



COMMON COUNCIL MEETING

Tuesday, July 1, 2025
Common Council Chambers
6:30 p.m.

I. ROLL CALL

II. REVIEW OF MINUTES:

Common Council Meeting of June 17, 2025

III. READING OF ITEMS by the City Chamberlain of any items not listed on the printed agenda.

IV. PRESENTATIONS OF PETITIONS AND COMMUNICATIONS:

- 1. FROM DUTCHESS COUNTY COMPTROLLER'S OFFICE**, a presentation from Dutchess County Comptroller Dan Aymar-Blair regarding an audit of the Youth Opportunity Union project
- 2. FROM SUSTAINABLE HUDSON VALLEY**, a presentation regarding a Clean Mobility project intended to give Poughkeepsie residents better transportation options
- 3. FROM KAJZIA GREEN AND JOHNATHAN GREEN**, a notice of claim for personal injury sustained on or about September 27, 2024

V. PUBLIC PARTICIPATION: Three (3) minutes per person up to 45 minutes of public comment on any agenda and non-agenda item.

VI. NEW & UNFINISHED BUSINESS & ANNOUNCEMENTS

VII. REPORTS OF COMMITTEES AND BOARDS: NONE

CONSENT AGENDA:

VIII. MOTIONS AND RESOLUTIONS:

1. **R-25-60**, Resolution Adopting Purchasing Policy and Replacing the Purchase Policy Adopted by Resolution R-25-07 on January 2, 2025
2. **R-25-61**, Resolution Amending 2025 Budget to Reallocate Funding to Allow Chamberlain's Office to Purchase Office Equipment as Set forth in Schedule A

IX. ORDINANCES AND LOCAL LAWS:

ACTION AGENDA:

X. MOTIONS AND RESOLUTIONS:

XI. ORDINANCES AND LOCAL LAWS:

XII. MAYOR'S COMMENTS:

XIII. CHAIRMAN'S COMMENTS AND PRESENTATIONS:

XIV. ADJOURNMENT:



The City of Poughkeepsie New York

Common Council Meeting Minutes

Tuesday, June 17, 2025

6:30 PM

Common Council Chambers

Welcome to the regularly scheduled Meeting of the City of Poughkeepsie Common Council the date is June 17, 2025, and the time is 6:34pm

I. ROLL CALL

9 Present, 0 Absent ()

II. REVIEW OF MINUTES

1. Common Council Meeting of June 3, 2025

A motion to Approve minutes was made by 7th Ward Council Member Patterson Thompson and seconded by 3rd Ward Council Member Brown.

CCM Minutes of June 3, 2025 - VOICE VOTE	
Yes/Aye:	1st Ward Council Member Henry, 2nd Ward Councilmember Menist, 3rd Ward Council Member Brown, 5th Ward Council Member James, 6th Ward Council Member Grant, 7th Ward Council Member Patterson Thompson, 4th Ward Council Member Shook, Council Member At-Large Wilson, 8th Ward Councilmember McClinton
No/Nay:	None
Abstain:	None
Absent:	
Result:	Passed

III. READING OF ITEMS by the City Chamberlain of any resolutions not listed on the printed agenda

IV. PRESENTATIONS OF PETITIONS AND COMMUNICATIONS:

A motion to Defer to corporation counsel was made by 7th Ward Council Member Patterson Thompson and seconded by 6th Ward Council Member Grant.

Official Minutes of the Common Council Meeting of June 17, 2025

MOTION TO DEFER ITEMS TO CORPORATION COUNSEL- VOICE VOTE	
Yes/Aye:	1st Ward Council Member Henry, 2nd Ward Councilmember Menist, 3rd Ward Council Member Brown, 5th Ward Council Member James, 6th Ward Council Member Grant, 7th Ward Council Member Patterson Thompson, 4th Ward Council Member Shook, Council Member At-Large Wilson, 8th Ward Councilmember McClinton
No/Nay:	None
Abstain:	None
Absent:	
Result:	Passed

1. **FROM MAE FRANCIS MOORE**, a notice of claim for personal injury sustained on December 16, 2024
2. **FROM KAJZIA GREEN AND JOHNATHAN GREEN**, a notice of claim for personal injury sustained on or about September 27, 2024
3. **FROM WAVE'S LOUNGE LLC**, a 30-Day Advance notice of NYS Liquor license application

V. PUBLIC PARTICIPATION:

Three (3) minutes per person up to 45 minutes of public comment on any agenda and non-agenda item.

Daniel Atonna-116 College Ave
Laurie Sandow- S Grand Ave*

***Submitted written comments**

Laurie Sandow comments, City of Poughkeepsie Common Council meeting, June 17, 2025

At the June 3, 2025, Common Council meeting, the public was treated, or more accurately, mistreated to a full frontal view of Council Chair Da’Ron Wilson’s arrogance and abuse of power. I wonder how many remember that when Wilson was running for office, rather than reveal his platform, he delivered a civics lecture. And when he ran out of time, he demanded and was given more time to speak. Yet, on June 3, showing his truer colors, he purposely rearranged the order of public speakers, anxiously waiting for the 3-minute mark to pounce and cut me off, while giving extra time to some of the speakers that followed—defending himself with specially selected Charter extracts wielded in the most Trumpish style of absolute power. Think about it: Wilson is paid with taxpayer dollars—earning a six-figure salary from a failing school district, and a five-figure salary on the Council—yet persists in fear and malice toward the very people who pay his freight.

The Charter states that the Council’s At-Large member answers to all City voters, but when asked when there’ll actually be a report or presentation made under the recurring agenda line item “Reports of Committees and Boards”, Wilson replies (quote):

“where does it say that the chair is responsible for the reports and presentations?”

Asked when he’ll hold an 8-Ward meeting, he replies, quote: **“...your personal preference of what you think or like is not the law. There has not been any other chair to do this. As per the charter please indicate where it states that any councilmember has to have a ward meeting.”**

On every occasion he’s had the opportunity, Wilson has made his contempt for the public clear. Right after being sworn into office to uphold the Constitution, the laws of the State of New York, and the Charter of the City of Poughkeepsie, he said: “I don’t think y’all are ready for this. I don’t really think you’re ready. I think you just sit in the audience. I think you come to the meetings. You complain. You might say stuff. You’re not ready. Because when I said, we’re here to make precedent from this local level, the city level, the state level, and the federal level in Poughkeepsie, 4.5 square miles, Pioneers to lead the way.”

Those who attend Council meetings, and those who watch at home have to pay close attention to what electeds say and what they very cleverly don't say. We have a Council that refuses to do the public's work in public; instead relying on a shared ideology of "go-along to get-along", and hiding their ignorance behind the closed-doors Open Meetings Law loophole of same-party caucuses.

The public has rejected Sakima McClinton in every race she ever ran as a registered Republican. So what did the good opportunist do? She registered as a Democrat. She talks about being a Warring Warrior, never mentioning her graduation from Oakwood; never acknowledging that she's only shown up at Council meetings when paid to do so, and NEVER once spoken up about the shelter and so much else until getting a Council paycheck.

Yvonne Flowers, when she was a councilmember, wrote to me:

"Thank you Laurie...I appreciate your passion to make improvements in this city, your commitment to be well informed and making others accountable. We don't always agree on your tactics...Lol!! ...but I know your heart is focused on what's best for the city." But once in office as Mayor, she did a 180°, illegally blocking me from her social media, concocting stories about being trolled, and threatening me with arrest.

Freedom of speech is a foundational right, said to be the freedom from which all other freedoms flow. Justice Benjamin Cardozo codified it in Supreme Court caselaw when he deemed it a "freedom [which] one may say is the matrix, the indispensable condition, of nearly every other form of freedom." I am undaunted in my right to speak my piece and speak truth to power, regardless of the thin-skinned and ill-qualified sheeple filling seats at the front of this room.

VI. NEW & UNFINISHED BUSINESS & ANNOUNCEMENTS:

VII. REPORTS OF COMMITTEES AND BOARDS:

VIII. CONSENT AGENDA: MOTIONS AND RESOLUTIONS:

A motion to Approve was made by 7th Ward Council Member Patterson Thompson and seconded by 3rd Ward Council Member Brown.

MOTION TO APPROVE THE CONSENT AGENDA- VOICE VOTE	
Yes/Aye:	1st Ward Council Member Henry, 2nd Ward Councilmember Menist, 3rd Ward Council Member Brown, 5th Ward Council Member James, 6th Ward Council Member Grant, 7th Ward Council Member Patterson Thompson, 4th Ward Council Member Shook, Council Member At-Large Wilson, 8th Ward Councilmember McClinton
No/Nay:	None
Abstain:	None
Absent:	
Result:	Passed

1. **R-25-56**, Resolution Amending 2025 Budget to Reallocate Funding for Certain Positions

R E S O L U T I O N
(R-25-56)

SPONSORED BY CHAIRMAN WILSON, COUNCILMEMBERS SHOOK, PATTERSON THOMPSON, BROWN, JAMES AND GRANT

WHEREAS, the Common Council by resolution R-24-89 adopted a budget for the fiscal year 2025 (the “2025 Budget”); and

WHEREAS, the Common Council wishes to amend the 2025 Budget to reallocate funding for certain positions as set forth in Schedule A annexed hereto.

NOW, THEREFORE,

BE IT RESOLVED, that the 2025 Budget adopted by the Common Council as Resolution R-24-89 is amended as shown on Schedule A, annexed hereto and made a part hereof.

SCHEDULE A

To amend the 2025 Adopted Budget for position control.

G/L	Increase	Decrease	Purpose
01-08-1620 7469	\$ -	\$ 20,000	To create the seasonal position Recreation Activity Specialist, utilizing contracted service funds previously budgeted for similar purposes.
01-08-1620 7106	\$ 18,579	\$ -	
01-08-1620 7803	\$ 1,152	\$ -	
01-08-1620 7803.M	\$ 269	\$ -	
01-11-8020 7469	\$ -	\$ 34,986	To create the position Municipal Communications Director at a salary of \$65,000/year, utilizing contracted service funds previously budgeted for similar purposes.
01-02-1210 7102	\$ 32,500	\$ -	
01-02-1210 7803	\$ 2,015	\$ -	
01-02-1210 7803.M	\$ 471	\$ -	
01-14-1430 7102	\$ -	\$ -	To change the title Director of Human Resources to Commissioner of Human Resources.
01-14-1430 7102	\$ -	\$ -	To change the position Equal Employment Opportunity and Inclusion Officer (EEOIO) to Deputy Commissioner of Human Resources at a salary of \$90,000/year. The position is paid for using available funds from the vacant EEOIO position.
01-14-1430 7102	\$ -	\$ 46,794	To move the position Municipal Safety Coordinator from the Department of Human Resources to the Department of Public Works.
01-14-1430 7803	\$ -	\$ 2,901	
01-14-1430 7803.M	\$ -	\$ 679	
01-08-1490 7102	\$ 46,794	\$ -	
01-08-1490 7803	\$ 2,901	\$ -	
01-08-1490 7803.M	\$ 679	\$ -	
TOTAL	\$ 105,360	\$ 105,360	

2. R-25-57, Resolution Approving 2025-2029 City of Poughkeepsie Paving Plan

**R E S O L U T I O N
(R-25-57)**

SPONSORED BY CHAIRMAN WILSON, COUNCILMEMBER SHOOK, PATTERSON THOMPSON, BROWN, JAMES AND GRANT

WHEREAS, on May 20, 2025, the Commission of Public Works presented his proposed paving plan for years 2025 through 2029; and

WHEREAS, after discussion, the paving plan has been revised to the final version as shown on Schedule A annexed hereto.

NOW, THEREFORE,

BE IT RESOLVED, that the Common Council hereby approves the proposed Paving Plan as shown on Schedule A, annexed hereto and made a part hereof. Amendments to this plan may be made by amendment of the Common Council.

Ward	Road	FUND	From	To	Mi	Length (ft)
2025						
4	Holmes	CHIPS	Hamilton	Academy	0.15	792
7	Quaker / Lexington	CHIPS	Arterial	Arterial	0.27	1426
6	Forbus	CHIPS	Hooker	May	0.43	2270
5,6	Main	CHIPS	White	Worrall	0.43	2270
2	Gerald Drive	CHIPS	Rinaldi	Rinaldi	0.29	1531
4	Marian	CHIPS	Rosalin	Kimball	0.13	686
8	Wantaugh	CHIPS	Miller	Lynbrook	0.3	1584
8	Kingston	CHIPS	Wilbur	Hooker	0.3	1584
2026						
2,4,6	S. Hamilton	CHIPS	Livingston	Montgome	0.5	2640
3	N. Hamilton	CHIPS	Arterial	Mansion	0.26	1373
1	Davies	CHIPS	Main	Donegan	0.16	845
2	Montgomery	CHIPS	Lincoln	Hamilton	0.45	2376
4	Yates	CHIPS	Ferris	Dead End	0.52	2746
4	St Annes / Estelle	CHIPS	Yates	Ferris	0.29	1531
4	Beechwood	CHIPS	Ferris	Alden	0.62	3274

8	Bellmore	CHIPS	High Ridge	Cul De Sac	0.2	1056
1	Verrazzano	CHIPS	Washington	Delafield	0.33	1742
3	Brookside	CHIPS	Garden	Washingto	0.31	1637

2027

5	Fountain	CHIPS	Main	Mack	0.16	845
4,6	Platt	CHIPS	Barnard	Loockerma	0.1	528
4,6	Adriance	CHIPS	Loockerman	Dead End	0.1	528
7	Grubb	CHIPS	Worrall	Grand	0.15	792
6	Forbus	CHIPS	May	Worrall	0.29	1531
6	Hooker Ave	CHIPS	Forbus	Cherry	0.5	2640
1	Delafield	CHIPS	Hoffman	City Line	0.36	1901

2028

8,4	Hooker Ave	CHIPS	Cherry	Grand	0.61	3221
5	Lent	CHIPS	Smith	Winnikee	0.34	1795
5	Bement	CHIPS	Cottage	Arterial	0.32	1690

2029

2	Pine	CHIPS	Rinaldi	Lincoln	0.5	2640
2	Rinaldi	CHIPS	Pine	Main	0.62	3274
3	Balding	CHIPS	Mansion	Dead End	0.2	1056
7	Manitou	CHIPS	Baker	Forbus	0.22	1162
3	Cottage	CHIPS	Catherine	Hamilton	0.1	528

Width (ft)	Mill Extg	Sq Footage Mill	Sq Footage	CU Yards (3")	Tons Asphalt
25	y	19,800	19,800	183	367
25	y	35,640	35,640	330	660
28	y	63,571	63,571	589	1177
24	y	54,490	54,490	505	1009
35	y	53,592	53,592	496	992
30	y	20,592	20,592	191	381
30	y	47,520	47,520	440	880
30	y	47,520	47,520	440	880
30	y	79,200	79,200	733	1467
36	y	49,421	49,421	458	915
32	y	27,034	27,034	250	501
30	y	71,280	71,280	660	1320
35	y	96,096	96,096	890	1780
28	y	42,874	42,874	397	794
30	y	98,208	98,208	909	1819

30	y	31,680	31,680	293	587
24	y	41,818	41,818	387	774
26	y	42,557	42,557	394	788



25	y	21,120	21,120	196	391
25	y	13,200	13,200	122	244
22	y	11,616	11,616	108	215
24	y	19,008	19,008	176	352
30	y	45,936	45,936	425	851
36	y	95,040	95,040	880	1760
25	y	47,520	47,520	440	880



36	y	115,949	115,949	1,074	2147
22	y	39,494	39,494	366	731
24	y	40,550	40,550	375	751



25	y	66,000	66,000	611	1222
40	y	130,944	130,944	1,212	2425
30	y	31,680	31,680	293	587
24	y	27,878	27,878	258	516
32	y	16,896	16,896	156	313

3. R-25-58, Resolution Approving Proposed Right of Way Regulations

R E S O L U T I O N
(R-25-58)

SPONSORED BY CHAIRMAN WILSON, COUNCILMEMBER SHOOK, PATTERSON THOMPSON, BROWN, JAMES AND GRANT

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby approves the proposed Right of Way Regulations as shown on Exhibit A, annexed hereto and made a part hereof. Amendments to the regulations may be made by amendment of the Common Council.

CITY OF POUGHKEEPSIE RIGHT OF WAY REGULATIONS

Whereas, Chapter 15 of the Code of the City of Poughkeepsie authorizes the City and the Commissioner of Public Works (also referred to as the “Superintendent of Public Works”) to promulgate written regulations as may be necessary for the implementation and enforcement of Chapter 15 “Streets and Sidewalks”

Now, the City and Commissioner of Public Works promulgate the following regulations for all work within the City of Poughkeepsie Right-of-Way or on City lands and that such work should conform to the details and specifications included herein.

City Right-of-Way Regulations

All work within the City Right of Way or on City lands should conform to the attached details and specifications.

For the purposes of these rules and regulations "Utility" or “Utilties” shall mean the cables, terminals, conductors, and other fixtures necessary for a public utility to transmit electric, telephone, cable television or other telecommunication service, and any wireless telecommunications facility and any underground gas transmission lines and any underground water and sewer mains

Roadway Excavations shall conform to the following guidelines:

A. All Street Opening Permit applications must be accompanied by a plan subject to review and approval by the Commissioner of Public Works and shall be subject to the following minimum requirements:

- (1) Excavations are not permitted between November 15 to April 1 except in the case of emergencies to be decided by the Commissioner of Public Works in his sole reasonable discretion.
- (2) All excavations shall be backfilled with controlled density backfill material (K-Krete), up to the bottom of the lowest course of pavement.
- (3) If a new patch is to be made where there is an existing patch, the entire top course of the existing patch plus two feet on all sides shall be removed and replaced in full.
- (4) Restoration of the top course of pavement for openings running parallel to the center line of the street shall be curb to curb.
- (5) If the new work is to be restored with multiple patches and the area of disturbance is 20% or greater of the length of a street block multiplied by one foot, then the entire road in the block shall be resurfaced curb to curb. If the area of disturbance is less than 20%, then restoration from the curb to the center line may be sufficient at the discretion of the Engineer.

(6) If the age of the pavement is less than 5 years, the entire road in the block shall be resurfaced from curb to curb.

