

2026 FEE SCHEDULE

Town User Fees and Escrow Deposits Schedule For the Town of Beekman

Chapter 59 DOGS AND OTHER ANIMALS

§59.7 A(3)	Dog Licenses	
	Spayed or Neutered	\$ 10.00
	Unspayed or Unneutered	\$ 18.00
A(4)	Enumeration fee (each)	\$ 5.00
§59.8 A	Seizure Fee per occurrence	\$ 25.00
B	Violation 1 st offense	\$ 25.00
	2 nd offense	\$ 50.00
	Each additional occurrence	\$ 75.00

Chapter 65 DRIVEWAYS

§65-2	Deposit amount	\$ 900.00
§65-4	Inspection fee	\$ 100.00

Chapter 75 FEES AND BONDS

§75-1 A	Recreation fee for each buildable lot	\$ 5,000.00
§75-4 A	Planning Board Review Fees	
1)	Subdivisions per lot	\$ 650.00
2)	Site Plans Base fee, including amendments to existing	\$ 500.00
	a) Plus New building coverage – each 1,000 sq. ft.	\$ 200.00
3)	Inspection Fees	
	a) 4% of the total project performance bond	
4)	Lot line realignment	\$ 400.00
5)	Special Use permit	
	a) Home Occupation	\$ 250.00
	b) Soil Excavation	\$ 750.00
	c) All others, plus	\$ 500.00
	site plan fee (if new building coverage is proposed)	
B	Zoning Board Review Fees	
1)	Area Variance	
	a) Residential, plus escrow requirements	\$ 150.00
	(if violation) plus escrow requirements	\$ 300.00
	b) Non-residential: plus escrow requirements	\$ 300.00
2)	Use variance/change of use: plus escrow requirements	\$ 750.00
3)	Appeals and zoning interpretation:	
	a) Residential: plus escrow requirements	\$ 150.00
	(if violation) plus escrow requirements	\$ 300.00
	b) Non-residential: plus escrow fees	\$ 300.00
C	Town Board Review Fees	
1)	Petition for rezoning/zoning amendment	\$ 2,500.00

§75-6.1	Initial escrow deposit requirements	
A	Planning Board	
	1) Subdivisions:	
	a) Four lots or less	\$ 1,500.00
	b) 5 to 9 lots	\$ 3,000.00
	c) 10 to 19 lots	\$ 5,000.00
	d) 20 to 29 lots	\$10,000.00
	e) 30 or more lots	\$12,500.00
	2) Site Plans:	
	New Gross Floor Area	
	(square feet)	Deposit Amount
	0-999	\$ 1,500.00
	1,000 to 4,999	\$ 3,000.00
	5,000 to 15,000	\$ 5,000.00
	15,000 to 25,000	\$ 8,000.00
	25,000 to 50,000	\$12,500.00
	50,000 or more	\$17,500.00
	3) Special permits: \$1,000. Plus additional deposit for new gross floor area, in accordance with the above site plan	
B	Zoning Board of Appeals	
	1) Area variance, interpretation or appeal (single family use and no violation pending)	\$ 500.00
	2) Area variance, interpretation or appeal (single family use and violation pending)	\$ 1,500.00
	3) Non-single family use area variance/appeal/interpretation: (if violation pending)	\$ 1,500.00
	4) Use variance: (if violation pending)	\$ 3,000.00
C	Town Board	
	1) Petition for rezoning/zoning amendment:	\$ 3,000.00
§75-8	Bond amount	
	The Town Board hereby establishes a bond amount of \$5,000 maximum, to be determined by the Building Inspector, for new construction for grading and seeding.	
§75-9 A	Item	Fee
	<u>Residential Administrative Fee (non-refundable)</u>	<u>\$ 50.00</u>
	<u>Residential</u>	
	New Construction	\$.75 Sq Ft
	Renovations/Alterations, Repair	\$.55 Sq Ft
	Certificate of Occupancy / Certificate of Compliance	\$ 50.00

Driveway Inspection Permit	\$ 150.00
Roof - Shingles only	\$ 100.00
Handicap Ramp (Administrative Fee only)	

Pools

Above Ground	\$ 150.00
In Ground	\$ 250.00
Spas/Hot Tubs	\$ 100.00
Fireplaces, pellet stoves, coal stoves, woodstoves	\$ 150.00

Signs

Permanent	\$ 150.00
Temporary	\$ 50.00
Sewer Service Hook-up	\$ 250.00
Water Service Hook-up	\$ 175.00

Tents

Greater than 200 Sq. Ft. and less than 600 Sq. Ft. (up to 10 days)	\$ 75.00
600 Sq. Ft. or more (up to 10 days) (greater than 10 days to 6 Months)	\$ 200.00 \$ 400.00

Boiler

Boiler/Heat Pump/AC/HVAC	\$ 100.00
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Electrical

Electrical Filing	\$ 25.00
Geothermal System	\$ 75.00
Radon System	\$ 50.00
Solar Electric Systems	\$ 100.00
The 3 rd party electrical inspectors charge an additional fee for their inspection Approval List	

Gas

Installation of Gas Tank	\$ 50.00
New Gas lines to be run	\$ 10.00
Gas connection (each appliance)	\$ 20.00
Gas Appliances (each appliance)	\$ 50.00

Oil Tanks

Installation or Removal	\$ 100.00
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Plumbing

Fixture (each)	\$ 10.00
Sprinkler heads (each)	\$ 3.00

Accessory Apartments Renewal every 3 Years	\$ 350.00
Building Permit Renewal Fee (per Expired year)	$\frac{1}{2}$ of original BP fee
Penalty – Work Without Permit (plus permit fees)	\$ 250.00
Stop Work Order (fee increases \$50 with each occurrence)	\$ 250.00
Affidavit of Final Construction	\$ 100.00

Commercial Administrative Fee (non-refundable) **\$ 100.00**

Commercial

New Construction (includes loading docks, and all floors)	\$.85/Sq. Ft
Construction – Renovations/Additions/Alterations, Repairs	\$.85 Sq. Ft
Certificate of Occupancy / Certificate of Compliance	\$ 100.00
In ground Pool (Non-residential)	\$ 300.00
Commercial Oil/Fuel Tank Installation or Removal	\$ 300.00
Sewer Hoop-up	\$ 350.00
Water Service Hook-up	\$ 350.00
Construction, Contractor & Sales Trailers (temporary)	\$ 250.00

CELL TOWERS

Cell Tower	\$ 2,850.00
Colocation of antennas	\$ 2,850.00
Replacement of equipment or other permitted work on cell towers	\$ 300.00
Building Permit Renewal Fees (per expired year)	$\frac{1}{2}$ of original BP fee
Penalty – Work Without Permit (plus permit fees)	\$ 500.00
Stop Work Order (fee increases by \$100.00 for each occurrence)	\$ 350.00

Electrical

Electrical	\$ 50.00
Ground Mounted Solar (per Mega Watt)	\$ 1,500.00

Municipal Search

Residential	\$ 250.00
Commercial	\$ 350.00
Search and Fire Inspection for alcohol beverage control license	\$ 350.00

