

FINANCE/AUDIT COMMITTEE MEETING AGENDA

Wednesday, April 9th, at 6:30 p.m.

1. Comptroller's Update
2. Budget Transfer Request from Engineer's Office - J. Schultheis
3. Budget Transfer Request from Building Safety - S. Knox
4. 3 Budget Transfer Requests from DPW - E. Norman
5. Budget Transfer Request from Parks & Rec - L. Timbrouck
6. Request to edit the Disposition Policy - B. Starodaj
7. Skatepark Project - N. Kikel
8. Forsyth Barn Reconstruction Project - N. Kikel
9. Council Microphones - E. Tinti

OLD BUSINESS

1. Amending the Fee Schedule-Violations for Overnight Parking in City Parks-Ald. Pasti/President Shaut

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CITY OF KINGSTON

Office of City Engineer

jschultheis@kingston-ny.gov

F+1A

John M. Schultheis, City Engineer



Steven T. Noble, Mayor

March 6, 2025

Dear President Shaut:

Attached please find a budget transfer from A1 1440 14 5476 – Data Processing Supplies: \$149.95
to A1 1440 14 5403 – Books, Lit, Periodicals: \$ 39.95
and A1 1440 14 5487 – Constr. Mat & Supplies: \$110.00

to cover the cost of subscriptions and DEC fee for the now closed-out grant for the Brickyard Trail.

Please feel free to contact me should you have any questions.

Thank you for your attention to this matter.

Respectfully,

John M. Schultheis,
City Engineer

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: 3/4/2025

To transfer from All accounts are A1-1440-14:

From: A1-1440-14-5476 Data Processing Supplies \$ 149.95

Total \$ 149.95

To: A1-1440-14-5403 Books, Lit., Periodicals \$ 39.95

A1-1440-14-5487 Constr. Mat. & Supplies \$ 110.00

Total \$ 149.95

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 Chair, Finance and Audit		
Sara Pasti, Ward 1		
Michael Tierney, Ward 2		
Bryant Drew Andrews, Ward 7		
Steven Schabot, Ward 8		

③
Steven T. Noble
Mayor

Stephan Knox
Director

CITY OF KINGSTON
Building Safety & Zoning Enforcement

5 Garraghan Drive
Kingston, NY 12401
Phone (845) 331-1217
Fax (845) 331-1224



March 13, 2025

Council President, Andrea Shaut
City of Kingston Common Council
420 Broadway
Kingston, NY 12401

Dear President Shaut,

Attached find budget transfer documentation for your consideration and Council approval. This request is for an internal transfer of funds from the department's regular pay account to the retirement accumulation account.

This request represents an internal transfer that will have zero financial impact.

Respectfully,

Stephan Knox
Director of Building Safety & Zoning Enforcement

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

From:

Account#	Account Name	Total Amount
A1362011 5101	Regular Pay	\$1,460.47

To:

Account#	Account Name	Total Amount
A1362011 5105	Retirement Accumulation	\$1,460.47

THE CITY OF KINGSTON COMMON COUNCIL
Finance / Audit
COMMITTEE REPORT

DEPARTMENT Building Safety DATE 3/13/2025

Description: Internal budget transfer request with zero financial impact.

\$1,460.47 From: A1362011 5101 Regular Pay to:

- A1362011 5105 Retirement Accumulation (\$1,460.47)

Motion by _____

Seconded by _____

Action Required:

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

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

Edward Norman, Superintendent
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

March 6, 2025

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

RE: 2024 Year End Transfer

Dear President Shaut,

Attached you will find two internal year end transfer requests for 2024 (both General & Sewer funds), to cover budget shortfalls in various accounts. There is a third transfer request to move Insurance Recovery funds from the 2024 surplus into various 2025 operating accounts. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is appreciated, thank you.