(7) Restoration of the top course of pavement for openings or patches running perpendicular to the center line of the street shall extend at least two feet outside all sides of the opening.

(8) Any new patch or restoration of pavement shall have the same contour as the adjacent road surface.

(9) If the street pavement is asphalt, the replacement shall be asphalt. The existing pavement shall be saw-cut to its base or binder course and shall be restored to 12 inches wider than the opening. The existing top course shall be saw-cut and restored to 24 inches wider than the opening. A binder course of 4 1/2 inches and a top course of 1 1/2 inches shall be required. The seam between the new and existing pavement shall be sealed with hot asphaltic cement.

(10) If the street pavement is concrete, at the surface or below an asphalt overlay, the replacement shall be concrete, with an asphalt overlay where necessary to match existing pavement surface. The existing concrete slab shall be saw-cut to its base, drilled and doweled to a minimum depth of 12 inches with the dowels two feet on center and anchored with epoxy. The new concrete slab shall extend to a minimum of 12 inches outside the trench. If any portion of a panel of concrete is disturbed, then the entire panel must be replaced. The seam shall be sealed with hot asphaltic cement.

(11) All pavement disturbances shall be made by clean, straight saw-cuts.

(12) Plates should be avoided. However, if Plates cannot be avoided, then the Plates must be securely bolted or wedged and, if in place between November 15 and April 1 pursuant to an emergency permit granted by the Commissioner of Public Works, the plates must be recessed and flushed to the adjacent pavement. In no circumstance shall the plates be in excess of one inch above the pavement.

B. Unless it is an emergency, work shall be restricted to 8:00 a.m. to 6:00 p.m., unless authorized by permit to other times.

C. Inspections. All work shall be done in a good and workman-like manner, and may be inspected by the Engineer:

(1) Standard inspection: to be conducted for installations, repairs, or new connections to any utilities. All inspections, outside of re-inspections, shall be included as part of the inspection fee.

(2) Major/emergency inspection: to be conducted at excavation; at compaction of bedding of trench; prior to and during backfill of utility lines and road restoration. For major permits, the initial and final inspections shall be included as part of the inspection

fee. For emergency permits, a fee for each inspection shall be required.

(3) Progress inspection. For all permit types, the Engineer shall have the ability to request an inspection at any time during the project. A fee for each progress inspection shall be required.

(4) Re-inspection: should a regular inspection not occur due to a delay caused by the permittee or if the Engineer determines that the work has not been done correctly, an additional fee for a reinspection and each additional reinspection.

D. Security; maintenance and protection of traffic plan.

(1) The permittee shall erect and maintain suitable barricades and fences around all excavations until all of the work is completed, as well as arrange for the work to be done in such a manner so as to cause a minimum of inconvenience and delay to vehicular and pedestrian traffic.

(2) The permittee shall provide around open excavations and road depressions greater than two inches from structures warning flags or signs, suitably lighted flashing lights especially during nighttime, and qualified flaggers in such number as deemed necessary by the City, in accordance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and New York State Supplement.

(3) Where the free flow of traffic is interfered with during work hours, the permittee shall designate competent persons to direct and expedite traffic by means of lights or flags.

(4) Unless otherwise authorized by the City, vehicular traffic shall be maintained at all times during the progress of the work being performed under the permit. If vehicular traffic cannot be maintained through the work area, then a maintenance and protection of traffic plan must be submitted to the City for review and approval prior to construction. Any necessary detour signs must be posted prior to the start of construction.

(5) The aforementioned security and protective measures shall be performed in accordance with the Federal Highway Administration Manual on Uniform Traffic Control Devices and New York State Supplement.

E. Protection of existing structures. It shall be the duty of the person, firm or corporation by whom any street opening is to be made for any purpose whatsoever to notify the operators of all underground facilities 48 hours prior to commencing any work within the City of Poughkeepsie in conformance with 16 NYCRR Part 753.

F. Damage of existing improvements. All damage done to existing improvements during the progress of the excavation work shall be repaired by the permittee. Materials for such repair shall conform to the requirements of any applicable code or ordinance.

G. The permittee shall keep the permit and a copy of the plan at the location for which the permit was granted at all times while such work is in progress and show such permit or plan upon

demand by the City.

H. The Police Department, Fire Department, Emergency Medical Services, and the shall be provided a copy of the permit and all approved plans by the Commissioner of Public Works.

I. Any permittee shall at all times maintain accurate contact information for all parties responsible for any Utility located in the streets, which shall include a phone number, street mailing address and e-mail address for at least one natural person who may be contacted at all times in the event of an emergency.

J. Any permittee shall maintain the persons and equipment necessary to allow it to respond immediately to any condition of or relating to the Utility located in the streets presenting a hazard to persons or property.

K. The City does not guarantee it has the authority necessary to permit any permittee to place or maintain Utilities in the streets at any site. A permittee is responsible for ensuring it has all authorizations required to place Utilities at a particular location. Permits improperly granted may be revoked. A permittee assumes all risks associated with placement of Utilities in the streets.

L. A permittee shall place and maintain its Utilities to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, and removal of the Utility and is responsible for restoring property damages to their condition prior to the Utility's installation, except as state law otherwise provides.

M. All Utilities shall be neatly placed and maintained, with unused Utilities, or unused portions thereof, removed, so that the burden and visual impact of the Utilities in the streets is minimized. Without limitation, it is not permissible to leave wires hanging or leave disconnected cabling and conduits on the sides of supporting structures in the streets.

N. Use by any permittee is secondary to use of the streets by vehicular and pedestrian traffic, and no Utility may be placed in a manner that interferes with such uses. Without limitation, Utilities may not be placed or maintained at locations that present a hazard to pedestrians or vehicular traffic (whether physically or by obstructing sight lines); that violate ADA requirements; or that overhang any street, sidewalk, ramp or driveway, unless the City has specifically approved that placement.

O. Except as otherwise provided by state law, a permittee must promptly move, alter, temporarily relocate, or remove its Utilities as necessary for any public project, including, but not limited to, installation of any publicly owned utility, structure or facility, street widening or regrading, widening or installation of sidewalks, or as part of an undergrounding project. If a permittee fails to move, alter, temporarily relocate, or remove its Utilities by a time specified by the City, the City may cause the Utility to be removed and charge the permittee for the cost thereof, which cost shall be recoverable against the bond.

P. Except as otherwise provided by state law, a permittee must promptly, and at no charge to the City, move, alter, or temporarily relocate its Utilities as necessary to permit use of the streets by other franchised entities or entities holding permits from the City that require such movement, alteration or relocation. A permittee may charge the entity that causes such work to be performed for the cost of the work, except as may otherwise be provided by applicable laws or contract

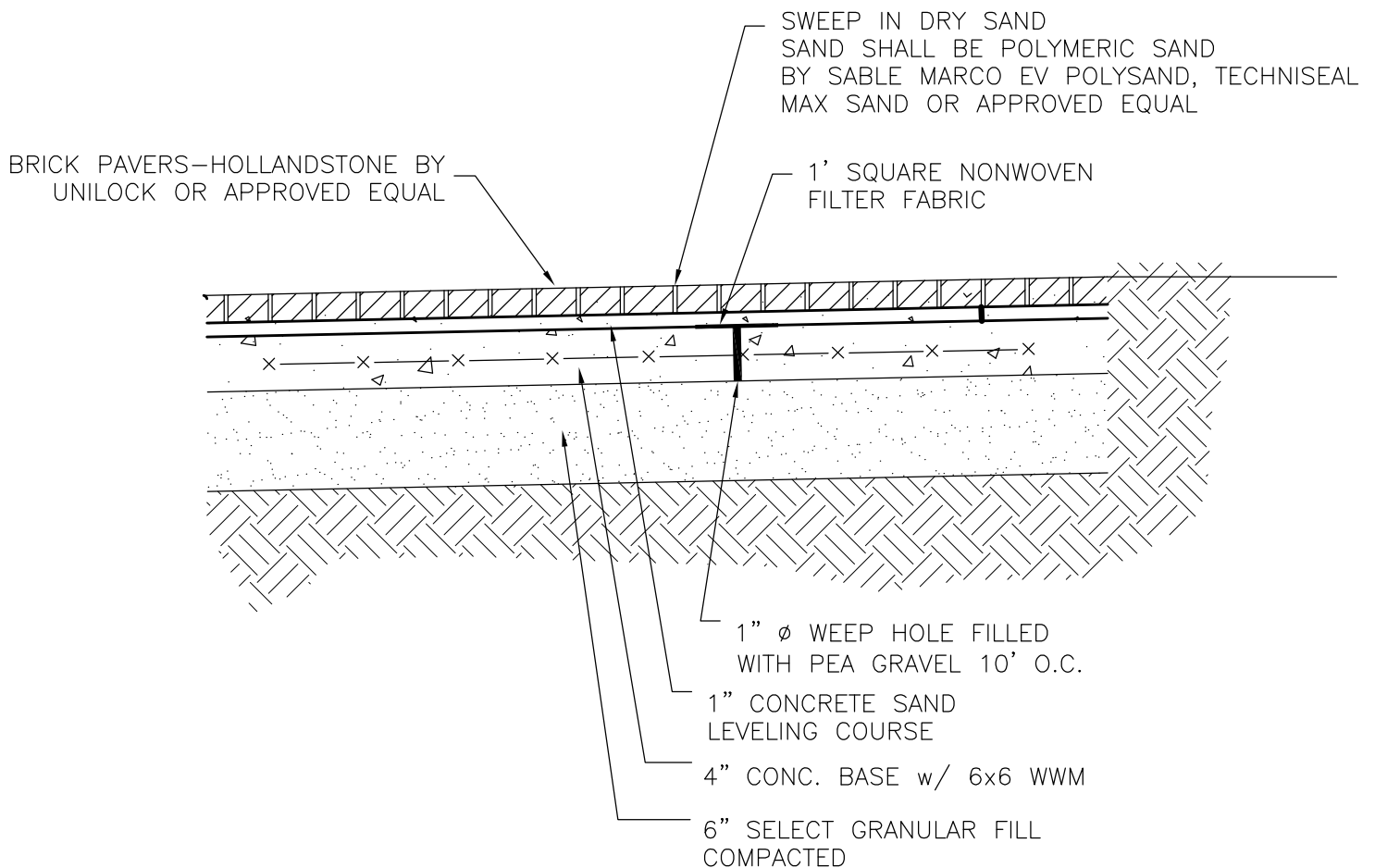
Q. Permissions granted by the City to occupy the streets shall not in any event constitute an easement on or an encumbrance against any public right-of-way. No right, title, or interest in the streets, or any part thereof, shall vest or accrue in a permittee by reason of issuance of such permissions.

R. The site and the Utilities, including, but not limited to, all landscaping, fencing, and related equipment, must be maintained in a neat and clean manner and in accordance with all approved plans. All graffiti on a Utility must be removed at the sole expense of the permittee within 48 hours after notification from the City.

S. Any permittee must maintain complete and accurate copies of all applications filed, and all permits and other regulatory approvals issued in connection with the construction, and maintain full and complete records identifying and showing the location of Utilities of the permittee in the streets. Copies of the record shall be promptly provided to the City on request, unless production of the records is prohibited by law. Maps of the Utilities must be provided in a format that will permit the information to be incorporated in the City's GIS System.

Any restoration work within the City's Right-of-Way shall also be in accordance with the following specifications:

INSERT CITY OF POUGHKEEPSIE DETAILS HERE

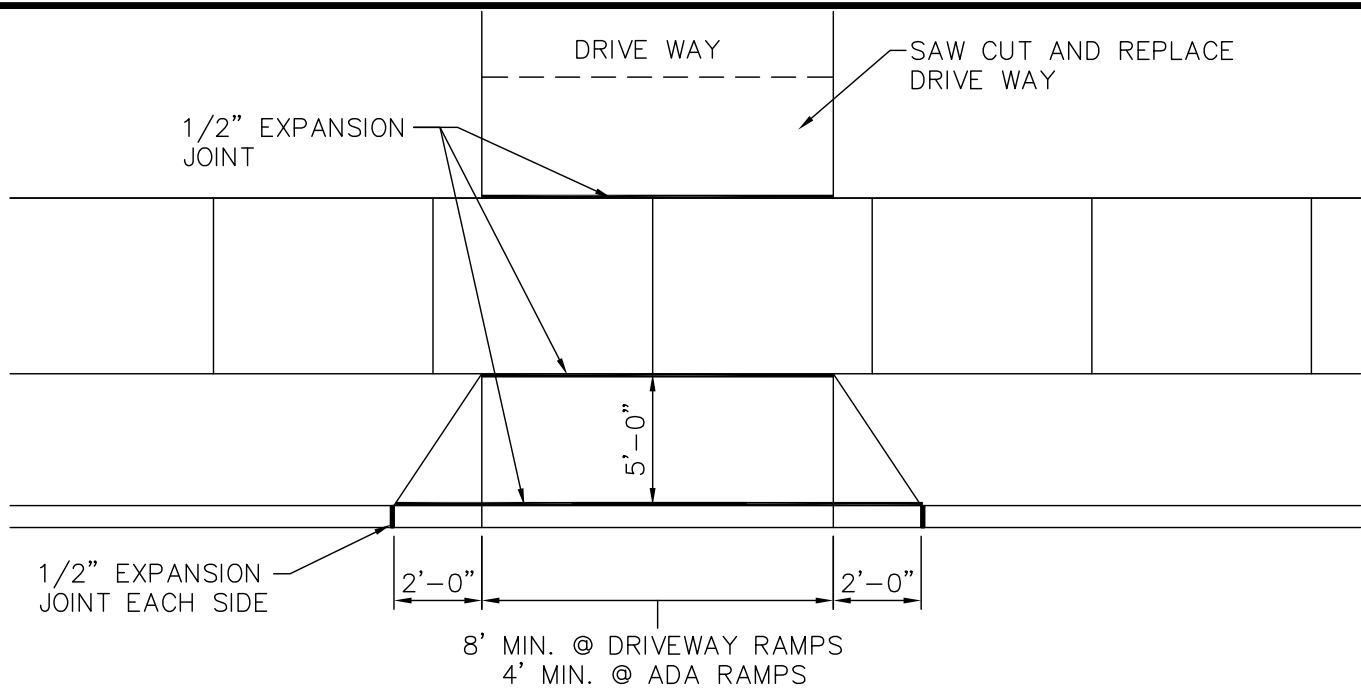


BRICK PAVERS ON RIGID BASE DETAIL

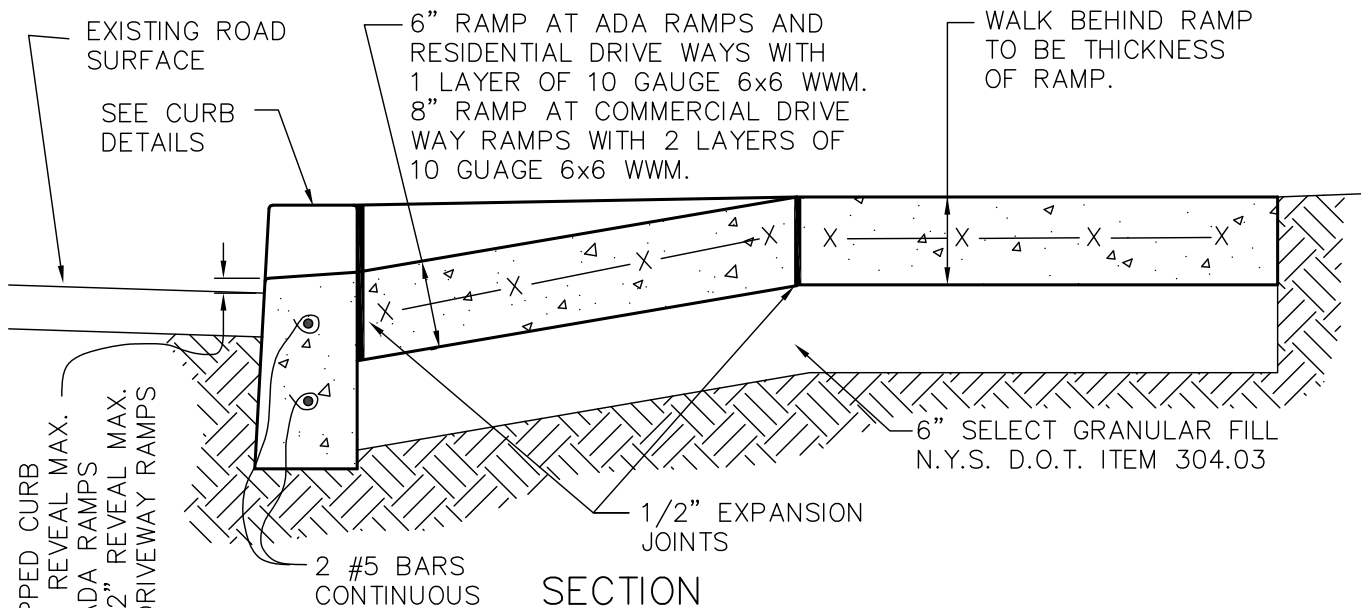
SCALE: N.T.S.

NOTES:

1. SWEEP IN DRY SAND. SAND SHALL BE POLYMERIC SAND BY SABLE MARCO EV POLYSAND, TECHNISEAL MAX SAND OR APPROVED EQUAL. APPLY SAND ON DRY DAY WHEN NO RAIN IS FORECAST.



