

**APRIL 2023 FINANCE/AUDIT COMMITTEE MEETING**  
**Wednesday, April 12th at 6:30 PM.**

**NEW BUSINESS**

- 1 - Comptroller's Update
- 2 - NYSEDA Carbon Neutral Project Approvals - J. Noble
- 3 - CDBG Authorization for Spending in Parks & Rec - L. Timbrouck
- 4 - Article 7/Tax Certiorari Discussion - D. Baker
- 5- One Day Officiant License-E Tinti

**OLD BUSINESS**

- 1- Pilot Plan Discussion-Golden Hill Project

2

FMA

City of Kingston  
Parks and Recreation Department  
*ltimbrouck@kingston-ny.gov*

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

March 30, 2023

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

Re: NYSERDA Carbon Neutral Project Approvals

Dear President Shaut,

This is a request for placement on the agenda of the next appropriate Committee, expected to be the Finance Committee, to request approvals to expend the funds, to authorize a bond ordinance, and to make a determination of environmental significance for the NYSERDA Carbon Neutral Project.

Municipal Buildings Energy Efficiency Upgrades, City of Kingston was awarded and is funded through NYSERDA's Carbon Neutral Community Economic Development Program. The City of Kingston will transform two of its most important historic buildings into a clean energy hub. Kingston City Hall and the Andy Murphy Neighborhood Center anchor midtown and will showcase solar systems, heat pumps, and a thermal energy network. The pre-war buildings need envelope upgrades and new heat systems. They will be converted to run entirely on electricity, bring more solar power and vehicle charging on-site, and add stormwater and thermal infrastructure for the community.

Under this Agreement, the City will complete the following:

- Component 1; Electric Vehicle Charging Equipment
- Component 2; Photovoltaics
- Component 3; Building Efficiency Upgrades; and
- Component 4; Ground Source Heat Pumps

The first request is to expend funds in the first instance for the NYSERDA Carbon Neutral Community Economic Development Program's Municipal Buildings Energy Efficiency Upgrades, City of Kingston Project. The City was awarded \$1,810,000.00 in grant funding, with a required match of \$1,220,000.00, expected through a combination of in-kind donation, force account, bond, and private contributions.

City of Kingston  
Parks and Recreation Department  
*ltimbrouck@kingston-ny.gov*

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

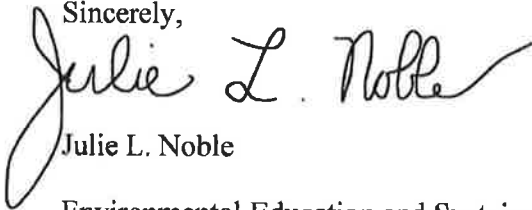
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Second, I am requesting authorization of a bond ordinance in the amount of \$3,030,000 to fund the NYSERDA Carbon Neutral Community Economic Development Program's Municipal Buildings Energy Efficiency Upgrades, City of Kingston Project.

Third, I am requesting that the Council make a determination of environmental significance. We have reviewed the Scope of Work, and have determined that the project is an Unlisted Action, and are in the process of completing the Short Environmental Assessment Form (SEAF) using the NYSERDA Programmatic Type II Standards, which supersede the State Regulations. I am requesting that the Common Council approve the SEAF and adopt a Negative Declaration of Environmental Significance. I have worked with and conferred with the NYSERDA rep in this process.

Thank you for your consideration. A copy of the completed SEAF as well as a Draft Resolution will be shared with the Committee for review, in advance of the meeting.