Demolition Permit

Residential	\$.10 Sq. Ft
Commercial	\$.20 Sq. Ft

Fire Inspection

Fire Inspection Fees	\$ 250.00
The 3 rd party inspectors charge an additional fee for their inspection	
(Approved List)	

	Re inspection Fee	\$ 100.00
Chapter 80 PUBLIC AND PRIVATE FIREWORKS DISPLAY AND STORAGE		
§80-8	Penalties:	
	First Offense	\$ 250.00
	Second Offense	\$ 500.00
	All Additional Offenses	\$ 1,000.00
§80.9	Fees:	
	The fee for a one time permit	\$ 150.00
Chapter 99 JUNKYARDS		
§99-6.	License fee, issuance, display, transferability and revocation	
A	The fee for license is hereby fixed in the sum of \$25	
C	Such license shall be effective from the date of its issuance until the 31 st day of December of the year of such issuance, after which a new application for license must be made yearly if the licensee desires to continue such activity or business.	
Chapter 113 PEDDLING AND SOLICITING		
113.9	Fees	
	Town Parks and Recreation areas	\$ 250.00
	Road Side Set-up	\$ 150.00
	Solicit Door-door	\$ 50.00
Chapter 117 RECORDS, PUBLIC ACCESS TO		
§117-3	Fees; availability of copying machine	
A	Copies	\$ 0.25 per pg.
B	Certification	\$ 0.25 per pg.

Town Clerk License Fees

Marriage License	\$ 40.00
Hunting/Fishing License varies	
Birth Certificates: per copy	\$ 10.00
Death Certificate: per copy	\$ 10.00
Genealogical Request: per application	\$ 22.00
Photo Copies: per page	\$.25 per pg.

Recreation and Park Fees 2026

All Recreation and Park Fees are available online and updated annually as approved by Resolution by the Town Board.

TOWN OF BEEKMAN, NEW YORK



DRIVER & FLEET SAFETY POLICY

Adopted 12/23/25



Driver and Fleet Safety Handbook

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CONTROLLING AUTO LIABILITY EXPOSURES

Automobile liability accidents are the leading cause of claims against our NYMIR members. Typically, these types of accidents involve use of non-private passenger vehicles, such as trucks used for maintenance, vans, and pick-ups.

Auto liability accidents are third party claims that typically include the following allegations:

- Negligence on behalf of the vehicle operator.
- Municipal vehicle - statutory liability as the owner of the vehicle due to improper maintenance and repair.
- Municipal employee - vicarious liability as the owner. Improper hiring, management, training and supervision of the vehicle operator.
- If the vehicle is owned by a contract carrier - improper hiring, selection and management of the contractor.

Distracted driving, as defined by the National Highway Traffic Safety Administration takes away from the driving task to focus on another activity. These distractions can be from electronic sources, such as cell phones or navigation devices, or more conventional distractions, such as interacting with passengers and eating. Distracting tasks can affect drivers in different ways and can be categorized into the following types:

- ***Visual distraction:*** Tasks that require the driver to look away from the roadway to visually obtain information
- ***Manual distraction:*** Tasks that require the driver to take a hand off the steering wheel and manipulate a device
- ***Cognitive distraction:*** The mental workload associated with a task that involves thinking about something other than driving

A distraction-affected crash is any crash in which a driver was identified as distracted at the time of the crash. Actions to avoid are;

Texting

Using a cell phone or smartphone

Eating and drinking

Talking to passengers

Grooming

Reading, including maps

Using a navigation system

Watching a video

Adjusting a radio, CD player, or MP3 player

According to the US Department of Transportation, drivers under the age of 40 represented the highest percentage of distracted driver fatality accidents. The leading cause of distraction is the use of cell phones in all age groups. Any fleet program should include training regarding the exposure created by distracted driving. In addition, employers should look for ways to remove added distractions for drivers, especially prohibiting the use of cell phones and eating/drinking while using a municipal owned vehicle. Safe vehicle operation is the result of planning, training, skill, and action.

In New York State, vehicle owners are responsible for the actions of drivers operating with the owner's permission. An exception to this rule is when the operator is driving without, or beyond the scope of their permission. For example, operating a vehicle to "moonlight" for another employer should be prohibited in your policy. Establishing driver use policies can assist in controlling automobile exposures by implementing a written municipal policy stipulating who can operate vehicles and for what purposes.

DRIVER SELECTION

Selecting the best-qualified person to drive for a municipality is a serious responsibility. Municipal hiring procedures should be followed. The following are suggested criteria to consider in vetting a driver's qualifications:

- Define the requirements of the position - types of vehicles, experience levels required, scope of work (snowplowing, sanitation pick-ups).
- Determine if the prospective driver can fulfill the requirements.
- References should be verified and driving records reviewed.

The New York State Department of Motor Vehicles has a driver monitoring program called LENS, (License Event Notification Service). This program, which is free to municipalities can verify and monitor driver safety activities. NYMIR recommends using this program as it notifies the member of any driving violations by registered municipal drivers. Go to <https://dmv.ny.gov/dmv-records/LENS-overview-0>

Compliance with CDL license includes being part of the Federal Clearinghouse Program.

It is a federal regulation that employers query the Clearinghouse before hiring a CDL driver, to verify the driver's eligibility predicated on a CDL license in good standing. Employers must query the Clearinghouse annually for their existing drivers to assure continued eligibility.

The Clearinghouse is a secure online database that gives employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations. An act of Congress directed the Secretary of Transportation to establish the Clearinghouse.

The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations).

Improving Highway Safety

The Clearinghouse provides FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on U.S. Department of Transportation (DOT) drug and alcohol program violations and ensures that such drivers receive the required evaluation and treatment before operating a CMV on public roads.

Federal law now requires CDL drivers to be registered with the FMCSA's Federal Clearinghouse. Go to <https://clearinghouse.fmcsa.dot.gov/>

- Compliance with Commercial Driver's License, Civil Service and collective bargaining agreement requirements regarding pre-employment physicals, drug tests, and applications. All employment offers should be conditional, based on the applicant successfully completing an employment physical and drug test.

DRIVER USE POLICY GUIDELINES

Drivers are required to maintain a valid NYS or U.S. driver's license with documentation kept by the municipality. If a staff member is using their own personal vehicle for municipal business, then the employee is responsible for maintaining appropriate liability insurance coverage and meeting all NYS requirements for inspections and registration.

Employees who operate vehicles that require a CDL must conform with all requirements as stipulated in the Federal Motor Carrier Safety Regulations and Commercial Vehicle Safety Act and Omnibus Acts of 1986 and 1991 relative to drug and alcohol testing and passing required physicals (exception for NYS municipal highway drivers with K Restriction). In addition, they are required to notify the municipality within 30 days of any traffic violation.

2. Drivers must report any change in status to their driver's license; i.e. suspension and revocation. This may affect the employee's employment status with the municipality, if driving duties are an essential job function for the employee.