PLAN



SECTION

NOTES:

1. ALL CONCRETE SHALL BE MINIMUM 4,000 PSI.

DRIVEWAY RAMPS & ADA RAMP

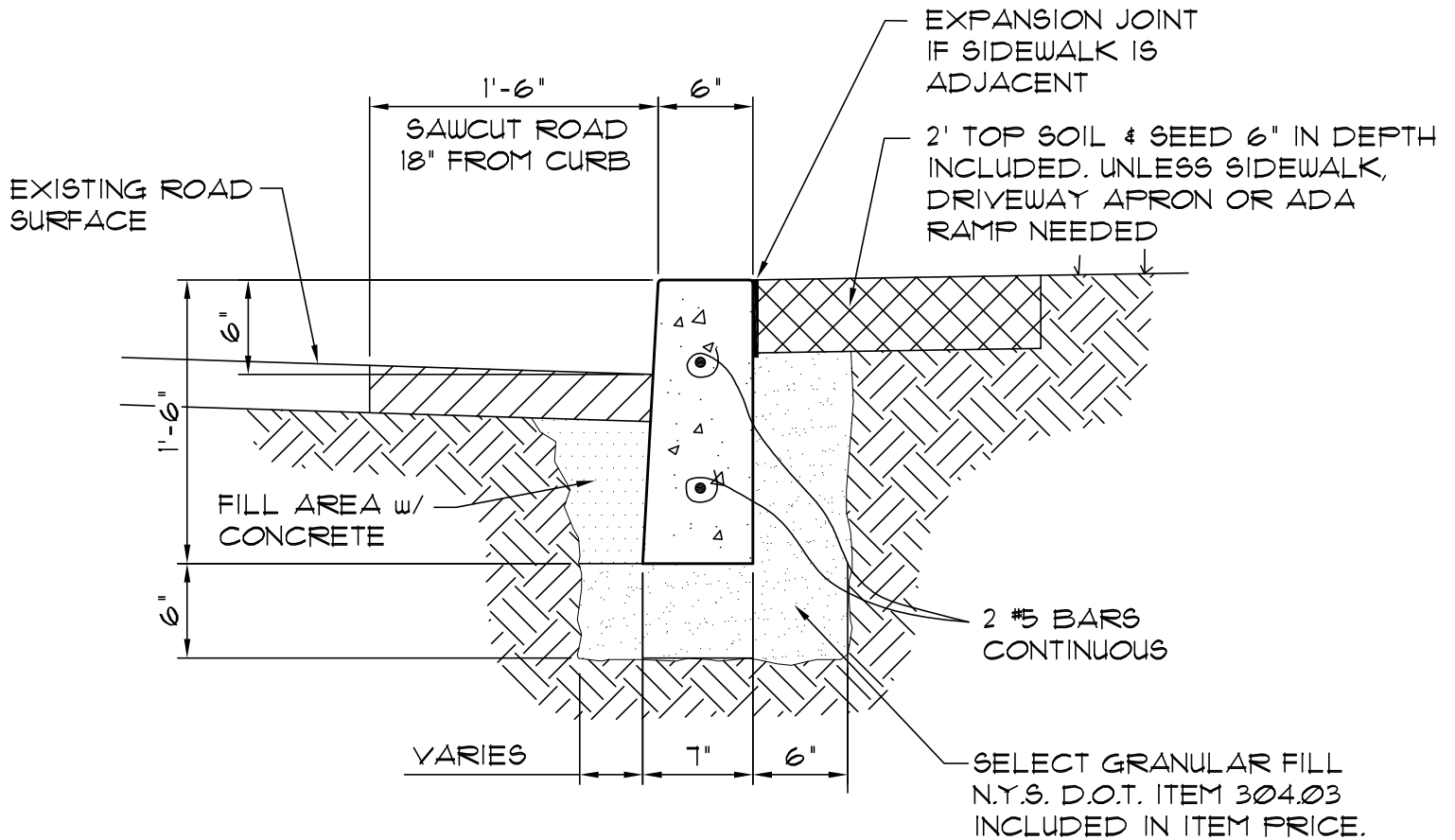
SCALE: 1"=1'-0"



CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

DRIVEWAY
& ADA RAMP
DETAIL

DATE:
9/15/2014



NOTE:

1. CONCRETE SHALL BE MINIMUM 4,000 PSI

FORMED CURB DETAIL

SCALE: 1"=1'-0"

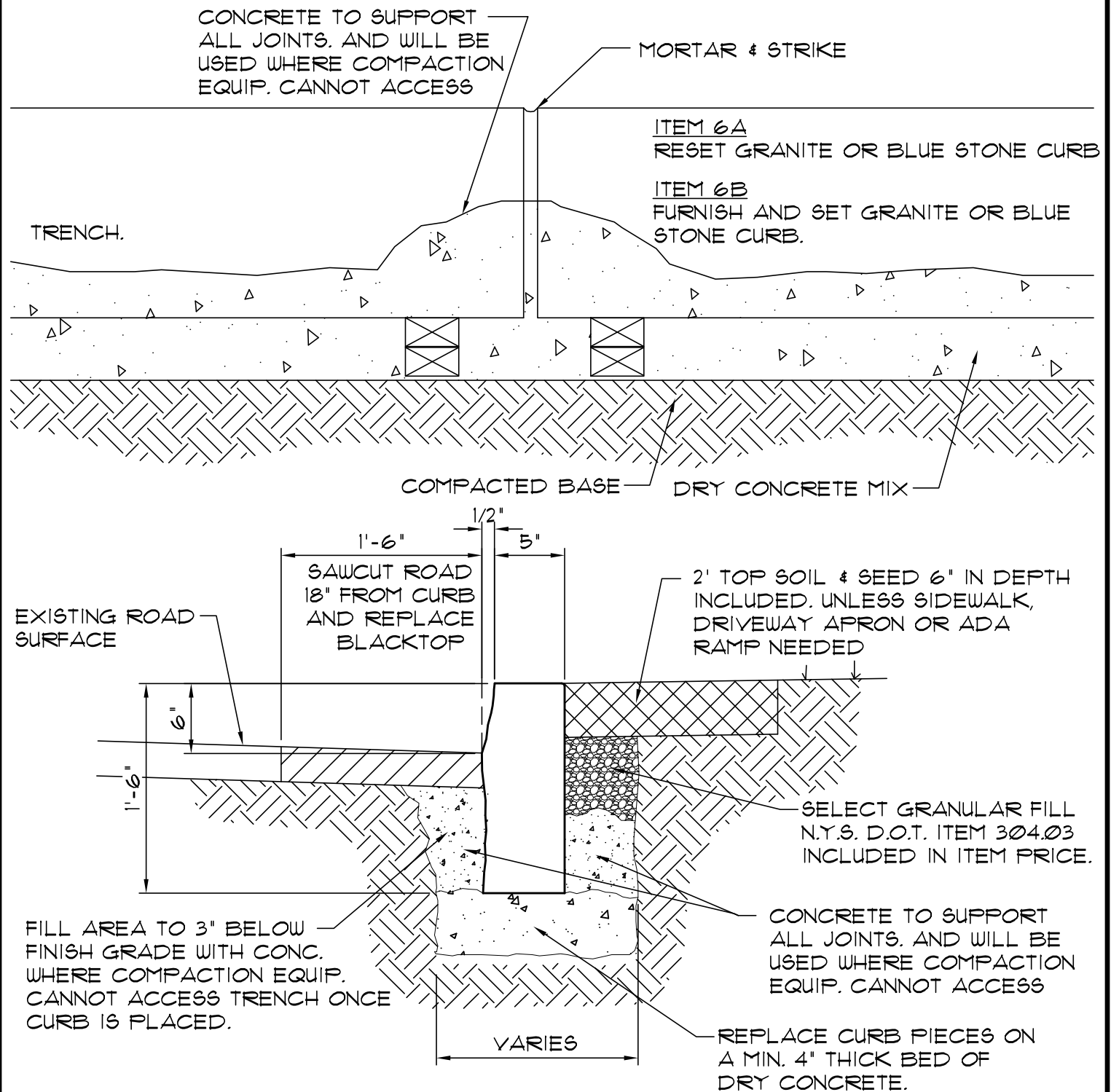
CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

FILE NO.: 001-DET
DATE: 3-6-00
SCALE: AS NOTED
DRAWN BY: JP

FORMED
CURB
DETIAL

1

PAGE NO.



GRANITE OR BLUESTONE CURB DETAIL

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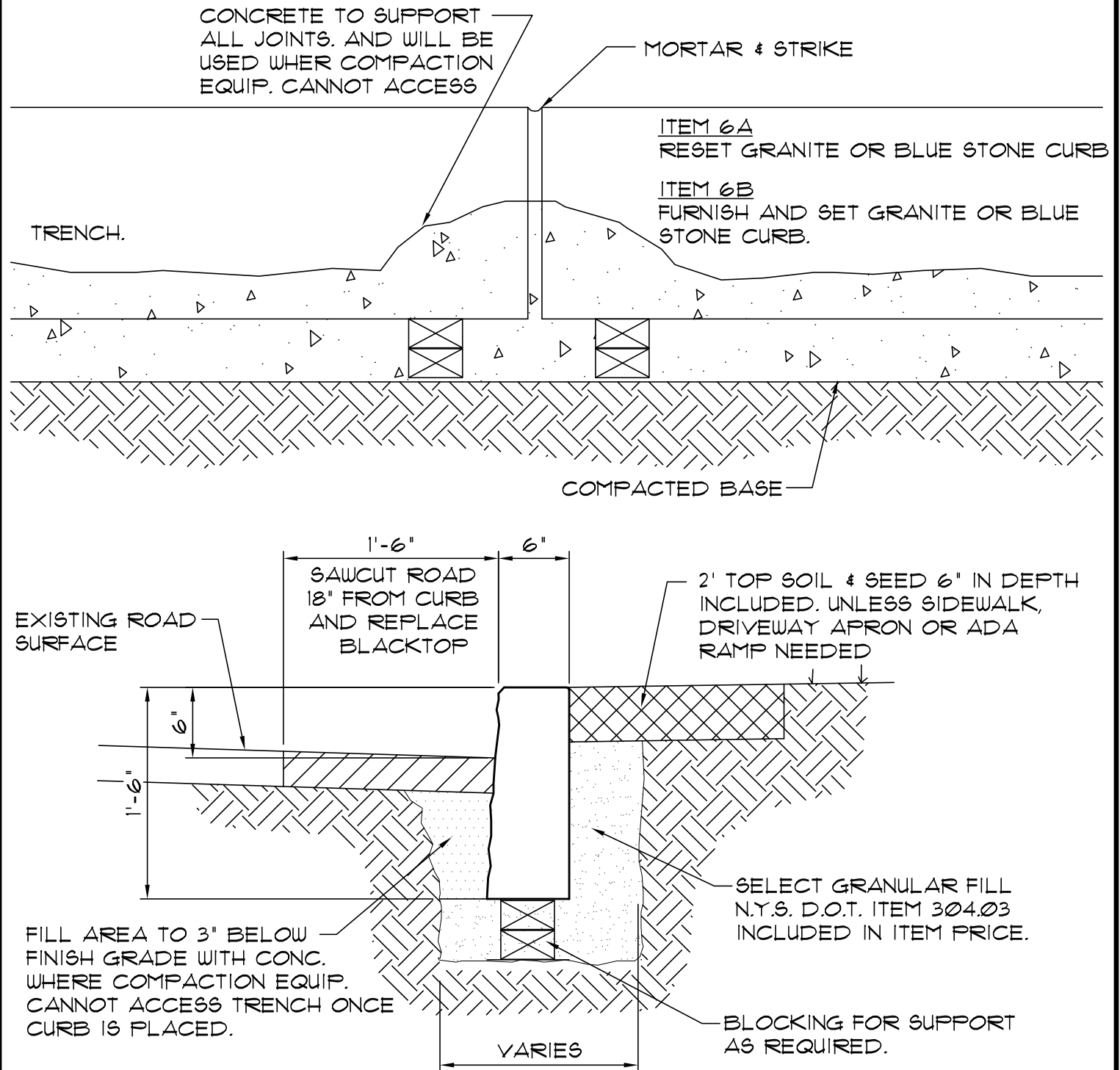
CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12602

FILE NO.: 001-DET
DATE: 3-6-00
SCALE: AS NOTED
DRAWN BY: JP

GRANITE
BLUE STONE
DETAILS

6

6A, 6B
PAGE NO.



GRANITE OR BLUESTONE CURB DETAIL

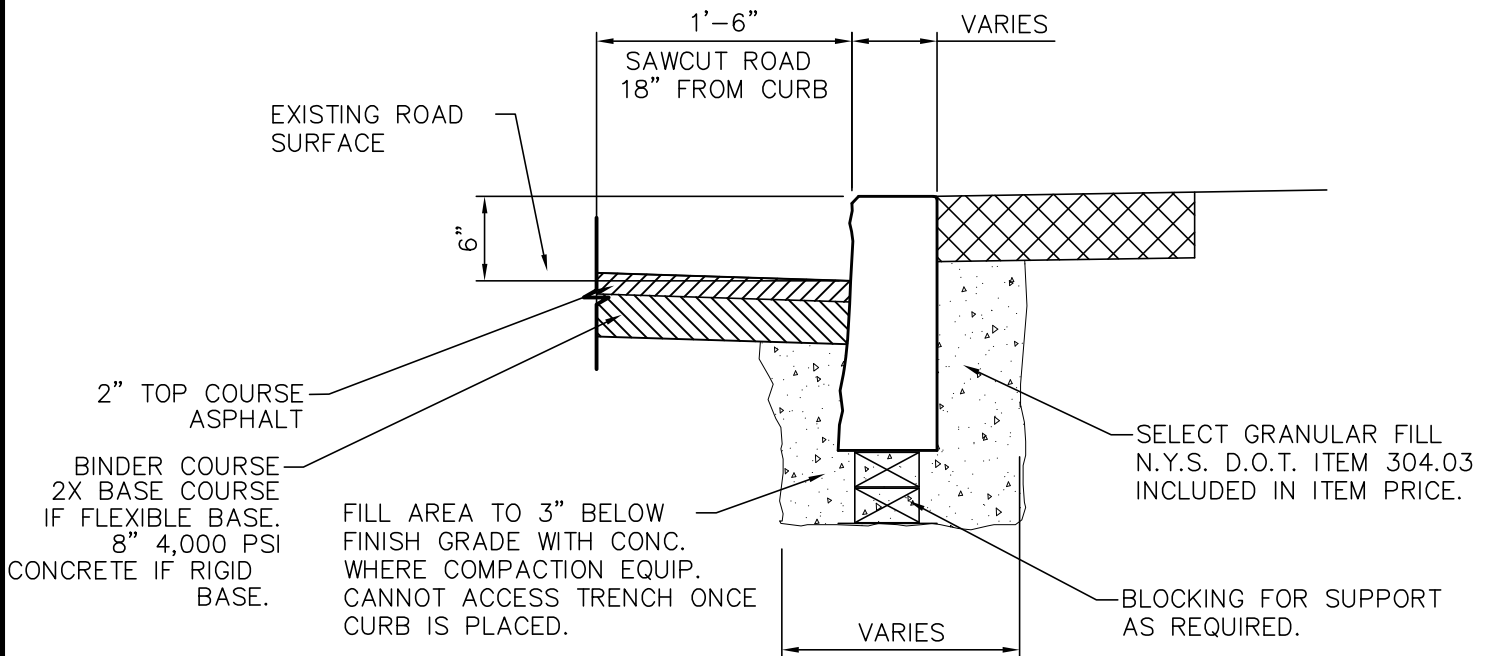
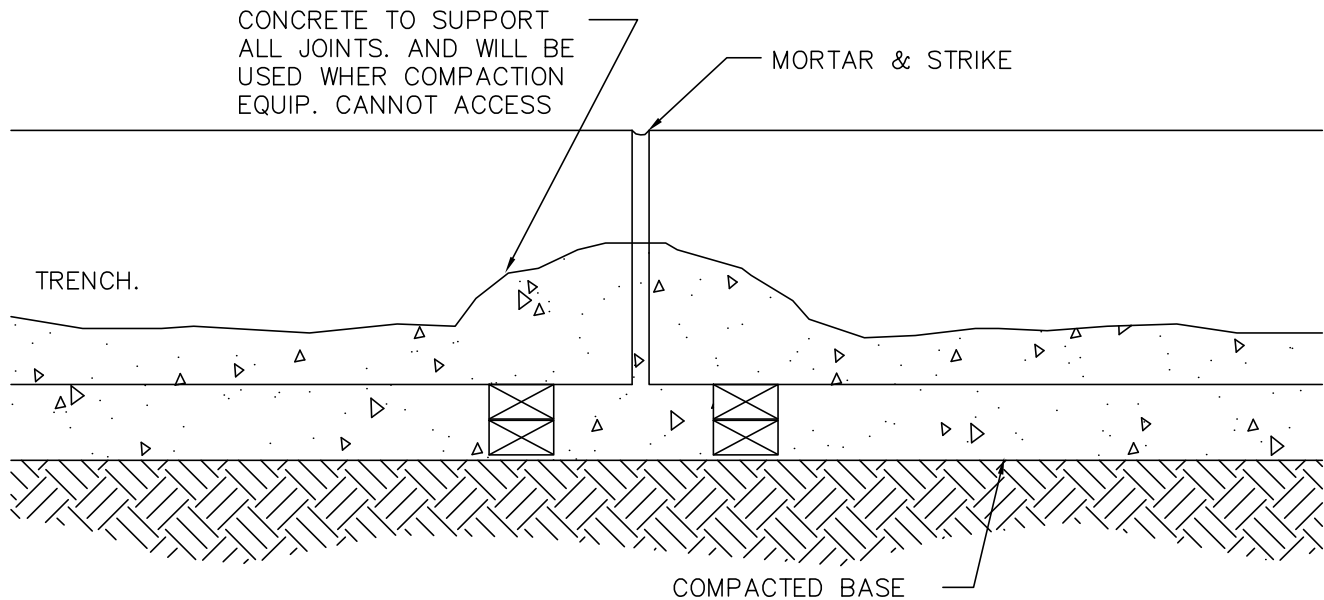
SCALE: 1"=1'-0"

CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12602

FILE NO.: 001-DET
DATE: 3-6-00
SCALE: AS NOTED
DRAWN BY: JP

GRANITE
BLUE STONE
DETAILS

6
6A, 6B
PAGE NO.



NOTE:
ASPHALT RESTORATION TO BE INCLUDED IN UNIT PRICE FOR RESETTING CURB.

