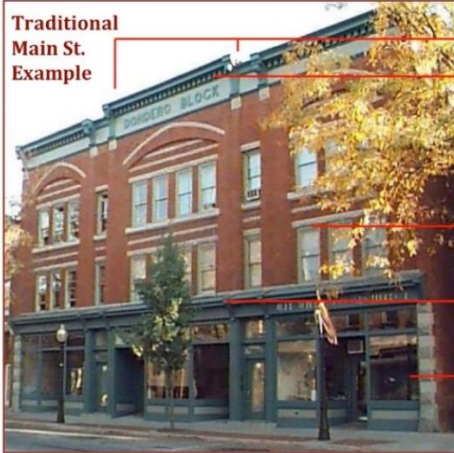


*Main Street sketch from 2007 Comprehensive Plan to left illustrated potential infill ideas. After adoption of the Central Main Street district, the concepts to right added potential height, square footage, and parking counts for the County Center parcel and adjacent properties.*



# Photo-Illustrated Design Standards for the Central Main Street and Linkage Zoning Districts

**Traditional Main St. Example**



Façade and roof line breaks at intervals of no more than 35'

Top floor cornice feature

Bay windows, balconies and open porches may encroach up to 4' over the sidewalk

Primary window proportions greater in height than in width

Secondary storefront cornice or first floor articulation

Commercial first floor facing Main Street

**More Modern Example**



## Design Standards Consistent Examples



Wood, brick, stucco, stone, or fiber-cement siding and trim recommended

Metal, glass, or canvas-type awnings and canopies or projecting signs may encroach up to 6 feet over the sidewalk above 7 feet

Street trees planted on average 30' - 40' apart

Commercial buildings shall have at least 70% glass on first floor facades between 2' and 10' above the sidewalk



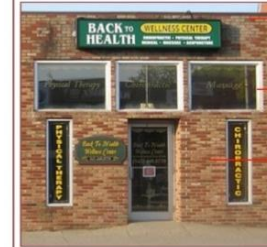
## Design Standards Inconsistent Examples



Two-story minimum required, allowing second floor occupancy

Architectural features and windows should be continued on all sides, avoiding any blank walls

Vinyl, aluminum, or sheet metal siding or sheet trim shall not be permitted



Buildings should have a top floor cornice feature

Primary window proportions shall be greater in height than in width

Commercial buildings shall have at least 70% glass on the first floor facade



Vinyl and aluminum awnings shall not be permitted

## Design Standards Consistent Examples



Wood, brick, stucco, stone, or fiber-cement siding and trim recommended

Bay windows, balconies and open porches may encroach up to 4' into the setback

Required landscaping between the sidewalk and building to enhance the streetscape



In the Linkage District, a setback of at least 15' behind the façade above the third story

Primary window proportions greater in height than in width

Secondary cornice or first floor articulation

Residential buildings shall have at least 30% glass on first floor facades



Top floor cornice feature

Façade and roof line breaks at intervals of no more than 35'

Street trees planted on average 30' - 40' apart

Metal, glass, or canvas-type awnings and canopies may encroach up to 6 feet over the sidewalk above 7 feet

## Beacon City Planner

I was appointed consulting City Planner in September of 2016, during the Comprehensive Plan Update process. I provided assistance to the consulting planners, BFJ Planning, and professional advice to the Plan Committee. My original 2007 idea for a series of public pocket parks extending from the Train Station to Fountain Square and integrated with civic buildings and transit stops was featured in the 2017 Plan Update. My concepts for a new Station with walkway overpass, elevated promenade frontage, and mixed-use development over structured parking, which would level the walk up to Beekman Street, was also included in the Plan and the revised Waterfront Development district.