Sincerely,

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**

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: PUBLIC WORKS DATE: 3/6/25

Description:

General Fund – Internal Transfer of \$66,916; transfer to cover shortfalls in accounts for year ending 2024

Estimated Financial Impact: \$ 0 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		

From:

Account#	Account Name	Total Amount
8160 14 5472	Sanitation Contracted Services	\$66,916.00

\$66,916.00

To:

Account#	Account Name	Total Amount
1490 11 5101	Admin Regular Pay	\$9,414.00
1490 11 5118	Admin Standby Pay	\$120.00
1490 11 5811	Admin Social Security	\$9,376.00
1490 14 5422	Admin Electric	\$1,084.00
1490 14 5462	Admin Dues & Seminars	\$584.00
1490 14 5472	Admin Contracted Service	\$170.00
1490 18 5834	Admin Employee Uniforms	\$514.00
1625 14 5422	B & G Electric	\$635.00
1625 14 5426	B & G Fuel	\$103.00
1625 14 5444	B & G Vehicle Maintenance	\$125.00
5110 14 5441	Streets Equipment Maintenance	\$333.00
5132 14 5423	Garage Natural Gas	\$2,160.00
5182 14 5422	Street Lights Electricity	\$27,338.00
5182 14 5444	Street Light Vehicle Maintenance	\$3,913.00
8160 11 5103	Sanitation Overtime	\$10,723.00
8160 18 5835	Sanitation Meal Allowance	\$2.00
8745 14 5422	Flood Control Electric	\$322.00

\$66,916.00

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THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: PUBLIC WORKS DATE: 3/6/25

Description:

General Fund – Internal Transfer of \$22,563; transfer to come from 2024 Insurance Recovery funds surplus, into various 2025 operating accounts

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		

From:

Account#	Account Name	Total Amount
1490 22 2680	Admin Insurance Recovery	\$22,563.00

\$22,563.00

To:

Account#	Account Name	Total Amount
1490 14 5462	Admin Dues & Seminars	\$2,563.00
1625 14 5479	B & G Minor Equipment	\$3,000.00
5110 14 5479	Street Maintenance Minor Equipment	\$5,000.00
5132 12 5206	Garage Software	\$7,000.00
5132 14 5479	Garage Minor Equipment	\$3,000.00
5182 14 5487	Street Light Construction Material	\$2,000.00


\$22,563.00

THE CITY OF KINGSTON COMMON COUNCIL
FINANCE/AUDIT
COMMITTEE REPORT

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

DEPARTMENT: PUBLIC WORKS DATE: 3/6/25

Description:
Sewer Fund – Internal Transfer of \$17,956.00; transfer to cover shortfalls in accounts for year ending 2024.

Estimated Financial Impact: \$ 0 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		

From:

Account#	Account Name	Total Amount
8120 11 5101	Sewer Regular Pay	\$17,956.00

\$17,956.00

To:

Account#	Account Name	Total Amount
8120 11 5118	Sewer Standby Pay	\$60.00
8120 14 5423	Sewer Natural Gas	\$97.00
8120 14 5472	Sewer Contracted Service	\$16,927.00
8120 14 5487	Sewer Construction Material	\$1,029.00

\$17,956.00

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

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

March 28, 2025

Dear President Shaut:

Recently, we've had two Parks and Recreation employees depart service, resulting in an added expense in the Parks Retirement Accumulation account.

I respectfully request a contingency transfer from the fund balance, totaling \$27,844. 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

From:

Account#	Account Name	Total Amount
A11990.14.5404	City Fund Balance	\$27,844.00
		\$27,844.00

To:

Account#

Account Name

7110.5105	Parks Retirement Accumulation

Total Amount

\$27,844.00
\$27,844.00

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

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER X _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Parks and Recreation DATE: 3/28/25

Description:

Contingency budget transfer of \$27,844 to reconcile Parks Retirement Accumulation account.

(See attached spreadsheet).

Estimated Financial Impact: \$27,844 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		

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Kwame WiafeAkenten Jr.

F+1A

From: Tinti, Elisa
Sent: Thursday, March 27, 2025 6:05 PM
To: Kwame WiafeAkenten Jr.
Subject: Fw: Communication to Council: Changes to Disposition Policy and Related Items in Fee Schedule
Attachments: Fee Schedule -Committee_Report-Finance Committee Fee Schedule Edits 2025.docx; Fee Schedule - Communication to Common Council - Fee Schedule Changes.pdf; Disposition Policy Changes - Communication to Council.pdf; Disposition policy - Resolution x of 2025.docx

For Andreas mailbox

Get [Outlook for iOS](#)

From: Starodaj, Bartek <bstarodaj@kingston-ny.gov>
Sent: Thursday, March 27, 2025 2:44:32 PM
To: Shaut, Andrea <ashaut@kingston-ny.gov>
Cc: Tuey, John <jtuey@kingston-ny.gov>; Graves-Poller, Barbara <BGraves@kingston-ny.gov>; Noble, Steve <SNoble@kingston-ny.gov>; Tinti, Elisa <emtinti@kingston-ny.gov>
Subject: Communication to Council: Changes to Disposition Policy and Related Items in Fee Schedule

