

**Tinti, Elisa**

---

F+A

**From:** Timbrouck, Lynsey  
**Sent:** Friday, September 6, 2024 9:52 AM  
**To:** Shaut, Andrea  
**Cc:** Tuey, John; Tinti, Elisa; Johnson, Elizabeth  
**Subject:** Budget Transfer Request- Department Accounts 9-6-24  
**Attachments:** Committee Report- Budget Transfers Request- Department Accounts 9-6-24.pdf; Budget Transfers Request- Department Accounts 9-6-24.pdf; Budget Transfers September 2024.xlsx

Dear President Shaut,

Please see the attached budget transfer request, committee report, and accounts spreadsheet.

Thank you.

-Lynsey

**Lynsey Timbrouck**  
**Director of Parks and Recreation**  
**City of Kingston**  
**467 Broadway**  
**Kingston, N.Y. 12401**  
**(p) 845-481-7333**

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER <u>  X  </u>	CONTINGENCY TRANSFER <u>      </u>	TRANSFER <u>      </u>
AUTHORIZATION <u>      </u>	BUDGET MODIFICATION <u>      </u>	BONDING REQUEST <u>      </u>
CLAIMS <u>      </u>	ZONING <u>      </u>	OTHER <u>      </u>

DEPARTMENT: <u>Parks and Recreation</u>	DATE: <u>9/6/24</u>
 <b>Description:</b>	
Internal budget transfer of \$34,400 to reconcile department accounts.	
(See attached spreadsheet)	
.	

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

**CITY OF KINGSTON**  
Department of Parks and Recreation  
ltimbrouck@kingston-ny.gov

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

---

September 6, 2024

Dear President Shaut:

As part of our mid-year review, the Parks and Recreation Department would like to request a \$0 impact internal budget transfer to reconcile some of our accounts.

I respectfully request an internal transfer totaling \$34,400. Please see the attached spreadsheet for details.

Thank you in advance for your consideration.

Respectfully,

Lynsey Timbrouck  
Director, Kingston Parks and Recreation

cc: John Tuey, Comptroller, City of Kingston



To:

Account#	Account Name
7020.103	Admin Overtime Pay
7110.111	Parks Overtime Pay
7110.444	Parks Vehicle Maintenance
7110.472	Parks Contracted Services
7110.486	Parks Cleaning and Sanitation Supplies
7140.103	Playgrounds and Recreation Centers Overtime Pay
7180.103	Special Recreation Facilities Overtime Pay
7180.422	Special Recreation Facilities Electricity
7210.103	Dietz Overtime Pay
7310.103	Youth Programs Overtime
7620.422	Adult Electricity

**Total Amount**

\$500.00
\$11,000.00
\$800.00
\$2,000.00
\$500.00
\$4,000.00
\$6,000.00
\$3,000.00
\$2,000.00
\$3,000.00
\$1,600.00
<b>\$34,400.00</b>

F3A

**Tinti, Elisa**

---

**From:** Kikel, Natalie  
**Sent:** Thursday, September 5, 2024 3:05 PM  
**To:** Shaut, Andrea  
**Cc:** Devitt-Frank, Ruth Ann; Noble, Steve; Cahill, Suzanne; Ethan Dickerman; Tinti, Elisa; Tuey, John  
**Subject:** Communications to Council  
**Attachments:** 09.06.24 DEC\_Forest Mgmt Plan\_Execute&Expend\_COVER LETTER.docx; 09.06.24 OPRHP CLG\_Wilbur\_\_Expend&Transfer\_COVER LETTER.docx; 09.06.24 OPRHP CLG\_Wilbur\_\_Expend&Transfer\_RESOLUTION.docx; 09.06.24 OPRHP CLG\_Wilbur\_\_Expend&Transfer\_COMMITTEE REPORT.pdf

Dear President Shaut,

Please find attached:

One full set of communications regarding the NYS OPRHP Certified Local Government grant award.

One letter requesting placement on the agenda of the appropriate committee meeting regarding the NYS DEC Forest Management Plan Implementation grant award. More details will be provided as soon as possible prior to the committee meeting.