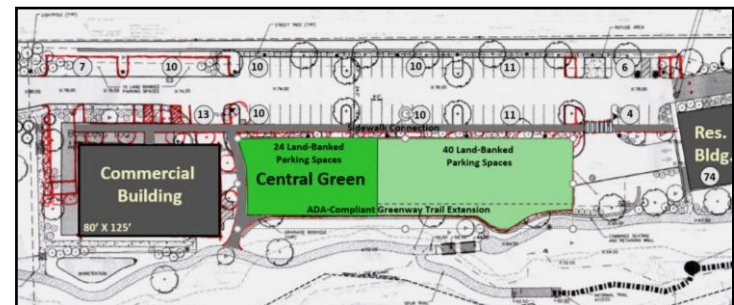
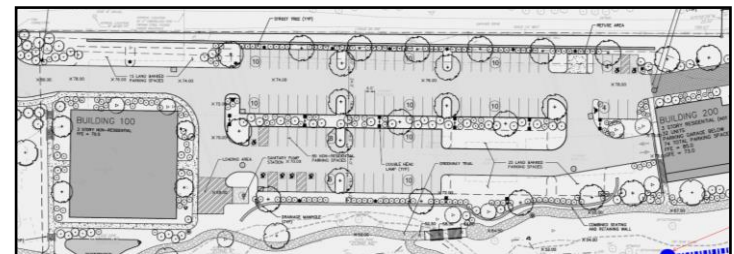
Since 2016, I have drafted or played a leading role for the City Council in many planning and zoning actions, including the following major initiatives:

- **Affordable-Workforce Housing** code revised;
- **CMS district** expanded and zoning standards amended;
- **FCD district** updated and new illustrated design standards added;
- **Complete Streets** policies and implementation checklist adopted;
- **Lot Area per Dwelling Unit** reduced with deductions for natural features;
- **Build-Out Analysis** prepared, short- and long-term, for Water Supply Plan;
- **Use and Dimensional Tables** transformed and comprehensive set of text amendments adopted, including changes to Special Permit standards;
- **Linkage and Waterfront Development** districts amended;
- **Transition district** created, along with other Zoning Map changes;
- **Lighting, Building Heights, and Off-Street Parking** standards revised;
- **Climate Smart Analysis** completed of Comprehensive Plan and Zoning;
- **Historic Preservation** section amended with new design standards;
- **Historic Inventory Forms** prepared to place 35 buildings into HDLO zone;
- **Re-Opening Outside Guidelines for City of Beacon Businesses** prepared.

Another primary task as City Planner has been to review development proposals and make recommendations to the Planning Board and ZBA, working in concert with the City Engineer and Attorney. One of my strengths is the ability to provide not just written comments, but also alternative design concepts and sketches. As examples, for West End Lofts I insisted on changes to the proposed building and driveway location to open up designated views of the Hudson River from Wolcott Avenue, and for River Ridge I showed how a proposed central parking lot could be replaced by a central greenspace, again enhancing public river views.



*Conceptual site plan for parcels along Fishkill Ave, showing the City Council what a build-out under the draft Transition zone bulk regulations and parking standards might likely produce.*



