

FIA

## ***MEMO***

**Date:** 11/19/2021

**To:** President Shaut

**From:** Chief Chris Rea

**Re:** Line item transfer

Attached is a Finance and Audit Committee Report requesting a transfer of funds for the replacement of a turnout gear extractor. The extractor/washer being replaced was purchased in 2003. The machine is vital in maintaining personnel's health by removing the carcinogens which get trapped in their turnout gear. This transfer has zero financial impact to the fire departments 2021's budget.



## Gauch Distributing, Inc.

474 North Greenbush Road, Rensselaer, NY 12144

Sales & Service: 518-283-8302

Fax: 518-283-8307

Date: November 17, 2021

New Account:		Existing Account:		Account #:	
<b>Bill to:</b>			<b>Ship To:</b>		
Name : Kingston Fire Department, Central Station			SAME		
Address: 19 East O'Reilly Street					
City: Kingston					
State: NY					
Zip: 12401					
POC: Matt Koch, Deputy Chief		Add'l POC: Chris Rea, Chief			
Phone: C: 845-249-0809 O: 845-331-2146					
Email: mkock@kingston-ny.gov		crea@kingston-ny.gov			
Qty	Equipment Quote			Unit Price	Total
1	Continental EH040 40 lb. Soft Mount Washer-Extractor 208-240/60/1			10,548.00	10,548.00
1	Brightlogic Pump - Dual			547.00	547.00
1	Case TURNOUT detergent (2 gal/case)			98.00	98.00
1	Case LAUNDRY GUARD super-concentrated sanitizer (2 gal/case - 3 oz/hundred weight)			245.00	245.00
1	Tubing Kit (transfer tubes, squeeze tube, fittings)			NC	NC
				<b>Total for Equipment</b>	<b>11,438.00</b>
*As of this date, we are being told that lead times are 6-8 weeks for washers. Drop Ship to KFD at Address Above				Factory Freight	450.00*
				Remove Old Equipment	Not Included
				Installation	Not Included
Make all checks payable to: Gauch Distributing, Inc.				Sub-Total	11,888.00
If tax exempt, current certificate must accompany customer's signed order.				Sales Tax 8 %	Not Applicable
Payment required with order.				<b>Total</b>	<b>11,888.00</b>
3% surcharge for credit card purchases over \$1,000.				Payment in Full Check#	
Return trips due to customer unpreparedness subject to return trip charges.				Amount to be Financed	
Warranty: In Accordance with Manufacturer's warranty at time of sale.					
Prices valid for 30 days from date of quote.					

Purchaser warrants that any machinery given in trade is free and unencumbered.

Note: Acceptance of your order is subject to approval by our office.

<p><b>Accepted for Seller</b></p> <p>Gauch Distributing, Inc.                  By: Paul Rosamilia paul@gauchdist.com                  Date: 11/17/2021                  Sales Rep Signature: <i>Paul Rosamilia</i></p>	<p>By accepting this order, you agree to the terms listed in the Special Instructions</p> <p>Accepted by Purchaser:                  By (Print Name):                  Date:                  Signature:</p>
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66 Firemens way  
Poughkeepsie NY 12603  
United States

# Quote

Date 09/28/2021  
Quote # QT1510904  
Expires 10/13/2021  
Sales Rep Sommerville, Dan  
PO #  
Shipping Method Freight Fee

**Bill To**  
KINGSTON FIRE DEPT/CITY OF  
19 EAST O'REILLY STREET  
KINGSTON NY 12401

**Ship To**  
KINGSTON FIRE DEPT/CITY OF  
19 EAST O'REILLY STREET  
KINGSTON NY 12401

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
GROVES	EWHM40		EWHM40 Custom GROVES Extractor Washer 40LB preprogramed to NFPA 1851 compliance	1	13,052.65	13,052.65
GROVES	ADS-Seko-2 P..		ADS-Seko-2 Pump Custom GROVES Auto Soap Dispenser Seko - 2 Pump LV-Pumps Viton FPM	1	415.35	415.35

Subtotal 13,468.00  
Shipping Cost (Freight Fee) 970.00  
Total \$14,438.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



# CITY OF KINGSTON

## Kingston Planning

planning@kingston-ny.gov

F&A

Suzanne Cahill, Planning Director  
Kyla Dedea, Assistant Planner



Steven T. Noble, Mayor

November 17, 2021

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

Re: FY 2021 Budget Transfer - Committed Fund Balance to Shade Tree Account

Dear Pre. Shaut:

Due to accounting modifications, the City Comptroller has advised that certain funds which were held in Trust and Agency Accounts are now held in a different fashion. In order to access those funds, a budget transfer is now required. Therefore, I am requesting that the following budget transfer be authorized by the Common Council for purposes of closing out a fund which was set up to accept donations raised by Alderman O'Reilly as part of a community beautification project at the head of Delaware Avenue. The transfer is moving existing funds so that there is no fiscal impact to the City. Therefore, I respectfully request the following budget transfer:

INCREASE BUDGET LINE A1-8560.5472 (Shade Trees - Contracted Expenses) by \$525.00  
DECREASE BUDGET LINE: A1-999919.501 (Committed Fund Balance) by \$525.00

A proposed form of Committee Report is attached for your use. If there are any questions, please do not hesitate to contact our office to discuss.