[Fee Schedule -Committee_Report-Finance Committee Fee Schedule Edits 2025.docx](#) [Fee Schedule - Communication to Common Council - Fee Schedule Changes.pdf](#) [Disposition Policy Changes - Communication to Council.pdf](#) [Disposition policy - Resolution x of 2025.docx](#)

Dear President Shaut,

I am attaching here correspondence for two separate but related resolutions:

1. A request to edit the City's Disposition Policy for surplus property
2. A request to edit the City's Fee Schedule relating to the sale of surplus property

Thank you,
Bartek

Bartek Starodaj
DIRECTOR OF HOUSING INITIATIVES, CITY OF KINGSTON

Mailing Address:
City of Kingston
420 Broadway
Kingston, NY 12401

Physical Address:
20 Broadway, 2nd Floor
Kingston, NY 12401

Office: 845-334-3928

Mobile: 860-670-8535
bstarodaj@kingston-ny.gov
kingston-ny.gov/housing

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

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: HOUSING DATE: _____

Description:

Addition of the following fees to the City of Kingston Fee Schedule:

- Fee for purchase of a property acquired through the "in rem" tax lien foreclosure process: \$1,200
- Fee for purchase of an abandoned property acquired through the 19-A process: \$1,200

Estimated Financial Impact: \$ _____ 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		

CITY OF KINGSTON
Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

March 27, 2025

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

Re: Fee Schedule Changes

Dear President Shaut,

I am requesting that the most recent City of Kingston fee schedule be updated with two new fees:

- Fee for purchase of a property acquired through the "in rem" tax lien foreclosure process: \$1,200
- Fee for purchase of an abandoned property acquired through the 19-A process: \$1,200

The intention is to have any buyer of a property acquired by the City in 2025 or later to pay these fees to cover the City's costs in originally acquiring the property.

I ask you please forward to the appropriate Common Council committee for consideration.

Respectfully Submitted,

Bartek Starodaj
Director, Housing Initiatives

Cc: Steve T. Noble, Mayor
E. Tinti, City Clerk
J. Tuey, Comptroller
B. Graves-Poller, Corporation Counsel

CITY OF KINGSTON

Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

March 27, 2025

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

Re: Edits to the City of Kingston Disposition Policy

Dear President Shaut,

As you know, via Resolution 66 of 2023 the City of Kingston Common Council passed a disposition policy to increase certainty for the Kingston City Land Bank and other parties wishing to acquire and redevelop City-owned properties. The goal of the disposition policy was to accelerate the overall redevelopment timeline of vacant properties, including those acquired via Article 11 (tax lien foreclosure) and Article 19 (abandoned dwellings).

I am asking the Common Council to edit our disposition policy to ensure the City's process complies with recent changes to Section 1196 of Real Property Tax Law based on the 2023 *Tyler v. Hennepin County* Supreme Court decision. Under this policy:

- The Kingston City Land Bank will have the first option to purchase one, two, or three family residential properties acquired via Article 11, but would have to purchase the property at the full assessed value or the appraised value, whichever is lower, plus an administrative fee.
- The Kingston City Land Bank will have the first option to purchase one, two, or three family residential properties acquired via Article 19-A provided each property has less than \$120,000 in outstanding taxes and fees. The amount the Land Bank would pay for the property would depend on the affordability of end-user households.

For all other properties, and for all properties the Land Bank chooses not to purchase, the City would either issue an RFP or sell the properties at auction.

As with previous versions of the disposition policy, the Common Council would retain full authority for approving any property sale.

I ask that you please forward this communication to the Common Council for consideration.

Respectfully Submitted,

Bartek Starodaj, Director, Housing Initiatives

Cc: Steve T. Noble, Mayor
E. Tinti, City Clerk
B. Graves-Poller, Corporation Counsel
J. Tuey, Comptroller

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK EDITING A POLICY FOR DISPOSITION OF SURPLUS CITY-OWNED PROPERTY

Sponsored by:

WHEREAS, via Resolution 66 of 2023 the Common Council originally passed a disposition policy to prioritize transferring surplus City-owned property to the Kingston City Land Bank, advance revitalization goals set forth in the Kingston 2025 Comprehensive Plan, accelerate the citywide production of housing at all income levels, and stimulate economic growth;

WHEREAS, this Disposition Policy applies to all properties The City of Kingston acquires through the “in rem” tax lien foreclosure process under Article 11 of the New York Real Property Tax Law and abandoned dwellings under Article 19-A of the New York Real Property Tax Law;

WHEREAS, the Common Council wishes to ensure the City of Kingston complies with recent changes to Section 1196 of Real Property Tax Law, which sets guidelines for the determination of existence and amount of surplus for sales of tax-foreclosed property.