3. Employee's Motor Vehicle Records should be reviewed periodically for moving violations or other circumstances impacting their driving ability. Employers may want to consider subscribing to the LENS system that monitors driver activity on an ongoing basis. The following are violations that should be considered when determining if a staff member is allowed to drive a municipal vehicle or drive on behalf of the municipality:

Conviction of DWI/DWAI

Conviction of Reckless Driving

Suspended or Revoked Driver's License

Conviction of Speeding 25mph or more above speed limit

Conviction of a Drug and Alcohol offense which would materially affect one's ability to safely operate a vehicle

Conviction of a Hit and Run/Leaving the Scene of an Accident

Conviction of 2 or more at fault accidents

Less than 3 years driving experience

4. Defensive driving practices should be observed. They include but are not limited to the following:

Observe proper speed limits and appropriate speed for road and weather conditions.

Avoid tailgating and following too close for conditions.

Refrain from Distracted Driving practices such as texting and using phone without hands free operation.

Ensure that the vehicle is properly secured when unattended.

Headlights should be used during sunset and sunrise and during cloudy or inclement weather.

No unauthorized passengers or hitchhikers.

No operation of the vehicle by the driver should be allowed if the driver is under the influence, including prescription medication, and extreme fatigue.

All Federal, State, and local regulations must be obeyed.

5. Disciplinary procedures imposed, because of a violation of any of the above standards shall be in accordance with appropriate disciplinary practices established by law and/or a collective bargaining agreement. Depending upon the seriousness of the violations, such discipline may include:

Counseling

Written warning

Loss of use of vehicle

Reassignment to other job duties not requiring vehicle operation

Suspension or termination of employment if driver's duties involve driving as an essential job function depending upon the seriousness of the violations.

VEHICLE USE POLICY GUIDELINES

1. Only Authorized drivers may operate a municipal vehicle. Unauthorized drivers include family members or friends. Any municipal drivers that have an adverse driving record (See Drivers Policy) should not be allowed to operate municipal vehicles.
2. Drivers must wear a seatbelt.
3. Maintain a valid driver's license and notify the municipal authority of any change in that status.
4. Operate the vehicle in accordance with all applicable motor vehicle laws.
5. Engage in safe driving practices at all times, i.e. observe speed limits, refrain from texting or using cell phones or any other device that causes distractions behind the wheel.
6. The vehicle operator should conduct a pre- trip inspection of the vehicle to ensure there are no safety problems with the vehicle. A pre-trip inspection report is required as FMC Safety Regulation 396.11 outlines. NYMIR's sample pre-trip form is included in the appendix on page 10 of this manual.
7. If the employee is involved in any accident or incident, the driver should immediately report the incident to their supervisor. If the accident results in injuries or property damage, we recommend the following:
 - Contact the police and request a written report, regardless of the damage.
 - Do not move any injured person.
 - Put on emergency flashers or use flares to safeguard the scene. Vehicles should be equipped with the necessary emergency equipment.
 - Move the vehicle only when directed by the police.
 - Fill out the accident report packet provided by the municipality.
 - Do not admit or debate any responsibility and do not make any statement to anyone except police.
8. Vehicles should not be used for personal errands or other business during established municipal operating hours.
9. Damage to a municipal vehicle while engaged in unauthorized, or illegal activities is the responsibility of the employee.
10. Alcohol consumption or smoking while operating a municipal vehicle is prohibited.
11. Fueling vehicles should be done in accordance with municipal procedures.
12. Employees using personal vehicles on municipal business should have appropriate liability insurance coverage that meets State requirements.
13. Driver is personally responsible for payment of any traffic fines and/or violations associated with use of the municipal vehicle; as well as the cost of any damages associated with any unsafe, unauthorized, or illegal operation of the vehicle.

PREVENTIVE MAINTENANCE

A properly implemented preventive maintenance program is essential to the safe operation of any fleet, regardless of size. A preventive maintenance program, based on mileage or operating hours, determines when to conduct routine maintenance for vehicles and motorized equipment, ensuring the safest possible operation. Battery Disconnect switches installed on all medium to extra heavy vehicles requiring daily use.

Benefits of routine maintenance include:

- Fewer accidents attributable to and/or from mechanical failure.
- Reduced vehicle downtime.
- Fire Prevention
- Lower costs resulting from regular adjustments and inspections.
- Improved driver morale.
- Improved public relations.
- Documentation, when required in automobile claims, that vehicles were properly maintained.

The manufacturer's specifications for each item or vehicle can be used as a guideline. A maintenance program should confirm vehicles and equipment are kept in safe running condition. Complete and detailed records should be retained to show when work was completed, who performed the work, and the cost involved.

Drivers are generally responsible for inspecting their assigned vehicle at the start of each day. They are also responsible for its mechanical condition. Serious defects should be reported immediately and corrected before any further use. Minor items that do not affect safe vehicle operation may be corrected during scheduled maintenance. A checklist verifies every area is inspected and a written copy can be kept on file.

DRIVER TRAINING

Today's driver must have knowledge of the vehicle being driven and the numerous laws and regulations. If a driver is accused of negligent operation of a vehicle, he can be better defended by providing documentation on the extent of training he has received.

- Train the new driver. Regardless of prior experience, driving responsibilities need to be fully comprehended. In addition, the municipality's safety and compliance policies and procedures should be reviewed
- Teach employees to drive defensively.
- Remedial training is designed for problem drivers with a history of accidents, or complaints from other employees or the public. Counseling and retraining provides positive ways to ensure that the driver understands how management wants employees to function when behind the wheel of a municipal vehicle.
- Documentation is important to demonstrate that training has occurred.

Training programs emphasize emergency procedures, regulation compliance, comprehensive knowledge of the equipment being operated and courtesy to others. There are various books, programs and videos to teach defensive driving. In addition, NYMIR offers the National Safety Council program on the NYMIR LEARN Training Program at a discount for subscribers.

EMERGENCY EQUIPMENT

There is emergency equipment available for virtually dozens of emergencies. However, if vehicles were equipped for all situations, drivers would probably not fit inside the cab! The following list contains the most commonly used (and needed) equipment. Equally as important, is the need to make sure that the drivers are trained to use the equipment:

- Extra tools and duct tape
- Flashlight and batteries
- Maps
- Ice scraper, shovel, and salt
- Extra coolant and washer fluid
- Booster cables and jack
- Towing sling and tire chains
- First aid kit and fire extinguisher
- Candles and matches in waterproof container
- Blankets and extra clothes
- Warning devices - reflective triangles, flares or bright colored cloth

MANAGING CONTRACTED TRANSPORTATION

Periodically, municipalities need to hire vehicles (for example, coach buses) from contract carriers. The vendor typically provides the driver as well as the vehicle. When this occurs, municipalities are in a good position to transfer the loss exposure to the transportation company. This can be accomplished by requiring a certificate of insurance, with the municipality listed as an unrestricted additional insured.

Sample Insurance Specifications are attached.