Sincerely,



Julie L. Noble

Environmental Education and Sustainability Coordinator

RESOLUTION \_\_\_ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO EXPEND FUNDS IN THE FIRST INSTANCE FOR THE CARBON NEUTRAL COMMUNITY ECONOMIC DEVELOPMENT PROGRAM GRANT #201449 FROM NYSERDA FOR MUNICIPAL BUILDINGS ENERGY EFFICIENCY UPGRADES, CITY OF KINGSTON

Sponsored by: Finance and Audit Committee Aldermen: Scott-Childress, Olivieri, Davis, Hirsch, Schabot

WHEREAS, the City of Kingston has been awarded a Carbon Neutral Community Economic Development Program Grant #201449 in the amount of \$1,810,000.00 from NYSERDA for the Municipal Buildings Energy Efficiency Upgrades, City of Kingston; and

WHEREAS, the matching funding requirements of \$1,220,000.00 are expected through a combination of of in-kind donation, force account, bond, and private contributions; and

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

WHEREAS, the action is categorized as an Unlisted Action under 6 NYCRR 617.5, however, using the NYSERDA SEQRA Programmatic Type II Standards, which supersede the State Regulations, a Short Environmental Assessment Form is required.

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 NYSERDA.

SECTION 2. The Mayor of the City of Kingston is hereby authorized to expend funds in the first instance under the terms of the Municipal Buildings Energy Efficiency Upgrades, City of Kingston, #201449.

SECTION 3. That the Common Council shall approve the Short Environmental Assessment Form and adopt a Negative Declaration of Environmental Significance.

SECTION 4. This resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023

Approved by the Mayor this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023

\_\_\_\_\_  
Elisa Tinti, City Clerk

\_\_\_\_\_  
Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2023

RESOLUTION \_\_\_ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK,  
AUTHORIZING THE ADOPTION OF A BOND ORDINANCE FOR THE SUM OF  
\$3,030,000.00 FOR THE MUNICIPAL BUILDINGS ENERGY EFFICIENCY UPGRADES,  
CITY OF KINGSTON

Sponsored by: Finance and Audit Committee Aldermen: Scott-Childress,  
Olivieri, Davis, Hirsch, Schabot

**WHEREAS**, a request for bonding is being made in the sum of \$3,030,000.00 for the Municipal Buildings Energy Efficiency Upgrades, City of Kingston.

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

**SECTION 1.** That the Common Council of the City of Kingston authorizes an amount of \$3,030,000 be provided through General Municipal bonding for the Municipal Buildings Energy Efficiency Upgrades, City of Kingston.

**SECTION 2.** This resolution shall take effect immediately.

Submitted to the Mayor this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023

Approved by the Mayor this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023

\_\_\_\_\_  
Elisa Tinti, City Clerk

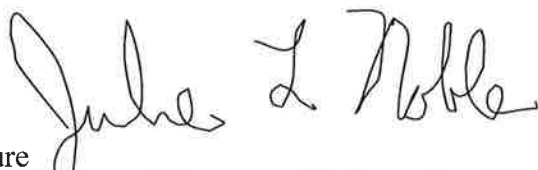
\_\_\_\_\_  
Steven T. Noble, Mayor

Adopted by Council on \_\_\_\_\_, 2023

**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Sustainability</u> _____	DATE: 4/10/2023
<p>Authorizing costs up to \$3,030,000 for Municipal Buildings Energy Efficiency Upgrades, 420 Broadway and 467 Broadway, in general bond.</p>	
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		
Tony Davis, Ward 5		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Carbon Neutral Community Economic Development Program, City of Kingston			
Project Location (describe, and attach a location map): Andy Murphy Midtown Neighborhood Center, 467 Broadway, Kingston, NY 12401			
Brief Description of Proposed Action: The City of Kingston will transform one of its most important historic buildings into a clean energy hub. The Andy Murphy Neighborhood Center anchors midtown and will showcase heat pumps and a thermal energy network. The building needs envelope upgrades and a new heat system. It will be converted to run entirely on electricity. This project exceeds the Type II threshold of closed-cycle earth heat exchange systems producing less than one million Btu's per hour, with an anticipated load sized for the AMNC of 1,110,000 Btu/h, slightly over the Type II classification. This system will not be located near any bodies of water, and therefore will not impact any aquatic habitats. These systems and all electric loads of the site will be offset by emissions free sources, and therefore will have no negative impact on the environment.			
Name of Applicant or Sponsor: City of Kingston		Telephone: 845-481-7339 E-Mail: julielnoble@kingston-ny.gov	
Address: 467 Broadway			
City/PO: Kingston		State: NY	Zip Code: 12401
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYSERDA funding			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		1.1 acres	
b. Total acreage to be physically disturbed?		1.1 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		1.1 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies:  <u>AMNC has roughly 25,000 square feet of hardscape available for drilling thermal energy wells. This buildings will need 30-40 wells, but additional wells will be drilled to begin the work of creating a thermal network. Boilers and hot water tanks will be decommissioned and disconnected from the existing heating system. Hot-water heat pumps (HWHPs) with storage tanks for light domestic hot water load will be installed, replacing the current gas systems.</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?  If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?  If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?  b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?  If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>Julie L. Noble</u> Date: <u>4/10/2023</u>		
Signature: <u><i>Julie L. Noble</i></u> Title: <u>Sustainability Coordinator</u>		