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 shall follow the annexed disposition plan for transferring ownership of surplus City-owned properties acquired through the “in rem,” delinquent tax lien foreclosure process and Article 19-A provisions.

SECTION 2. That this resolution shall take effect immediately.

Submitted to the Mayor this _____ day

Approved by the Mayor this _____ day

of _____ 2025

of _____ 2025

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2025

City of Kingston Disposition Policy Provisions

Purpose: The purpose of this Disposition Policy is to ensure the City of Kingston follows a standardized and transparent procedure for the sale of City-owned surplus property. It seeks to encourage the timely redevelopment of City-owned buildings and land, bring City-owned buildings and land back on the tax rolls, and encourage the development of affordable rental and homeownership housing opportunities.

The City will henceforth dispose of all properties it acquires through the “in rem” tax lien foreclosure process under Article 11 of the New York Real Property Tax Law and abandoned dwellings under Article 19-A of the New York Real Property Tax Law in the following preferential order, subject to the stated conditions:

I. For all properties, irrespective of the amount of outstanding taxes and fees due:

The City may, in its discretion, retain and/or alternately dispose of the property for any reason. Within 60 days of the City’s acquisition of a property through the “in rem” delinquent tax lien foreclosure process under Article 11 or through the Article 19-A abandoned dwelling process, the Mayor of Kingston shall determine whether such property should be retained.

II. For one, two, or three family residential properties and vacant land associated with the parcel preceding, during and post foreclosure/acquisition that the City of Kingston plans to acquire or has acquired through Article 11:

The City will offer such property to the Kingston City Land Bank.

A. The Kingston City Land Bank shall have a 90-day option to purchase such property in the amount of the full equalized assessed value of the property as shown on the most recent tax roll of the City of Kingston (“Assessed Value”) plus an administrative fee (“Administrative Fee”), as defined in the latest fee schedule of the City of Kingston. This 90-day offer period begins to run when the City communicates an offer notice in writing to the Kingston City Land Bank. This offer letter will include the Assessed Value and Administrative Fee. The Kingston City Land Bank shall communicate its acceptance or rejection of properties via resolution of the Kingston City Land Bank Board of Directors. For each property, the Kingston City Land Bank may, at its own option and expense, also establish the full value of the property via an appraisal prepared by a licensed New York state appraiser (“Appraised Value”). The City has discretion to extend this offer period to facilitate the Kingston City Land Bank’s property inspection and due diligence procedures.

B. The Kingston City Land Bank is required to take title to a property within 90-days of Common Council Resolution approving the conveyance of the property. If the Kingston City Land Bank fails to take title to a property within this 90-day period, the City will follow the provisions of Section IV for that property.

C. The Kingston City Land Bank shall remit the amount of the Assessed Value or Appraised Value, whichever is lower, and Administrative Fee simultaneously with the passing of title from the City of Kingston to the Kingston City Land Bank.

D. The City may dispose of any property that the Kingston City Land Bank declines to purchase during the 90-day option period in accordance with Section IV below.

III. For one, two or three family residential properties with less than \$120,000 in outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure/acquisition that the City of Kingston plans to acquire or has acquired through Article 19-A:

The City will offer such properties to the Kingston City Land Bank.

A. The Kingston City Land Bank shall have a 90-day option to purchase such properties. The payment due to the City for each residential property will reflect the Area Median Income (AMI) level, adjusted for household size, of the end-user-household as follows:

- Properties in Tier 1 (to be purchased by end-user households at or below 80% AMI): 10% of the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure/acquisition or \$7,000, whichever is greater, plus an Administrative Fee. In no event will the sales price to Kingston City Land Bank exceed the full amount of the outstanding taxes and fees.
- Properties in Tier 2: (to be purchased by end-user households between 80–100% AMI): 50% of the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure/acquisition or \$7,000, whichever is greater, plus an Administrative Fee. In no event will the sales price to Kingston City Land Bank exceed the full amount of the outstanding taxes and fees.
- Properties in Tier 3 (to be purchased by end-user households between 100–130% AMI): 60% of the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure/acquisition or \$7,000, whichever is greater, plus an Administrative Fee. In no event will the sales price to Kingston City Land Bank exceed the full amount of the outstanding taxes and fees.
- Properties in Tier 4 (to be purchased by end-user households above 130% AMI): 70% of the outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure/acquisition or \$7,000, whichever is greater, plus an Administrative Fee. In no event will the sales price to Kingston City Land Bank exceed the full amount of the outstanding taxes and fees.