Sincerely,

Suzanne Cahill  
Planning Director

CC: S. Noble, Mayor  
Ald. R. Scott-Childress, W3, Chairman F&A  
J. Tuey, Comptroller



**1THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: Shade Trees                      DATE: Nov 2021

**Description:** Authorize FY 2021 Budget Modification as follows:

INCREASE BUDGET LINE A1-8020.5103 (Shade Trees-Contracted Expenses) by \$525.00  
 DECREASE BUDGET LINE: A1-999919.501 (Committed Fund Balance) by \$525.00

Estimated Financial Impact: \$ 0                      Signature *Suzanne Cahill*

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

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

Action Required:

SEQRA Decision:  
 Type I Action \_\_\_\_\_  
 Type II Action X  
 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		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		





# CITY OF KINGSTON

## Kingston Planning

planning@kingston-ny.gov

F&A

Suzanne Cahill, Planning Director  
Kyla Dedea, Assistant Planner



Steven T. Noble, Mayor

November 17, 2021

Ald. At Large Andrea Shaut, President  
City of Kingston Common Council  
City Hall – 420 Broadway  
Kingston, New York 12401

Re: FY 2021 Budget Amendment – Planning Overtime

Dear Pre. Shaut:

This is to request that authorization of an internal budget request to cover costs associated with overtime pay in the Planning Board FY 2021 budget. At this time the allocation which was originally adopted, and amended in September 2021, has been depleted and there is a need to cover both current and anticipated costs through the end of the year. The transfer is moving existing funds so that there is no fiscal impact to the City. Therefore, I respectfully request the following budget transfer:

INCREASE BUDGET LINE A1-8020.5103 (Planning – Overtime Pay) by \$1,000.00

DECREASE BUDGET LINE: A1-8020.5112 (Planning – Part Time Employees) by 1,000.00

A proposed form of Committee Report is attached for your use. If there are any questions, please do not hesitate to contact our office to discuss.

Sincerely,

Suzanne Cahill  
Planning Director

CC: S. Noble, Mayor  
Ald. R. Scott-Childress, W3, Chairman F&A  
J. Tuey, Comptroller



1THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT  
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER  X   
AUTHORIZATION        
CLAIMS      

CONTINGENCY TRANSFER        
BUDGET MODIFICATION        
ZONING      

TRANSFER        
BONDING REQUEST        
OTHER      

DEPARTMENT:  Planning

DATE:  Nov 2021

Description: Authorize FY 2021 Budget Modification as follows:

INCREASE BUDGET LINE A1-8020.5103 (Planning - Overtime) by \$1,000.00

DECREASE BUDGET LINE: A1-8020.5112 (Planning - Part Time Employees) by 1,000.00

Estimated Financial Impact: \$ 0

Signature  

Motion by      

Seconded by      

Action Required:

SEQRA Decision:

Type I Action      

Type II Action  X

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	
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		



FIA

**Tinti, Elisa**

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**From:** Noble, Steve  
**Sent:** Friday, December 03, 2021 10:09 AM  
**To:** Alderman  
**Cc:** Tinti, Elisa; Tuey, John  
**Subject:** Council Communication regarding CSEA  
**Attachments:** December 2021- CSEA MOA Communication.pdf

Dear Council Members,

Please see the attached communication related to the retention and recruitment program I created as part of the Mayor's recommended budget. I hope this will help with any concerns related to the process and I encourage you to please keep the CSEA raises in as I proposed.

-Steve

Steven T. Noble  
Mayor, City of Kingston  
420 Broadway  
Kingston, NY 12401  
845-334-3902  
[www.kingston-ny.gov](http://www.kingston-ny.gov)



# CITY OF KINGSTON

## Office of the Mayor

mayor@kingston-ny.gov

Steven T. Noble  
Mayor



---

3 December 2021

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

RE: CSEA Memorandum of Agreement

Dear President Shaut,

Please see the attached CSEA MOA that was signed yesterday related to the retention and recruitment plan that I included as part of my 2022 proposal. At this point, what seems clear to me is that some members of the Common Council support the concept of my recruitment and retention policy which will greatly benefit our lowest paid workers but they would have liked to see a written MOA prior to approving funds in the budget. While that message was never shared with me or leadership of CSEA directly, we believe this MOA should now address those concerns. I believe it is not extremely prudent to keep my funding plan as was proposed in the Mayor's recommended 2022 budget.

