



# TOWN OF NEW WINDSOR

## 2022 Reference Guide

### TOWN SUPERVISOR

George J. Meyers

### TOWN BOARD

Steven Moreau  
Stephen A. Bedetti  
Sylvia Santiago  
Eve Lincoln

### TOWN CLERK

Kelly Allegra

### RECEIVER OF TAXES

Susan Scheible

### HIGHWAY SUPERINTENDENT

Anthony Fayo

### TOWN JUSTICES

Noreen Calderin  
George J. Meyers

# WELCOME

We hope that you find this Reference Guide useful and informative. Your elected officials, town employees are always ready to assist you in any way they can. Please use this guide when you have an occasion to contact the Town Hall or our other legislative representatives.

## TOWN WEBSITES & SOCIAL MEDIA

Visit our websites and follow our social media accounts for the most up-to-date information on all Town matters.

### [TOWN OF NEW WINDSOR OFFICIAL WEBSITE](http://NEWWINDSOR-NY.GOV)

[NEWWINDSOR-NY.GOV](http://NEWWINDSOR-NY.GOV)

Meeting Agenda & Minutes | Town Code | Text Alert Sign-up  
Online Payments for Water Bills & Court Fines | Property  
Tax Records | Contact Information | Schedule of Fees | Town  
Schedules | Historical Records | Refuse Information

### [RECREATION DEPARTMENT](http://NWRECISFUN.COM)

[NWRECISFUN.COM](http://NWRECISFUN.COM)

Full listing of all programs and online registrations.

### [WOODLAWN CEMETERY](http://WOODLAWN.NEWWINDSOR-NY.GOV)

[WOODLAWN.NEWWINDSOR-NY.GOV](http://WOODLAWN.NEWWINDSOR-NY.GOV)

Full listing of services and burial plot search access.



@NewWindsorNY



@NewWindsorNYTownHistorian



@NWAnimalControl



@NewWindsorRecreationDept



@NWPDNY



TownofNewWindsor

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## QUICK ACCESS PHONE NUMBERS

**Town Hall Main Number: (845) 565-8800**

**Police | Fire | Medical Emergency: (845) 565-7000 or 911**

Ambulance Corps (845) 563-3114

Animal Control (845) 563-4634

Assessor (845) 563-4631

Attorney (845) 563-4630

Building Department/Code Enforcement (845) 563-4618

Comptroller (845) 563-4621

Engineer (845) 563-4616

Fire Inspectors (845) 563-4618

Highway Department (845) 564-6660

Historian (845) 563-4609

Information Technology (845) 563-4699

Justice Court (845) 563-4681

Marasco Senior Center (845) 565-7750

Planning Board (845) 563-4618

Police Department (845) 565-7000

Receiver of Taxes (845) 563-4627

Recreation Department (845) 565-7750

Refuse / Recycling (845) 564-6660

Sewer Department (845) 561-2550

Supervisor (845) 563-4610

Town Clerk & Registrar (845) 563-4611

Water Department (845) 563-4636

Woodlawn Cemetery (845) 563-4611

Zoning Board (845) 563-4618

**After Hours Emergency - Highway/Water (845) 565-7000**

# OFFICIALS CONTACT INFORMATION

## TOWN OF NEW WINDSOR OFFICIALS

(845) 565-8800 | 555 Union Ave, New Windsor, NY 12553

### **Town Supervisor**

George J. Meyers

### **Town Board**

Steven Moreau | Stephen A. Bedetti  
Sylvia Santiago | Eve Lincoln

### **Town Justices**

Noreen Calderin  
George Meyers

### **Town Clerk**

Kelly Allegra

### **Highway Superintendent**

Anthony Fayó

### **Receiver of Taxes**

Susan C. Scheible

## ORANGE COUNTY OFFICIALS

### **County Executive**

Steven M Neuhaus  
255 Main Street  
Goshen, NY 10924  
(845) 291-2700

### **County Legislators**

11<sup>th</sup> Dist: Kathy Stegenga  
12<sup>th</sup> Dist: Kevin W. Hines  
15<sup>th</sup> Dist: Joseph Minuta