RESET BLUESTONE/ GRANITE CURB DETAIL

SCALE: NTS

CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT

62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

FILE NO.: 001-DET

DATE: 3-29-11

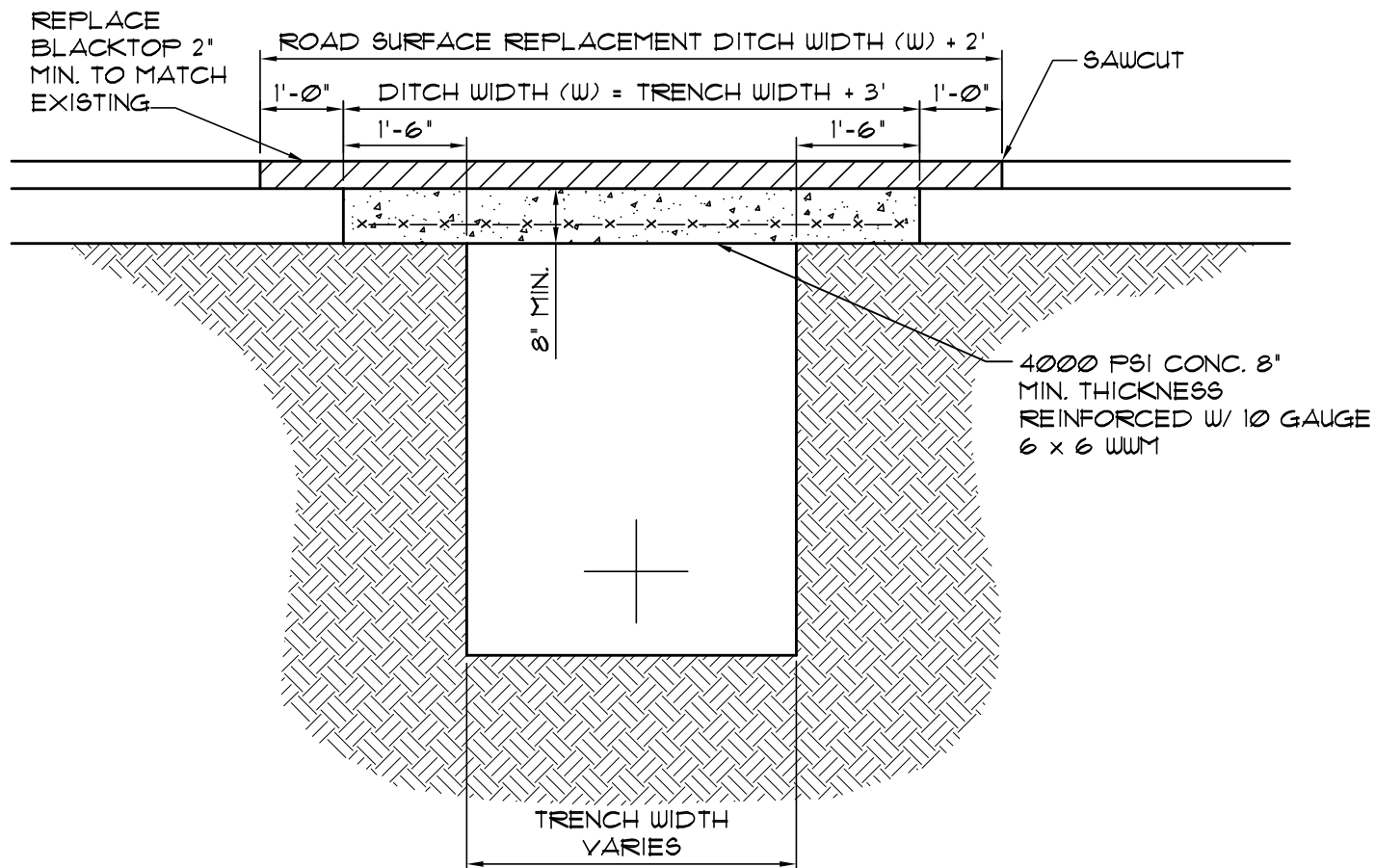
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DRAWN BY: JAC

GRANITE
BLUE STONE
DETAILS

6

6A, 6B
PAGE NO.



NOTE:

CONTRACTOR TO PROVIDE ALL NECESSARY PLATING
TO FACILITATE CONCRETE CURING OPERATIONS

RIGID PAVEMENT AND TRENCH LIMITS DETAIL

SCALE: N.T.S.

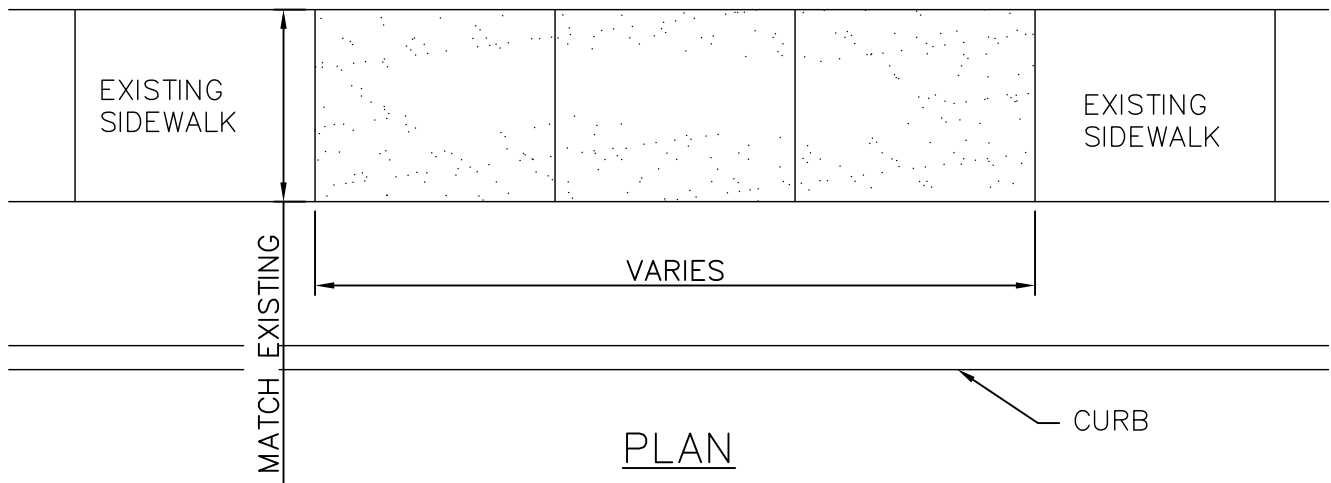
**CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT**
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

FILE NO.: 001-DET
DATE: 5-16-00
SCALE: AS NOTED
DRAWN BY: JP

**RIGID
PAVEMENT
DETAIL**

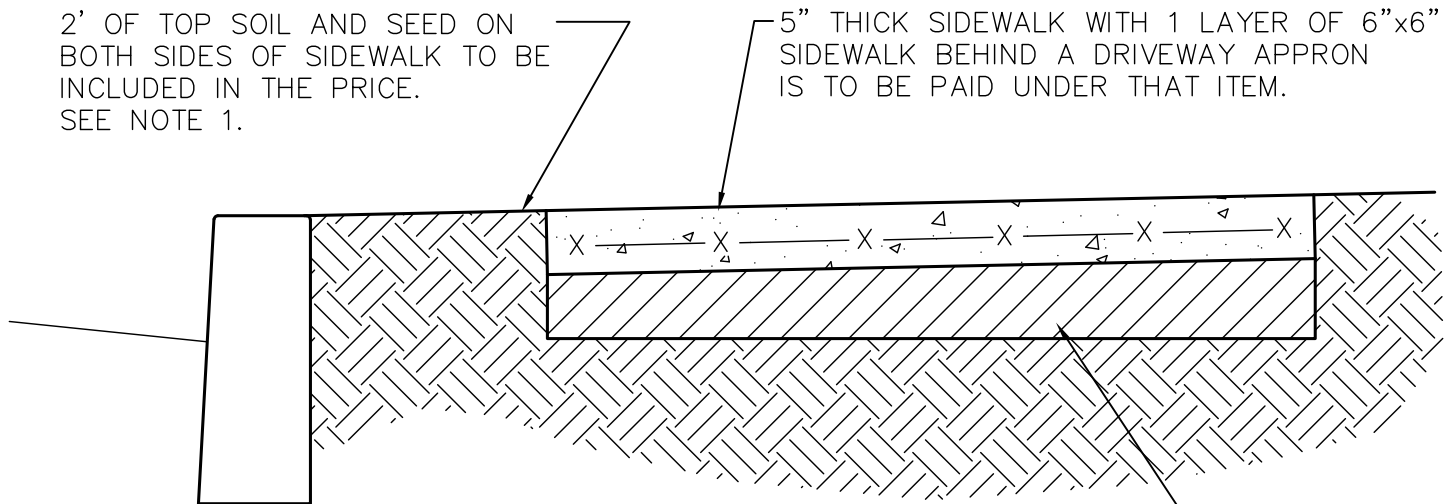
1

PAGE NO.



2' OF TOP SOIL AND SEED ON BOTH SIDES OF SIDEWALK TO BE INCLUDED IN THE PRICE. SEE NOTE 1.

5" THICK SIDEWALK WITH 1 LAYER OF 6"x6" W SIDEWALK BEHIND A DRIVEWAY APPRON IS TO BE PAID UNDER THAT ITEM.



4" SELECT GRANULAR FILL N.Y.S. D.O.T. ITEM 4 SF TYPE2 SUB-BASE TO BE INCLUDED IN ITEM PRICE. COMPACT TO 95% MODIFIED PROCTOR. SEE NOTE 1.

SECTION

NOTES:

1. ALL CONCRETE SHALL BE MINIMUM 4,000 PSI.
2. WHERE MATERIAL IS NOT USED THE CITY OF POUGHKEEPSIE WILL BE CREDITED IN AREAS WHERE MORE THAN THE SPECIFIED AMOUNT OF MATERIAL IS USED. MAJOR GRADE CHANGES WILL BE APPROVED BY THE CITY ENGINEERING DEPT. AND WILL BE PAID UNDER APPROPRIATE ITEMS.
3. UPON COMPLETION OF CURING ALL CONCRETE SURFACES SHALL BE COATED WITH SODIUM CHLORIDE INHIBITING SEALER AS REQ'D.

SIDEWALK DETAIL REPLACE & NEW

SCALE: 1"=2'-0"

**CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT**

62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

PROJECT: 001-DET
DATE: 5-16-00
SCALE: AS NOTED
DRAWN BY: JP

**SIDEWALK
DETAIL**



**BRICK PAVERS
ON
RIGID BASE**

**BLUESTONE
ON
RIGID BASE**

FURNISH AND INSTALL BRICK PAVERS
ON RIGID BASE

RESET BRICK PAVERS ON RIGID BASE

FURNISH AND INSTALL SLATE OR
BLUESTONE SIDEWALKS ON RIGID
BASE

RESET SLATE OR BLUESTONE
SIDEWALKS ON RIGID BASE

EXISTING CURB

BRICK PAVERS

SLATE BLUESTONE
2" MINIMUM

EXISTING STREET

MORTAR LEVELING
BED 2" MAX

4" CONC. BASE w/ 6x6 WWM

6" SELECT GRANULAR FILL
COMPACTED



**CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT**
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

**BLUESTONE
& PAVERS
SIDEWALK —
RIGID BASE**

DATE:
9/15/2014

**BRICK PAVERS
ON
FLEXIBLE BASE**

**BLUESTONE
ON
FLEXIBLE BASE**

FURNISH AND INSTALL BRICK PAVERS
ON FLEXIBLE BASE

RESET BRICK PAVERS ON FLEXIBLE BASE

FURNISH AND INSTALL SLATE OR
BLUESTONE SIDEWALKS ON
FLEXIBLE BASE

RESET SLATE OR BLUESTONE
SIDEWALKS ON FLEXIBLE BASE

EXISTING CURB

BRICK PAVERS

SLATE BLUESTONE
2" MINIMUM

MORTAR LEVELING
BED 2" MAX

6" SELECT GRANULAR FILL
COMPACTED

EXISTING STREET

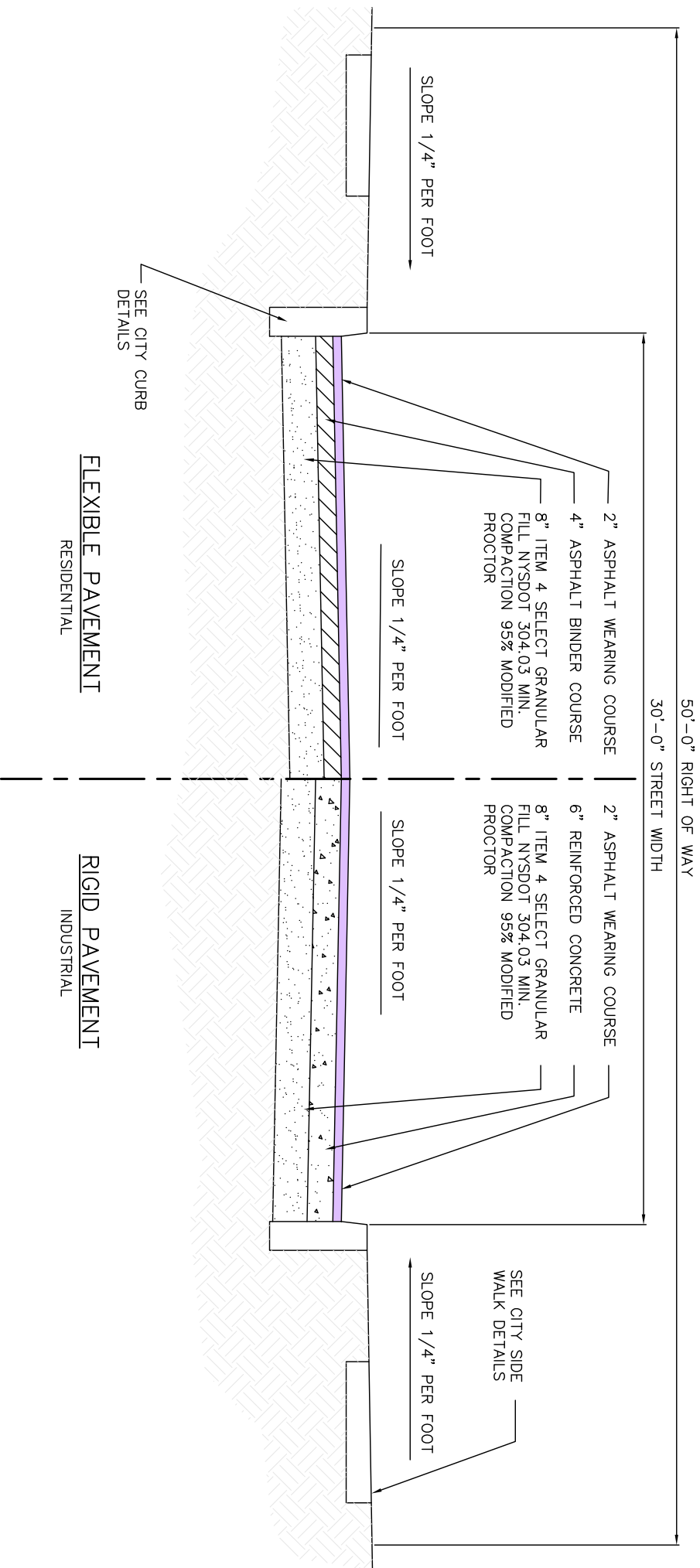


**CITY OF POUGHKEEPSIE
ENGINEERING DEPARTMENT**

62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

**BLUESTONE
& PAVERS
SIDEWALK –
FLEXIBLE BASE**

DATE:
9/15/2014



TYPICAL STREET SECTION

SCALE: N.T.S.

FILE: *.DWG
DATE: 06-04-2009
SCALE: AS NOTED
DRAWN BY: JP

TYPICAL STREET SECTION

CITY OF Poughkeepsie
ENGINEERING DEPARTMENT
62 CIVIC CENTER PLAZA
POUGHKEEPSIE, NY 12601

The foregoing regulations shall take effect immediately and will remain in effect until further notice.

Pursuant to Section 15-4.1, violation of these regulations is subject to a daily civil penalty.

4. **R-25-59**, Resolution Supporting the Establishment of the Harriet Tubman Underground Railroad Scenic Byway (HTURB)

**RESOLUTION
(R-25-59)**

**Resolution for Harriet Tubman Underground Railroad
New York Scenic Byway Nomination and Corridor Management Plan Adoption**

SPONSORED BY: CHAIRMAN WILSON, COUNCILMEMBER SHOOK, PATTERSON THOMPSON, HENRY, MENIST, BROWN, JAMES, GRANT AND MCCLINTON

WHEREAS, the historic qualities of the Harriet Tubman Underground Railroad New York Scenic Byway, as described in the corridor management plan, and the surrounding areas have been appreciated and celebrated for over a century by the residents of New York State, as well as tourists, historians, artists, authors, and other visitors to the region; and it is this unique combination of the journeys of Harriet Tubman and those Freedom Seekers who traveled on the Underground Railroad that create the special sense of place that is vital in telling the New York story of the human desire for freedom and the historic sites they created during their journey to emancipation; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, composed of representatives of 22 municipalities along the proposed scenic byway route, committed to work cooperatively to protect and promote the historic, scenic, recreational, and economic well-being of the 544-mile Corridor throughout the state and agreed to pursue the nomination of the Harriet Tubman Underground Railroad New York Scenic Byway; and

WHEREAS, under the leadership of the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee, each of the 22 counties contributed to the development of this corridor management plan by forming local byway groups, encouraging public participation, and leading individual meetings of the Collaborative; and

WHEREAS, the Advisory Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, consisting of relatives of Harriet Tubman, descendants of Freedom Seekers, Harriet Tubman and/or Underground Railroad historians, representatives from state and federal agencies has strengthened the historic integrity, representation, and the principles of the corridor management plan; and

WHEREAS, in the process of developing this corridor management plan, the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee has strengthened the bonds of inter-municipal cooperation, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved transportation experience that preserves, interprets, and promotes the corridor's intrinsic qualities and resources; and

NOW, THEREFORE, BE IT RESOLVED, hereby supplements R-25-55 and states that the City of Poughkeepsie supports the designation of the Harriet Tubman Underground Railroad New York Scenic Byway which includes programs for stewardship and enhancement of the scenic byway and guidance to manage future activities along its corridors; and

BE IT FURTHER RESOLVED, that the City of Poughkeepsie confirms that it will not approve any requests for new off premises outdoor advertising signs along the designated Harriet Tubman Underground Railroad New York Scenic Byway route; and

BE IT FURTHER RESOLVED, that the City of Poughkeepsie will work in partnership with the other municipalities along the Harriet Tubman Underground Railroad New York Scenic Byway and local and regional stakeholders in order to support future Byway program development and collaborate with these interested entities to explore opportunities for cooperation and methods to advance the Scenic Byway.