Sincerely,  
Natalie

—  
**Natalie Kikel**  
**Grants Manager**  
City of Kingston  
Office of Grants Management  
420 Broadway  
Kingston, New York 12401  
(845) 334-3961  
nkikel@kingston-ny.gov  
Exempt304236

**CITY OF KINGSTON**  
**Office of Grants Management**  
grants@kingston-ny.gov

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

September 6, 2024

Honorable Andrea Shaut  
President/Alderman-at-Large  
Kingston Common Council  
420 Broadway  
Kingston, NY 12401

Re: Execute and Expend/NYS DEC/Implementation of City of Kingston Tree Management Plan

Dear President Shaut,

The Office of Grants Management requests placement on the agenda of the appropriate committee to discuss approval for the Mayor to execute an agreement and any and all related documents with the NYS Department of Environmental Conservation related to the Forest Management Plan Implementation grant and to expend funds in the first instance for the implementation of its Tree Management Plan.

A draft resolution is included with this communication for your consideration.

Thank you in advance for your consideration. If you have any questions, please contact me at [nkikel@kingston-ny.gov](mailto:nkikel@kingston-ny.gov) or 845-334-3961.

Sincerely,

Natalie Kikel

cc: Steve Noble, John Tuey, Suzanne Cahill, Ruth Ann Frank, Elisa Tinti



**CITY OF KINGSTON**  
**Office of Grants Management**  
grants@kingston-ny.gov

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

---

September 6, 2024

Honorable Andrea Shaut  
President/Alderman-at-Large  
Kingston Common Council  
420 Broadway  
Kingston, NY 12401

Re: Budget Transfer & Expend Funds/NYS OPRHP/Wilbur Historic District Nomination Project

Dear President Shaut,

The Office of Grants Management requests placement on the agenda of the appropriate committee to discuss a budget transfer and approval to expend funds in the first instance related to a NYS Office of Parks, Recreation, and Historic Preservation Certified Local Government grant. The funds will be used to hire a consultant to expand upon the 2023 Survey of Historic & Cultural Resources in Wilbur and to nominate the proposed Historic District to the State & National Registers of Historic Places.

A draft resolution is included with this communication for your consideration.

Thank you in advance for your consideration. If you have any questions, please contact me at [nkikel@kingston-ny.gov](mailto:nkikel@kingston-ny.gov) or 845-334-3961.

Sincerely,

Natalie Kikel

cc: Steve Noble, John Tuey, Suzanne Cahill, Ethan Dickerman, Ruth Ann Frank, Elisa Tinti

RESOLUTION \_\_\_ of 2024

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, RECOMMENDING APPROVAL FOR MODIFICATIONS TO THE 2024 PLANNING DEPARTMENT BUDGET AND REQUESTING AUTHORIZATION TO EXPEND FUNDS IN THE FIRST INSTANCE FOR THE WILBUR HISTORIC DISTRICT NOMINATION PROJECT

Sponsored by: Finance and Audit Committee Aldermen: Scott-Childress, Andrews, Pasti, Schabot, and Tierney

WHEREAS, the Office of Grants Management requests a transfer of funds related to the NYS Office of Parks, Recreation, and Historic Preservation Certified Local Government grant program in the amount of \$25,000 from the NYS Grant account to the Consultant account; and

WHEREAS, the City of Kingston has been awarded a Certified Local Government grant in the amount of \$15,000 from NYS Office of Parks, Recreation, and Historic Preservation for the Wilbur Historic District Nomination project; and

WHEREAS, there is a \$10,000 matching funds requirement; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds; and

WHEREAS, the action is categorized under 6 NYCRR, Part 617.5 as Type II; and

WHEREAS, the Finance/Audit Committee has received, reviewed, and approved this request.

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

SECTION 1. That the following sums be transferred as follows:

From: A7520.3389	NYS Grant	\$25,000.00
To: A7520.411	Consultant	\$25,000.00

SECTION 2. Administration of all funds under these grants will be in accordance with all terms and conditions contained in guidelines provided by NYS Office of Parks, Recreation, and Historic Preservation.

SECTION 3. The Mayor of the City of Kingston is hereby authorized to expend funds in the first instance related to a NYS Office of Parks, Recreation, and Historic Preservation Certified Local Government grant in the amount of \$15,000 under the terms of the Wilbur Historic District Nomination project.

SECTION 4. This resolution shall take effect immediately.