### **County Clerk**

Kelly A. Eskew  
255 Main Street  
Goshen, NY 10924  
(845) 291-2690

## NY STATE & FEDERAL OFFICIALS

### **Governor**

Kathy Hochul  
NYS State Capitol Bldg.  
Albany, NY 12224  
(518) 474-8390

### **State Senator**

James G. Skoufis  
47 Grand St.  
Newburgh, NY 12550  
(845) 567-1270

### **State Assemblyman**

Colin J. Schmitt  
6 Depot Street  
Washingtonville, NY 10992  
(845) 469-6929

### **US Representative**

Sean Patrick Maloney  
123 Grand St, 2<sup>nd</sup> Floor  
Newburgh, NY 12550  
(845) 561-1259

### **US Senator**

Charles E. Schumer  
322 Hart Senate Office Bldg.  
Washington D.C. 20510  
(202) 224-6542

### **US Senator**

Kirsten E. Gillibrand  
478 Russell Senate Office Bldg.  
Washington D.C. 20510  
(202) 224-4451

## OFFICE HOURS & LOCATIONS

All offices, unless otherwise noted, are located at  
our municipal complex located at:  
555 Union Avenue, New Windsor, NY 12553

TOWN HALL Hours: M-F 8:30 a.m. to 4:30 p.m.  
POLICE DEPARTMENT: 24/7

**Town Hall | Police Department | Court | New Windsor  
Emergency Medical Services | Community Center | Senior Center**

### RECREATION DEPARTMENT

244 Union Avenue  
M-F: 8:30 a.m. - 4:30 p.m.

### HIGHWAY DEPARTMENT

196 Perimeter Road  
M-F: 7 a.m. - 3:30 p.m.

## TOWN MEETINGS

Town Board, Planning Board, Zoning Board and Court sessions are held in the Courtroom in the Town Hall. Town Board workshops are held in the Supervisor's conference room. Schedules for all meetings in the current year are available at Town Hall or on the Town's website.

### **Town Board Workshop Meetings**

Monday prior to 1<sup>st</sup> Wednesday of month      7:00 p.m.

### **Town Board Meetings**

1<sup>st</sup> Wednesday of each month      7:00 p.m.

### **Planning Board Meetings**

2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month      7:00 p.m.

### **Zoning Board Meetings**

2<sup>nd</sup> and 4<sup>th</sup> Monday of each month      7:00 p.m.

### **Board of Assessment Review**

4<sup>th</sup> Tuesday in May      *call for hours*  
*(845) 563-4631*

## ANNUAL TOWN EVENTS

New Windsor has many great family oriented events that the Town hosts each year for our residents. Visit our website or Facebook page for dates as they are announced each year.

Easter Egg Hunt	Memorial Day Parade & Service
Summer Concerts	Movies in the Park
New Windsor Community Day	National Night Out
Halloween Party	Veteran's Day Service
Senior Luncheon	Menorah Lighting
Christmas Tree Lighting	

## TOWN OBSERVED HOLIDAYS

Please check our website for holiday dates each year.

New Year's Day	Martin Luther King Day
Presidents Weekend	Good Friday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving & Friday After
Christmas Day	Christmas Eve & New Year's Eve <i>Town Hall Closes at Noon</i>

## CONNECT WITH NEW WINDSOR

### **New Windsor Text Alerts**

Register for text or email alerts on our website to receive time sensitive notices on any important Town related updates.

### **Like New Windsor on Facebook**

New Windsor maintains an active presence on Social Media with important information constantly posted on our page. Follow Us!



@NewWindsorNY

# TOWN SUPERVISOR

## **Town Supervisor**

George J. Meyers

## **Secretary**

Petrina Rapa

**P:** (845) 563-4610      **F:** (845) 420-6336

**E:** gjmeyers@newwindsor-ny.gov

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The Town Supervisor is the Chief Elected Officer in town government. The Supervisor is responsible for the day to day operation of town business which includes receiving residents' inquiries and grievances. The Supervisor establishes all committees and appoints its members, liaison officers, a deputy supervisor and conducts all negotiations with bargaining units.

The Supervisor is the Chief Administrative Officer of the Town and presides at all meetings of the Town Board. After Town Board decisions have been made, it is the Supervisor who carries out the decisions. He executes all Town Board authorized contracts on behalf of the Town.

As the Town's Chief Fiscal Officer, the Supervisor has ultimate responsibility for all monetary transactions and investments. State mandates require a detailed financial report be prepared annually by the Supervisor.

The Supervisor has been designated as Budget Officer and has responsibility for preparation of the Town budget.