AUTOMOBILE CLAIM PROCEDURES

Upon notification to the Subscriber of an accident involving an owned or employee-operated vehicle, the following procedures should be followed:

1. Obtain all pertinent information and materials as soon as possible to include:
 - a) Police Report
 - b) Internal Accident Report and/or MV-104 Accident Report
 - c) Statements from drivers and witnesses (if possible)
 - d) Estimates of repair
 - e) Date and location of accident and identification of all vehicles and individuals involved.
 - f) Take several photos of each angle of the incident.
2. Determine the degree of injuries to all involved (if any).
3. If the accident is deemed to be severe in nature (i.e., involving multiple vehicles, or if there are serious or multiple injuries), please call your insurance broker or NYMIR immediately. To contact NYMIR call (516) 227-2300. If the incident occurs during the evening or weekend call NYMIR's hotline at 800-894-9341.
4. Report the claim along with the materials and information as noted above.
5. Upon receipt of all pertinent information, NYMIR will contact the Subscriber to discuss any additional procedures.

DAILY INSPECTION SHEET

Date: _____ Vehicle #: _____ Mileage: _____

Pass/ Fail

UNDERHOOD

- Oil Level
- Power Steering Level
- Coolant
- Windshield Washer Fluid Level

SAFETY EQUIPMENT

- Fire Extinguisher
- Backup Alarm
- Horn
- Seat Belt

EXTERIOR

- Tires
- Turn signals
- Headlights (Low & High)
- Tail/Brake/Reverse/Beacon Lights
- Battery /Cables
- Exhaust System
- Reflectors
- Windshield Wipers
- Mud Flaps
- Glass Damage
- Mirrors
- Suspension System
- Air Leaks

INTERIOR

- Brakes
- Power Steering
- Starter
- Gauges/Warning Lights
- Defroster/Heater
- Seats
- Oil Pressure/Fuel Level
- Mirrors
- Controls (Equipment)
- Radio (Two-way)

***Seasonal

Plow/Wing (Cables, Pins, Cutting Edge) Sander (Tie downs, Hoses, Couplings, Leaks)

Explanation of Defects: _____

Repairs or adjustments needed Repair or adjustments NOT needed for safe operation

Driver's Signature: _____

Repairs or adjustments, if needed, COMPLETED

Superintendent or Mechanics Signature: _____ Date _____
Inspections must be performed daily before the first time the truck goes out and left in the vehicle until the end of the workday. Turn this form into the office at the end of the day.

NYMIR is excited to provide our members access to a Computerized Maintenance Management System (CMMS). NYMIR will cover the cost of this robust CMMS platform in partnership with HelixIntel for insureds with Equipment Breakdown Coverage.



Why You Need A CMMS

No matter the size of your municipality, HelixIntel's CMMS can enhance efficiency and save you *time and money*.

- **Work Order Management** – Organize, track, and oversee work requests and task management.
- **Facility Maintenance** – Seamlessly manage maintenance and responsibilities.
- **Asset Management** – Effectively track and manage asset health and lifecycle.
- **Tasks & Checklists** – Easily manage your maintenance teams with our user-friendly tool.
- **Parts & Inventory** – Monitor the status of every single item around the clock, from anywhere.

How do I get started with CMMS?

Scan the below QR Code with your phone's camera to contact the HelixIntel team today! As a reminder, NYMIR is covering the cost of this program. We encourage all members to take advantage of this opportunity to enhance their ability to predict and prevent equipment breakdowns.

Get In Touch Today!

info@helixintel.com



Policy

The purpose of this Policy is to ensure the safety of those individuals who drive Town of Beekman Vehicles/Personal vehicles for town business. Vehicle accidents are costly to our taxpayers, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Town of Beekman endorses all applicable state motor vehicle regulations relating to driver responsibility. The Town of Beekman expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Eligibility

- Municipal owned vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Town of Beekman vehicle.
- Any employee who has a driver's license revoked or suspended shall immediately notify Town of Beekman, and discontinue operation of the municipal vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the police and to the Town of Beekman. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a municipal vehicle to the Town of Beekman. Failure to do so may result in disciplinary action, including dismissal.

All CDL drivers must comply with all applicable D.O.T. Regulations, including successful completion of medical, drug, and alcohol evaluations when required.

- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of driving a municipal owned vehicle.

The following system will be used to determine eligibility to operate the Town of Beekman vehicles:

ALL TYPE 'A' VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING TOWN OF BEEKMAN VEHICLES:

One (1) or more type 'A' Violations in the last 3 years
Three (3) or more accidents (regardless of fault) in the last 3 years.
Three (3) or more type 'B' violations in the last 3 years
Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Type 'A' Violations:

Driving While Intoxicated
Driving While Under the Influence of Drugs
Negligent Homicide Arising out of the use of a Motor Vehicle (Gross Negligence)
Operating During a period of Suspension or Revocation
Using a Motor Vehicle for the commission of a Felony
Aggravated Assault with a Motor Vehicle
Operating a Motor Vehicle Without the Owners Authority (Grand Theft)
Permitting an Unlicensed Person to Drive
Reckless Driving
Speed Contest (Racing)
Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations

All Moving Violations not listed as type 'A' Violations

Driver Safety Rules

- The use of a municipal owned vehicle while under the influence of intoxicants and other drugs is forbidden. Texting, talking on a cell phone without Bluetooth and using a Smartphone while the vehicle is moving is prohibited. Eating while driving is prohibited.
- No driver shall operate a municipal owned vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in municipal vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. hitch-hikers) are allowed to ride in municipal owned vehicles.
- Drivers are responsible for the security of municipal vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Head lights shall be used during sunset to sunrise, or during cloudy or inclement weather. In New York State the law requires that any time the windshield wipers are used that the headlights be turned on as well. Parking lights or daytime running lights are not sufficient during these times.

All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

The failure to obey the Driver Safety Rules may be sufficient cause for discipline, including dismissal.

Defensive Driving Rules

- Drivers are required to always maintain a safe following distance. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you. Drivers of passenger vehicles should keep at least a two-second interval between their vehicle and the vehicle immediately ahead. During inclement weather, nighttime and slippery road conditions, the following distance should be increased to at least four-seconds. Drivers of 15 passenger vans should keep a minimum of three seconds. Following distance should be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change. When passing or changing lanes, view the entire vehicle in your rear- view mirror before pulling back into that lane. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended. Avoid backing whenever possible, but when necessary, keep the distance traveled to a minimum and be particularly careful. Check behind your vehicle. Walk around the vehicle before backing.
- Get in the vehicle, do not delay and back safely otherwise someone or something can move into the backing zone.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

Town of Beekman / Equipment Utilization Report

VEHICLE DESCRIPTION

DATE ENDED

ASSIGNED

ORG

[Click Here](#)

WORKIN

ORG

[Click Here](#)

FUNCTION

METER READING*

(tenths)

END		
BEGIN		
Total		

UTILIZATION

USED	DOWN	NOT USE
A	B	C

* MI: Report to nearest mile. HR: Report tenths

PREVIOUS PERIOD

DATE	Meter Reading	Oper. Initials	DATE	Meter Reading	Oper. Initials

REMARKS:

Vehicle Maintenance

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and Inspection is the responsibility of Town of Beekman Department heads.
- Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying Town of Beekman Department Heads of deficiencies found.
- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the next driver.
- **Vehicles containing battery disconnect switches should be switched on immediately after use.**
- The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals.