IX. CONSENT AGENDA: ORDINANCES AND LOCAL LAWS:

X. ACTION AGENDA: MOTIONS AND RESOLUTIONS:

XI. ACTION AGENDA: ORDINANCES AND LOCAL LAWS:

XII. MAYOR'S COMMENTS:

XIII. CHAIRMAN'S COMMENTS AND PRESENTATIONS:

I just want to make sure we thank, I want to thank the NAACP as well for having the rollout not only of the meet the candidates, but being a partner in a lot of the work going around in the community, having meetings and being one of the visual to civic engagement team and all the youth team. Of course, with our Chamberlain being a part of that is also excellent. Make sure you know the early voting if you didn't get a chance to.

And I also want to send my condolences out to our mayor for the loss of her brother.

That is it. Thank you everybody that came out. Thank you everybody that logged in today for our Council Meeting.

Happy Juneteenth. Make sure that you have a nice and safe and try to stay as dry as possible.

That is it for my comments.

XIV. ADJOURNMENT:

At 7:01pm a motion to adjourn the meeting was made by 7th Ward Council Member Patterson Thompson and seconded by 6th Ward Council Member Grant.

Dated: June 20, 2025

I hereby certify that this true and correct copy of the Minutes of the Common Council Meeting held on Tuesday, June 17, 2025.

**Respectfully submitted,
Donna M. DeLuca
Deputy City Chamberlain**

COMPTROLLER'S REPORT

THE YOUTH OPPORTUNITY UNION (Y.O.U.)



JUNE 2025



OFFICE OF THE
DUTCHESS COUNTY COMPTROLLER
DAN AYMAR-BLAIR, COMPTROLLER

Dan Aymar-Blair
Comptroller

OFFICE OF THE COMPTROLLER
DUTCHESS COUNTY

22 MARKET STREET
POUGHKEEPSIE, NY 12601

(845) 486-2050

Fax: (845) 486-2055

E-mail: comptroller@dutchessny.gov

Brian D. Kelly
Deputy Comptroller

Heli Shah
Director of Audit

Dear County Officials and Taxpayers,

The Dutchess County Comptroller's Office has completed a special report on the proposed revitalization of the parcel at 35 Montgomery Street in the City of Poughkeepsie, where the old YMCA of Dutchess County once stood.

In 2020, County Executive Marcus Molinaro and Mayor Rob Rolison announced a deal to replace the old YMCA with a vibrant, multi-purpose "cathedral" of a community space. In that time, there has been significant public interest in the development of this parcel—particularly as an antidote to the placement of the county jail and a homeless shelter in downtown Poughkeepsie. Yet it is not well-understood by the public why the YOU was never built.

When a significant promise has been made to taxpayers but never realized, it is important to bring clarity and transparency to the effort so that policymakers might learn from it going forward. This report attempts to provide a complete picture of what occurred in the five years following the deal made in 2020. This report lays out the timeline of the project, enumerates its costs, and describes the latest efforts to rehabilitate the YOU brand, with or without a physical building.

County Executive Molinaro pledged **\$25 million** to the project. Only **\$8.5 million** was appropriated by the County Legislature. Of that, only **\$4.49 million** was actually spent by Dutchess County. The City of Poughkeepsie contributed an additional **\$240,000** to the demolition. The **\$4.49 million** came from Dutchess County's American Rescue Plan (ARP) COVID-19 relief funds and covered demolition costs, construction management, schematic designs, and other related expenses.

Despite these expenditures, there is no funded, practicable plan to construct the Youth Opportunity Union in the City of Poughkeepsie. The Office of the Comptroller will continue to monitor developments related to the County-owned parcel.

We thank the Department of Public Works and Commissioner Robert Balkind for their assistance in gathering the necessary information to provide this report to the public.

Respectfully submitted,



Dan Aymar-Blair
Dutchess County Comptroller

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Mayor Rob Rolison of Poughkeepsie and County Executive Marc Molinaro during a press conference for the start of the demolition of the YMCA of Dutchess County building on June 6, 2022. (Credit: Kelly Marsh, Poughkeepsie Journal)

I. Comptroller's Summary

OBJECTIVE

This Comptroller's Report is intended to provide taxpayers with their first thorough view of Dutchess County's initiative to replace the vacant YMCA of Dutchess County building with "a safe, structured space that will benefit our area youth and provide much-needed educational and healthcare services, childcare and recreation opportunities" at 35 Montgomery Street in the City of Poughkeepsie.¹ The report outlines the costs associated with this project, including the costs of the demolition of the existing building and the design and planning for the new building called the Youth Opportunity Union, or the YOU.

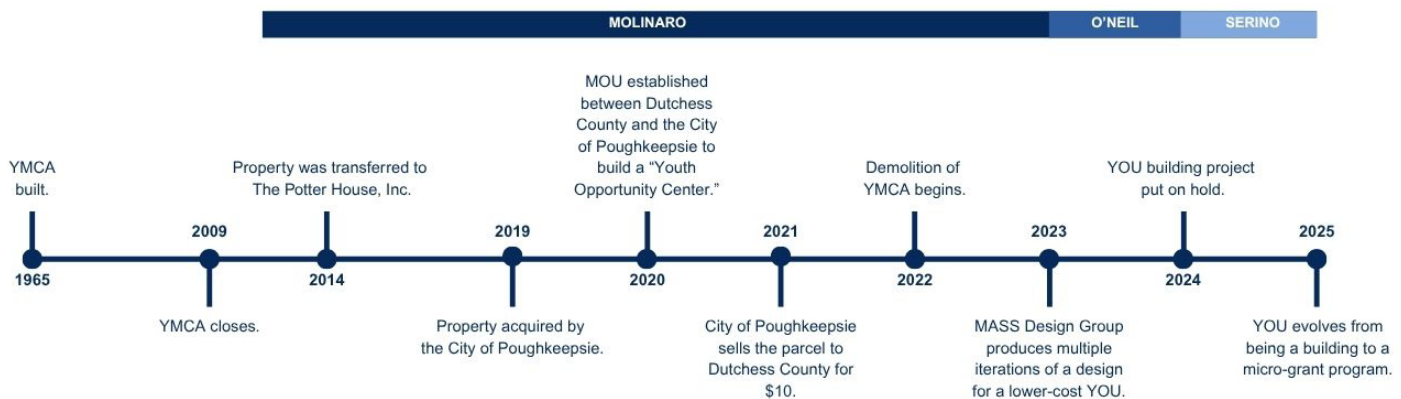
SCOPE AND METHODOLOGY

This report provides a historical and financial overview of Dutchess County's efforts to redevelop the 3.35-acre parcel at 35 Montgomery Street in the City of Poughkeepsie (Grid No. 6061-28-946914) as a community center, the Youth Opportunity Union.

This chronology looks at the developments related to 35 Montgomery Street from the closing of the YMCA of Dutchess County in 2009 to the present. The scope of this review includes the initial agreements between the City of Poughkeepsie and Dutchess County, the demolition of the YMCA of Dutchess County building, and the iterative design process for the Youth Opportunity Union, which has yet to be built. Costs related to each phase of development are included in this chronology.

Figure 1

Simplified timeline of the 35 Montgomery St. parcel from 1965-2025 with corresponding County leadership.



Not included in this report is a characterization of Dutchess County's efforts to attract non-profit, youth, and educational organizations as investors, operators, and partners to the YOU project. While some non-profit partners were interviewed in the preparation of this report, these statements cannot be independently verified.

The Comptroller's Office compiled this chronology and analyzed project costs by reviewing documents related to the redevelopment of the parcel at 35 Montgomery Street, including legislative resolutions from both the Dutchess County Legislature and the City of Poughkeepsie Common Council, contracts, invoices, vendor proposals, presentations at legislative meetings and press releases.

¹ ["Poughkeepsie, Dutchess Reach Agreement on YMCA Building's Future"](#)

II. Project History

THE YMCA OF DUTCHESS COUNTY

On January 12, 2009, the YMCA of Dutchess County in the City of Poughkeepsie, originally built in 1965, closed its doors due to the operator's financial struggles and the building's poor condition. This facility provided essential services including childcare, youth activities, community space, and a fitness center including a swimming pool.

On October 23, 2014, after the conclusion of a foreclosure action titled *Mahopac National Bank v. Dutchess County Young Men's Christian Association a/k/a Dutchess County Young Men's Christian Association of Poughkeepsie*, the property was transferred by Referee's deed to The Potter House, Inc. for **\$10**. The Potter House planned to renovate the existing building into a new community youth center. The Potter House, however, made no progress toward construction of a new facility and fell behind on property taxes and utility bills.



The YMCA of Dutchess County was built in 1965. (Credit: WRRV)

In February 2019, as recommended by former City of Poughkeepsie Mayor Robert Rolison's Anti-Blight Task Force, the City of Poughkeepsie executed the tax deed and acquired the parcel at 35 Montgomery Street from The Potter House.

In April 2019, the City of Poughkeepsie issued a Request for Expressions of Interest (RFEI) which yielded one response, from the "35 Montgomery Street Coalition," a coalition of stakeholders to identify new sources of funding for the project. In 2020, the City of Poughkeepsie's Building Inspector deemed the structure of the building unsafe and in need of demolition, altering the economics of developing a site with a deed restricted for "educational, recreational, and cultural purposes."

II. Project History, Cont.

A DEAL WITH DUTCHESS COUNTY

On August 19, 2020, former Dutchess County Executive Marcus Molinaro and Mayor Rolison signed a Memorandum of Understanding (MOU) between Dutchess County and the City of Poughkeepsie that established a partnership to rehabilitate the property into a “Youth Opportunity Center.” Under this agreement (see **Exhibit A**), the City would transfer the title to Dutchess County for **\$10**. The County, in turn, would commit up to **\$25 million** for “the demolition, design, and construction of the Property.”

The County’s press release announcing the MOU stated further, “The site will be transformed into community green space while plans continue.”² The MOU itself did not include mention of the temporary community green space.

On May 8, 2021, the City of Poughkeepsie Common Council unanimously approved a resolution to have Dutchess County take ownership of the 35 Montgomery Street parcel.

On July 12, 2021, the Dutchess County Legislature adopted three resolutions related to the Youth Opportunity Union:

- [Resolution No. 2021109](#) finding “no significant adverse environmental impact” to be caused by the demolition.
- [Resolution No. 2021123](#) authorized the purchase of 35 Montgomery Street from the City of Poughkeepsie.
- [Resolution No. 2021124](#) authorized **\$8.5 million** of American Rescue Plan funding (COVID-19 relief) to be appropriated to the project: **\$2 million** for design of the new facility, **\$1 million** for construction management, and **\$5.5 million** for the demolition and to “return the property to open green space.” The resolution described the **\$8.5 million** appropriation as the first phase of a two-phase **\$10 million** commitment, with the second phase being an additional **\$1.5 million** for construction services for the new building. The resolution further commits an additional **\$15 million** as part of a bond resolution “in accordance with the terms of the contract of sale.”

On August 25, 2021, the City of Poughkeepsie sold the parcel to Dutchess County for **\$10**. Per the Contract of Sale, the City would be authorized to repurchase the parcel if benchmarked actions were not taken by Dutchess County:

1. Appropriating **\$25 million** to the project within six months,
2. Demolishing the structure within a year,
3. Starting construction within 27 months,
4. Ensuring the property does not fall into disrepair again, and
5. Implementing restrictions on the installation of public telephones.

In the Contract of Sale, Mayor Rolison also committed 25% (not to exceed **\$240,000**) of the costs of demolishing the existing building from the City of Poughkeepsie.

² [“City of Poughkeepsie and Dutchess County Sign Agreement to Make Youth Center a Reality”](#)

II. Project History, Cont.

A DEAL WITH DUTCHESS COUNTY, CONT.



A homeless encampment outside the old YMCA of Dutchess County just before the demolition began. (Credit: Kelly Marsh, Poughkeepsie Journal)

DEMOLITION

On June 6, 2022, the demolition of the YMCA of Dutchess County began. The demolition was certified as completed on Feb 8, 2023.

Total payments to the demolition contractor amounted to **\$1,596,254** of which the City of Poughkeepsie contributed the agreed-upon **\$240,000**. The total cost to the County for the demolition phase, including tree removal and construction management, was **\$1,666,332**, of which the County paid **\$1,426,332**.



Demolition of the old YMCA began in June 2022. (Credit: Kelly Marsh, Poughkeepsie Journal)

II. Project History, Cont.

DEMOLITION, CONT.

Vendor	Activity	Cost	Funding Source
Central Hudson Gas & Electric Corp.	Electric	\$13,739	ARPA (COVID-19 Relief)
CT Male Assoc., ENG, SRV	Site Monitoring	\$33,775	ARPA (COVID-19 Relief)
D&B Engineers & Architects	Estimating Services	\$7,500	ARPA (COVID-19 Relief)
Davey Tree Expert Company	Tree Removal	\$6,532	ARPA (COVID-19 Relief)
Gorick Construction	Demolition	\$1,356,254	ARPA (COVID-19 Relief)
Gorick Construction	Demolition	\$240,000	City of Poughkeepsie
Almstead Tree & Shrub Care Co.	Tree Removal	\$8,532	ARPA (COVID-19 Relief)

COMMUNITY OUTREACH

The County led a community engagement process to gather feedback for the YOU facility and services between October 2021 and March 2022. Feedback was gathered from 797 community members at 22 separate community outreach engagements including site visits, meetings and workshops.

The top services requested by the public were swimming lessons, cooking classes, and fitness courses. The top amenities were a pool and a rock-climbing wall. At the end of the community engagement process, the final design was anticipated to be completed in December 2022 and construction to begin in April 2023.



County officials gathered feedback at 22 outreach sessions like the image above.

II. Project History, Cont.

FIRST DESIGN

While community feedback was being gathered, MASS Design Group and partners began schematic design work.

On April 25, 2022, MASS Design Group presented conceptual drawings for a small economical project (42,599 sq. ft.), a medium-sized project (54,432 sq. ft.), and a large two-phase project (96,092 sq. ft.). The designs included most of the needs identified through community outreach including an Olympic-sized pool, gym, community space, childcare, a performing arts space, a community kitchen, and climbing walls.

“

If we are going to create an opportunity and confront the challenges that face young people and their families, we need a cathedral to do it.

— County Executive Marc Molinaro

”

On April 29, 2022, parties reviewed a version of the design with 103,397 sq. ft., as well as all the amenities. On June 12, 2022, the construction manager presented the first schematic construction estimate for a two-phase design totaling 104,677 square feet. After a few revisions, the total estimate for the project reached **\$165 million**.

Molinaro described the project as “a soaring architectural structure that brings people from all across the county into one safe space.”



Interior of the pool area from the first design. (Credit: MASS Design Group)

The stated plan to cover the remaining cost of the project was to secure funding from local educational organizations, charitable foundations, and state and federal grants. These fundraising efforts cannot be reliably characterized and are not included in this report; they can best be understood by looking at the outcomes.

II. Project History, Cont.

FIRST DESIGN, CONT.



The exterior of the first design. (Credit: MASS Design Group)

SECOND DESIGN

In February and March 2023, at the request of the new County Executive, William F. X. O'Neil, the County and MASS Design Group went through multiple iterations of a design for a lower-cost YOU. The Olympic-sized pool was replaced by a competition pool and a family pool. Other parts of the facility such as the gym and the theater were reduced in size. In his State of the County speech on March 8, 2023, O'Neil announced that a more economical YOU was being planned.

"We've really cut down on the 'nice to haves' and we tried to make this facility achievable," Christopher Kroner, head of the design team at MASS Design Group, told legislators.

With a grant from the New York State Public Service Commission, Central Hudson received approval for a Utility Thermal Energy Network (UTEN), or district geothermal network, that would locate a geothermal well field on the 35 Montgomery Street parcel. In return, the Youth Opportunity Union would have received free geothermal heating and cooling, eliminating the high costs of heating the pools.



“

Make no mistake, we're not building a palace. This is a design we're confident is attainable, buildable, and phase-able.

— County Executive William F.X. O'Neil

”

II. Project History, Cont.

SECOND DESIGN, CONT.



The exterior of the second design of the Youth Opportunity Union. (Credit: MASS Design Group)

To date, Dutchess County has paid 36 invoices for design work and related activities to MASS Design Group totaling **\$2,405,511**. Total design costs add up to **\$2,522,536**.

Vendor	Activity	Cost	Funding Source
Arace & Co. Consulting	Project Labor Agreement Feasibility Study	\$18,000	ARPA (COVID-19 Relief)
Tectonic Engineering & Surveying Consultants PC	Geotech investigating at YMCA	\$99,025	ARPA (COVID-19 Relief)
MASS Design Group	Youth Center Planning	\$2,405,511	ARPA (COVID-19 Relief)

PROJECT ON HOLD

“I will just say, very transparently, we’re at a place with this project that the funding gap is so large, it’s really not at a place where we can go to our local donors and ask them for the thing that would put the shovel in the ground.”

— Deputy County Executive Rachel Kashimer

On April 4, 2024, the YOU project was declared “on hold” by the administration of the newly-elected County Executive, Sue Serino. “The construction document development is on hold, and that’s really a function of trying to make sure we don’t spend the money unless we’re serious about pursuing the project further,” said Deputy County Executive Rachel Kashimer during an update to the County Legislature.

At the time, the project was estimated to cost **\$75,543,585**, still much more than the original **\$8.5 million** appropriation.

On July 19, 2024, the Dutchess County Legislature adopted Resolution No. 2024142, which redirected unspent American Rescue Plan funding to education initiatives. This included a reduction of **\$4,009,585** from the Youth Opportunity Union. No further funds have since been appropriated for this project.

II. Project History, Cont.

PROJECT ON HOLD, CONT.

With the project on hold indefinitely, it also appears the County has not completed all of the benchmarked actions as per the Contract of Sale covenants.