## **DID YOU KNOW?**

*Historical Town Board schedules, minutes, video and so much more information is always available on our website.*

[WWW.NEWWINDSOR-NY.GOV](http://WWW.NEWWINDSOR-NY.GOV)

***Town Board meetings are streamed  
live on our Facebook page.***



@NewWindsorNY



# TOWN BOARD

Steven Moreau  
Stephen A. Bedetti

Sylvia Santiago  
Eve Lincoln

**P:** (845) 563-4610      **F:** (845) 420-6336

**E:** [prapa@newwindsor-ny.gov](mailto:prapa@newwindsor-ny.gov)

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The Town Supervisor and the Town Board are the legislative body for the Town and have control over legislation, appropriations and policies.

The Town Board is composed of the Town Supervisor who is elected to a two year term of office and four council members who are each elected to a four year term of office.

The Town Board conducts public meetings each month on the first Wednesday of the month.

The Board's functions include the awarding of all contracts and bids, providing for town improvements and adopting and amending local laws. The Board establishes all positions within the Town, appoints personnel and sets salaries and benefits.

One of the most important duties of the Town Board is the adoption of the annual budget. The monies to run the town government are raised in the budget which is prepared and adopted during the preceding fiscal year. Taxes collected during January of each year are used to operate town government.

Town Board meeting and workshop schedules are available on our website at: [WWW.NEWWINDSOR-NY.GOV](http://WWW.NEWWINDSOR-NY.GOV)



*Ruscitti & Plum Point Parks, Renovated Summer of 2020*

## ANIMAL CONTROL

### Animal Control Officer

Stacy Conley

P: (845) 563-4634

F: (845) 420-6380

E: [sconley@newwindsor-ny.gov](mailto:sconley@newwindsor-ny.gov)



@NWAnimalControl

The Animal Control Officer is responsible for enforcing the Town of New Windsor dog control ordinances.

All dogs over the age of four months are required to be licensed and vaccinated against rabies. Licenses are obtained in the Town Clerk's office and must be renewed annually.

The Town of New Windsor does have a leash law. Dogs are to be leashed or confined at all times. No dog is permitted to run at large on any public place, street, avenue, road or highway.

#### Dog Licensing Fees

*(including NY state fees)*

License *(unaltered)*: \$18.50

Neutered/Spayed License: \$8.50

Senior Citizens 60+ years:

\$13.50 *(unaltered)*/\$3.50 *(neutered/spayed)*

#### Other Charges\*

Dog Redemption: \$50/\$80

Board Fees: \$50/day

Failure to License: \$25

Adoption Fee: \$150

*\*visit website for full outline of fees*

## TOWN ATTORNEY'S OFFICE

### Town Attorney

David Zagon

### Paralegal

Jessica Marina

P: (845) 563-4630

F: (845) 420-6356

E: [dzagon@newwindsor-ny.gov](mailto:dzagon@newwindsor-ny.gov)

The Town Attorney is the general counsel to the Town Supervisor, Town Board, and Department Heads. The Town Attorney researches and drafts new local laws and revises existing ones as changes become necessary. The Town Attorney prepares Town Board resolutions and motions to make sure the Town acts legally. The Town Attorney drafts and/or reviews Town contracts and agreements in an effort to protect the Town and corresponds with Town residents and government officials. The Town Attorney further ensures that all claims and actions filed against the Town are handled properly and advises the Town Board and all Department Heads with any legal questions or concerns.

## ASSESSOR'S OFFICE

### Assessor

J. Todd Wiley, IAO

**P:** (845) 563-4631

**E:** [jtwiley@newwindsor-ny.gov](mailto:jtwiley@newwindsor-ny.gov)

### Staff

Lenore Kissel  
Christine Del Vecchio

**F:** (845) 420-6339



- \* Locates, describes and values every property within Town
- \* Provides ownership and address verification, address changes, assessment data (current & historic) as well as information regarding school districts and special districts and provides copies of tax maps.
- \* Keeps detailed records of property sales and deed transfers including sale prices.
- \* Provides lists of neighboring properties for Planning and Zoning variances.
- \* Provides information regarding subdivisions and new construction.
- \* Provides tax estimates to taxpayers for proposed construction projects.
- \* Assists any taxpayer wishing to file a formal grievance before the Board of Assessment Review. *The public is encouraged to contact the Assessor with any complaints or questions prior to Grievance Day to see if there is a simpler solution.*
- \* Offers a variety of property tax exemptions and invites all taxpayers to inquire about same.