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FIA

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

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

March 28, 2023

Dear President Shaut:

As you may know, Parks and Recreation was recently awarded Community Development Block Grant (CDBG) funding for park improvements at several locations. I would like to request authorization to spend in the first instance in the amount of \$246,425 for CDBG funded projects, administered by the City. A Capital account has previously been established to manage a variety of projects, reimbursable by CDBG funding.

Thank you in advance for your consideration.

Respectfully,


Lynsey Timbrouck  
Director, Kingston Parks and Recreation

cc: John Tuey, Comptroller, City of Kingston

**THE CITY OF KINGSTON COMMON COUNCIL**

**FINANCE AND AUDIT  
COMMITTEE REPORT**

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

DEPARTMENT: <u>Parks and Recreation</u>	DATE: <u>3/28/2023</u>
<p>Description: Requesting authorization to spend in the first instance in the amount of \$246,425 for CDBG funded projects, administered by the City. A Capital account has previously been established to manage a variety of projects, reimbursable by CDBG funding.</p>	
Estimated Financial Impact: \$ <u>0</u>	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		
Tony Davis, Ward 5		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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F+A

**Tinti, Elisa**

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**From:** Baker, Daniel  
**Sent:** Friday, March 31, 2023 11:10 AM  
**To:** Shaut, Andrea  
**Cc:** Tinti, Elisa; Noble, Steve; Verspoor, Roy; Scott-Childress, Reynolds; Graves-Poller, Barbara  
**Subject:** Communication - Assessor's Office - Tax Certiorari - Waltrust

Madam President,

I would like to discuss with the Finance and Audit Committee a current Article 7/Tax Certiorari proceeding against the City of Kingston.  
The discussion would be in reference to the property located at 316 Broadway.

Respectfully,

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

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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.

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**Tinti, Elisa**

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**From:** Tinti, Elisa  
**Sent:** Tuesday, April 11, 2023 1:43 PM  
**To:** Shaut, Andrea  
**Cc:** Tuey, John  
**Subject:** Late communication request for Finance

Dear President Shaut,

Please except this late communication for Finance tomorrow night as this is very timely. New York State passed new legislation for "One Day Marriage Officiant" that went into effect on March 28, 2023. We have been gathering information from that state on how to be compliant with this new legislation and have finally received the information necessary to allow individuals to register in the City of Kingston. The legislation allows a fee of \$25.00 to be collected from the person registering as the officiant. As a result, the fee schedule needs to be amended. This is timely in that we have several people with scheduled marriages in the month of May who are looking to have a loved one register to officiate their wedding.

Thank you for your time and consideration.  
Elisa Tinti  
City Clerk



# APPLICATION FOR ONE-DAY MARRIAGE OFFICIANT LICENSE

Applicant Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

**Persons to be married (as appears on the marriage license)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

I solemnly swear, under penalty of perjury, that the foregoing information is true and correct and is herein stated to induce the City Clerk to issue a One-Day Marriage Officiant License in my name pursuant to section 11-D of the Domestic Relations Law.