Submitted to the Mayor this _____ day	Approved by the Mayor this _____ day
of _____ 2024	of _____ 2024

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER * _____
AUTHORIZATION * _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: <u>Grants Management</u>	DATE: <u>09/06/2024</u>
<b>Description:</b>	
Request to transfer \$25,000 from A7520.3389 NYS Grants to A7520.411 for the Wilbur Historic District Nomination project.	
Request to expend funds in the first instance in the amount of \$15,000 related to a NYS Office of Parks, Recreation, and Historic Preservation Certified Local Government grant for the Wilbur Historic District Nomination project.	
Estimated Financial Impact: \$ <u>10,000</u> Signature _____	

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

FMA

**CITY OF KINGSTON**  
Kingston Wastewater Treatment Facility  
awinchell@kingston-ny.gov

Steven T. Noble, Mayor



Allen Winchell, Senior Operator

August 12, 2024

Andrea Shaut, Council President  
City Hall  
420 Broadway  
Kingston, New York 12401

**Re: Wastewater Treatment Facility Budget Transfer for Retirement Pay-Outs**

Dear President Shaut:

Attached please find a budget transfer request for the Wastewater Treatment Facility to cover the costs of retirement pay-outs for 2 employees, Roy Thomas and Roy Alsdorf.

Sincerely,

Allen Winchell, Senior Operator  
Kingston Wastewater Treatment Facility

Cc: J. Tuey, Comptroller  
E. Norman, Public Works Superintendent

**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER <u>X</u> _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: Wastewater Treatment Facility      DATE: 09/07/2022

**Description:** Request the following budgetary transfer from fund balance for Wastewater Treatment Facility retirement pay-outs (2 employees: R. Alsdorf, R. Thomas)

FROM ACCT:            G19901.19.5901    Gen Fund Balance  
 TO ACCT:             G18130-11-5105   Retirement Accumulation

Estimated Financial Impact: \$41,818.13

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: \_\_\_\_\_

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott Childress, Ward 3, Chairman		
Bryant Drew Andrews, Ward 7		
Sara Pasti, Ward 1		
Michael Tierney, Ward 2		
Steven Schabot, Ward 8		



### CSEA & Unaligned Accrued Time Payout/Time Off Request Form

Employee Name: ROY ALSBORN  
Title: MAINT MECH II

Date: 08/08/24  
Dept: WWTP

Date(s)/hours requested: (RETIREMENT PAYOUT)    
11 vacation days    
152.5 sick days

Approved  
Y N

Days 163.5  
Hours 1308

Indicate the # of days/hours used in the box next to the type of time being used.

Vacation 11 Personal  Sick 152.5 Comp  Other

Reason

Complete if you are requesting to be paid out for time previously accrued and approved  
(ie. Buildup time or vacation and/or sick at time of retirement: One (1) year notice required for retirement)  
Pay Period: \_\_\_\_\_ Hourly Rate: 25.5609 # of Hours: 1,308 Amount Paid: 33,434.12

Employee Signature: [Signature]  
Authorizing Supervisor: [Signature]  
Verifying Signature: [Signature]

Date: 8/13/24  
Date: 8/13/24  
Date: 8/13/24

REQUEST: Approved  Denied

This certifies the above named employee has accrued the time requested to be paid out.

[Signature]  
Civil Service Executive Secretary Signature

8/13/2024  
Date

To the best of my knowledge and belief, payout is consistent with applicable collective bargaining agreement, individual employment contract, and/or Common Council action.

Comptroller's Office Signature

Date



CSEA & Unaligned Accrued Time Payout/Time Off Request Form

Employee Name: ROY THOMAS  
Title: MAINT MECHANIC II

Date: 05/08/24  
Dept: WWTP

Date(s)/hours requested: RETIREMENT PAYOUT

Approved  
Y N

Days 41

Hours 328

Indicate the # of days/hours used in the box next to the type of time being used.

Vacation 22 Personal  Sick 19 Comp  Other

Reason \_\_\_\_\_

Complete if you are requesting to be paid out for time previously accrued and approved

(ie. Buildup time or vacation and/or sick at time of retirement: One (1) year notice required for retirement)

Pay Period: \_\_\_\_\_ Hourly Rate: 25.5610 # of Hours: 328 Amount Paid: 8394.01  
~~8588.50~~

Employee Signature: [Signature]

Date: 5/9/2024

Authorizing Supervisor: [Signature]

Date: 5/9/24

Verifying Signature: [Signature]

Date: 5/9/24

REQUEST: Approved  Denied

[Signature]  
[Signature]  
Civil Service Executive Secretary Signature

5/21/2024  
5/9/2024  
Date

To the best of my knowledge and belief, payout is consistent with applicable collective bargaining agreement, individual employment contract, and/or Common Council action.