### **Common Property Tax Exemptions Handled by the Assessor**

**March 1<sup>st</sup> filing deadline for all Exemption Applications.**

STAR | Enhanced STAR | Low Income Senior Citizens  
Veterans | Non-Profit Business Improvement  
| Agricultural | Volunteer Fire & Ambulance

*Assessment rolls, forms and more information are available on the Assessor's page on the town website.*

## BUILDING DEPARTMENT/CODE ENFORCEMENT

### Department Head

Jennifer Gallagher

### Assistant Building Inspectors

John Almeida

### Fire Inspectors

William Horton

Thomas Lucchesi

Francis Bedetti

### Secretary

Stephanie Torres

**P:** (845) 563-4618

**F:** (845) 420-6384

**E:** [jgallagher@newwindsor-ny.gov](mailto:jgallagher@newwindsor-ny.gov)

### Available in the Building Department

Building Permits | Certificates of Occupancy | Violations & Street Reports | Planning Board Referrals | Sign Permits | Certificates of Compliance | Code Complaints | Zoning Information  
Zoning Board Referrals

**The Building Department** administers and enforces the New York State Uniform Fire Prevention and Building Code regulations and New Windsor Zoning laws pertaining to the location, design, materials, construction, alteration, repair, equipment, maintenance, use, occupancy, removal and demolition of structures located within the Town.

Electrical work is inspected by independent agents certified by the State of New York. Please call the office for a complete list of authorized electrical inspectors.

**The Fire Inspector's Office** is responsible for all plan reviews of new projects pertaining to fire safety related issues and safety inspections of existing structures to include all commercial occupancies, multi-family occupancies, motels, schools and public places of assembly.

All safety and health inspections are in compliance with the Fire Code and Property Maintenance Code of New York State and the Fire Prevention Code of the Town of New Windsor. The Fire Inspector's office monitors hazardous manufacturing processes and the storage or installation of gases, chemicals, oils, explosive and flammable materials.

The Fire Inspectors also review water mains and fire hydrant locations, they issue and review 911 building numbering requirements and are the lead agency involved with all fire investigations within the Town.

## BUILDING AND GROUNDS

### **Supervisor**

Keith Bedetti

### **Foreman**

JM DeSousa

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The Buildings and Grounds Department is responsible for maintenance and support of all town-owned and leased properties - its buildings and their furnishings and equipment, grounds and infrastructure. The Department operates, repairs, adjusts and installs a variety of equipment, vehicles, fixtures and systems using carpentry, plumbing, painting, electrical, mechanical and other trade skills. The Department is also responsible for the ground maintenance of our parks and landscaping of all town-owned grounds. The Department clears and plows all municipal parking lots during the winter months. They maintain the grounds at Woodlawn Cemetery and are responsible for the preparation for all burials.

## COMPTROLLER

### **Comptroller**

Doreen Casey

### **Payroll**

Jessica Miller

### **Accounts Payable**

Rosa Motta

### **Accountant**

Corina Weygant

**P:** (845) 563-4621

**F:** (845) 420-6345

**E:** [dcasey@newwindsor-ny.gov](mailto:dcasey@newwindsor-ny.gov)

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The Comptroller's Office is responsible for accounting and financial management of the Town. Primary functions include accounting, financial management, non-utility revenues, accounts payable, payroll, budget preparation, and financial analysis. It also has direct and/or indirect administrative responsibilities for certain aspects of insurance, employee benefits and other functions as assigned.

*Comptroller related forms are available on our website.*

## TOWN ENGINEER

### **Town Engineer**

Michael W. Weeks, P.E.

### **Firm**

MHE Engineering

**P:** (845) 563-4616

**F:** no fax

**E:** mweeks@mhepc.com



The Engineer for the Town directs the inspection of all publicly approved projects performed under contract, such as public buildings, recreational facilities, parking lots, drainage projects, and controlled studies of waste disposal facilities. The Engineer also makes recommendations regarding acceptance of improvements.

The Engineer supervises improvement work performed by consultants or contractors on roads, bridges and drainage projects.

## HISTORIAN

### **Town Historian**

Glenn Marshall

**P:** (845) 563-4609

**E:** HistoryNW@aol.com



The New Windsor Town Historian's Office holds numerous documents, books, deeds, wills, genealogical data, census records, assessment records, road records, maps, account books, legal records, marriage and death records, cemetery records, school ledgers and other miscellaneous documents and artifacts. It also has several collections of family papers and diaries. Many of these records date from the 18<sup>th</sup> and 19<sup>th</sup> centuries.