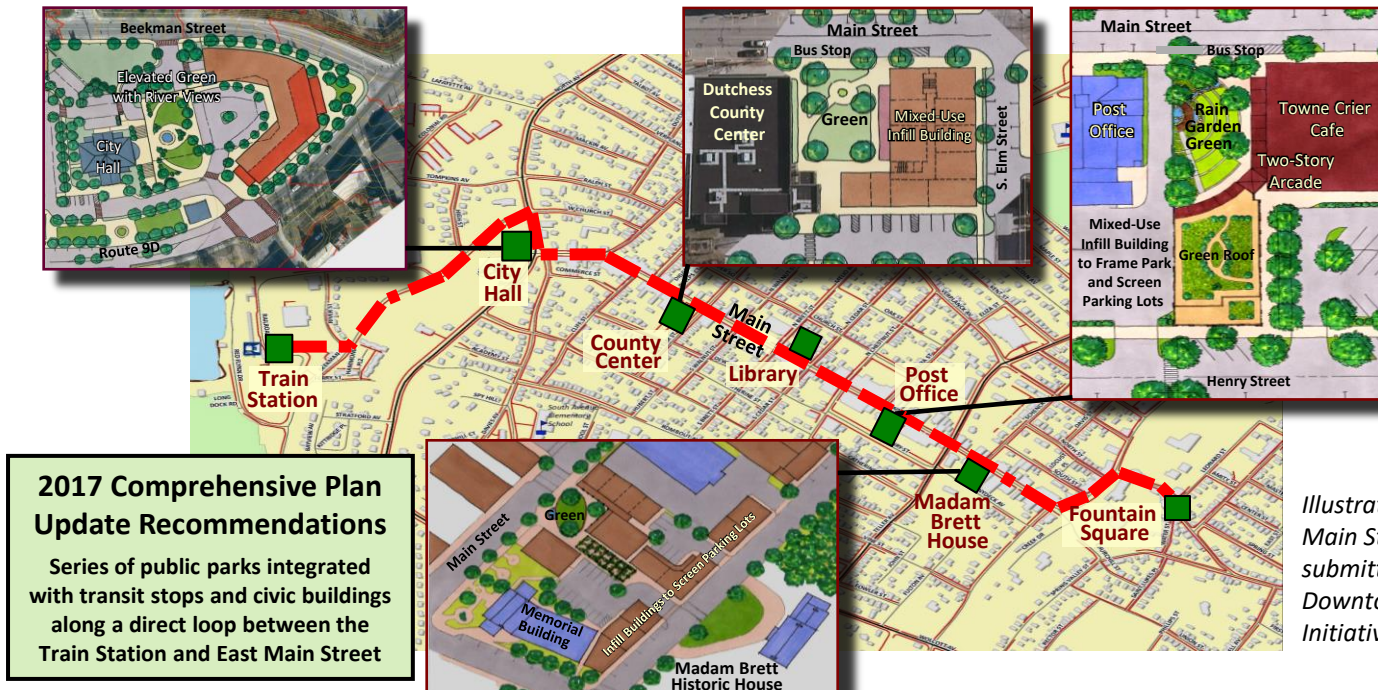
*The original 248 Tioronda proposal featured a large central parking lot between buildings. My sketch induced the applicant to relocate the loading area, create a central green overlooking the Creek, and add a connecting sidewalk and an ADA Greenway Trail extension.*

The work of the City Planner position requires a breadth of planning experience. I have a strong background in not only typical planning and zoning tasks, but urban design, architecture, transportation, form-based codes, historic preservation, and environmental issues.

As examples of the diverse range of projects I have worked on over recent years, I participated in the Natural Resources Inventory Committee meetings, offering suggestions on Greenways and other ecological concerns. I am providing technical advice and intersection design concepts for the Main Street Access Committee. I prepared presentations on recent planning and zoning progress earlier this year for the Community Forums. I also produced the *Re-Opening Guidelines for City of Beacon Businesses* in response to the recent pandemic. In past years I provided original designs and graphics as part of grant requests for the New York State Downtown Revitalization Initiative program.



Redesign plan for the Main Street - East Main Street intersection prepared this year for the Main Street Access Committee.



Illustrative sketch plans for Main Street public greens submitted as part of State Downtown Revitalization Initiative grant application.