Action	Achieved?	Notes
"The PURCHASER shall be obligated to secure the approval of a resolution(s) of the Dutchess County Legislature appropriating funds and/or obtaining financing for the development of a youth and community center, up to a cumulative total of \$25 million, within six months from the date of Closing the Title."	NO	\$8.5 million was appropriated in July 2021; the remaining \$16.5 million was neither requested nor appropriated.
"The PURCHASER shall be obligated to demolish the existing structure on the Property within 12 months from the date of Closing of Title."	YES	Demolition began within 12 months from the date of the Closing of Title
"The PURCHASER shall be obligated to commence construction of the youth and opportunity center [sic] within 27 months from the date of Closing of Title."	NO	No construction has happened on the site since the Closing of Title.
"The PURCHASER shall assume responsibility for operating the Property as a youth opportunity center, and shall ensure its good maintenance and financial stability after constructions, and shall further ensure the Property not fall into disrepair during its period of ownership of the Property, nor financial insolvency."	NO	The landscape is overgrown, the mesh banners are falling off the fence, and the property is not regularly maintained.
"The deed shall contain a restrictive covenant prohibiting the installation of coin operated and public telephones on the Property."	YES	No telephones have been installed on the property.

Per the contract, "the CITY is authorized to repurchase the Property for the amount of money the PURCHASER has expended on the Property to date in conformance with its obligations pursuant to this Agreement."

To date, the County has spent **\$4.49 million**, less the contribution from the City of Poughkeepsie of **\$240,000** for the demolition, all of which came from American Rescue Plan (ARP) funding.

Spending Category	Cost
Design	\$2,522,536
Demolition	\$1,666,332
General/Administrative	\$519,874
Other	\$19,996
Property Acquisition	\$1,677
Total	\$4,730,415
City of Poughkeepsie Contribution	\$(240,000)
Grand Total	\$4,490,415

III. The YOU Today

THE YOU AQUATIC CENTER

In February 2024, the Dormitory Authority of the State of New York (DASNY) issued a Request for Information for a new competitive grant program called New York Statewide Investment in More Swimming (NY SWIMS). This initiative is intended to fund the construction of new swimming facilities and to help more New Yorkers to learn to swim. Dutchess County applied for and was awarded **\$10 million** for a “Youth Opportunity Union Aquatic Center, comprised of an eight-lane lap pool, a two-lane family and therapy pool, and locker rooms.”

At the request of County Executive Sue Serino, MASS Design Group produced a new plan for a YOU Aquatic Center in July 2024. After a couple iterations, the new design, centered around a competition pool and a family pool, is 34,466 square feet (33% that of the original design) and would cost **\$39,853,091** (30% of the original cost). On top of the NY SWIMS grant, another **\$1 million** was secured by Congressman Pat Ryan. With **\$11 million** now identified for the project, **\$28,853,091** in capital investment is still needed.

This design included a wing for youth services. On December 16, 2024, the County issued a formal Request for Information and Expression of Interest (RFEOI) for “the development, management, and operations of a Youth Services Wing in the proposed Youth Opportunity Union Building, which will be owned by the County upon completion.” The RFEOI received responses from two non-profit organizations based in the City of Poughkeepsie. Because discussions are ongoing, the contents of those responses and subsequent conversations are not included in this report.

NEW LOGO

A new logo was created for County Executive Sue Serino's new vision for the Youth Opportunity Union. The graphic design for the logo cost **\$500**.



EVOLUTION OF THE YOUTH OPPORTUNITY UNION BETWEEN MAY 2022 AND JUNE 2024

Schematic Construction Estimates							
Project Version	County Executive	Estimate #		Construction Cost	Contingencies & Escalations*	Total Project Cost	Square Footage
YOU V1	Marcus Molinaro	#1	6/12/2022	\$114,550,600	Not included	\$114,550,600	104,677
		#2	6/21/2022	\$143,282,619	Not included	\$143,282,619	104,677
		#3	6/24/2022	\$143,282,619	\$22,058,137	\$165,340,756	104,677
		#4.	6/26/2022	\$131,624,183	\$22,464,731	\$154,088,914	104,677
		#4.1	6/27/2022	\$79,559,275	\$15,063,256	\$94,622,531	60,642
		#4.2	6/27/2022	\$48,570,470	\$10,728,246	\$59,298,716	34,654
YOU V2	William F. X. O'Neil	#5	2/15/2023	\$76,736,933	Not included	\$76,736,933	60,894
		#5.1	2/21/2023	\$76,736,933	\$12,633,912	\$89,370,845	60,894
		#6	3/1/2023	\$74,886,397	\$13,465,913	\$88,352,310	60,894
		#7	3/5/2023	\$53,620,000	\$11,379,999	\$64,999,999	60,894
		#8	3/30/2023	\$54,500,000	\$10,474,418	\$64,974,418	60,894
		#9	4/20/2023	\$59,238,652	\$10,871,641	\$70,110,293	58,302
		#10	4/29/2023	\$58,173,534	\$10,782,433	\$68,955,967	58,302
YOU V3	Sue Serino	#11	1/2/2024	\$63,802,553	\$11,741,282	\$75,543,835	60,685
YOU Aquatic Center		#12	7/1/2024	\$39,790,171	Not included	\$39,790,171	34,466
#13		7/9/2024	\$39,853,091	\$10,034,669	\$49,887,760	34,466	
*Beginning with estimate #3, most estimates included contingencies, escalations, and other related costs.							

*Beginning with estimate #3, most estimates included contingencies, escalations, and other related costs.

III. The YOU Today, Cont.

“YOU WITHOUT WALLS”

In October 2024, as part of her 2025 budget presentation, County Executive Sue Serino announced she was “expanding the YOU beyond the development of a single facility” with a **\$250,000** micro-grant program called Youth Opportunity Union Drop-In Center Grants and another **\$75,000** in YOU Mini Grants. The Drop-In Center grant awards would range from **\$10,000** to **\$75,000** supporting capital improvements for spaces where young people can gather outside of school. The Mini Grant awards are intended for youth programs seeking to expand their reach. Collectively, Dutchess County calls these youth services and activities the “YOU Without Walls.”

“

The Youth Opportunity Union is more than just a physical building—it's about a true union of support for our young people across Dutchess County.

— County Executive Sue Serino

”

In May 2025, YOU Drop-In Center Grants were awarded to 14 organizations, with individual grants ranging from **\$10,000** and **\$30,000**. Six of the 14 organizations were located in the City of Poughkeepsie.

Organization	Town/City	Amount
Wassaic Project	Amenia	\$15,000
Nubian Directions II	City of Poughkeepsie	\$30,000
Mental Health America	City of Poughkeepsie	\$10,000
The Art Effect	City of Poughkeepsie	\$30,000
Positive About Possibilities	City of Poughkeepsie	\$10,000
Community Matters 2	City of Poughkeepsie	\$30,000
Community Family Development	City of Poughkeepsie	\$30,000
Dover Plains Free Library Assoc.	Dover	\$11,926
East Fishkill Community Library	East Fishkill	\$15,000
New Deal Creative Arts Center	Hyde Park	\$10,000
Millbrook Library	Millbrook	\$15,000
Pine Plains Free Library	Pine Plains	\$15,000
Hope Rising Up	Rhinebeck	\$18,074
CAPE	Wappinger	\$10,000
TOTAL		\$250,000

Exhibit A - MOU Between City and County

MEMORANDUM OF UNDERSTANDING

YOUTH OPPORTUNITIES CENTER

Between

CITY OF POUGHKEEPSIE

and

COUNTY OF DUTCHESS

This Memorandum of Understanding (hereinafter "MOU") between the CITY OF POUGHKEEPSIE, a municipal corporation of the State of New York with its offices at 62 Civic Center Plaza, Poughkeepsie, New York 12601 (hereinafter "CITY") and COUNTY OF DUTCHESS, a municipal corporation of the State of New York with its offices at 22 Market Street, Poughkeepsie, New York 12601, (hereinafter "COUNTY"),

WITNESSETH:

WHEREAS, CITY is currently the owner of the former YMCA building located at 35 Montgomery Street in the City of Poughkeepsie, County of Dutchess, State of New York and more particularly described as Tax Map No.: 6061-28-946914 (the "Property"), which was acquired by tax deed dated February 19, 2019 and recorded in the Dutchess County Clerk's Office on February 25, 2019 as Document No.: 02-2019-1335; and

Exhibit A - MOU Between City and County

WHEREAS, from 1965 until January 12, 2009, the Property was home to the YMCA of Dutchess County which provided the community with important programs and facilities including childcare, a youth center, a swimming pool, a fitness center and community activity rooms; and

WHEREAS, since the YMCA closed its doors in 2009 the building has been vacant and idle without any real plan of redevelopment; and

WHEREAS, the Property contains a deed restriction requiring the Property be used for “educational, recreational and cultural purposes”; and

WHEREAS, in 2019 the Anti-Blight Task Force created by Mayor Rob Rolison recommended the CITY take title to the property based upon unpaid tax liens which had accrued since 2008; and

WHEREAS, at the recommendation of the Anti-Blight Task Force, City’s Commissioner of Finance executed the tax deed acquiring title to the Property; and

WHEREAS, on April 2, 2019, CITY released a Request for Expressions of Interest (“RFEI”) to seek potential development proposals and contemporaneity the CITY held several stakeholder engagement sessions, including two public meetings on May 13, 2019 and June 26, 2019, in order to assess community/stakeholder needs; and

Exhibit A - MOU Between City and County

WHEREAS, conclusion of the stakeholder engagement sessions supported the creation of a multi-purpose facility encompassing a youth activity center, education, arts, health and wellness as well as a 24-hour daycare facility; and

WHEREAS, CITY received only one viable response to its RFEI from a coalition of stakeholders known as the “35 Montgomery Street Coalition” which coalition has been selected by CITY to identify possible capital funds and develop programing at the redeveloped Property, subject to meeting certain milestones; and

WHEREAS, the CITY has recently conducted a preliminary environmental and structural review of the Property which concludes that the Property must be demolished and which conclusion is supported by the Building Inspector of CITY who has ordered the Property unsafe; and

WHEREAS, the CITY lacks the resources to redevelop the Property in accordance with the will of the community stakeholders; and

WHEREAS, ongoing negotiations between the CITY and COUNTY have identified a potential partnership which would allow for the demolition of the Property and secure funding toward the development of a Youth Opportunity Center; and

Exhibit A - MOU Between City and County

WHEREAS, the CITY and COUNTY wish to memorialize its discussions, lay out the joint objectives of the parties, and establish a formalized plan to redevelop the Property.

NOW, THEREFORE, the parties hereto set forth their understanding of this undertaking as follows:

ARTICLE I: OBJECTIVES

The CITY and COUNTY wish to establish a formal partnership for the redevelopment of the Property into a Youth Opportunity Center. In order to accomplish this, the City and County shall formalize an Inter-Municipal Agreement ("IMA") subject to ratification by its respective bodies which IMA contains the mutual agreements set forth herein.

ARTICLE II: OWNERSHIP

As a result of the significant funding by COUNTY and due to the joint objective that the parties enter into a partnership, CITY agrees to transfer Title to the Property, which shall be held in the names of the CITY and COUNTY as Joint Tenants. The transfer of the title is contingent upon approval of the governing authorities of the County and City.

Exhibit A - MOU Between City and County

ARTICLE III: FUTURE FUNDING

Following the transfer of title to the COUNTY, the COUNTY agrees to commit funding for the demolition, design, and construction of the Property in an amount up to \$25 million. Such funding is contingent upon the availability of funds and approval by the County governing authority. Such funds shall be used solely for the construction of a community youth center in keeping with the deed restrictions on the Property.

Article IV: CITY REPRESENTATIONS

1. Power and Authority

CITY has the necessary power and authority to enter into and perform its duties under this MOU.

2. Impediments

(a) CITY represents that there is no action, suit, proceeding, inquiry, or investigation, at law or in equity, before or by any court, public board or body pending or threatened in writing against or affecting CITY or any basis thereof, wherein an unfavorable decision, ruling or finding would materially, adversely affect the transaction contemplated hereby, or which in any way would adversely affect the validity or enforceability of this MOU and any subsequent agreement.

Exhibit A - MOU Between City and County

(b) CITY represents that existing obligations and commitments of CITY do not conflict with this MOU and do not adversely affect its ability to fulfill its obligations under this MOU and any subsequent agreement. City further represents that it will address in a timely manner any future obligations or commitments that may conflict with this MOU or any subsequent agreement.

(c) Except as disclosed in writing to COUNTY, to the best of its knowledge, CITY is not in violation of any law, order, rule or regulation applicable to any facility or program operated, maintained or managed by CITY the violation of which would adversely affect the parties' performance of this MOU and any subsequent agreement.

Article V: COUNTY REPRESENTATIONS

1. Power and Authority

COUNTY has the necessary power and authority to enter into and perform its duties under this MOU and any subsequent agreement.

2. Impediments

(a) COUNTY represents that there is no material action, suit, proceeding, inquiry, or investigation, at law or in equity, before or by any court, public board or body pending or threatened in writing against or affecting the COUNTY or on any basis thereof, wherein an unfavorable decision, ruling or finding would

Exhibit A - MOU Between City and County

materially, adversely affect the transaction contemplated hereby, or which in any way would adversely affect the validity of this MOU and any subsequent agreement.

(b) The existing obligations and commitments of the COUNTY do not conflict with this MOU and do not adversely affect its ability to fulfill its obligations under this MOU and any subsequent agreement.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives as of the 19th day of August, 2020.

COUNTY OF DUTCHESS

CITY OF POUGHKEEPSIE


MARCUS J. MOLINARO
COUNTY EXECUTIVE 8/19/20

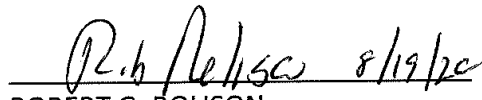

ROBERT G. ROLISON
MAYOR

Exhibit B - Outreach Poster

COMING
SOON

YOU YOUTH
OPPORTUNITY
UNION

Dutchess County is turning the site of the former Dutchess YMCA in the **City of Poughkeepsie** into the YOU - a new state-of-the-art **youth and community center**!

¡El Condado de Dutchess está modernizando la antigua YMCA de la ciudad de Poughkeepsie y convirtiéndola en el YOU - un centro comunitario con lo último en diseño!

PLAY
JUGAR

COOK
COCINAR

CLIMB
ESCALAR

SWIM
NADAR

LEARN
APRENDER

GROW
CRECER

LEAD
LIDERAR

www.the-you.org

WE WANT TO HEAR **YOUR** IDEAS FOR THE **YOU**!
¡QUEREMOS ESCUCHAR **TUS** IDEAS PARA EL **YOU**!

Scan Me
Escanéame



Glossary of Terms

Geothermal: A heating/cooling system that utilizes the heat of the Earth's interior to maintain temperatures in a building.

Referee's Deed: A legal document issued by a court official to transfer ownership of real property that has been sold through a court-ordered sale. This type of deed is commonly used when property is sold through foreclosure proceedings or bankruptcy sales.

Request for Expression of Interest: An invitation to the marketplace to gauge the interests and the abilities of potential providers of goods and services.

OFFICE OF THE DUTCHESS COUNTY COMPTROLLER
DAN AYMAR-BLAIR, COMPTROLLER

22 MARKET STREET, 4TH FLOOR
POUGHKEEPSIE, NY 12601
WWW.DUTCHESSNY.GOV/COMPTROLLER
COMPTROLLER@DUTCHESSNY.GOV
(845) 486-2050

  @comptrollerdan

Clean Mobility Project - Draft Report Summary

Common Council July 1st, 2025

Sustainable Hudson Valley | Empire Clean
Cities | Dutchess Outreach



SUSTAINABLE
HUDSON
VALLEY



DUTCHESS
OUTREACH

1. Goals

Create a Mobility Plan that will:

- **Analyze** existing transportation and mobility infrastructure
- **Assess** feasibility of alternative carbon-neutral micromobility options for people without personal vehicles
- **Outline** a proposal for a NYSERDA funded demonstration project

2. Context

Our team conducted research that revealed some key points about the local area:

→ **Limited Car Ownership.**

In Poughkeepsie, approximately 22% of households do not own a private vehicle to commute to work - this is higher than the national average

→ **Existing Public Transit Service Efficacy**

Current public transit services are not adequately meeting the needs of residents, especially those with limited mobility and/or financial means

→ **Physical Barriers (i.e. The Arterials)**

The arterials are a major barrier to safe non-vehicular mobility



Bus Route Analysis

- ➔ Many routes lack coordinated transfer times, resulting in inefficiencies for multi-stop trips, often requiring riders to wait significant periods between buses, especially during off-peak hours.
- ➔ Riders often need to navigate multiple routes or walk considerable distances to reach a connecting service, posing a challenge for individuals with mobility limitations or those traveling during peak congestion or inclement weather.



On-Demand Services

- Services like Dial-A-Ride can be cost-prohibitive for those who do not have Medicaid
- Though the service is “on-demand,” users need to call ahead to book a spot and often end up waiting hours for their rides
- Other on-demand services exist, especially for seniors, but are not widely accessible and have limited capacity

Overlaid, traffic saturation and crash hotspots reveal that the **highest concentration of traffic accidents, specifically accidents involving fatalities, take place at intersections along the arterial roadways.**



3. Engagement

Our team conducted outreach that would help us respond to some key questions:

→ **Challenges/Barriers**

What are the major challenges or barriers that residents face when trying to get where they need to go?

→ **Opportunities**

What types of alternative transportation options are residents interested in?

→ **Locations**

Where are people trying to get to and what locations are accessible hubs of activity?