*More information can be found on our website & Facebook page*

[WWW.NEWWINDSOR-NY.GOV](http://WWW.NEWWINDSOR-NY.GOV)



@NewWindsorNYTownHistorian

# HIGHWAY/SANITATION DEPARTMENT

## Highway Superintendent

Anthony Fayó

## Secretary

Patricia Fayó

**P:** (845) 564-6660     **F:** (845) 567-1789

**E:** afayo@newwindsor-ny.gov

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The Highway Department is responsible for and maintains over ninety miles of roads in the town and provides snow and ice control for the six miles of Orange County owned roads located in New Windsor.

## DEPARTMENT RESPONSIBILITIES

**Highway Maintenance:** Pothole Repair, Road Paving, & Striping

**Snow Removal:** Sanding & Plowing

**Drainage:** Repairing, Cleaning & Installation  
Sign Installation | Tree Trimming | Street Sweeping

## SANITATION INFORMATION

### Garbage Collection

Pickup is once per week, with a limit of six cans per residence and ten trash cans per commercial site.

### Recyclable Collection

Pickup is every other week on your regular garbage collection day.  
*Schedules available at town hall or on our website.*

### Grass Clippings, Leaves and Brush Collection

Pickup is every other week alternating with recycling pickup. Branches must be less than three inches in diameter, no longer than three feet in length and must be tied in bundles.

### Metal Pickup

Pickup is Tuesday and Thursday afternoons. Poles should be no longer than four feet in length. Refrigerators, air conditioners or freezers cannot be picked up. These should be brought to the Orange County Transfer Station, 9 Orr Avenue, Newburgh. Call (845) 291-2664 for more information.

## AFTER HOURS EMERGENCIES

Contact the New Windsor Police Department at (845) 565-7000.

*Recycling and Holiday schedules are available on our website.*

## INFORMATION TECHNOLOGY

### **Chief Information Technology Officer**

John McDonald

### **Deputy CITO**

Patrick Mangan

### **ITOs**

Danyelle Barrett

**P:** (845) 563-4699      **F:** no fax

**E:** HelpDesk@newwindsor-ny.gov

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The Information Technology Department maintains the Town's computer servers, workstations, peripheral equipment and network, computer software programs, telephone, radio and camera systems. The Technology Team maintain 24x7 emergency coverage for all technology assets.

The department is also responsible for the Town's Geographical Information System (GIS), infrastructure mapping, Town's web site, E-911 addressing, video taping Town events and in-house publishing. The IT Department is currently assisting eighteen Orange County municipalities in establishing and maintaining their own information technology needs.

## RECREATION DEPARTMENT

### **Recreation Director**

Matt Veronesi

### **Recreation Aides**

Elizabeth Fischer | Michael Farbent, Jr.

**P:** (845) 565-7750      **F:** 845-420-6355

**E:** mveronesi@newwindsor-ny.gov

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The Recreation Department provides a variety of sports, activities, trips and programs to Town residents of all ages.

Outdoor concerts are held during the summer months at the gazebo located at the Town Hall and Community Day is every August.

Visit our website for activities, schedules & online registration.

[WWW.NWRECISFUN.COM](http://WWW.NWRECISFUN.COM)



# JUSTICE COURT

## Judge George Meyers

### Traffic/Civil

1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> Tuesday, 2:00 p.m.

### Criminal

2<sup>nd</sup> & 4<sup>th</sup> Tuesday, 2:00 p.m.

P: (845) 563-4681

F: (845) 420-6377

### **Justice Clerks:**

Patricia Tarsio

Stephanie Heft

## Judge Noreen Calderin

### Traffic/Civil

1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> Thursday, 2:00 p.m.

### Criminal

2<sup>nd</sup> & 4<sup>th</sup> Thursday, 2:00 p.m.

P: (845) 563-4682

F: (845) 420-6382

### **Assistant Clerk:**

Carolina Rincon



## NEW WINDSOR TOWN COURT JURISDICTION INCLUDES

Traffic Violations | Criminal Violations | Traffic Misdemeanors

Civil/Small Claims | Landlord –Tenant Actions

Conservation Law Violations | Wedding Officiant

The Justice Court is the first level trial court of New York State's Unified Court System. Many New Yorkers will have their first and only court experience in a town or village court. The justices respond to arraignments, orders of protection, and search warrants from law enforcement officers on a 24-hour, seven day a week schedule.