[Signature]  
Comptroller's Office Signature

5/9/24  
Date

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

FYA

Edward Norman, Superintendent  
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

September 5, 2024

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

**RE: Transfers**

Dear President Shaut,

Attached you will find three transfer requests; the purpose of the General Fund & Sewer Fund transfers is to cover shortfalls in various accounts. The contingency transfer is to cover the cost of two DPW retirement payouts. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is appreciated, thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward Norman", with a long horizontal flourish extending to the right.

Edward Norman  
Superintendent Public Works

EN/mkl  
Enclosures

Cc: Comptroller John Tuey  
City Clerk Elisa Tinti



**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER <u>  x  </u>	CONTINGENCY TRANSFER <u>      </u>	TRANSFER <u>      </u>
AUTHORIZATION <u>      </u>	BUDGET MODIFICATION <u>      </u>	BONDING REQUEST <u>      </u>
CLAIMS <u>      </u>	ZONING <u>      </u>	OTHER <u>      </u>

DEPARTMENT:   DPW        DATE:   9/6/24  

**Description:**

Internal transfer of Sewer Funds to cover shortfall in uniform account.

Estimated Financial Impact: \$   0        Signature   *[Signature]*  

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		


**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER <u>X</u> _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: DPW                      DATE: 9/6/24

**Description:**

Contingency transfer of funds to cover the cost of retirement payouts (2 employees)

Estimated Financial Impact: \$42,275.00      Signature 

Motion by \_\_\_\_\_


Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

**THE CITY OF KINGSTON COMMON COUNCIL  
FINANCE/AUDIT  
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER <input checked="" type="checkbox"/>	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION _____	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: <u>DPW</u>	DATE: <u>9/6/24</u>
<b>Description:</b>	
Internal transfer of General Funds to cover shortfalls in various accounts	
Estimated Financial Impact: \$ <u>0</u> Signature <u></u>	

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott-Childress, Chairman, Ward 3		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steve Schabot, Ward 8		
Sara Pasti, Ward 1		

**From:**

Account#	Account Name	Total Amount
A1 1490 22 42680	Admin Insurance Recovery	\$19,463.00
A1 1625 11 5101	B & G Regular Pay (Glancy)	\$4,237.00

**TOTAL: \$23,700.00**

**To:**

Account#	Account Name	Total Amount
A1 1490 14 5462	Admin Dues & Seminars	\$7,000.00
A1 1625 14 5444	B & G Vehicle Maintenance	\$2,000.00
A1 5110 14 5441	Streets Equipment Maintenance	\$2,000.00
A1 5110 14 5479	Streets Minor Equipment	\$1,000.00
A1 5110 11 5103	Streets Overtime	\$3,000.00
A1 5110 18 5835	Street Meal Allowance	\$100.00
A1 5132 14 5408	Garage Data Processing	\$6,400.00
A1 5132 14 5479	Garage Minor Equipment	\$2,000.00
A1 8160 18 5835	Sanitation Meal Allowance	\$200.00

**TOTAL: \$23,700.00**

**From:**

Account#	Account Name	Total Amount
A1 1990 14.5404	Contingency	<b>\$42,275.00</b>

**To:**

Account#	Account Name	Total Amount
A1 1490 11 5105	Retirement Payout:	<b>\$42,275.00</b>

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

F+1A

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



Steven T. Noble, Mayor

September 4, 2024

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

RE: Engineering Budget Transfers

Dear President Shaut:

Attached please find a spreadsheet and committee report requesting multiple transfers for zero financial impact: All accounts are A1-1440-14:

From: 5408 Data Processing Supplies	\$ 703.40
5412 Data Processing Support	\$1,200.00
5403 Books, Literature, Periodicals	\$ 400.00
5441 Maintenance of Equipment	\$1,019.28
Total	<u>\$3,322.68</u>
To: 5205 Data Processing Equipment	\$1,000.00
5206 Software	\$1,262.00
5848 Tuition Reimbursement	\$1060.68
Total	<u>\$3,322.68</u>

The purpose of these transfers is to purchase a new computer for the department, ESRI software for ArcGIS mapping software, and to reimburse an employee for tuition payments.

Please forward this request for consideration at the Finance and Audit Committee meeting scheduled for September 11, 2024.

I plan to attend the meeting of the committee so that I may answer any questions that arise.

