



City of Kingston Finance and Audit Committee
Meeting Agenda
Wednesday, September 9, 2020
6:30 PM
VIRTUAL:

This meeting will be live-streamed on the City of Kingston YouTube channel:
<https://youtu.be/QDGi3IJvMFA>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: tel:+18773092073,,891454485#

United States: +1 (646) 749-3129
- One-touch: tel:+16467493129,,891454485#

Access Code: 891-454-485

NEW BUSINESS

Midtown Linear Park
[20200909072315.pdf](#)

Interdepartmental transfer-Waste Water Treatment Plant
[20200909072339.pdf](#)

Budget Transfer- Engineering
[20200909072301.pdf](#)

1 OLD BUSINESS

1.a. Tow Truck Fees
[20200810082905.pdf](#)

1.b. Interdepartmental transfer- Waste Water Treatment
[20200909073403.pdf](#)

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2020

Submitted by: Elisa Tinti

Submitting Department: Common Council

Item Type: Informational Purposes

Agenda Section:

Subject:

Midtown Linear Park

Suggested Action:

Attachments:

[20200909072315.pdf](#)

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

Fin.

Steven T. Noble
Mayor



August 28th, 2020

Honorable Andrea Shaut
President
Kingston Common Council
420 Broadway
Kingston, NY 12401

Re: Finance Meeting Discussion Item

Dear President Shaut,

I would like to add an item for discussion to the next Finance Meeting agenda. In connection with the Midtown Linear Park project, the County would like to acquire a parcel of land owned by the City of Kingston by Eminent Domain for the purposes of expanding non-motorized transportation alternatives. The parcel in question is landlocked and roughly 10,000 square feet. The lot has a minimal value.

Along with this communication, I have attached a map of the site (Exhibit L) and an appraisal (Exhibit M).

I appreciate your assistance in this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steven T. Noble".