Justice Court has preliminary jurisdiction over felony cases and exclusive jurisdiction over misdemeanor cases, pending divestiture to the County Court. Small claims and civil cases up to \$3,000.00 are also handled in Justice Court.

*Marriages are performed by appointment only.*

The New Windsor Justice Court is open to the public and the public is welcome to attend court sessions.

*Court fines can be paid on our Website*

# POLICE DEPARTMENT

## **Chief of Police**

Robert Doss

## **Lieutenants**

Frederick Fayo

Daniel Valeri

**P:** (845) 565-7000      **F:** (845) 420-6371

**E:** [rdoss@newwindsor-ny.gov](mailto:rdoss@newwindsor-ny.gov)

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The New Windsor Police Department is a full time public service agency providing 24-hour law enforcement coverage and emergency dispatching services to the Town. All police, fire and emergency medical needs are dispatched from Police Headquarters located at the Town Hall Complex.

Police Chief Robert Doss and Lieutenant Daniel Valeri are graduates of the FBI's National Academy located in Quantico, Virginia.

The Police Department achieved New York State accreditation in the New York State Accreditation Council in 1996 and have been continuously accredited since.

The Police Department is staffed by forty-four full time officers, twenty full and part time civilian staff members and one police canine.

The Department provides a full range of services to the community, from investigating serious crimes to providing daily contact for the elderly.

A drop box for prescription medications is available in the lobby of the Police Department. For more information on what can be dropped off, please see information on our website.

The Police Department has set up a Safe Exchange Zone for internet transactions or custody exchanges. It is an area outside the Police Lobby and has 24-hour camera surveillance.

# RECEIVER OF TAXES

**Receiver of Taxes**  
Susan Scheible

**Deputy Receiver of Taxes**  
Nancy Wilkins

**P:** (845) 563-4627     **F:** (845) 420-6383  
**E:** [sscheible@newwindsor-ny.gov](mailto:sscheible@newwindsor-ny.gov)

## PROPERTY TAX COLLECTION JANUARY 1 – MARCH 31

Property tax bills are mailed out the last week of December.

- Payments made through January 31<sup>st</sup> are without penalty.
- Payments made in February are charged a 1% penalty.
- Payments made in March are charged a 2% penalty + \$2.00 notice fee.
- After April 1<sup>st</sup>, all unpaid tax bills are sent to the Orange County Commissioner of Finance for collection.
- Payments received with a USPS postmark on or before the due date are deemed as on time.
- Payments may be made online with an e-check at:  
[egov.basgov.com/newwindsor](http://egov.basgov.com/newwindsor)

## UTILITY COLLECTION

For Utility Billing questions call: (845) 563-4627 or (845) 563-4625

Utilities are billed on a quarterly basis in December, March, June and September. If the September bill or previous bills are not paid by October 15<sup>th</sup>, it will be re-levied onto your property tax bill.

Utility bills may be paid in person, mail or online at:  
[e-suite.newwindsor-ny.gov/eSuite.Utilities](http://e-suite.newwindsor-ny.gov/eSuite.Utilities)

## THE RECEIVER OF TAXES DOES NOT COLLECT SCHOOL TAXES.

For information on your school taxes, call the school district where you live.

Newburgh School District	(845) 563-3490
Washingtonville School District	(845) 497-4049
Cornwall School District	(845) 534-8009 x8099

The Receiver of Taxes works with the Assessor's office and the Water Department in keeping all accounts updated. Copies of Property Tax Bills are available on our website:

[WWW.NEWWINDSOR-NY.GOV](http://WWW.NEWWINDSOR-NY.GOV)

The Receiver of Taxes is also a Notary Public.

# SEWER DEPARTMENT

## Sewer Superintendent

John Egitto

P: (845) 561-2550 F: (845) 420-6352

E: [jegitto@newwindsor-ny.gov](mailto:jegitto@newwindsor-ny.gov)



The Town of New Windsor Sewer Department operates and maintains the wastewater treatment facility, as well as the main sewer lines throughout New Windsor. The Town owns the main sewer lines, while connections from homes to these main sewer lines are owned by and the responsibility of the homeowner.