Respectfully,

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

c.: Mayor Steven T. Noble  
John Tuey, Comptroller  
Elisa Tinti, City Clerk

Engineering Budget Transfers - September 11, 2024 Finance and Audit

		Fund	Org	From Object	Account Name	Amount	To Object	Account Name	Amount
From	A1	144014		5408	Data Processing Supplies	\$ 703.40			
To	A1	144014					5206	Software	\$ 703.40
From	A1	144014		5412	Data Processing Support	\$ 1,200.00			
To	A1	144014					5205	Data Processing Equipment	\$ 1,000.00
	A1	144014					5206	Software	\$ 200.00
From	A1	144014		5403	Books, Lit, Periodicals	\$ 400.00			
To	A1	144014					5206	Software	\$ 358.60
To	A1	144014					5848	Tuition Reimbursement	\$ 41.40
From	A1	144014		5441	Maintenance of Equipment	\$ 1,019.28			
To	A1	144014					5848	Tuition Reimbursement	\$ 1,019.28
<b>Totals</b>						<b>\$ 3,322.68</b>			<b>\$ 3,322.68</b>



THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER AUTHORIZATION CLAIMS CONTINGENCY TRANSFER BUDGET MODIFICATION ZONING TRANSFER x BONDING REQUEST OTHER

DEPARTMENT: Engineering DATE: 9/4/2024

To transfer from and to various Engineering accounts. All accounts are A1-1440-14:

From: 5408 Data Processing Supplies \$ 703.40
5412 Data Processing Support \$1,200.00
5403 Books, Literature, Periodicals \$ 400.00
5441 Maintenance of Equipment \$1,019.28
Total \$3,322.68

To: 5205 Data Processing Equipment \$1,000.00
5206 Software \$1,262.00
5848 Tuition Reimbursement \$1060.68
Total \$3,322.68

Estimated Financial Impact: \$ 0

Signature [Handwritten 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: \_\_\_\_\_

Table with 3 columns: Committee Vote, YES, NO. Rows include Reynolds Scott-Childress, Sara Pasti, Michael Tierney, Bryant Drew Andrews, and Steven Schabot.



F + A

**CITY OF KINGSTON**

**Office of the City Clerk & Registrar of Vital Statistics**

cityclerk@kingston-ny.gov

Steven T. Noble, Mayor  
Elisa Tinti, City Clerk & Registrar



Kwame WiafeAkonten, Deputy Clerk  
Susan Mesches, Deputy Registrar

September 4, 2024

Dear President Shaut,

Please accept this request to be placed on the Finance/Audit Agenda to discuss raising the fee of Birth Certificates purchased through my office. My understanding is that this fee has not been raised for 25+ years. Please see attached draft resolution prepared by Corporation Counsel's office.

Thank you for your time,

Regards,  
Elisa Tinti

**RESOLUTION X OF 2024**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO REQUEST STATE LEGISLATION RELATED TO THE FEES CHARGED FOR THE PRODUCTION OF CERTIFIED COPIES OF BIRTH AND DEATH CERTIFICATES.**

**Sponsored by:**

**WHEREAS**, pursuant to Section 4174 of the Public Health Law, the State of New York currently charges thirty dollars (\$30.00) for producing certified copies of birth and death certificates to those individuals who were born or die in New York State; and

**WHEREAS**, currently Monroe County, Onondaga County, Chemung County, Tompkins County the City of Oswego, the City of Utica, and the City of Jamestown have received legislation allowing them to charge up to the amount received by the New York Commissioner of Health pursuant to the Public Health Law for producing certified copies of birth and death certificates; and

**WHEREAS**, the City of Kingston desires to charge up to the amount received by the New York State Commissioner of Health pursuant to law and the municipalities noted above charge for producing certified copies of birth and death certificates to those individuals who were born or died within the City of Kingston; and

**WHEREAS**, the City of Kingston desires the enactment of home rule legislation allowing them to charge up to the amount received by the New York State Commissioner of Health pursuant to law for producing certified copies of birth and death certificates; and

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

SECTION 1. That the Mayor be and he hereby is authorized and directed to request legislation from New York State Senator Michelle Hinchey and New York State Assemblyman Sarahana Shrestha related to the fees charged for the production of certified copies of birth and death certificates.

SECTION 2. This resolution shall take effect immediately.

Adopted by Council on \_\_\_\_\_, 2024

# CITY OF KINGSTON

FJA

## Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

Steven T. Noble, Mayor  
Elisa Tinti, City Clerk & Registrar



Kwame WiafeAkonten, Deputy Clerk  
Susan Mesches, Deputy Registrar

August 8, 2024

President Shaut  
420 Broadway  
Kingston, NY 12401

Honorable President Shaut,

Please accept this communication to be placed on the September Finance Committee meeting to request a new item be placed on the current Fee Schedule. We are seeing several requests per week for "certified record of prior marriages". This is a service we are currently not charging for but can take a tremendous amount of time for staff to research. I have provided a sample of a certification for your review.