This 90-day offer period begins when the City communicates an offer notice in writing to the Kingston City Land Bank. This offer letter will include the total of all delinquent taxes and fees associated with the parcel preceding, during, and post foreclosure/acquisition plus an Administrative Fee. The City has discretion to extend this offer period to facilitate the Kingston City Land Bank's property inspection and due diligence procedures. The

Kingston City Land Bank shall communicate its acceptance or rejection of properties via resolution of the Kingston City Land Bank Board of Directors.

- B. The Kingston City Land Bank is required to take title to a property within 90 days of Common Council Resolution approving the conveyance of the property. If the Kingston City Land Bank fails to take title to a property within this 90-day period, the City will follow the provisions of Section IV for that property.
- C. The Kingston City Land Bank shall remit payment due based on the Tiers described in Section III (A) and Administrative Fee simultaneously with the passing of title from the City of Kingston to the Kingston City Land Bank. If the AMI Tier of the final end user is higher than originally planned, the Kingston City Land Bank shall remit an additional payment to the City within 30 days of the sale of each property received in accordance with this Disposition Policy. The City will not remit payment to the Kingston City Land Bank if the AMI tier of the final end user is lower than originally planned. The Kingston City Land Bank will assume responsibility for the above-listed payment obligations when it sells properties directly to end-user households and when it conveys properties received in accordance with this Disposition Policy to for-profit and not-for-profit corporations, which then sell property to end-user households.
- E. The City may dispose of any property that the Kingston City Land Bank declines to purchase during the 90-day option period in accordance with Section IV below.

IV. *For all properties not accepted by the Kingston City Land Bank during its option period, or for all other properties the Kingston City Land Bank is not eligible to acquire under the provisions of Sections II or III, including all commercial properties, the following disposition options apply:*

- A. The City of Kingston may develop a public Request for Proposals (RFP) or other appropriate document, drafted to advance housing goals identified in the City's Comprehensive Plan and the revitalization objectives set forth in General Municipal Law §§ 505 and 907. The City of Kingston shall issue this RFP in accordance with its established procurement rules. In developing an RFP, the City of Kingston shall notify the Finance & Audit Committee of its intent to issue an RFP, provide the Committee with at least ten business days to provide comments on the RFP, and request that a member of the Finance & Audit Committee serve on the Evaluation Committee. The City of Kingston shall also share all non-winning proposals with the Finance & Audit Committee. The minimum sales price for any property subject to an RFP process shall be the sum of the Assessed Value and the Administrative Fee.
- B. If the City chooses to not develop an RFP or if the City fails to receive qualified responses to the RFP or if the City rejects the proposals received or if the Common Council fails to approve the conveyance of any property to an RFP Respondent, the City shall hold a public auction and sell the property to the highest bidder. The final sales price shall be the bid amount plus the Administrative Fee.

General Provisions

A. This Disposition Policy does not divest the Common Council of its statutory authority to sell or convey real property acquired through foreclosure proceedings or through Article 19-A.

B. The Kingston City Land Bank shall not intentionally convey any property acquired from the City of Kingston back to the property's immediate former owner(s) for less consideration than the amount of any and all delinquent taxes and fees associated with the parcel preceding, during and post foreclosure/acquisition.

C. City employees and members of the City of Kingston Common Council who: (i) are involved with the negotiation or preparation of the sale and closing process of properties which have been acquired by the City through the "In Rem" delinquent tax lien foreclosure through Article 11 or Article 19-A process; (ii) have access to knowledge or information about a parcel conveyed by the City to the Kingston City Land Bank or about the present or proposed use of nearby parcels through his or her City position, which knowledge or information is not accessible to the general public; or (iii) who have the authority to appoint employees who have any of the foregoing powers or access to the foregoing information, are specifically precluded from purchasing properties conveyed to the Kingston City Land Bank by the City during and for two (2) years after the termination of their City employment or term of office.