### PLANNING AND DESIGN EXPERIENCE

#### Beacon City Planner, September 2016 – Present

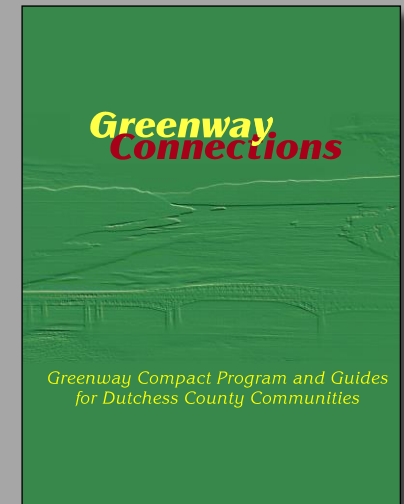
- Provided professional recommendations to the City Council and administration on planning policies, zoning regulations, grant applications, and development strategies.
- Worked closely with the Planning Board, Architectural Review Subcommittee, and City Engineer, reviewing proposed projects and offering technical recommendations and design alternatives.
- Advised the Council and Comprehensive Plan Committee on the 2017 Comprehensive Plan Update.
- Drafted revised zoning for the Fishkill Creek Development district with new design standards, as well as amended text and map changes for the Central Main Street and Linkage districts.
- Assisted the City Council to update the Affordable-Workforce Housing Law, adopt Complete Streets policy guidelines and checklist, and amend the Lot Area per Dwelling Unit section of the zoning code.
- Contributed to the Comprehensive Water Supply Study, evaluating past census trends and preparing both short-term and longer-term build-out projections.
- Prepared *Re-Opening Outside Guidelines for City of Beacon Businesses* after Covid-19 closures.
- Drafted revisions to the Historic Preservation section and prepared nomination forms for 35 buildings in the Main Street area to be included in the Historic District and Landmark Overlay zone.
- Completely revised the Use and Dimensional Tables as part of comprehensive amendments to the zoning text and map, including a new Transitional district.

#### Dutchess County Department of Planning and Development

Development and Design Coordinator, January 1999–November 2015

Senior Planner - Planner positions, April 1985–December 1998

- Authored and organized the award-winning *Greenway Connections*, the model Greenway Compact program with illustrated design guidelines for Dutchess County communities and the Hudson Valley.
- Created Department's innovative Centers and Greenspaces initiative, most fully implemented in the Town of Red Hook, which won awards from the NYS Planning Federation and Pace Land Use Center.



## Dutchess County Department of Planning and Development (cont.)

- Completed long-term community planning projects, including comprehensive plans for the Village of Rhinebeck and the towns of Clinton, Dover, Pleasant Valley, and Poughkeepsie.
- Wrote and illustrated more than a dozen Department publications, including issue-oriented newsletters and an affordable housing booklet, *Housing Designed to Build Neighborhoods*.
- Coordinated 3-year countywide survey project, documenting all significant historic resources.
- Prepared numerous public presentations on planning issues, including statewide and regional conferences, Planning Federation training courses, college classes, and design workshops.
- Directed and designed major place-based plans, including Poughkeepsie Waterfront Redevelopment Strategy, LaGrange Town Center, and City of Poughkeepsie Transportation Strategy.
- Facilitated adoption of form-based zoning codes, including City of Beacon Central Main Street and Linkage districts and City of Poughkeepsie Waterfront-Transit Oriented Development district.
- Designed a wide variety of alternative site plans for proposed developments and illustrative plans for centers, including pedestrian-oriented designs for Rhinebeck, Hyde Park, Millerton, and Pine Plains.

## Scenic Hudson, Inc., Historic Preservation Consultant, June 1984–April 1985

- Completed field surveys and archival research leading to three National Register Historic District nominations in the towns of Hyde Park and Wappinger.

## ASSOCIATED EXPERIENCE

- **Congress for the New Urbanism** Charter member and NY-CNU Board of Directors for eight years.
- **Vassar College Adjunct Lecturer**, teaching for more than 5 years in the Urban Studies program.
- **Village of Rhinebeck Planning Board** member for 19 years, including several years as Chair.