X \_\_\_\_\_  
Applicant Signature (must be signed in the presence of the clerk or if mailed in a Notary Public)

\_\_\_\_\_  
Date

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Clerk/ Notary Public

(Notary Stamp)

<b>For Clerk Use Only (Check One):</b>
<input type="radio"/> Driver's license
<input type="radio"/> U.S. Military ID
<input type="radio"/> Non Driver's License
<input type="radio"/> Passport
<input type="radio"/> Perm Resident Card
<input type="radio"/> Other _____
Document Number: _____
Expiration Date: _____

This Application is pursuant to SECTION 11-D One-day marriage officiant license which reads in whole or in part as such:

*Domestic Relations (DOM) CHAPTER 14, ARTICLE 3*

*\* § 11-d. One-day marriage officiant license. 1. A town or city clerk shall issue a one-day marriage officiant license upon request. Such one-day marriage officiant shall have the authority to solemnize a marriage which marriage shall be valid if performed in accordance with other provisions of law. Nothing herein contained shall nullify the authority of other persons authorized to solemnize marriages.*

*2. Such one-day marriage officiant shall be eighteen years of age or over and need not be a resident of the town or city to which they apply or a resident of the state. A one-day marriage officiant shall have the authority to solemnize a marriage anywhere in the state.*

*3. An applicant for a one-day marriage officiant license must apply for such license in the same town or city clerk's office as the couple to be married. Such applicant shall not be required to personally appear*

*4. A town or city clerk shall be entitled to a fee of twenty-five dollars for issuing a one-day marriage officiant license. Such license shall be issued only after payment of such fee and submission of a completed application form.*

*5. The application form shall require the following information of the applicant: name, date of birth, address, email address and telephone number. The application form shall also require the following information of the parties to be married: names, dates of birth, and addresses as they appear on the application for a marriage license.*

*6. Such license shall only be valid for the parties to be married as stated on the application and shall expire upon the earlier of either completion of such solemnization or the expiration of the marriage license.*

*7. One-day marriage officiants shall be exempt from registration as required pursuant to section eleven-b of this article.*

# How do I get married in New York State?

THE LEGALITY OF MARRIAGES ARE OVERSEEN BY NEW YORK STATE.

NOT Towns, Cities, or Counties.

The Town Clerk is involved ONLY to issue 1. Marriage Licenses, and

2. One Day Marriage Officiant Licenses.

## MARRIAGE LICENSES

- Marriage licenses are necessary in order to schedule or hold a marriage ceremony.
- Marriage licenses are issued **by appointment only**. Both parties must be present when applying for a marriage license.
- The fee is \$40.00.
- It must be obtained at least 24 hours prior to the ceremony and is valid for 60 days.
- The following are required **in ENGLISH or TRANSLATED to English**:

(If Translated into English, Certification of Documents is required. )

- Proof of ID (driver license or passport)
- Certified Birth Certificates **with parents' names listed**
- Social Security Number OR SS Card if you do not know your SS # (if applicable)
- **IF Previously Married –**
  - **If Divorced --** Most Recent Divorce Papers with Judge Stamp and County Filing Date
  - **All Other Divorces –** Date of Divorce and County, State Required
  - **If Marriage Ended by Death --** Death Certificate(s) Copy
- The license will be issued while the couple waits. After the marriage is complete, the couple will receive an original marriage certificate from the Town Clerk by mail. Each additional copy costs \$10.00.

## ONE DAY MARRIAGE OFFICIANT LICENSE

- This is new NYS legislation which went into effect on March 28, 2023.
- This license is **REQUIRED** for marriage officiants other than clergy or a magistrate.
- The marriage officiant will apply for a one-day license from the same office that issued the couple's marriage license.
- The fee is \$25.
- The following are required:
  - Proof of Identity (Driver License/Passport)
  - Completed Application
  - \$25 fee payable to: Town of Ulster



## OLD BUSINESS