I acknowledge that the information contained in the town of Beekman Vehicle Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a Town of Beekman owned vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

PRINT - EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

REVIEWER'S SIGNATURE

(Sign and retain the original copy in the employee's file)

DATE

SAMPLE INSURANCE AGREEMENT - TRANSPORTATION

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the Municipality as an additional insured on the contractor's insurance policies, with the exception of workers' compensation and New York State disability.
2. The policy naming the Municipality as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed to conduct business in New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
 - c. State that the commercial general liability policy affirmatively provides coverage for claims of negligent hiring, training and supervision, which may arise in the context of sexual molestation, abuse harassment, or similar sexual misconduct.
 - d. List the Municipality as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the Municipality. The certificate must state which endorsement is being used, and a copy of the endorsement must be attached to the certificate of insurance.
3. The contractor agrees to indemnify the Municipality for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance:**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - b. **Automobile Liability:**
\$5,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation, Employers Liability and NYS Disability Insurance:**
Statutory Workers' Compensation, Employers' Liability Insurance and NYS Disability Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
5. Contractor acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Municipality. The contractor is to provide the Municipality with a Certificate of Insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
6. The Municipality is a member/owner of the New York Municipal Insurance Reciprocal (NYMIR). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Municipality but also NYMIR, as the Municipality's insurer.



License Event Notification Service (LENS) for NEW YORK STATE Employers

AVAILABLE IN NEW YORK STATE ONLY

As a municipal employer of commercial drivers, you know the value of safety. Ensuring that each of your drivers has a valid license and a safe driving history can benefit your municipality with safer operations, fewer insurance claims and compliance with regulatory agency requirements.

The New York State Department of Motor Vehicles' License Event Notification Service (LENS) gives you access to each of your drivers' license records and provides daily updates on events that occur. LENS is available at no charge for government agencies and volunteer fire companies. Commercial and not-for-profit organizations must pay a fee to participate in LENS.

How it Works

Simply give the DMV information about your drivers, and LENS will provide notice of:

- Expiration, suspension, or revocation of a driver's license
- Restoration of a driver's license
- Traffic Convictions
- Reportable accidents
- The completion of a training course to reduce points and insurance premiums

How to Apply or Learn More

- To apply for LENS, submit an application online at <https://dmv.ny.gov/dmv-records/apply-lens-0>. Allow 2 weeks for DMV to process the application
- To learn more about LENS automated reporting system, visit <https://dmv.ny.gov/dmv-records/LENS-overview-0> or call the LENS Help Line at 518-486-4480.



NEW YORK DEFENSIVE DRIVING COURSE ON LEARN

Online Defensive Driving: While New Yorkers have been completing this course for years in the classroom, it has been made available in an online format. What this means is the entire course from registration to completion is taken online and meets all state and DMV requirements for point reduction and insurance reduction.

The defensive driving course is available 24/7 and is accessible from anywhere with a computer and the internet. Yes, it is that simple, no classroom required.

How it Works: The New York Department of Motor Vehicles allows you to complete a defensive driving course to reduce up to four points on your driving record and provide you with a mandatory 10% insurance reduction for 3 years. Whether you are required by the NYS DMV, looking to reduce ticket points and/or just want your 10% car insurance reduction, this state-approved course will help you meet your goal.

Find it on LEARN



- Click COURSE CATALOG
- Click the category DRIVER SAFETY
- Look for the American Safety Council Logo for the Defensive Driving Benefits for All Drivers Class
- Enroll!

Quantity Bulk Discount Rate exclusively for

NYMIR Members

Price per course

5-30 \$17.95

30-50 \$16.95

50-75 \$15.95

75+ \$14.95

Contact for details

p. 704.804.4926

e. carolyn.wolfe@amersc.com

December 4, 2025

TO: Mary Covucci, Town Supervisor
Linda Bloomer, Bookkeeper

RE: Resignation

Per our conversations over the last few months, I will be terminating my employment with the Town of Beekman. My last day will be Tuesday, December 30, 2025.

I am thankful for the opportunity to have worked here the last seven and a half years. I really enjoyed working under the leadership of both of you. I will miss our team in the Finance Department and Administration.

Sincerely,

A handwritten signature in black ink, appearing to read "Theresa Manzo". The signature is fluid and cursive, with "Theresa" on the top line and "Manzo" on the bottom line.

Theresa Manzo

12-11-25

12:00

Nicole Klein

MSHRM & Business Certification

Experienced HR professional with over 8 years of progressive experience in human resources management, seeking to leverage expertise in talent acquisition, employee relations, and strategic HR initiatives in a challenging HR Manager role. Proven track record of driving HR best practices, fostering employee engagement, and delivering measurable results. Strong leadership abilities with a focus on building high-performing teams and promoting a positive workplace culture.

CORE COMPETENCIES:

- **Strategic HR Leadership:** Talent Acquisition, Succession Planning
- **Employee Engagement:** Conflict Resolution, Retention Programs
- **Operational Excellence:** Payroll, Benefits Administration
- **Technology Expertise:** HRIS (ADP, Workforce, Workday, Paychex, Paylocity, EZLabor), ATS (JazzHR), Employee Navigator
- **Performance Management:** Coaching, Training & Development, Workforce Planning
- **Interpersonal Skills:** Leadership, Communication, Project Management

EXPERIENCE

Temporary Assignment:

HR Generalist –

Kanthal - Sept 2025 - Present

- Responsible for timesheet approvals & payroll
- Trusted advisor to both the employees and site leadership.
- Assist in administration of compensation and benefit programs
- Participate in talent acquisition
- Aid with onboarding and orientation

ATS Implementation – contract ended

Opal Fuels, Remote | Dec 2024- Jan 2025 & May 2025-June 2025

- Assisted the Talent Acquisition Manager with screening resumes for Administrative & Construction roles.
- Implemented JazzHR ATS and trained leadership on its capabilities.
- Created phone screen templates, application screener questions, and migrated job descriptions.

Doyle HCM (Remote), Gahanna, OH- Sr Human Resources Generalist

Oct 2023- Aug 2024 · Laid off

- Collaborate with hiring managers to identify staffing needs and create job descriptions.
- Internal payroll processing for 100+ employees
- Post job openings on relevant platforms and manage the recruitment process in Jazz HR (Applicant Tracking System).
- Screen resumes, conduct interviews, and facilitate the selection and onboarding of new employees in coordination with the HR Manager.
- Promote a positive workplace culture and address employee relations issues as they arise.
- Conduct exit interviews and provide feedback to management for continuous improvement.
- Administering employee benefits programs, including health insurance, retirement plans, and other perks.

SKILLS

- Talent Acquisition & Recruitment
- Employee Relations & Conflict Resolution
- Performance Management
- Payroll
- Training & Development
- HR Policy Development & Implementation
- Compliance & Legal Knowledge
- HRIS & ATS Proficiency
- Strategic Planning & Organizational Development
- Strong Communication & Interpersonal Skills
- Leadership & Team Building

AWARDS

- ❖ Human Resource Management Business Certificate- 2019

- Collaborate with benefits providers and leadership to ensure compliance.
- Stay updated on federal, state, and local employment laws and regulations.
- Identify opportunities for employee skill development and career growth.