Our mission is to clean wastewater and to return it safely to our environment. In order to accomplish this task, we offer the following services to Town residents:

### BACKED UP SEWER LINES

If a homeowner's sewer line is backed up, the Sewer Department will, at no charge, check the Town's sewer line to determine the origin of the backup. Should the cause be with the Town's line, the Sewer Department will take immediate corrective action. If the backup is in the homeowner's line, the Town will make suggestions for corrective action.

### LOCATING SEWER LINES

If a homeowner needs to identify or mark-out the location of their sewer line and connection to the Town's sewer main, the homeowner should contact 'Dig Safely New York' at 1-800-962-7692 and request their assistance. The Sewer Department is only responsible for mark-outs of the Town's sewer line. If the Sewer Department is called upon to mark-out a private homeowner's sewer line and connection, the Town shall assume no responsibility for the accuracy of the same. The homeowner and/or the homeowner's contractor requesting the mark-out shall retain all responsibility and liability for any work done in connection with the requested mark-out of the homeowner's sewer line.

### SEWER INSPECTIONS

Our department is available for sewer inspections during regular business hours for those residents who have a valid sewer permit from the Town. Please call the Sewer Department at (845) 561-2550 at least 24-hours in advance to schedule an inspection.

# TOWN CLERK

**Town Clerk**  
Kelly Allegra

**Deputy Town Clerk**  
Jeanmarie Faraone

**P: (845) 563-4611      F: (845) 563-4670**  
**E: [kallegra@newwindsor-ny.gov](mailto:kallegra@newwindsor-ny.gov)**

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**SERVICES, LICENSES AND PERMITS AVAILABLE**  
**FROM THE TOWN CLERK'S OFFICE:**

Bingo & Games of Chance Licenses	Marriage Licenses	<u><b>WORK PERMITS</b></u>
Dog Licensing	Notary Services	Ditch Inspections
Dog Park Membership	Park Permits	Driveway Permits
EZ Pass Tags	Registrar of Vital Statistics	Lawn Sprinkler Permits
Filming Permits	Solicitor's Permits	Sewer & Septic Permits
FOIL Requests	Towing Licenses	Street Opening Permit
Handicap Parking Placards	Voter Registration & Absentee Ballots	Water & Well Permits
Hunting & Fishing Licenses	Woodlawn Cemetery Arrangements	
Hydrant Permits	Zoning Books & Maps	

The Town Clerk is the legal custodian of all town records, and is the Town's Records Management Officer responsible for the creation and maintenance of a comprehensive Records Management Program.

The Town Clerk must also complete and accurately record the proceedings of each Town Board Meeting. In addition, the Town Clerk serves as Registrar of Vital Statistics, recording and maintaining files on all births and deaths; and Records Access Officer, the officer who accepts and processes FOIL (Freedom of Information) requests.

# WATER DEPARTMENT

## Department Head

Susan Scheible

## Clerical Staff

Michelle Burbank

**P:** (845) 563-4636      **F:** (845) 420-6386

**E:** mburbank@newwindsor-ny.gov



- The Water Department issues water meters and remote readers.
- Schedules replacements of standard household size meters and remotes.
- Prepares quarterly and final water, sewer and Beaver Dam Lake garbage district billing.
- Answers customers' inquiries regarding their utility bills and water usage.
- Reads and records readings from domestic and commercial meters.
- Schedules final inspections of water meter installations.

## WATER TREATMENT PLANTS

The Town's goal is to produce the highest quality drinking water for all of our customers. All water plant operators are licensed by New York State.

Our plant operators routinely collect and test water samples checking for purity and identifying potential problems. Our water plants are constantly maintained, evaluated and upgraded to stay abreast of advancements in technology, science, health and government regulations.

Approximately 3,000,000 gallons of water per day are delivered to approximately 29,500 water customers. There are 5,573 service connections.

## AFTER HOURS EMERGENCIES

For emergencies after normal business hours, such as water main breaks or no water, contact:

**The New Windsor Police: (845) 565-7000**

*Online bill pay and water quality reports  
are available on our website:*

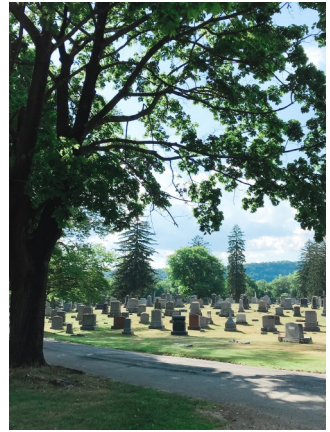
[WWW.NEWWINDSOR-NY.GOV](http://WWW.NEWWINDSOR-NY.GOV)

## WOODLAWN CEMETERY

The Town of New Windsor owns and operates Woodlawn Cemetery located at 93 Union Ave., New Windsor. This historic cemetery's 72 acres was originally established as a rural cemetery in 1870.