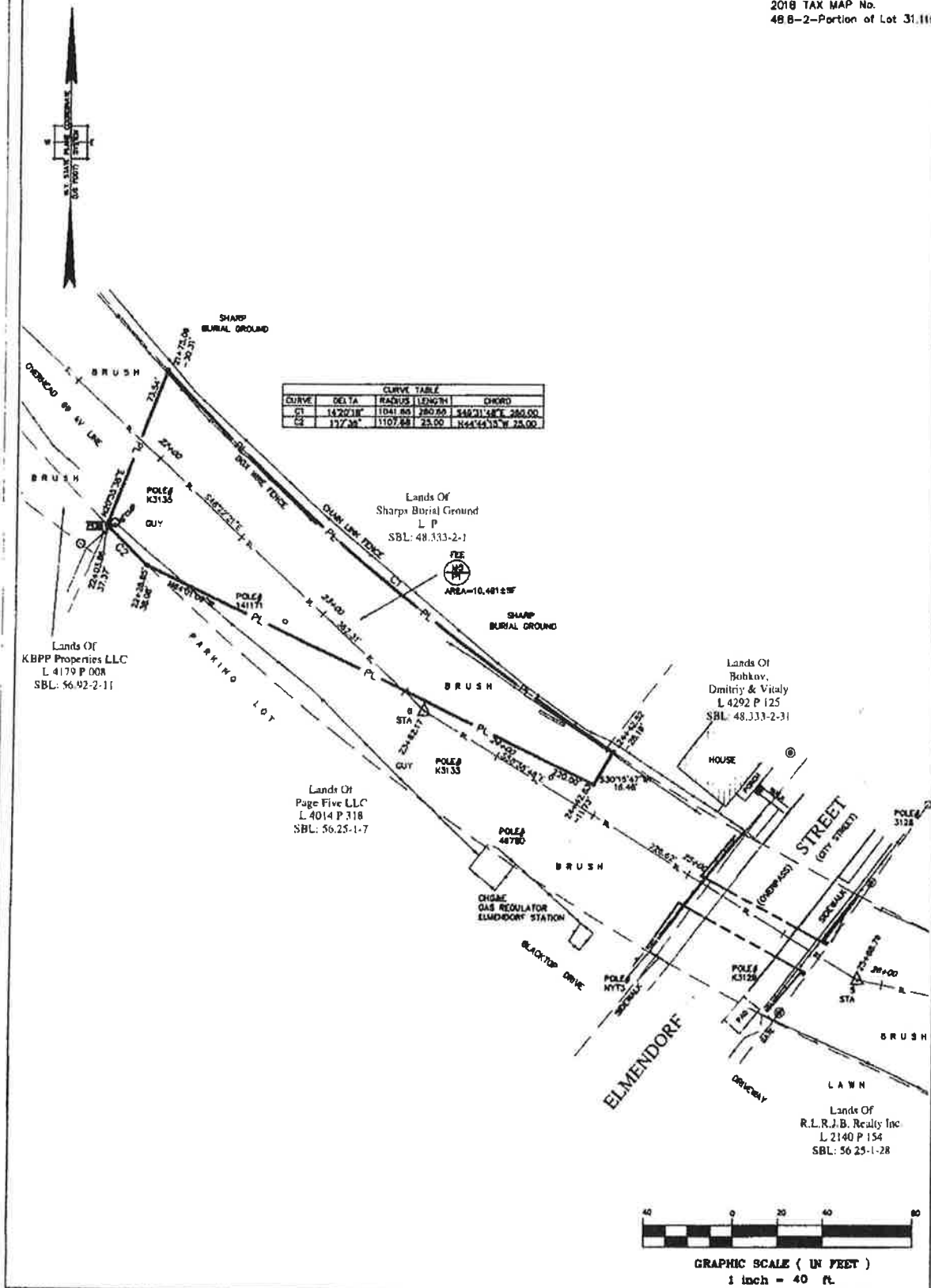
Steven T. Noble
Mayor

PIN 8761.82

MAP NO. 5
PARCEL NO. 1
SHEET 1 OF 2

CITY OF KINGSTON
COUNTY OF ULSTER
STATE OF NEW YORK
2018 TAX MAP No.
48B-2-Portion of Lot 31.110

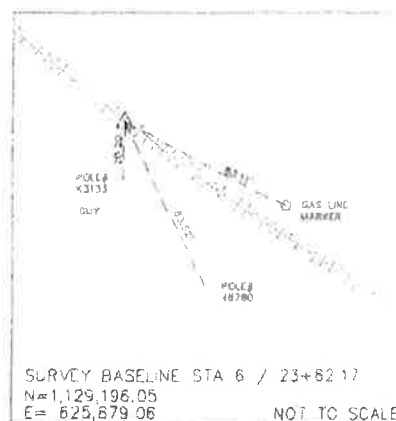
CURVE TABLE				
CURVE	DELTA	RADIUS	LENGTH	CHORD
C1	14°20'38"	1041.85	280.00	540°31'48"E 280.00
C2	12°30'38"	1107.88	23.00	N44°44'15"W 23.00



PROJ#8193-88, DWG#8193-88ROW

PIN 8761 82

MAP NO. 5
PARCEL NO. 1
SHEET 2 OF 2



REVISED: 18 March, 2020 - deed reference

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2020

Submitted by: Elisa Tinti

Submitting Department: Waste Water Treatment Plant

Item Type: Informational Purposes

Agenda Section:

Subject:

Interdepartmental transfer-Waste Water Treatment Plant

Suggested Action:

Attachments:

[20200909072339.pdf](#)

CITY OF KINGSTON
Department of Public Works
publicworks@kingston-ny.gov

Edward Norman, Superintendent



Steven T. Noble, Mayor

September 4, 2020

Hon. Andrea Shaut, President
Common Council
420 Broadway
Kingston, NY 12401

Dear President Shaut;

Attached please find an interdepartmental transfer for the Waste Water Treatment Plant. This transfer will cover shortfalls in accounts and to increase funding for anticipated future needs. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is greatly appreciated.

Sincerely,

Allen Winchell
Senior Plant Operator

Cc: Comptroller John Tuey
City Clerk Elisa Tinti

Enc.

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND ECONOMIC DEVELOPMENT

COMMITTEE REPORT

Internal Transfer	XX	Contingency Transfer	
Transfer		Authorization	
Budget Modification		Bonding Request	
Claims	Zoning	Other	
Department: PUBLIC WORKS - WWTP		Date: September 2, 2020	
G1	Transfer To:	G1	Transfer From:
8130 14 5411	Waste Water Consultants 10,000.00	8121 11 5101	Pump Stations Reg Pay 10,000.00
Cover current and future legal fees associated with Aslan			
8130 14 5479	Waste Water Minor Equipment 1,000.00	8121 14 5472	Pump Stations Cont Serv 1,000.00
Cover account shortfalls			
	TOTAL 11,000.00		TOTAL 11,000.00
 TOTAL TRANSFER FROM			
Estimated Financial Impact _____		Signature _____	

Motion By _____

Seconded By _____

Action Required _____

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance _____

Conditioned Negative Declaration _____

Seek Lead Agency Status _____

Positive Declaration of Environmental Significance _____

Committee Vote	Yes	No
Douglas Koop, Ward 2 Chairman		
Reynolds Scott-Childress, Ward 3		
Tony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2020

Submitted by: Elisa Tinti

Submitting Department: Engineering

Item Type: Informational Purposes

Agenda Section:

Subject:

Budget Transfer- Engineering

Suggested Action:

Attachments:

[20200909072301.pdf](#)

(Fin.)