Leica Camera Inc (Hybrid), Teaneck, NJ- *Human Resource Generalist*

July 2022-Oct 2023 – Moved to CT

- Utilizing Paychex to approve timecards, PTO requests and prep non-exempt & exempt employee payrolls for the CFO
- Serve as a liaison between Management and employee with employee relation issues
- Full cycle recruiting, onboarding, benefit overview, exit interviews, offboarding
- Backup to the HR Director while on Maternity Leave
- Coordinate work events for both Remote & Hybrid employees via Microsoft Teams and In-Office (ex: Holiday Wrapping Party for the less fortunate)
- Bridge the WFH module to adhere to innovative ways to source for passive and active seeking job applicants
- Responding to employee inquiries via email & consulted with Management as needed
- Generating anniversary/birthday reports for merit increases, promotions, department recognition, etc.
- Primary point of contact with all staffing agencies, health brokers & insurance providers

CA Ferolie Corp. (Hybrid), Montvale, NJ — *Human Resources Generalist*

August 2020-July 2022 – Restructuring HR Dept

- Enrolling new employees into Ferolie's benefit plans, responding to employee inquiries about benefits alongside open enrollment.
- Processing employees' pay increases & status changes.
- Reconciling Health benefit invoices (ex: Horizon Blue Cross Blue Shield, Cigna Dental, AFLAC, Sunlife, Equitable Life/AD&D Insurance, etc.)
- Processing Employment Verifications, FMLA, Workers Comp & FFCRA/Disability claims
- Recruiting and onboarding both in person & virtually.
- Processing termination paperwork (401K Force out & COBRA)
- Hosting Q&A meetings via Microsoft Team with employees working from home on how to access and navigate around the HRIS-Paylocity.
- Kickstarting & being the point person during the new annual performance review module alongside the VP of HR in Paylocity.

Bergen's Promise Inc (Remote), Hackensack, NJ— *Human Resources Coordinator*

December 2018-August 2020- COVID Lay offs

- Screening resumes right off Paylocity & assigning to supervisors.
- Conducting initial phone screens with Case Manager applicants
- Scheduling in person interviews for applicants to meet with the supervisors.
- Kickstarting the web-benefits portal alongside the HR Generalist
- Conducting New Hire Orientation along with being fully responsible for the entire onboarding process (W2's, E-Verify, & Benefit Enrollment.)
- Schedule a Pre-Employment meeting with all new hires to discuss our Benefit Package.
- Supervise High School HR interns.
- Scheduling employees with Social Work/Case Management related training (scheduling and keeping track of attendees on web portal)
- Running Background Checks on new hires
- Point person with any transactional ordeals between employees and the HR department- such as new hire correspondence prior to their start date, follow ups, payroll updates, training documentation, onboarding, etc.

Action Title Research LLC (Onsite),, Hasbrouck Heights, NJ —Human Resources Administrator/Finance Assistant

February 2018-September 2018 – Contract ended

- Working alongside the HR/Finance Manager when on-boarding new hires & terminating existing employees on ADP Workforce
- Finding coverage alongside the department managers as well as the department heads to ensure shifts were staffed before approving PTO requests.
- Managing time and attendance for all hourly employees on ADP (EzLabor & Workforce) before payroll was submitted.
- Assisting the HR/Finance Manager with virtual Ad Hoc projects especially those necessary to keep employee information confidential and organized.
- Managing QuickBooks to follow up with clients on 90+ day delinquent invoices & gaining status updates on future payments - Accounts Receivable Clerk
- Date entry for billing journals before final submittal.

EDUCATION

Capella University, Minneapolis, MN 55402 —

Major: Master of Science in Human Resource Management (Online)
Sept 2019-June 2021

Montclair State University, Montclair, NJ 07043-

Major: Bachelor of Science in Psychology
Aug 2014 - May 2016

Manhattan College, Riverdale, NY 10471 (Relocated to NJ)

Major: Bachelor of Science in Psychology
Sept 2012- Aug 2014

Internship

Pathways to Independence (Internship & then part-time)

May 2017-December 2017

Human Resource Assistant

Kearny, NJ

- Posting advertisements for vacant agency positions within online job boards, onsite announcement boards, and other recruitment sources.
- Screening resumes/applications and setting up interviews with applicants.
- Conducting initial interviews and coordinating with supervisory staff for follow up interviews.
- Assisting with reference checks, sorting, filing, and/or mailing HR paperwork.
- Preparing new hire packets to include all pertinent personnel forms
- Working alongside the HR manager to prep for monthly new hire orientation



Christopher A. Koetze
Chairman

Michael E. Kenneally
Executive Director

December 5, 2025

Mary B. Covucci
Town of Beekman
4 Main Street
Beekman, NY 12570
Via Email: supervisor@townofbeekmanny.us; recordclerk@townofbeekmanny.us;
bookkeeper@townofbeekmanny.us

**RE: January 1, 2026, Funding Contribution Invoice and 2026 Estimated Assessment
Invoice**

Dear Ms. Covucci:

Enclosed please find your January 1, 2026, funding contribution installment invoice for your workers' compensation coverage. Please remit payment as specified on the invoice and remember to include the **remittance statement** with the payment.

Also enclosed is your estimated New York State assessment invoice for 2026. This invoice reflects the estimated total due for 2026 with the 2024 reconciliation balance or credit applied. Please review and remit payment for the estimated assessment as directed on the invoice.

Should you have any questions, let me know.

Best regards,

Jaclyn Czarnecki

Jaclyn Czarnecki
Assistant Underwriter
Direct Line: 516-382-9744
jczarnecki@wrightinsurance.com

Enclosures

Cc: Ms. Vanessa Segarra, Brown & Brown Insurance Services, Inc. Email:
v.segarra@bbrown.com; fdesk@bbhvins.com



Plan Manager: Wright Risk Management
900 Stewart Avenue, Suite 600, Garden City, NY 11530
Phone: 866-697-6922 Fax: 516-227-2352



INVOICE

Town of Beekman

TBEEK

Attn: Ms. Covucci
Town of Beekman
4 Main Street
Beekman, NY 12570

Funding Period: 01/01/2025 - 12/31/2027

Workers' Compensation Funding Contribution

General Municipal Employees	\$132,810
Volunteer Fire Fighters	\$0
Volunteer Ambulance Corps	\$0
Total Funding	\$132,810

Payment Type	Due Date	Amount Due	Payment Amount	Payment Date
First installment	January 01, 2025	\$44,270.00	\$44,270.00	4/7/25
Second installment	January 01, 2026	\$44,270.00		
Third installment	January 01, 2027	\$44,270.00		

Please Make Check Payable to:
N.Y.S. Municipal Workers' Compensation Alliance

Please Mail Check with Remittance Copy to:
Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attn: Kim Splain