I ask that this MOA be placed on the Agenda of the December Finance Meeting.

Respectfully,

Steven T. Noble  
Mayor

STN:rjv

**1THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Mayor</u>	DATE: <u>12/3/2021</u>
<p>Description:</p> <p>Request to Approve the Attached CSEA MOA that amends the 2017-2020 CSEA contract to provide new salary schedule and related provisions</p> <p>Estimated Financial Impact:</p>	
<p>Signature </p>	

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		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		



**MEMORANDUM OF AGREEMENT**

**By and Between**

**The City of Kingston**

**and**

**Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO,**

**Kingston City Unit 8951**

**Ulster County Local #856**

The January 1, 2017 through December 31, 2020 Collective Bargaining Agreement by and between the parties is hereby modified as follows. All other provisions remain unchanged except modification of dates where applicable. Subject to ratification by both parties.

1. Term of Agreement. January 1, 2021 through December 31, 2021.
2. Wages: Salary Schedule, as per attached Appendix A, shall take effect 11:59 PM on December 31, 2021. There shall be no retroactive salary payments for any work performed in 2021, or made for work performed in 2021, as a result of future negotiations as it relates to any additional proposed salary increases for 2021, which will occur when the parties continue negotiations for future contract years. The intent is to allow proposals and negotiations of additional salary increases for 2021, but there shall be no retroactive payments for any 2021 wages negotiated and/or applied in the future.
3. Effective January 1, 2022, the job title of Laborer shall require a minimum of a Class D – NYS Driver's License. However, a Laborer employed by the City on or before January 1, 2022, shall not be disqualified or removed from their Laborer position as a result of license suspension or loss. The parties will negotiate drug testing for licensed Laborers during negotiations for future contract years.

So agreed this 2 day of December 2021 and subject to ratification by the parties.

**For The City:**



**Steve Noble, Mayor**

**For CSEA:**



**Howard Baul, LRS**



**Dan Quesnell, Unit President**

**APPENDIX A**

**EFFECTIVE DECEMBER 31, 2021**

**GRADE 1     ANNUAL SALARY \$45,000**

Cleaner  
Clerk  
Clerk (Spanish Speaking)  
Coin Collection Clerk  
Dog Warden  
Janitor  
Maintenance Helper  
Receptionist

**GRADE 2     ANNUAL SALARY \$47,500**

Administrative Aide  
Assessor Aide  
Bus Operator  
Deputy Registrar  
Dockmaster  
Historic Preservation Admin.  
Laborer  
Maintenance Laborer  
Mechanic's Helper  
Ordinance Inspection Officer  
Parking Enforcement Officer  
Parking Support Officer  
Senior Clerk  
Stenographer  
WWTP Mechanic II  
WWTP Operator Trainee  
Youth Advocate

**GRADE 3     ANNUAL SALARY \$50,000**

Account Clerk  
Assessment Data Collector  
Benefits Account Clerk  
Motor Equipment Operator  
Motor Equip. Service Ass't  
Recreation Assistant  
Zoo Caretaker

**GRADE 4 ANNUAL SALARY \$52,500**

Administrative Assistant  
Computer Coordinator  
Computer Operator  
Dispatcher  
Engineering Aide  
Environmental Educator  
Environmental Specialist I  
Heavy Motor Equipment Operator  
Housing Code Inspector  
Jr. Planning Aide  
Maintenance Assistant  
Payroll Clerk  
Purchasing Assistant  
Recreation Leader  
Safety Coordinator  
Senior Account Clerk  
Sewer Maintenance Assistant  
Sign Painter  
Weighmaster

**GRADE 5 ANNUAL SALARY \$55,000**

Assistant City Planner  
Assistant WWTP Operator (*2A cert*)  
Building Inspector  
Capital Projects Assistant

Data Collector  
Deputy Assessor  
Deputy Clerk  
Environment Program Operation Specialist  
Foreman  
Labor Foreman  
Maintenance Foreman  
Maintenance Mechanic-Welder  
Motor Equipment Mechanic  
Park Maintenance Supervisor  
Parking Supervisor  
Plumbing Inspector  
Principal Account Clerk  
Project Manager  
Property Manager  
Recreation Director  
Road Sewer Construction Foreman  
Safety Officer  
Senior Engineering Aide  
Sewer Foreman  
Street Foreman  
Tree Maintenance Tech  
Transfer Station Operator  
Transit Supervisor  
Working Supervisor  
WWTP Lab Technician  
WWTP Maintenance Mechanic III  
Zoning Officer