CITY OF KINGSTON
Office of the City Engineer
jschultheis@kingston-ny.gov

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

September 27, 2019

Hon. Andrea Shaut
Alderman-At-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

RE: Budget Transfer Request

Dear President Shaut:

On Oct. 2, 2020, our Engineering Technician will retire from his position after 34 years of faithful service to the City.

Due to the workload of the department for projects under construction and under design, as well as ongoing tasks of the department, we anticipate working extra hours through the remainder of 2020 to meet our obligations. We will utilize compensatory time to the extent possible, but anticipate that some overtime pay for Engineering staff will also be needed.

Since there is no overtime in the Engineering budget for 2020, I am requesting a budget transfer to allow overtime.

- Transfer \$3,000.00 from 1440.5101 – Regular Pay
- Transfer \$3,000.00 to 1440.5103 – Overtime Pay

Please refer this item to the Finance Committee for further discussion. Should you have any questions concerning this request, do not hesitate to contact me.

Respectfully,

John M. Schultheis, P.E.
City Engineer

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2020

Submitted by: Dee Sills

Submitting Department: Common Council

Item Type: Proposed Resolution

Agenda Section:

Subject:

Tow Truck Fees

Suggested Action:

Attachments:

[20200810082905.pdf](#)

Fin

Tinti, Elisa

From: Shaut, Andrea
Sent: Monday, July 27, 2020 8:29 AM
To: Tinti, Elisa
Subject: Communication - Tow Truck Fees
Attachments: Tow Truck Code.pdf

Good morning,

Last month, the Council voted in favor to move the Tow Truck fees into the fee schedule in the city code. A local tow truck company has requested the Council to consider the current fees. I would like the Finance & Audit committee to deliberate at their next month. Can you please add this to the communications? I have attached a copy of the code for reference of the current fees.

Thank you for your time.

Respectfully,

Andrea Shaut

Council President, City of Kingston

Every owner licensed hereunder who desires to add to the number of tow trucks he is duly licensed to operate shall file a written application under oath with the Chief of Police or his agent stating:

- A. The name and address of the applicant.
- B. The applicant owner's license number.
- C. Proof of required insurance, valid registration and inspection.
- D. A description of each such additional tow truck, including the make, motor number and the year manufactured.

§ 370-13 License renewals.

Any license and sticker issued hereunder may be renewed annually for additional periods of one year each from the date of expiration upon the submission of an amendment to the original application or subsequent amendments, containing all the information required by the provisions of this chapter for original applications.

§ 370-14 Inspection of vehicles.

[Amended 12-4-2001, approved 12-28-2001; 5-6-2008, approved 5-12-2008; 9-2-2014 by L.L. No. 2-2014, approved 9-11-2014]

No license or sticker shall be issued or renewed annually which shall permit the use of any vehicle as a tow truck unless and until it has been inspected and certified annually by the Chief of Police or his designee as conforming to the requirements of this chapter and has been duly inspected as required by the Vehicle and Traffic Law of New York. There shall be a fee as set forth in the fee schedule to be established by resolution of the Common Council of this City^[1] for each annual inspection and as set forth in the fee schedule to be established by resolution of the Common Council of this City for each tow vehicle inspected. Annual inspections must be completed once a year.

[1] Editor's Note: See Ch. 217, Fees.

§ 370-15 Towing of vehicles to be impounded or disabled without accident.

Motor vehicles not involved in accidents but which are otherwise disabled and which are disrupting the flow of traffic and whose owners do not otherwise request assistance from a licensee, or motor vehicles which are to be impounded for other reasons, shall be towed away by licensees from the towing roster on a rotating basis. In the event that a licensee is called pursuant to this section, it shall be unlawful for the licensee to charge more than the rates provided for in § 370-16.

§ 370-16 Towing roster; requirements and fees.