REMITTANCE COPY

Town of Beekman

TBEEK

Attn: Ms. Covucci
Town of Beekman
4 Main Street
Beekman, NY 12570

Funding Period: 01/01/2025 - 12/31/2027

Workers' Compensation Funding Contribution

General Municipal Employees	\$132,810
Volunteer Fire Fighters	\$0
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Total Funding	\$132,810

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Please Make Check Payable to:
N.Y.S. Municipal Workers' Compensation Alliance

Please Mail Check with Remittance Copy to:
Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attn: Kim Splain

Town of Beekman
Assessment Reconciliation Statement

Assessment Reconciliation Summary	
2024 Estimated Assessment Fee	\$3,164.00
2024 Actual WCB Assessment Paid	\$2,776.42
2024 (Over)/Under Payment	\$- 387.58

Assessment Transactions		
<u>Payment Period</u>	<u>Payroll Reported</u>	<u>Amount Paid to WCB</u>
Quarter 1 2024	\$401,928.00	\$ 702.57
Quarter 2 2024	\$333,236.00	\$ 582.50
Quarter 3 2024	\$508,590.00	\$ 889.02
Quarter 4 2024	\$344,581.00	\$ 602.33
TOTAL	\$1,588,335.00	\$2,776.42

Assessment Reconciliation Totals	
2025 Assessment Total	\$2,854.95
(Over)/Under Payment for 2024	\$- 387.58

Town of Beekman

PRINT SELECTION IS TURNED ON, BEGIN PRINTING LINE #3 - #57, COLUMNS A-G

New York State Municipal Workers' Compensation Alliance

Estimated Annual Assessment Invoice

**Town of Beekman
TBEEK**

Funding Period: 1/1/2026-12/31/2026

1/1/2026

Workers Compensation Funding Contribution

Estimated Annual Assessment
January 1, 2026 - December 31, 2026

Payment Type	Total
2025 Assessment Total	\$ 2,854.95
Payment Rcvd on 4/6/2025	\$ (2,854.95)
2026 Estimated Assessment	\$ 2,941.00
2024 (Over)/Under Payment	\$ (387.58)
2026 TOTAL AMOUNT DUE	\$ 2,553.42

Please Make Check Payable to:

Comp Alliance NYS Assessment Account

Please Mail Check with Remittance Copy to:

Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attention: Kim Splain

I acknowledge that the assessment listed above is only an estimated amount and will be co-mingled with all Comp Alliance members' assessments. The Comp Alliance will make quarterly payments to the Workers' Compensation Board on the municipality's behalf and will reconcile the estimated assessment amount paid by the municipality against the actual payments made to the Board.

Name _____ Date _____

Title Supervisor

January 1, 2026

Town of Beekman
4 Main St
Poughquag, NY 12570

RE: Compensation Agreement
Administrative Services/Self-Funded - SERVICE FEE
1/1/2026 to 1/1/2027

Dear Ms Covucci:

This is to formalize a compensation agreement between Town of Beekman and Marshall & Sterling, Inc. It has been mutually agreed that Marshall & Sterling will receive an annual fee of \$8,000 to serve as broker for above Property/Casualty Insurance Program for the period 1/1/2026 to 1/1/2027.

The services to be provided include the following:

1. Placement of insurance program
2. Issuance of certificates of insurance
3. Development of pertinent underwriting information
4. Policy Processing and audit checking
5. Review of all contracts as needed
6. Claims handling

Please acknowledge receipt and acceptance of this agreement by signing and returning the attached extra copy of this letter.

Best regards,
Dave Horton
Marshall & Sterling, Inc.

ACCEPTANCE OF PROPOSAL

The above terms are satisfactory and are hereby accepted until revoked.

Date of Acceptance: _____

By: _____

PREMIUM SUMMARY

Policy Type	Expiring Carrier/ A.M. Best Rating	Admit in NY	Expiring Premium	Proposed Carrier/ A.M. Best Rating	Admit in NY	Proposed Premium
Property/Equipment Breakdown	NYMIR/A-	Y	\$17,180.00	NYMIR/A-	Y	\$21,201.00
Inland Marine	"	"	\$9,967.00	"	"	\$9,991.00
Crime/Fidelity	"	"	\$5,604.00	"	"	\$5,877.00
General Liability	"	"	\$34,566.00	"	"	\$36,308.00
Cyber Liability	"	"	\$2,000.00	"	"	\$2,000.00
Public Officials	"	"	\$30,454.00	"	"	\$30,454.00
Business Auto	"	"	\$21,404.00	"	"	\$22,200.00
Excess Liability	"	"	\$8,202.00	"	"	\$8,532.00
Service Fee	NYMIR/A-		\$8,000.00	NYMIR/A-	Y	\$8,000.00
Total Premium			\$137,377.00			\$144,563.00

Subject To:

Signed Proposal

- Terrorism coverage must be accepted or declined prior to binding of policy.
- Higher limits of liability may be available to you. If you would like a quotation for higher limits, please let us know.
- This is a proposal for Insurance Agent or Broker services. Additional Risk Management services require a separate signed contract.

Proposal accepted as presented:

Authorized Signature

Date

Proposal accepted as amended per changes noted on page:

Authorized Signature

Date

**MARSHALL
STERLING**

SUE SERINO
COUNTY EXECUTIVE



ROBERT H. BALKIND, P.E.
COMMISSIONER

DAVID C. WHALEN
DEPUTY COMMISSIONER

DUTCHESS COUNTY GOVERNMENT
DEPARTMENT OF PUBLIC WORKS

INVOICE

Date: December 9, 2025

To: Mary B. Covucci, Town of Beekman Supervisor

Re: Beekman Salt Shed Intermunicipal Agreement Joint Project

Total Invoice Amount: \$130,698.00

Please deliver the check to
Dutchess County DPW
626 Dutchess Turnpike
Poughkeepsie NY 12603.

The check should be made out to the Commissioner of Finance. Copies of paid invoices will be provided.

If you have any questions regarding this invoice, please contact
Public Works office (486-2906).

H0649.1620.23970

Thank you,

A handwritten signature in black ink that appears to read "Mary F. Aldrich".

Mary F. Aldrich
Director Fiscal Services
Dutchess County DPW

Contractor	Task	Amount
NSI	Roof, Siding, and paint	\$ 164,000.00
	Additional material	\$ 66,358.00
Veith	light replacement and enclosure repairs	\$ 31,038.00
	New project total	\$ 261,396.00

Mary Covucci

From: Mary Covucci
Sent: Thursday, December 11, 2025 11:54 AM
To: Laureen Abbatantuono; Sharon Wohrman; 'Ezio Battaglini
(ebattaglini@townofbeekmanny.us)'; Frank Lemak; Mersin Capollari; Craig Wallace;
Jeffrey Sculley; Joseph McKay
Subject: FW: HIPPA RELEASE for SUPERVISOR MARY COVUCCI
Attachments: doc0140302025121115627.pdf; Documentation Jetblue and Covid Test.pdf

Laureen,

Really appreciate your concern for my health records privacy. Please find the signed and notarized HIPPA release form. If your attorney requires something additional to facilitate the release of information to correct the misleading statements at the Nov 6th meeting let me know.