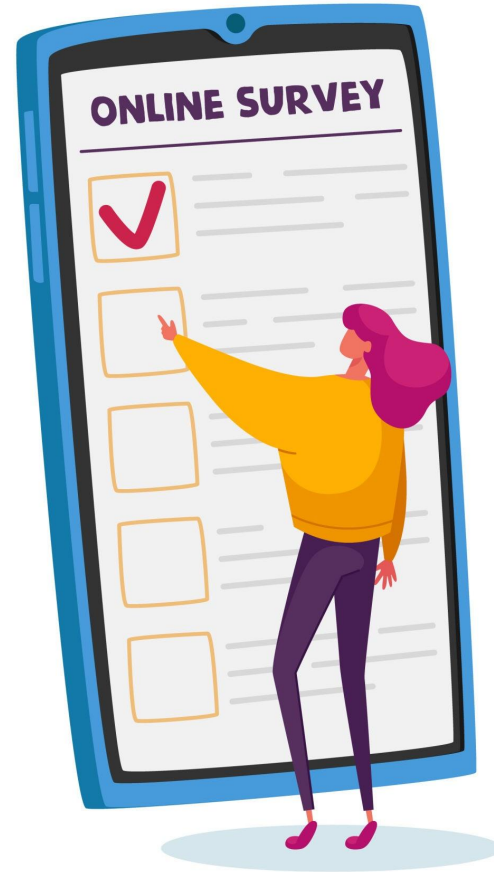


1. Interactive Installations

- 3 different boards (English & Spanish:
 - ◆ One on transportation challenges
 - ◆ One to vote on alternative transportation options
 - ◆ One to ask about access points
- 2 public locations: The Family Partnership Center Community Room and Dutchess Outreach Food Pantry
- *40 unique responses to date*

2. Surveys

- *47 responses to date*
- The surveys are accessible online, accessible via QR code. Hard copies were also distributed
- The survey covered:
 - ◆ Transportation habits
 - ◆ Transportation challenges
 - ◆ Opinions on alternative transportation options
 - ◆ Additional thoughts and recommendations





3. In-Person Workshops & Demonstrations

- Workshops involve a presentation, small group & 1-1 dialogue, and demonstrations
- 3 In-Person Workshops to date:
 - ◆ Family Partnership Center
 - ◆ Maplewood Apartments
 - ◆ Admiral Halsey

4. Takeaways

We categorized what we heard into 3 categories:

- 1. Mobility Challenges**

What people told us about the challenges they currently face when it comes to get around Poughkeepsie

- 2. Opportunities**

What solutions or ideas the majority of people responded most positively to

- 3. Considerations & Recommendations**

Additional considerations that need to be taken into account as we move forward with the project

Current Challenges

Current public transportation options lack *reliability, convenience and accessibility*

Affordability severely limits transportation options for many residents

The arterial is a major obstacle to most transportation options, including even walking to bus stops nearby

— Opportunities

E-bike share and on-demand shuttle were listed as the most preferred alternatives

Existing hubs, such as the library, the train station, and the Walkway parking lot were listed as preferred access points

This project should prioritize improving or expanding upon existing infrastructure

Considerations

Solutions that benefit seniors and populations with limited mobility should be prioritized

Apps and other technology can be super useful, but may not be accessible to all demographics

Bikes are great, but not practical for people with mobility issues

5. Recommendations

Our current mobility plan is still a draft, but our initial recommendations include:

- 1. Hub Model**

Centralized location for multiple models of transportation and e-charging

- 2. E-Mobility**

E-charging infrastructure for shuttles, cars, and e-bikes

- 3. Public-Private Partnership**

We are still researching operation and ownership models, but we think collaboration amongst many entities is the strongest option

Hub Model

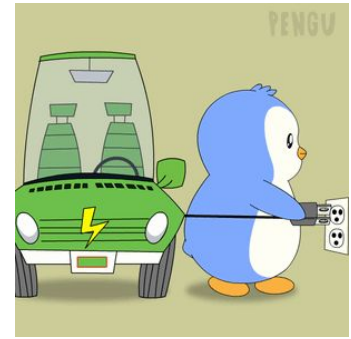


A **mobility hub(s)** can serve as a centralized location where residents can access multiple transportation modes & services:

- Electric shuttles
- E-bikes
- Fixed-route buses
- Charging and maintenance points for electric vehicles

By **co-locating services**, the hubs reduce operational costs, improve network reliability, and enhance visibility and convenience for users.

E-Mobility



An ***e-mobility hub*** would include Level-2 (<18kW) EV chargers for electric shuttles and modular charging infrastructure for roughly two dozen e-bikes or e-scooters. The model supports flexible, multimodal trips by integrating nearby sidewalks, bike trails, and bus stops.

E-Bike System options:

1. Station-based (CLIP, Drop Mobility)
2. Dockless (Lime)

Operations



Can be operated through a combination of digital and non-digital access points

Potential platforms include:

1. [Mobility-as-a-Service \(MaaS\)](#)
2. [RideCo](#)

Ownership



Ownership will likely be a public-private partnership including:

- City
- County
- Third-party vendor(s)
- Local non-profit(s)

Examples:

- [Shared Mobility, Inc., Buffalo](#)
- [Project MOVER, Ossining](#)
- [Putman On Demand](#) by Via

6. Next Steps

Here's what we will be working on in the next few months:

1. **Gathering Feedback on the Draft Mobility Plan**

Surveys, community workshop, and presentations

2. **Preparing the Final Mobility Plan for NYSERDA**

Incorporating feedback and recommendations into the current plan

3. **Application & Proposal for a Pilot Project**

Submitting deliverables to NYSERDA, including a proposal for a pilot project

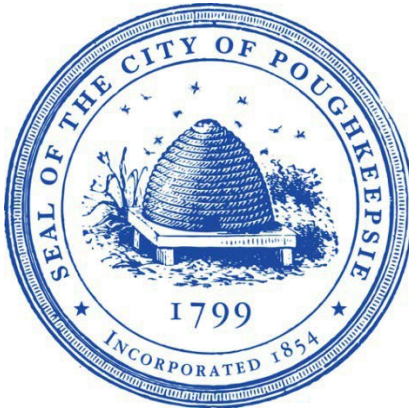
Thank you!

RESOLUTION
R-25-60

**INTRODUCED BY CHAIRMAN WILSON, COUNCILMEMBER SHOOK,
PATTERSON THOMPSON, HENRY, MENIST, BROWN, JAMES, GRANT AND
MCCLINTON**

BE IT RESOLVED, that the Common Council of the City of Poughkeepsie hereby adopts the Purchasing Policy with exhibits of which a copy is attached hereto and made a part of this resolution. This shall replace the Purchasing Policy adopted by resolution R-25-07 on January 2, 2025.

SECONDED BY COUNCILMEMBER _____ .



CITY of POUGHKEEPSIE PROCUREMENT POLICY

REVISED: Effective - 2025

Hon. Yvonne Flowers
Mayor

Joseph Donat
City Administrator

Joseph Vita
Commissioner of Finance

This document is intended to outline the framework for procuring goods and services for the City of Poughkeepsie (City) in a timely manner and, at the same time, assuring the prudent and efficient use of public monies.

A. INTRODUCTION

The provisions of the City's Procurement Policy are generally based on the requirements of General Municipal Law, Sections 103 and 104-b and those minimum requirements may be supplemented by more onerous requirements as set forth herein.

In part, GML, Section 103 reads, in part, "Except as otherwise expressly provided by an act of the legislature of the municipality, by a local law adopted prior to September 1, 1953, all contracts for public work involving an expenditure of more than **Thirty Five Thousand Dollars (\$35,000.00)** and all purchase contracts involving an expenditure of more than **Twenty Thousand Dollars (\$20,000.00)**, shall be awarded by the appropriate officer, board or agency of a political subdivision or of any district therein but not limited to a soil conservation district, to the lowest possible bidder furnishing the required security after advertisement for sealed bids in the manner provided by this section..."

GML, Section 104-b, states in part, "Goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption..."

B. BOARD OF CONTRACT AND SUPPLY

There shall be a Board of Contract and Supply (BOCS) who shall be responsible for administering this Procurement Policy. The BOCS shall be comprised of the City Administrator, Corporation Counsel, Commissioner of Finance, Commissioner of Public Works, and the City Engineer. The City Administrator will act as an ad hoc member of the BOCS to break tie votes. The BOCS will annually select an individual to serve as Chair.

In the event of an excused absence, as determined by the Chair, the following individuals may attend and shall have full voting rights as if they were a member of the BOCs for that meeting only:

- a. Corporation Counsel – an Assistant Corporation Counsel as designated by the Corporation Counsel
- b. Commissioner of Finance – Deputy Commissioner of Finance;
- c. Commissioner of Public works – the Deputy Superintendent of Public Works; and
- d. City Engineer – an Assistant City Engineer as designed by the City Engineer.

The BOCS will normally be assisted by the Purchasing Agent acting as the recording secretary at all meetings and awards. The Purchasing Agent will generally be in attendance at bid openings but will have no voting rights and cannot be included in the Quorum.

C. PUBLIC WORKS AND PURCHASE CONTRACTS

Competitive bidding will be utilized whenever required by law or when determined to be in the best interest of the City in accordance with GML, Section 103.

1. Thresholds

The Common Council has enacted the following regarding the purchases below the competitive bidding threshold:

PUBLIC WORKS CONTRACTS	
ESTIMATED COST	REQUIREMENT
\$0.00 TO \$4,999.00	No Requirement to get quotes – No Purchase Order Required
\$5,000.00 to \$ 19,999.00	2 Written or Electronic Quotes – Purchase Order Required
\$20,000.00 to \$34,999.00	3 Written or Electronic Quotes – Purchase Order Required
\$35,000.00 and above	Formal Advertised Bid

PURCHASE CONTRACTS	
ESTIMATED COST	REQUIREMENT
\$0.00 TO \$4,999.00	No Requirement to get quotes – No Purchase Order Required
\$5,000.00 to \$ 19,999.00	2 Written or Electronic Quotes – Purchase Order Required
\$20,000.00 and above	Formal Advertised bid

2. Bid Process

For projects or purchases exceeding the bidding threshold, the requesting department shall submit a completed *Request for Bid* form to the Purchasing Agent in the form attached as Exhibit A. The Purchasing Agent is delegated certain duties on behalf of the Commissioner of Finance, the Purchasing Agent for the City, in accordance with the City of Poughkeepsie Charter, Section 7.03.

The requesting department(s) shall, in conjunction with the Purchasing Agent, prepare bidding specifications. Specifications should be clearly written. They should provide prospective bidders a common standard by which to be measured and provide assurance that bidders will be competing on a fair and equal basis. The specifications should indicate the basis by which bids and offers will be evaluated. Specifications should provide prospective bidders with sufficient information for them to formulate bids.

All bids shall include a Non-Collusion Certificate, an Iran Divestment Certification, Indemnification Agreement, and all other documents required by General Municipal Law.

A Bid Bond, generally 5% of the bid, may be required on certain projects including service contracts. This bond is intended to protect the City in the event that a bidder refuses to enter into a contract after the contract is awarded or the bidder withdraws his bid before the award.

Performance Bonds in the amount of 100% of the bid are required for all construction projects. This bond offers the City protection in the event of the contractor's failure to perform in accordance with the awarded contract terms.

Prevailing wage rates apply to all projects subject to Articles 8 and 9 of the NYS Department of Labor. All bids shall be advertised on the Empire State Purchasing Group website, www.bidnetdirect.com/newyork, and on the City website, www.cityofpoughkeepsie.com. Bids for projects or purchases that are federally, or state funded may be advertised on the New York State Contract Reporter website, www.nyscr.ny.gov.

a. Contractor/Subcontractor Registry

Contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) **need to register with the Department of Labor before submitting any new bids, quotes or commencing new work on a covered project on or after December 30, 2024.** Certificate of Registration must be received prior to commencement of work or submitted with request for quotes or formal bids.

All projects must have a Prevailing wage schedule issued by the Department of Labor

b. "Wicks Law" (GML §101)

Separate specifications for all contracts for the erection, construction, reconstruction, or alteration of buildings when the entire cost exceeds \$500,000.00 be prepared so as to permit separate bidding for:

1. Plumbing and gas fitting
2. Steam heating, hot water heating, ventilation, and air conditioning apparatus; and
3. Electric wiring and standard illumination fixtures.

c. Apprenticeship

Any contractor or subcontractor who bids on a construction project having an anticipated value in excess of \$100,000 must have apprenticeship agreements appropriate for the type and scope of work to be performed. The apprenticeship program must have been registered with the New York State Commissioner of Labor in accordance with Article 23 of the Labor Law.

3. Bid Opening and Award

The Board of Contract and Supply will have the option to reject all bids and re-advertise at its discretion.

All bid openings will be opened publicly and read at the time and place specified in the advertisement for bids unless otherwise specified. Bid openings can be attended by any and all interested parties.

Bids received after the specified bid opening time will not be accepted and will be returned unopened to the prospective bidder.

The following rules will govern:

- a. The Purchasing Agent and the requesting department will designate any person to open and read the bids aloud.
- b. The bids will be recorded and reported at the next regular or special meeting of the BOCS.
- c. Copies of original bids will be provided to the Department Head of the originating department to determine that the bids opened meet the bid specifications.
- d. A tabulation sheet shall be prepared recording all pricing submitted by responding bidders. The Purchasing Agent will assist the requesting department to evaluate bid responses and prepare a bid evaluation. If a Best Value award is to be made, the submittal will be reviewed in accordance with the criteria established in Local Law 2014-2. Local Law 2014-2 excludes purchase contracts required for the completion of a public works contract pursuant to Labor Law Article 8.
- e. The Commissioner of Finance shall determine that sufficient appropriations are contained within the originating department's budget or that other means are available to fund the project or purchase.
- f. The BOCS may reject any and all bids that do not meet the bid specifications.
- g. The originating Department Head will recommend the award and certify in writing (email shall be sufficient) that the prospective awardee has submitted a bid or proposal that meets the intent of the bid specifications.
- h. The BOCS shall determine the responsibility and responsiveness of the prospective awardee. The originating department will notify any low bidder of a rejection based on a determination that the bidder is not responsible or responsive.
- i. A majority of the BOCS must then concur with the award.
- j. If federal funds are to be expended for the project or purchase, the Purchasing Agent shall be responsible to verify, with the assistance of legal counsel and/or other consultants, that the proposed awardee is eligible by all Federal standards.
- k. In the event that two or more responsive/responsible bidders submit identical low bids, the BOCS will determine which is awarded the contract.
- l. The Commissioner of Finance acting as the Procurement Agent of the City will issue a Notice of Award.
- m. The Purchasing Agent shall draft and submit a proposed contract to the Corporation Counsel for approval. Once approved, the Purchasing Agent will forward three (3) copies of the contract along with a signed Notice of Award to the awardee for signature and required documents. After execution by the awardee, the contract will be forwarded to the Mayor for signature. On receipt of all executed contracts, the Purchasing Agent will issue a Notice to Proceed.
- n. The Purchasing Agent will issue the Non-Award Notice(s) and return all bid bonds to the bidder(s) who were not selected.
- o. The BOCS may also request that a notice of Intent to Award be issued in the event that additional time is needed before making an actual award.

4. Bid Errors

In the event that a submitted bid or proposal contains a unilateral error in calculation, the responder may withdraw the bid or proposal after a showing in accordance with GML 103(11)

5. Bid Protest Procedures

a. Contents of Protest:

A Bidder desiring to file a protest may submit a written protest to City's Purchasing Agent. The protest must include:

1. the name and address and telephone number of the Bidder;
2. identification of the contract or bid solicitation being protested;
3. a detailed and factual statement of the grounds for protest;
4. supporting documentation; and
5. the desired relief, action or ruling.

Each protest must be in **writing** and delivered to Purchasing Agent of the City as follows:

Bid Protest

Attention: Purchasing Agent City of Poughkeepsie

62 Civic Center Plaza

Poughkeepsie, NY 12601

b. Time for Filing:

1. Protests alleging restrictive specifications or improprieties in the bid solicitation which are or should be apparent prior to the bid due date must be received by the City not later than three business days prior to the bid due date.
2. All other protests must be received by the City within five business days after the opening of the Bid/RFP.
3. Any additional information relevant to the protest requested by the City from the protestor shall be submitted to the City as expeditiously as possible, but in no case later than three business days after requested by the City.
4. The time limits set forth in this section must be strictly adhered to. The City will not consider a protest or additional documentation which is not received by the Purchasing Agent within the time periods set forth herein.

c. City Action

1. Upon receiving a Protest, the Purchasing Agent shall notify the department responsible for the bid and the Corporation Counsel of the bid protest. The department shall gather the relevant information about the solicitation, evaluation and award of the bid and provide it to the Purchasing Agent within ten (10) calendar days of the Bid Protest.
2. If an award of a contract has already been made at the time that a bid protest is received, the City will notify the contractor of the protest, and will delay the issuance of any notice to proceed until the protest has been disposed of.
3. If an award of a contract has not already been made, but bids have been opened, the City will notify all bidders who appear to have a substantial and reasonable prospect of receiving an award if the protest is denied. A recommendation to BOCS will not be made for contract award until a written response to a bid protest has been approved by the BOCS and such response has been transmitted to the protestor.
4. If a bid protest is filed before the due date for receiving bids, the City will notify all bidders from whom

bids have been received of the filing of a protest and that bids will not be opened until the protest has been resolved.

5. The Purchasing Agent will deliver all relevant information and a recommended determination to the BOCS. The BOCS shall review the information relevant to the bid and shall render a decision on the protest as soon as practical but in no event later than ten (10) business days after the bid protest was received.
6. The decision shall contain the action taken and the rationale for such action, and shall be mailed by certified mail, return receipt requested, to the protestor at the address set forth in the bid protest or transmitted by email if the protestor provides an email address. A copy of the decision shall be maintained by the Corporation Counsel and distributed to the Department, the BOCS, and the Commissioner of Finance with copies to be retained by the Purchasing Agent. The decision of the BOCS shall be final and conclusive.
7. If the relief, action or ruling requested by the protestor is granted, the City will take appropriate actions to amend the bid solicitation or terminate the procurement process.

The City of Poughkeepsie alone will be responsible in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibility under its contracts.

6. Best Value

The Common Council of the City of Poughkeepsie has adopted Local Law No. 2014-2 allowing the City's Finance Commissioner the "authority to accept Best Value" in awarding purchasing contracts subject to the requirements of GML, Section 103. The Local Law excludes any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8.

A "Best Value" award is defined as a basis for awarding contracts "to the offeror which optimizes quality, cost and efficiency among responsive and responsible offerors." A determination must be made in writing by the Commissioner of Finance detailing why a "Best Value" award will be made before the solicitation of bids can occur. When it has been determined that a "Best Value" award is to be made, the criteria by which the "Best Value" will be evaluated and the process by which the evaluation and selection will be made must also be documented and included in the bid package.

The criteria used to determine Best Value shall be made in advance of the initial receipt of offers and shall be made on an objective and quantifiable analysis of such criteria. The criteria may include, but is not limited to, any or all of the following:

1. Cost of Maintenance,
2. Proximity to the end user if distance and response time is a significant term,
3. Durability,
4. Availability of replacement parts or maintenance contractors,
5. Longer product life,
6. Product performance criteria,
7. Quality of craftsmanship,
8. Price,
9. Local Employment.