[Amended 3-6-1990, approved 3-7-1990; 12-4-2001, approved 12-28-2001]

Any licensee who agrees to abide by the following requirements shall be placed on the towing roster to be called in rotation to remove vehicles from scenes of accidents, disabled vehicles or vehicles otherwise left in violation of law, provided that:

- A. The licensee swears under oath that he owns or rents and operates and maintains a bona fide legally permitted registered repair shop within the City of Kingston; but applicants shall not qualify as herein provided if applicants state that they maintain a registered repair shop on the very same premises or real property owned by another licensee and on which property said licensee operates or maintains or another licensee operates or maintains a place of like business, or the applicant states that he is a lessee of a licensee.
- B. Such garage maintains twenty-four-hour capability to answer calls regarding motor vehicles.
- C. The licensee agrees to charge no more than the following maximum rates for towing from the accident scene to his place of business or any other place within the City of Kingston designated by the owner or operator of a motor vehicle, regardless of distance within the City of Kingston when called by the Kingston Police Department:

(1) Towing charges.

[Amended 5-6-2008, approved 5-12-2008]

- (a) Passenger vehicles and trucks up to 3/4 ton.

[1] Day: \$100.

- [2] Nights, weekends and holidays: \$125.
- (b) Above three-quarter-ton trucks.
 - [1] Day: \$125.
 - [2] Nights, weekends and holidays: \$150.
- (c) Tractor trailers.
 - [1] Tractor trailers 18,000 GVW (gross vehicle weight) and over: said fee is left to the discretion of the owner/operator of the tow truck.
- (d) Return empty.
 - [1] Days: \$75.
 - [2] Nights, weekends and holidays: \$100.
- (e) Snow tows.
 - [1] Day or night, includes dig out: \$125.
- (2) Additional charges. The licensee shall be permitted to charge additional fees for additional services. Any fees not provided for herein shall be in accordance with the schedule of fees filed with the Kingston Police Department.
 - (a) Flatbeds: add \$20 to rates for three-quarter-ton vehicles.
 - (b) Dollies.
 - [1] Tractor trailers.
 - [a] Day: \$120.
 - [b] Nights, weekends and holidays: \$170.
 - [2] All others.
 - [a] Day: \$25.
 - [b] Nights, weekends and holidays: \$45.
 - (c) Winching.
 - [1] Passenger vehicles and three-quarter-ton trucks.
 - [a] Day: \$80 per hour.
 - [b] Nights, weekends and holidays: \$80 per hour.
 - [2] All other vehicles.
 - [a] Day: \$100 per hour.
 - [b] Nights, weekends and holidays: \$120 per hour.
 - (d) Unusual waiting cleanup time.
 - [1] With small wreckers.
 - [a] Day: \$50 per hour.
 - [b] Nights, weekends and holidays: \$60 per hour.

[2] With large wreckers.

[a] Day: \$70 per hour.

[b] Nights, weekends and holidays: \$100 per hour.

(e) Additional service vehicles: same rates as above.

(f) Additional labor.

[1] Day: \$40 per hour.

[2] Nights, weekends and holidays: \$50 per hour.

(g) Mileage. Outside of the City: \$3 per loaded mile.

[Amended 5-6-2008, approved 5-12-2008]

(3) "Days" shall mean 8:00 a.m. through 6:00 p.m., Monday through Friday, and 8:00 a.m. through 12:00 noon, Saturday. "Nights, weekends and holidays" shall mean all other times, with "holidays" being those established by the State of New York.

D. Storage. The licensee agrees to charge a maximum of \$40 per day for storage; provided, however, that no storage shall be charged if the vehicle is picked up prior to the close of the next business day of the licensee; and provided, further, that no additional storage may be charged from the time the owner of the vehicle contacts the licensee for the purpose of attempting to pick up the vehicle, so long as the owner does pick up the vehicle prior to the end of the next business day of the licensee. Reasonable charges not to exceed \$40 may be imposed by the licensee to enable the owner to pick up the vehicle at other than normal business hours of the licensee. Licensees shall be available to owners desiring to pick up vehicles at least 10 hours per day, Monday through Saturday, holidays excepted, which hours must include either 8:00 a.m. or 6:00 p.m., as the licensee shall elect. Hours of availability shall be filed with the Kingston Police Department.

[Amended 5-6-2008, approved 5-12-2008]

E. The charges and fees herein provided may be modified from time to time by resolution of the Common Council of the City of Kingston, New York.

§ 370-17 Designation of licensees on towing roster on rotating basis.

[Amended 12-4-2001; approved 12-28-2001]

The Chief of Police of the Kingston Police Department or his authorized agent is hereby authorized to designate licensees from the towing roster on a rotating basis for the purpose of towing motor vehicles to the place of business of the tow truck applicant, except elsewhere at the request of the owner. The roster shall be filed with the City Clerk for availability to the public and shall be amended on the first working day of the month only in the event of an addition or deletion of a licensed applicant.