Kind Regards,

Mary B. Covucci
Town of Beekman Supervisor
845-724-5300 x 225
supervisor@townofbeekmanny.us

-----Original Message-----

From: copier@townofbeekmanny.us <copier@townofbeekmanny.us>
Sent: Thursday, December 11, 2025 11:57 AM
To: Mary Covucci <supervisor@townofbeekmanny.us>
Subject:

ECOSYS M2540dw
[00:17:c8:bf:8f:53]

TOWN OF BEEKMAN – TOWN BOARD
Minutes for Tuesday, December 9, 2025

The Town of Beekman Town Board met for a regular Town Board meeting on **Tuesday, December 9, 2025**. The meeting was called to order by Supervisor Mary Covucci at **6:00 PM**. The following members were present:

- Supervisor Mary Covucci
- Councilman Battaglini
- Councilman Lemak
- Councilwoman Wohrman

Also present were Town Clerk **Laureen Abbatantuono** and Town Attorney **Craig Wallace**.

Supervisor Covucci led the Pledge of Allegiance. She pointed out the emergency exits and called for a moment of silence for all those who have served our country.

Supervisor Covucci reviewed the agenda items.

Town Board members read the Resolutions.

Resolution 12 – Executive Session

At **6:21 PM**, Supervisor Covucci made a motion to enter Executive Session.

Seconded by: Councilman Lemak

All in Favor: AYE

At **6:31 PM**, Supervisor Covucci made a motion to return from Executive Session.

Seconded by: Councilman Battaglini

All in Favor: AYE

Public Comments on the Agenda

- **Kate Blake, 231 Clapp Hill Road**, stated that entering Executive Session as listed on the agenda may conflict with the Open Meetings Law. She also questioned Resolution No. 4.

Public Comments

- **Doug Demasi, 1214 Beekman Road**, commented on Greg Brown and the \$40,000 check from 2018.

Authorization for Release of Health Information (Including Alcohol/Drug Treatment and Mental Health Information) and Confidential HIV/AIDS-related Information

Patient Name <i>Mary B. Covucci</i>	Date of Birth <i>7-25-56</i>	Patient Identification Number
Patient Address <i>90 Harden Drive, Dagraneville, NY 12540</i>		

I, or my authorized representative, request that health information regarding my care and treatment be released as set forth on this form. I understand that:

1. This authorization may include disclosure of information relating to ALCOHOL and DRUG TREATMENT, MENTAL HEALTH TREATMENT, and CONFIDENTIAL HIV/AIDS-RELATED INFORMATION only if I place my initials on the appropriate line in item 8. In the event the health information described below includes any of these types of information, and I initial the line on the box in Item 8, I specifically authorize release of such information to the person(s) indicated in Item 6.
2. With some exceptions, health information once disclosed may be re-disclosed by the recipient. If I am authorizing the release of HIV/AIDS-related, alcohol or drug treatment, or mental health treatment information, the recipient is prohibited from re-disclosing such information or using the disclosed information for any other purpose without my authorization unless permitted to do so under federal or state law. If I experience discrimination because of the release or disclosure of HIV/AIDS-related information, I may contact the New York State Division of Human Rights at 1-888-392-3644. This agency is responsible for protecting my rights.
3. I have the right to revoke this authorization at any time by writing to the provider listed below in Item 5. I understand that I may revoke this authorization except to the extent that action has already been taken based on this authorization.
4. Signing this authorization is voluntary. I understand that generally my treatment, payment, enrollment in a health plan, or eligibility for benefits will not be conditional upon my authorization of this disclosure. However, I do understand that I may be denied treatment in some circumstances if I do not sign this consent.

5. Name and Address of Provider or Entity to Release this Information:

See attached Covid Test

6. Name and Address of Person(s) to Whom this Information Will Be Disclosed:

7. Purpose for Release of Information:

*To Confirm Covid Positive Test**Attached*8. Unless previously revoked by me, the specific information below may be disclosed from: 12-10-25 until it is public

INSERT START DATE

INSERT EXPIRATION DATE OR EVENT

 All health information (written and oral), except:*Please see attached Covid Test Results*

For the following to be included, indicate the specific information to be disclosed and initial below.

	Information to be Disclosed	Initials
<input type="checkbox"/> Records from alcohol/drug treatment programs	X	
<input type="checkbox"/> Clinical records from mental health programs*	X	
<input type="checkbox"/> HIV/AIDS-related Information	X	

9. If not the patient, name of person signing form:

10. Authority to sign on behalf of patient:

All items on this form have been completed, my questions about this form have been answered and I have been provided a copy of the form.

*Mary B. Covucci**12-11-25*

DATE

Witness Statement/Signature: I have witnessed the execution of this authorization and state that a copy of the signed authorization was provided to the patient and/or the patient's authorized representative.

Amy Goetz, Notary Public

SIGNATURE

12/11/25

DATE

This form may be used in place of DOH-2557 and has been approved by the NYS Office of Mental Health and NYS Office of Alcoholism and Substance Abuse Services to permit release of health information. However, this form does not require health care providers to release health information, Alcohol/drug treatment-related information or confidential HIV-related information. It must be accompanied by the required statements regarding prohibition of re-disclosure.

*Note: Information from mental health clinical records may be released pursuant to this authorization to the parties identified herein who have a legitimate need for the information, provided that the disclosure will not reasonably be expected to be detrimental to the patient or another person.

AMY M. GOETZ
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01GO6416792
Qualified in Dutchess County
Commission Expires April 26, 2029

Access to shared message expires in 1 week

From: flightupdate@jetblue.com (jetblue)

To: [REDACTED]

Nov 3 at 0:12 PM

 Image unavailable

There's an update to your departure gate.

There's been a change to the departure gate for JetBlue Flight #0736 on 03 NOV 2025 @ 11:48AM. Please review the updated gate information below.

New gate: F4

Your flight details

Confirmation code: IHWHNY

Customers: JOHNMR COVUCCI, MARYMRS COVUCCI

Flight to New York (JFK)

PHX

Phoenix

11:48AM

JFK

New York

6:12PM

03 NOV 2025

JetBlue: #0736

Duration: 4 hours and 42 minutes

Thank you again for choosing to travel with JetBlue. We look forward to welcoming you on board soon.

Kate Hart
Director, Customer Experience Operations
JetBlue

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HUDSON VALLEY PRIMARY CARE

Mark Foster, MD

Internal Medicine

Address:

1323 Rte 9 Suite 204, Wappingers Falls, NY
125904991

Telephone:

845-298-7022

Fax:

845-298-5618

RESULT

Patient

Mary Covucci

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Ordered Date

11/06/2025

Test Name

SARS Covid-19/Flu A & B

Assessments

Encounter for laboratory testing for COVID-19
virus

Name	Value	Reference Range
Flu A	negative	Negative -
Flu B	negative	Negative -
Covid-19	positive	Negative -

Result

Positive covid

Notes

B<KRISTEN RN 11/06/2025 02:43:26 PM EST>

Received Date

11/06/2025

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