**GRADE 6      ANNUAL SALARY \$60,000**

Carpenter  
Engineering Technician  
Finance & Operations Administrator  
Garage Foreman  
Grants Manager  
Fire Inspector  
Housing Rehab Specialist I  
Jr. Accountant

**Motor Equipment Operator – Extra Heavy**  
**Network Support Technician**  
**Skilled Mechanic**  
**Traffic Electrician**  
**WWTP Operator**

**GRADE 7      ANNUAL SALARY \$65,000**

**Administrative Account Clerk**  
**Asst. Director of Building Safety and Zoning Enforcement**  
**Garage Shop Superintendent**  
**Principal Account Clerk (*Comptroller's Office Only 1 position*)**  
**WWTP Senior Operator**



# CITY OF KINGSTON

F+A

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

cityclerk@kingston-ny.gov

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



Deidre Sills, Deputy Clerk  
Susan Mesches, Deputy Registrar

President Shaut  
420 Broadway  
Kingston, NY 12401

November 30, 2021

Dear President Shaut,

Please accept this communication for placement on Finance for a budget transfer to balance the budget in the City Clerk's Office as per attached.

Thank you for your time,  
Elisa Tinti

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

City Clerk & Registrar





Transfer Request City Clerks Office

From :	A1.199014.5404	Contingency	\$36,485.47
To:	1910.5430	Multi-Peril Liability	\$36,485.47
From::	1930.5467	Certiorari Actions	\$26,000.00
	7551.5472	Contracted Services	\$1,000.00
	7551.5485	General Materials & Supplies	\$3,330.88
To:	1010.5405	Contract Update Code Book	\$1,513.81
	1410.5103	Overtime	\$104.64
	14103.5402	Office Supplies	\$1,817.74
	1410.5822	Dental Insurance	\$709.89
	1620.5443	Maintenance of Buildings	\$369.63
	1620.5471	Service Contracts	\$6,173.77
	1620.5485	General Materials & Supplies	\$817.11
	1670.5463	Postage, Freight & express	\$3,734.77
	1930.5401	General Contracts Expenses	\$9119.90
	7551.5103	Overtime	\$4,232.16
	7989.5422	Electricity	\$299.21
	7989.5423	Natural gas	\$334.25
	7989.5471	Service Contracts	\$1,104.00



F1A

**CITY OF KINGSTON**  
Office of the Comptroller  
comptroller@kingston-ny.gov

John Tuey, Comptroller



Steven T. Noble, Mayor

November 22, 2021

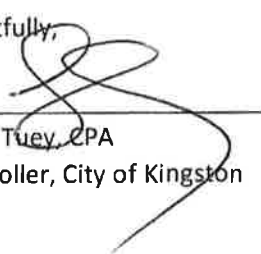
Alderman At Large Andrea Shaut, President  
City of Kingston Common Council  
City Hall, 420 Broadway  
Kingston, NY 12401

RE: 2021 Budgetary Transfer

Dear President Shaut,

I am submitting the attached 2021 budgetary transfer to balance out my department's accounts.

Respectfully,

  
\_\_\_\_\_  
John R. Tuey, CPA  
Comptroller, City of Kingston

**1 THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

**REQUEST DESCRIPTION**

INTERNAL TRANSFER  CONTINGENCY TRANSFER \_\_\_\_\_ TRANSFER \_\_\_\_\_  
 AUTHORIZATION \_\_\_\_\_ BUDGET MODIFICATION \_\_\_\_\_ BONDING REQUEST \_\_\_\_\_  
 CLAIMS \_\_\_\_\_ ZONING \_\_\_\_\_ OTHER \_\_\_\_\_

DEPARTMENT: Comptroller

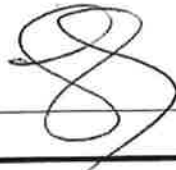
DATE: 11/22/2021

Description:

Request 2021 budgetary transfer totaling \$19,800 as per attached in order to balance accounts.

Estimated Financial Impact: \$0

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		
Don Tallerman, Ward 5		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

General Fund Budgetary Transfer

To:

<u>Fund</u>	<u>Org</u>	<u>Object</u>	<u>Acct Description</u>	<u>Amount</u>
A1	1130	5402	Office Supplies	4,500
A1	1320	5411	Consultants	4,000
A1	1330	5463	Postage	1,000
A1	3320	5101	Regular Pay	10,000
A1	3320	5421	Telephone	300
				19,800

From:

<u>Fund</u>	<u>Org</u>	<u>Object</u>	<u>Acct Description</u>	<u>Amount</u>
A1	1130	5412	Professional Fees	10,250
A1	1130	5463	Postage	1,750
A1	1330	5412	Data Processing Support	1,000
A1	3320	5103	Overtime	1,000
A1	3320	5441	Maintenance of Equipment	4,300
A1	1315	5402	Office Supplies	1,500
				19,800