§ 370-18 Loss of turn on towing roster.

The licensee shall furnish twenty-four-hour telephone numbers for the licensee, his business and/or his designated agent. If a licensee or his designated agent does not answer the call of the duty officer of the Kingston Police Department or is not available when called, he shall lose his turn on the towing roster and must wait for the roster to be called in its entirety before he is eligible to be called again.

§ 370-19 Removal of debris at accidents.

A licensee called to the scene of an accident, if necessary, must sweep or clean up any debris, but only if he is provided with police protection against vehicles at the scene.

§ 370-20 Nontransferability of place on roster.

It shall be unlawful for a licensee to transfer or exchange his place on the roster with any other licensee or other person on the towing roster.

RESOLUTION 121 of 2020

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AMENDING SECTION 370-16 – TOWING ROSTER: REQUIREMENTS AND FEES OF THE CODE OF THE CITY OF KINGSTON

Sponsored By: Laws & Rules Committee: Alderman: Ventura
Morell, O'Reilly, Scott-Childress, Tallerman,
Worthington

WHEREAS, a request has been made to amend Section 370-16 Towing Roster: requirements and fees of the Code of the City of Kingston for inclusion of towing fees as set forth in the fee schedule and to be established by resolution of the Finance and Audit Committee.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK AS FOLLOWS:

SECTION 1. That the City of Kingston Common Council hereby authorizes and approves the amendment of Section 370-16 Towing Roster: requirements and fees of the Code of the City of Kingston for inclusion of towing fees as set forth in the fee schedule and to be established by resolution of the Finance and Audit Committee.

SECTION 2. This resolution shall take effect immediately.

Submitted to the Mayor this 8th day of

July, 2020

Elisa Tinti, City Clerk

Approved by the Mayor this 8th day of

July, 2020

Steven T. Noble, Mayor

Adopted by Council on July 7th, 2020

**LAWS & RULES
COMMITTEE REPORT**

DATE: 6-17-20

Description: Amend section of the Code, Chapter 370-16 for the inclusion of Equine Fees as set forth in the Fee Schedule and to be established by resolution of the Finance and Audit Committee

Signature:

Seconded by R.W.

Action Required:

SEORA Decision:

Type I Action

Type II Action

Unlisted Action

Negative Declaration of Environmental Significance:

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance:

17

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2020

Submitted by: Elisa Tinti

Submitting Department: Waste Water Treatment Plant

Item Type: Informational Purposes

Agenda Section:

Subject:

Interdepartmental transfer- Waste Water Treatment

Suggested Action:

Attachments:

[20200909073403.pdf](#)

CITY OF KINGSTON
Department of Public Works
publicworks@kingston-ny.gov

Edward Norman, Superintendent



Steven T. Noble, Mayor

July 14, 2020

Hon. Andrea Shaut, President
Common Council
420 Broadway
Kingston, NY 12401

Dear President Shaut;

Attached please find an interdepartmental transfer for the Waste Water Treatment Plant. This transfer will cover shortfalls in accounts and to increase funding for anticipated future needs. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is greatly appreciated.

Sincerely,

Allen Winchell
Senior Plant Operator

Cc: Comptroller John Tuey
City Clerk Elisa Tinti

Enc.

FINANCE AND ECONOMIC DEVELOPMENT

COMMITTEE REPORT

Internal Transfer	<u>XX</u>	Contingency Transfer	<u> </u>
Transfer	<u> </u>	Authorization	<u> </u>
Budget Modification	<u> </u>	Bonding Request	<u> </u>
Reimbursements	<u>Zoning</u>	Other	<u> </u>

Department: **PUBLIC WORKS - WWTP** Date: **July 15, 2020**

Account Number	Transfer To:	Amount	G1	Transfer From:	Amount
30 14 5411	Waste Water Consultants	10,000.00	8121 11 5101	Pump Stations Reg Pay	10,000.00
over current and future legal fees associated with Aslan					
30 14 5479	Waste Water Minor Equipment	150.00	8121 14 5472	Pump Stations Cont Serv	150.00
TOTAL		10,150.00	TOTAL		10,150.00

TOTAL TRANSFER FROM

Estimated Financial Impact Signature

Reviewed By

Reviewed By

Revision Required

QRA Decision:

Alternative I Action

Alternative II Action

Proposed Action

Qualitative Declaration of Environmental Significance

Additional Negative Declaration

Check Lead Agency Status

Qualitative Declaration of Environmental Significance

Committee Vote	Yes	No
Douglas Koop, Ward 2 Chairman		
Reynolds Scott-Childress, Ward 3		
Tony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		