## EDUCATION

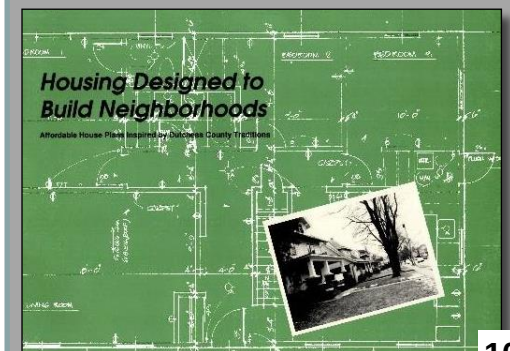
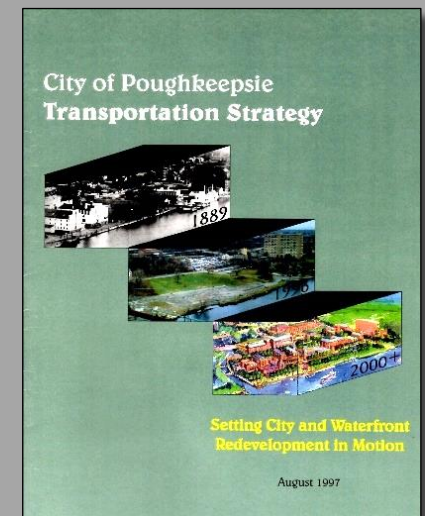
**Pratt Institute, Brooklyn, NY** Master of Science in Urban Design, May 1994

Department of Graduate Architecture Certificate of Excellence for Outstanding Merit in Urban Design

**Vassar College, Poughkeepsie, NY** Bachelor of Arts in Urban Studies, cum laude, May 1984

Phi Beta Kappa, General Honors and Department Honors

**University of Oregon, Eugene, OR** School of Architecture, September 1968 – June 1971



## Work Program and Fees

As a long-time County Planner and the consulting City Planner for the last four years, as well as a local Planning Board member for 19 years, my many years of experience in the field clearly qualify me for the Beacon City Planner position. I am fully competent to provide a high level of service for all the work items listed in the RFP's Scope of Services, including:

- Provide advise to the Planning and Zoning Boards on site plans, subdivisions, special permits, variances, SEQRA reviews, and other regulated activities and procedural requirements;
- Prepare written reports with recommendations on planning and development activities;
- Offer planning and design options and guidance on best practices;
- Provide technical services, as requested, to the City Council and other City officials;
- Produce studies and planning alternatives on special planning and zoning projects;
- Draft proposed amendments to the Zoning Code and update the City Zoning Map.

Over my career, I have prepared countless comment letters and written reports and have given hundreds of presentations to local boards and large public audiences.

I am not intending take on other planning work, so my schedule is very flexible and I can concentrate on Beacon's needs. I am available for night or day meetings with the City Council, Planning Board, other officials, consultants, and project applicants.

As a top-level professional in the field with specialty skills in urban design, I have set an hourly fee of \$125 per hour. I work as an individual consultant, keeping my overhead costs low and ensuring that the City of Beacon will get my personal attention. I understand that any administrative costs and customary overhead expenses will be covered by the basic hourly rate and that travel time is not to be reimbursed. I have carried the required levels of insurance since 2016.

My reputation for high-quality work, a strong record of creativity, and on-time, over-and-above performance is well earned and can be confirmed by talking to City staff, consultants, and Planning Board members or contacting the references provided. As always, I am open to any questions the City Council may have.

## References

Eoin Wrafter, Commissioner  
Dutchess County Planning and Development  
27 High Street, Poughkeepsie, NY 12601  
845.486.3600 Work  
ewrafter@dutchessny.gov

Roger Akeley, Former Commissioner  
Dutchess County Planning Development  
8 Cross Street, Camden, ME 04843  
207.390.1568 Cell  
rakaley@gmail.com

Mark Castiglione, Former Acting Exec. Director  
NYS Hudson River Valley Greenway  
Executive Director, Capital District Regional  
Planning Commission  
One Park Place, Suite 102, Albany, NY 12205  
518.453.0850 Work  
cdrpc@cdrpc.org