D. This Disposition Policy is intended to incentivize the production of low-to-moderate affordable housing opportunities in the City of Kingston. Accordingly, it is expected that at least 65% of all one, two, or three family residential properties sold by the Kingston City Land Bank are disposed to households at or below 130% of Area Median Income for Ulster County. Affordable homes sold by the Kingston City Land Bank are subject to various restrictions to incentivize them to be preserved as affordable housing for the term of the agreements entered into by the homeowners, as well as additional terms and conditions contained in those agreements.

E. The Kingston City Land Bank will provide the Corporation Counsel, Director of Housing Initiatives and Comptroller of the City of Kingston with a quarterly report on the properties subject to this Disposition Plan that were acquired and/or sold by the Kingston City Land Bank in the preceding quarter and must include information sufficient for the City of Kingston to ensure compliance with these provisions, including information on resale restrictions the Kingston City Land Bank is party to. Notwithstanding any other provision herein, the City of Kingston may decline to offer property to the Kingston City Land Bank if the Land Bank fails to provide quarterly reports or if those reports indicate noncompliance with either this Disposition Policy's provisions or the City's Comprehensive Plan. The City shall then have the right to sell the property in accordance with Section IV.

①

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

F-114

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

March 28, 2025

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

Re: NYS OPRHP/Skatepark Project/Expend

Dear President Shaut,

The Office of Grants Management requests placement on the agenda of the appropriate committee to discuss approval for the Mayor to expend funds in the first instance related to a NYS Office of Parks, Recreation, and Historic Preservation Environmental Protection Fund grant.

The City was awarded \$670,296.00 from NYS OPRHP's Environmental Protection Fund grant program to design and construct a skatepark in the City of Kingston.

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 or 845-334-3961.

Sincerely,

Natalie Kikel

cc: Steve Noble, John Tuey, Ruth Ann Frank, Elisa Tinti, Lynsey Timbrouck, Jack Schoonmaker

RESOLUTION ____ of 2025

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO EXPEND FUNDS IN THE FIRST INSTANCE RELATED TO THE NYS OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION ENVIRONMENTAL PROTECTION FUND GRANT AWARDED FOR THE SKATE PARK PROJECT

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

WHEREAS, the City of Kingston was awarded an Environmental Protection Fund grant from NYS Office of Parks, Recreation, and Historic Preservation in the amount of \$670,296.00 for the design and construction of a skate park; and

WHEREAS, the Office of Grants Management requests approval to expend funds in the first instance related to the NYS Office of Parks, Recreation, and Historic Preservation Environmental Protection Fund grant in the amount of \$670,296.00; and

WHEREAS, there is a 25% matching funds requirement; and

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

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

SECTION 1. 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 2. The Mayor of the City of Kingston is hereby authorized to expend funds in the first instance under the terms of the Skate Park project.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day
of _____ 2025

Approved by the Mayor this ____ day
of _____ 2025

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2025

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

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

DEPARTMENT: <u>Grants Management</u>	DATE: <u>03/28/2025</u>
<p>Description:</p> <p>Request for authorization to expend funds in the first instance in the amount of \$670,296.00 related to the NYS OPRHP EFP grant for the design and construction of a skate park.</p> <p>There is a 25% match required (\$223,432.00).</p> <p>Estimated Financial Impact: \$ <u>223,432.00</u> Signature _____</p>	

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		

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F + A

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

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

March 28, 2025

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

Re: NYS OPRHP ZBGA/Forsyth Barn Reconstruction with Restrooms Project/Execute & Expend

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 OPRHP related to the Zoos, Botanical Garden, & Aquaria Capital grant and to expend funds in the first instance for the Forsyth Barn Reconstruction with Restrooms Project.

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 or 845-334-3961.

Sincerely,

Natalie Kikel

cc: Steve Noble, John Tuey, Ruth Ann Frank, Elisa Tinti, Lynsey Timbrook, Jack Schoonmaker

RESOLUTION ____ of 2025

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT AND ANY AND ALL RELATED DOCUMENTS WITH NYS OFFICE OF PARKS, RECREATION, AND HISTORIC PRESERVATION AND EXPEND FUNDS IN THE FIRST INSTANCE FOR THE FORSYTH BARN RECONSTRUCTION WITH RESTROOMS PROJECT

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

WHEREAS, the City of Kingston has been awarded a Zoos, Botanical Garden, & Aquaria Capital Grant in the amount of \$100,000.00 from NYS Office of Parks, Recreation, and Historic Preservation for the reconstruction of the Forsyth Park barn, including the addition of restrooms; and

WHEREAS, there is no 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.