Thank you for your time and consideration,  
Elisa Tinti

## Tinti, Elisa

---

**From:** Piersa, William  
**Sent:** Wednesday, August 14, 2024 10:43 AM  
**To:** Tinti, Elisa  
**Subject:** Fee Schedule re: Certified Record of Prior Marriages

Good morning Elisa,

My current understanding is that we can charge \$10 for searches of certified records of prior marriages. Please let me know if you have any questions.

Thank you,  
Bill

WILLIAM PIERSA  
*Assistant Corporation Counsel*  
420 Broadway  
Kingston, New York 12401  
(845) 334-3985 (tel.)  
wpiersa@kingston-ny.gov

FIA

**Tinti, Elisa**

---

**From:** Baker, Daniel  
**Sent:** Friday, August 9, 2024 3:44 PM  
**To:** Shaut, Andrea  
**Cc:** Tinti, Elisa; RScottschildress@gmail.com; Graves-Poller, Barbara; Higgins, Janet; Kyle Barnett; Noble, Steve; Verney, Karen  
**Subject:** Super 8 Motels of Kingston, Inc. vs. City of Kingston

Madam President,

I am respectfully requesting to be added to the September Finance Committee meeting to discuss a proposed resolution to the above matter.  
Some of the discussion will require executive session.

Please contact me if you have any questions, comments, or concerns.

Respectfully,

Dan

**Daniel Baker, SCAA**  
Assessor  
City of Kingston  
(845) 334-3912  
[dbaker@kingston-ny.gov](mailto:dbaker@kingston-ny.gov)

CONFIDENTIALITY NOTICE  
This e-mail, including attachments, may contain information that is confidential and it may be protected by the attorney/client or other privileges.  
This e-mail, including attachments, constitutes information to be conveyed only to the designated recipient(s).  
The unauthorized use, dissemination, distribution or reproduction of this e-mail, including attachments is prohibited and may be unlawful.

#A

RESOLUTION # \_\_\_\_ of 2024

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK,  
ESTABLISHING A PUBLIC HEARING REGARDING THE POSSIBLE DEMOLITION OF THE CANOPY  
SYSTEM KNOWN AS THE PIKE PLAN AFFIXED TO BUILDINGS WITHIN THE STOCKADE HISTORIC  
DISTRICT.

Sponsored by: Laws and Rules Committee

Alderman: Mickens

WHEREAS, a proposal has been made calling for the demolition of the Pike Plan structure, erected ca. 1973 within the Stockade Historic District; and

WHEREAS, the Pike Plan imbues special character, imparts a strong sense of place, has over time become a defining feature within the Stockade Historic District, was designed by an internationally renowned artist and is one of the few extant commercial district canopy systems in the country; and

WHEREAS, a proposal has been made to allocate \$1,000,000 (one million dollars) of city funds for the demolition of the Pike Plan; and

WHEREAS, a proposal has been made to re allocate Federal ARPA funds for remediation of affected facades; and

WHEREAS, the proposed undertaking will require compliance with Section 106 of the National Historic Preservation Act; which provides the opportunity for citizens to lend their voice in protecting and maintaining historic properties in their communities; and

WHEREAS, a proposal has been made with a timeline that effectively minimizes a robust SHPO environmental review thereby limiting the agency's ability to fully explore all feasible and prudent alternatives to demolition which would avoid or mitigate adverse impacts to such landmarked properties; and

WHEREAS, the proposed undertaking would require the amendment of Zoning Code Pike Plan Canopy Design Standards section 405.21.N;

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

SECTION 1. That the Common Council hereby set a Laws and Rules Committee Public Hearing regarding the proposed demolition of the canopy system known as the Pike Plan

SECTION 2. That said Public Hearing will take place on \_\_\_\_\_ at 6:30 pm, in the Common Council Chambers at City Hall for public comments on same

SECTION 3. That the City Clerk shall cause the proposed amendment to be referred to the City of Kingston Planning Board, The City of Kingston Building Department, The City of Kingston Historic Landmarks Preservation Commission and the New York State Historic Preservation Office

SECTION 4. That this resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_\_

Day of \_\_\_\_\_ 2024

Elisa Tinti, City Clerk

Approved by the Mayor this \_\_\_\_\_

Day of \_\_\_\_\_ 2024

Steven T Noble, Mayor