Meredith Robson  
Former Beacon City Administrator  
Ardsley Village Manager  
507 Ashford Avenue, Ardsley, NY 10502  
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Joel Russell  
Land Use Attorney and Planning Consultant  
25 Kensington Avenue, Northampton, MA 01061  
413.537.5942 Cell  
joel@joelrussell.com

**City of Beacon City Council Agenda**  
**01/04/2021**

**Title:**

City Council Meeting Minutes December 21, 2020

**ATTACHMENTS**

[City Council Meeting Minutes December 21, 2020](#)

**Regular Meeting**

These minutes are for the regular meeting of the Beacon City Council. Due to COVID-19 the City Council Meeting was held through video conference. The public was able to attend through video or telephone and were made aware via the City of Beacon website, [cityofbeacon.org](http://cityofbeacon.org). Please note that the video recording of this meeting is available at <https://vimeo.com/493872344>. Please take further notice that in accordance with New York State Governor Andrew Cuomo's Executive Order 202.1 the full transcript of this meeting is available upon request at City Hall Suite 1, 1 Municipal Plaza, Beacon NY 12508, or by calling 845 838 5010, or by emailing [cityofbeacon@cityofbeacon.org](mailto:cityofbeacon@cityofbeacon.org).

**Councilmembers Present**

Amber Grant, At Large  
George Mansfield, At Large  
Terry Nelson, Ward One  
Air Rhodes, Ward Two  
Jodi McCredo, Ward Three  
Dan Aymar-Blair, Ward Four  
Lee Kyriacou, Mayor

**Councilmembers Absent****Also Present:**

Anthony Ruggiero, City Administrator  
Nick Ward-Willis, City Attorney

**Public Hearing:**

Public Hearing to Receive Comment on Special Use Permit Application for 416-420 Main Street

- Motion to adjourn the Public Hearing to January 19, 2021 by Councilmember Rhodes
- Second by Councilmember Grant
- Motion passes 7 – 0

**Local Laws and Resolutions: Consent Agenda**

1. Resolution Authorizing A Dog Housing Control Agreement Between the City of Beacon and the DCSPCA
2. Resolution Setting a Public Hearing to Receive Comment on a Proposed Local Law to Amend Chapter 55, Section 16 of the Code of the City of Beacon Regarding Records Retention for January 19, 2021
  - Motion to pass the Consent Agenda by Councilmember McCredo
  - Second by Councilmember Grant
  - Motion passes 7 – 0

## **Local Laws and Resolutions**

1. Resolution Approving a Proposed Memorandum of Agreement Between the City of Beacon and the City of Beacon Firefighter's Association
  - Motion to pass the Resolution by Councilmember Rhodes
  - Second by Councilmember Nelson
  - Motion passes 7 – 0
2. Resolution Concerning Acceptance of Greenway Trail Easement
  - Motion to pass the Resolution by Councilmember Aymar-Blair
  - Second by Councilmember McCredo
  - Motion passes 7 – 0
3. Resolution Authorizing the Extension of an Agreement with Royal Carting for Waste Collection Services
  - Motion to pass the Resolution by Councilmember McCredo
  - Second by Councilmember Nelson
  - Motion passes 7 – 0

## **Approval of Minutes:**

1. City Council Meeting Minutes from December 7, 2020
  - Motion to approve the minutes by Councilmember Grant
  - Second by Councilmember McCredo
  - Motion passes 7 – 0

## **Executive Session:**

- Motion to enter Executive Session for Personnel by Councilmember McCredo
- Second by Councilmember Grant
- Motion passes 7 – 0
  
- Motion to exit Executive Session by Councilmember McCredo
- Second by Councilmember Rhodes
- Motion passes 7 – 0

## **Adjournment:**

- Motion to adjourn by Councilmember Rhodes

- Second by Councilmember McCredo
- Motion passes 7 – 0