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

SECTION 1. 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 2. The Mayor of the City of Kingston is hereby authorized and directed to enter into and execute an agreement, and any and all related documents with NYS Office of Parks, Recreation, and Historic Preservation for a Zoos, Botanical Garden, & Aquaria Capital Grant in the amount of \$100,000.00, and to expend funds in the first instance under the terms of the Forsyth Barn Reconstruction with Restrooms Project.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day
of _____ 2025

Approved by the Mayor this ____ day
of _____ 2025

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2025

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

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION * _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Grants Management DATE: 03/28/2025

Description:

Request for authorization to execute an agreement and any and all related documents with NYS Office of Parks, Recreation, and Historic Preservation and expend funds in the first instance in the amount of \$100,000.00 for the Forsyth Barn Reconstruction with Restrooms Project. There is no matching requirement.

Estimated Financial Impact: \$ 0 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		

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CITY OF KINGSTON

F+1A

Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Kwame WiafeAkenten, Deputy Clerk
Susan Mesches, Deputy Registrar

*Honorable President Shaut
420 Broadway
Kingston, NY 12401*

March 19, 2025

Dear Honorable President Shaut,

Please accept this communication for consideration for the April Finance meeting for a budget transfer in the amount of \$3885.00 from Contingency # A1.1990.5404 into Common Council Maintenance of Equipment # A1.101014.441 to replace the microphones the council members use in Chambers.

Thank you for your time,
Elisa Tinti

City Clerk
City of Kingston, New York

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

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER X _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: City Clerk _____ DATE: 3/19/2025 _____

Transfer of \$3885.00 from Contingency to replace the microphones in Council Chambers

FROM: A1.1990.5404	Contingency	\$3885.00
TO: A1.101014.441	Common Council Maintenance of Equipment	\$3885.00

Estimated Financial Impact: \$ 3885.00

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		

PROPOSAL

New gooseneck microphones for chambers

Kingston City

420 Broadway
Kingston, NY 12401

Revision: 0
Modified: 3/12/2025



Presented By:

Hudson Valley Audio Visual, Inc.

1914 Rte.44-55
Modena, NY 12548 United States
(845) 797-7000
hudsonvalleyav.com



hudsonvalleyav.com

SCOPE OF WORK

Kyle,

Attached is a quote for new Microflex goosenecks.

* Price Includes Accessories

New gooseneck microphones fpr chambers

Project No: 25-0054

Rev: 0 3/12/2025

Page 2 of 4



- | | | |
|-----------|---|-------------------|
| 15 | Shure MX415LPDF/C
15" Cardioid Dualflex gooseneck microphone with bi-color status indicator | \$3,885.00 |
|-----------|---|-------------------|



- | | | |
|----------|---------------------------------|----------------|
| 1 | HVAV FREIGHT
Shipping | \$47.00 |
|----------|---------------------------------|----------------|

Unassigned Total	\$3,932.00
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Project Subtotal:	\$3,932.00
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² Price Includes Accessories

PROJECT SUMMARY

Total Installation Price:

\$3,932.00

Grand Total:

\$3,932.00

Proposal Expires after 30 days

Client: Kyle McIntosh

Date

Contractor: Hudson Valley Audio Visual, Inc.

Date

OLD BUSINESS



Tinti, Elisa

F+1A

From: Shaut, Andrea
Sent: Friday, January 10, 2025 2:08 PM
To: Tinti, Elisa
Cc: Tuey, John; Pasti, Sara
Subject: Finance & Audit agenda item - please add to my folder!

Good afternoon,

Thanks to Alderwoman Pasti's attention and diligence on issues surrounding overnight parking, I have composed an amendment to the fee schedule to include violations of the city's overnight parking. This originally started in Laws & Rules, but the direction of the new resolution is more appropriate in Finance & Audit. Therefore, I will be assigning this to the February Finance & Audit meeting.

The amendment that is being considered is the following:

A resolution of the City of Kingston Common Council to amend the Parking section within the fee schedule the following fees regarding overnight parking violations:

Violation of Overnight Parking in City Parks

First Instance	\$25
Second Instance	\$50
Third or any Subsequent Instance	\$100

Elisa - can you please add this to my communication folder?

Sincerely,

Andrea Shaut

Council President, City of Kingston