7. Exceptions to Competitive Bidding.

- a. Purchases through the NYS Office of General Services
- b. Purchases under county or other municipal contract (Piggybacking). In the interest of increased efficiency, the purchase of goods and services through the NYS Office of General Services contracts or the “Piggybacking” on contracts existing through the Dutchess County Office of Central Services or those of other political subdivisions is strongly encouraged. The use of the competitive bidding process for the purchase of commodities otherwise readily available through these contracts will normally not be necessary except under extenuating circumstances, e.g., immediate need and availability through another vendor.
- c. Professional Services, not subject to GML 103, competitive bidding.
- d. “Sole source supplier” shall mean a manufacturer, software developer, or service provider that sells direct and there are no other sources offering an “or equal.” For consideration of sole source status, the entity must provide the Purchasing Agent with a letter, on official letterhead, detailing their sole source status.
- e. Single source supplier is defined as a distributor/wholesaler/retailer that has a contractual agreement to provide services within a specific geographic territory to the exclusion of all others. For consideration of single source status, the entity must provide the Purchasing Agent a letter, on official letterhead, detailing their single source status.
- f. Emergencies defined as arising out of an accident or other unforeseen occurrence of conditions whereby circumstances affecting public buildings, public property, or the life, health, safety of property of the inhabitants of the City of Poughkeepsie require immediate action which cannot await the competitive bidding process. An Emergency Declaration, signed by the Mayor of the City of Poughkeepsie, is required to be forwarded to the Purchasing Agent. Lack of anticipation or planning cannot be deemed as cause for the Emergency Declaration.
- g. Preferred Source
 - i) Purchases through agencies for the blind and/or severely handicapped.(NYSPSP)
 - ii) Goods made by correctional facilities (Corecraft)
 - iii) Goods or Services provided by the Disabled. (NYSID)
- h. Second-hand goods or surplus from Federal, State, or other political subdivision.
- i. Products offered by the Federal Government, Government Services Administration (GSA) Schedules 70 & 84, 1122 Public Safety Purchasing Program, NJPA, and other cooperative agreements.
- j. Leases defined as true leases, not installment purchases.
- k. Work performed by municipal employees under municipal cooperation agreements.

8. Standardization – GML §103(5)

Bidding for a particular brand or model requires that the Common Council adopt a resolution explaining the reason for standardization by a 3/5 vote.

Guidelines:

- 1. A substantial amount of equipment of the same make is presently being used by the municipality and uniformity of the make is essential to economy of efficiency,
- 2. Service facilities are peculiarly adapted to the handling of a particular make of equipment and cannot be converted economically,

3. The municipality has on hand a substantial supply of spare parts for a particular make of equipment, and they cannot be disposed of except at a substantial loss,
4. The design, plan, or method of construction of an installation is particularly suited to a particular make of equipment and cannot be altered economically,
5. Local geographic or atmospheric conditions require the use of a particular make of equipment to the exclusion of all others,
6. Employees are trained to operate one make of equipment and cannot be trained economically to operate other makes.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment but does not limit the vendors it can be purchased from.

Standardization should be used very sparingly and only after careful consideration of the ramifications to future purchases and maintenance costs as this tends to reduce or, in some way, eliminate competition thus causing the City more than it may save by standardizing.

D. PROFESSIONAL SERVICES

GML §104-b provides that the City must adopt internal policies and procedures governing all procurement of goods and services which are not required to be competitively bid.

Generally, Professional Services involve specialized skill, training, expertise, license or degree and are not subject to Public Works requirements. As such, Architectural, Engineering, and Legal Consultant services are designed as Professional Services.

Professional Services are not subject to competitive bidding requirements. The Common Council has enacted the following standards for retaining Professional Services:

PROFESSIONAL SERVICES	
\$1 - \$19,999	No formal quotation required. The retention shall be at the discretion of the Department Head. Purchase Order Required \$5,000 - \$19,000
\$20,000 - \$39,999	Two (2) Written quotations with Department Head approval. Purchase Order Required
\$40,000 - \$49,999	Three (3) Written quotations with Department Head approval. Purchase Order Required
\$50,000 and above	Formal Request for Proposal as set forth below Purchase Order Required

Professional Services of \$50,000 and above, shall be competitively solicited through the Request for Proposal (RFP) process and evaluated subject to a pre-determined set of weighted criteria. RFP's may be advertised similarly to bid advertisements, or they may be selectively directed and solicited from others.

Requests for deviation from the RFP process are to be documented and approved by the Corporation Counsel or, in the event requested by the Corporation Counsel, the City Administrator.

The pre-determined criteria may include, but not be limited to the following:

1. Cost
2. Responsiveness –availability to meet project guidelines.
3. Qualifications – project understanding and approach.
4. Experience – similar services provided to public or private sector clients.
5. Local Employment Preference – Businesses that employ City of Poughkeepsie residents
6. Any other criteria as determined by the requesting department.

Where appropriate, the solicitation shall identify the relative importance and/or weight of each criterion identified. A criteria evaluation team should be identified before solicitation. The basis for award should be documented in the procurement file in advance of the initial receipt of offers.

RFPs that are solicited under certain funding may not be subject to the quote process and may require a Formal bid. Such funding includes projects under Environmental Facilities Corporation (EFC)

Departments must procure such services in accordance with the procedures above.

a. Local Employment

On March 10, 2016, The Common Council of the City of Poughkeepsie adopted Resolution, R-2016-27, Amending the Purchasing Policy to Encourage Local Employment. The resolution directs the Purchasing Agent to consider as a weighted factor, the percentage of City of Poughkeepsie residents employed by a business when considering an award of a contract, not subject to competitive bidding, if such business is otherwise deemed responsive and responsible. If a business wishes to request this consideration, he\she must make this request specifically in his\her RFP response and provide verifiable documentation of the percentage of his\her employees who are City residents.

b. Multi-Year Agreements

Where a professional services contract provides an option for renewal, all provisions for the same may be fully exhausted before the particular service shall be subject to a subsequent request for proposals. Annual contracts subject to renewal must be reviewed and approved by the Department Head. Professional service agreements shall not be for a total term, including all renewals, of longer than five years.

E. DEPARTMENT RESPONSIBILITY

Department Heads have the responsibility, first and foremost, to manage their respective budgets as adopted by the Common Council. Department Heads must first determine whether the item or service to be acquired is a Purchase or a Public Works contract. Then, based on the estimated cost of that product or service and the charts, requesting Departments will provide any/all documentation required to make purchases. Quotes and Purchase Orders shall be completed by the requesting department and processed by the Finance Department **BEFORE** the purchase is made. Any purchase made that does not conform to these procedures is null and void and the employee responsible for the purchase may be subject to

disciplinary action including written warnings that could lead to personal financial responsibility for unauthorized purchases.

The attached flow chart (Exhibit B) is provided to assist Department Heads in fulfilling their obligations under this Policy

F. PROCUREMENT CARDS

The intent of the Procurement Card (P-Card) Program is to provide a streamlined process for the procurement of goods and services costing less than \$999.00 with a single purchase limit of \$999.00. The single purchase limit may be increased up to \$4,999.00 for certain departments and employees upon approval of the City Administrator, and the Commissioner of Finance or the Deputy Commissioner of Finance.

Department Heads are responsible for annually designating which employees are given P-Cards, distributing a Procurement Card Program Policy to each designated employee, enforcing the Procurement Card Program Policy, and confirming that all purchases made by the card are accounted for on an expense report.

All employees should refer to the separate Procurement Card Program Policy and are responsible for compliance. Failure to comply with reporting requirements will result in the suspension of P-Card privileges at the discretion of the Commissioner of Finance.

All New P-Card requests shall be submitted on the PCard Request form (see attached Exhibit C) and signed by the Department head and submitted to the Purchasing Agent. All employees issued a P-Card shall sign the P-Card Agreement annexed hereto as Exhibit D.

G. STANDARDS OF CONDUCT

City employees are bound by General Municipal Law Article 18 "Conflict of Interest of Municipal Officers and Employees." Any City employee who has, will have, or acquires an interest in, any actual or proposed contract with the City of Poughkeepsie, shall publicly disclose the nature of such interest in writing to the Board of Contract Supply as soon as he/she has knowledge of and actual or prospective interest. This written disclosure will be made a part of the record of the Board of Contract Supply. If an officer or employee of the City of Poughkeepsie has reason to believe that he/she may have a conflict of interest, the office of the Corporation Counsel should be contacted and consulted immediately.

Employees shall not engage in outside employment which is inconsistent with their City responsibilities. For example, furnishing advice or services to a firm bidding on or planning to bid on a contract with the City of Poughkeepsie, or which is presently doing business with the City.

No employee, officer, agent, immediate family member, or Board member of the City of Poughkeepsie shall participate in the selection, award, or administration of a contract with the City if a conflict of interest, real or apparent, is involved.

City of Poughkeepsie employees, officers, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-

agreements with the City.

Employees occupying positions which are directly involved in the City of Poughkeepsie procurement process are required to disclose any interest in businesses which engage in bid activities with the City.

Failure to abide by these Standards of Conduct will result in disciplinary action, up to and including termination. If said employee is a member of a union and is bound by a collective bargaining agreement with the City of Poughkeepsie, the sanctions undertaken will be addressed within the agreement.

H. PURCHASING RESPONSIBILITY

The following individuals are responsible for purchasing and their respective titles are set forth below:

Joseph Vita – Interim Commissioner of Finance and Purchasing Agent of the City

Karen Sorrell – Deputy Commissioner of Finance

Shirley Davison – Purchasing Agent

Rebecca A. Valk – Corporation Counsel

I. KEY REFERENCES

1. New York State GML § 103- Goods and Services
2. GML 104- Services
3. State Finance Law § 163-Best Value
4. Article 23 of the Labor Law-Apprenticeship
5. Uniform Guidance (2 CFR Part 200, Subparts A through F)- Federal Funded
6. General Municipal Law Article 18

EXHIBIT A
THE CITY OF POUGHKEEPSIE
NEW YORK



SHIRLEY DAVISON

Purchasing Agent

TEL: (845) 451-4048

FAX: (845) 451-4028

REQUEST FOR BID FORM

Name of Bid: _____

Description of Project: _____

Type of Project (i.e. Federal, C.D.): _____

EFC Funded: Project # _____

MWBE Goal: _____

New World Project #: _____

Budget Line to be charged: _____

Estimate Cost: _____

Liquidated Damages: _____

Bonds: Bid Bond: Yes ☐ No ☐ Labor/ Performance Bond: Yes ☐ No ☐

Length of Contract: _____

Anticipated Date of Opening: _____

Contact Person: _____

Site Visit: Date & Location _____

Last Date for Questions: _____

Approved: _____

Bid Number:

EXHIBIT B

Procurement and Contracting Flowchart Purchase Contracts

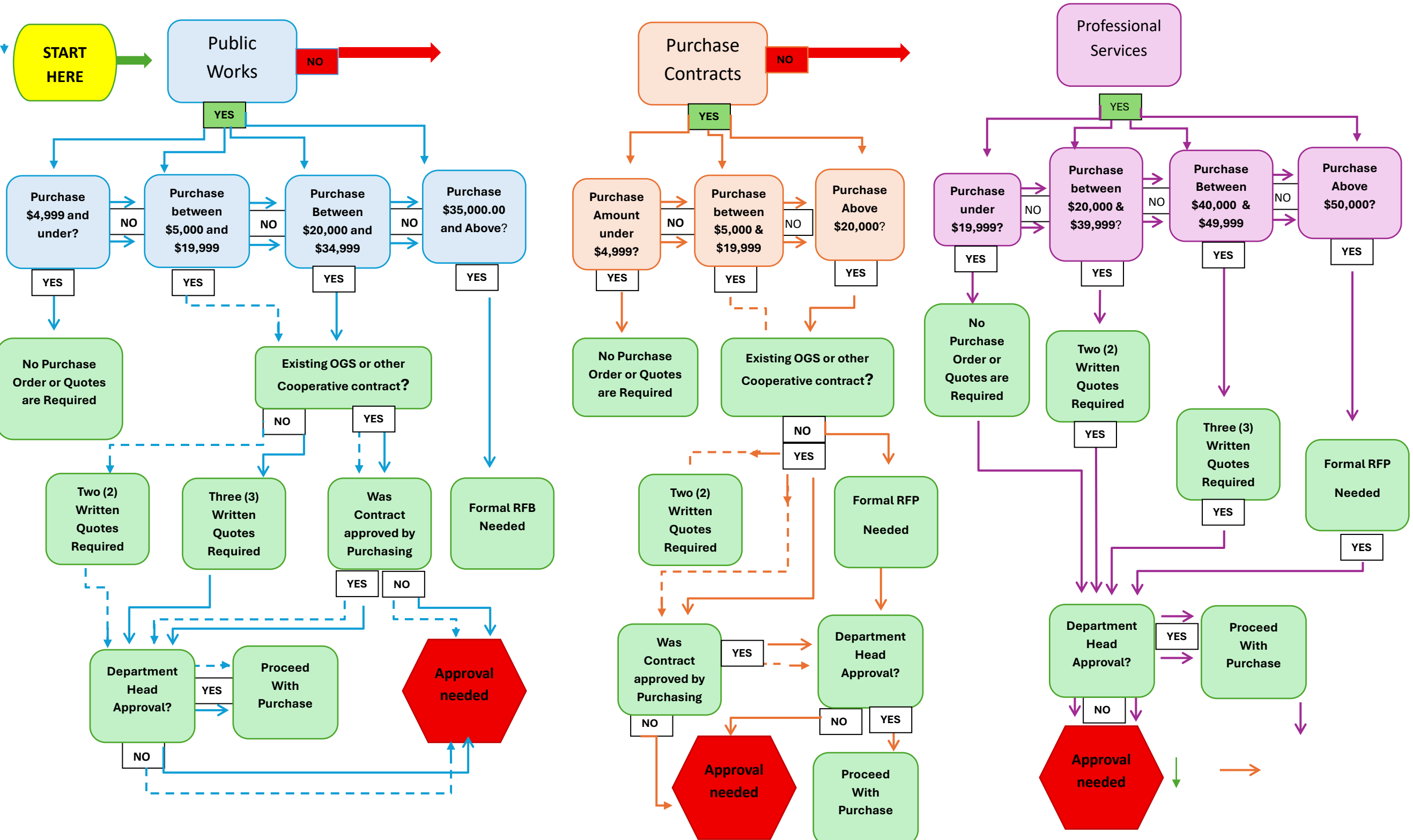


EXHIBIT C
CITY OF POUGHKEEPSIE
NEW PURCHASING CARD
REQUEST FORM

Submit this completed form to the Purchasing Department or sdavison@cityofpoughkeepsie.com

EMPLOYEE INFORMATION

First Name: _____ Last Name: _____

Employee ID: _____ Date of Birth: _____

Title: _____ Email: _____

Department: _____ Position: _____

GL CODE DEFAULTS:

Fund Acct: ____ Department ____ Cost Center ____

Requested Monthly Limit \$ _____

DEPARTMENT HEAD:

Name: _____ Title: _____

APPROVAL:

I am requesting a P-Card account to be established for the employee identified above.

Department Head: _____ Date: _____

Signature: _____ Ext: _____

FOR FINANCE & PURCHASING USE ONLY:

☐ P-Card Ordered

Date

Initials

☐ P-Card Received

Date

Initials

☐ P-Card Issued to Employee

Date

Initials

Finance Approval: _____ **Date Received:** _____

EXHIBIT D

City of Poughkeepsie
Procurement Cardholder Agreement

Name of Cardholder/Position/Title _____
Employee ID Number _____ Department _____
Phone _____

Cardholders agrees to accept responsibility for the proper use of the Procurement Card in accordance with the City of Poughkeepsie Procurement Card Policy including the following cardholder responsibilities:

- Participate in procurement card training before making purchases
- Insure confidentiality of account information
- Insure security and physical custody of the procurement card
- Be accountable for all transactions made with the card
- Comply with record keeping requirements
- Assure best price and delivery for goods purchased
- Obtain original itemized sales documents
- Insure that the purchases are tax exempt
- Insure funding is available for purchases and assign account codes
- Receive and inspect all ordered materials and services
- Timely reconciliation / match receipts to billing statement
- Review statement for validity of all transactions
- Make only authorized purchases – no cash advances, prohibited or personal items
- Report instances where the City's policies were not followed to the Purchasing Agent / Program Administrator
- Immediately notify the Program Administrator of a lost or stolen card by calling: Shirley Davison at 845-451-4048 and M&T Bank Customer Service at 1-800-443-8671.
- Surrender card immediately upon separation from employment or change of duties

Your signature acknowledges that you have received a procurement card. The procurement card represents the City's trust in you. You are empowered as a responsible agent to safeguard City assets and improper use of the card may be considered misappropriation of City funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read and agree to comply with the City's purchasing and procurement card policies and procedures and that you acknowledge your responsibility for the repayment of purchases determined by the City of Poughkeepsie Administrative Committee to be improper.

Signature: _____ Date: _____

Witness: _____ Title: _____

R E S O L U T I O N
(R-25-61)

SPONSORED BY CHAIRMAN WILSON, COUNCILMEMBER SHOOK, PATTERSON THOMPSON, MENIST, BROWN, GRANT AND MCCLINTON

WHEREAS, the Common Council by resolution R-24-89 adopted a budget for the fiscal year 2025 (the “2025 Budget”); and

WHEREAS, the Common Council wishes to amend the 2025 Budget to reallocate funding to allow the Chamberlain’s office to purchase office equipment as set forth an Schedule A annexed hereto.

NOW, THEREFORE,

BE IT RESOLVED, that the 2025 Budget adopted by the Common Council as Resolution R-24-89 is amended as shown on Schedule A, annexed hereto and made a part hereof.

SECONDED BY _____.

SCHEDULE A

Budget Adjustment for Chamberlain Department

G/L	Increase	Decrease	Purpose
01-06-1410 7162	\$ -	\$ 2,500	Budget adjustment for purchase of Office Equipment for Chamberlain Department
01-06-1410 7410	\$ -	\$ 500	
01-06-4020 7405	\$ -	\$ 400	
01-06-1410 7201	\$ 3,400		

TOTAL \$ 3,400 \$ 3,400