Woodlawn Cemetery is non-denominational and welcomes people of all faiths. Traditional burial plots are available. Contact the Town Clerk's office at (845)563-4611 for more information.

WOODLAWN.NEWWINDSOR-NY.GOV



## NEW WINDSOR BOARDS

### BOARD OF ASSESSMENT REVIEW

If at any time a taxpayer has a complaint that cannot be resolved with the Assessor, that person may appeal to the Board of Assessment Review.

In order for your complaint to be reviewed by the Board, a formal grievance must be entered on a specific form which can be obtained in the Assessor's office.

### IMPORTANT ASSESSMENT DATES

March 1<sup>st</sup> : Valuation Day

March 1<sup>st</sup> : All exemptions must be filed with the Assessor's office.

May 1<sup>st</sup> : Tentative Assessment Roll completed

4<sup>th</sup> Tuesday in May: Grievance Day

July 1<sup>st</sup> : Final Assessment Roll completed

### ETHICS BOARD

Lawrence Lissauer, Chairman

Richard Ballezza  
Richard M. Yon, Ph.D

David Dobuzinsky  
Ciria Briscoe-Perez

The purpose of the Ethics Board is to hear matters concerning the ethical conduct of an officer or employee of the Town of New Windsor.

## PLANNING BOARD

Genaro Argenio, Chairman

Harry Ferguson  
Shawn McGrath

Tom Hatton  
David Sherman

### **Attorney**

Dominic Cordisco, Esq.

### **Engineer**

Shawn Arnott, PE

### **Secretary**

Stephanie Torres

### **Firm**

MHE Engineering

**P:** (845) 563-4618      **E:** storres@newwindsor-ny.gov

Planning Board meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 7:00 p.m. in the Town Hall Courtroom. A schedule of meeting dates is posted on the Town bulletin board and on the Town website.

The Planning Board reviews proposals submitted to the Town for subdivisions, lot line changes, site plans, site plan amendments and special permits as described in the Town of New Windsor Zoning Codes. The review is conducted to consider the public safety and code compliance for each project.

The Planning Board Engineer directs the review of site improvement plans for subdivisions and recommend acceptance of revisions of subdivision layouts and other projects associated with the Planning Board.

The procedure for applying to the Planning Board begins by submitting an application to the Building Department for a workshop session with the Planning Board Engineer.

## ZONING BOARD OF APPEALS

Greg Biasotti, Chairman

Kathleen Braun  
George Rodriguez  
Carmella Yonnone, Alternate

Richard Hamel  
Suzanne M. Sweeney

### **Attorney**

John McDonald, Esq.

### **Secretary**

Stephanie Torres

**P:** (845) 563-4618      **E:** storres@newwindsor-ny.gov

The Zoning Board of Appeals meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at 7:00 p.m. in the Town Hall Court Room. The schedule of meeting dates is posted on the Town Bulletin Board and Town website.

It is the function of the Board to hear appeals for denials issued by the Building Inspectors that are contrary to the Zoning Code of the Town of New Windsor.



## COMMUNITY TELEPHONE NUMBERS

New Windsor Police	(845) 565-7000
New Windsor Ambulance	(845) 563-3320
St. Luke's Hospital	(845) 561-4400
Quassaick Fire Co. (Social)	(845) 565-6048
Vails Gate Fire Co. (Social)	(845) 561-9729
Salisbury Mills Fire Co. (Social)	(845) 496-3251
New York State Police	(845) 344-5300
Post Office, New Windsor Branch	1-800-275-8777
Post Office, Vails Gate Branch	1-800-275-8777
Post Office, Rock Tavern Branch	1-800-275-8777
Frontier Telephone Company	1-800-921-8101
Verizon Telephone Company	1-800-837-4966
Spectrum Cable	1-866-874-2389
CH Energy Group	(845) 452-2700
Newburgh Free Library	(845) 563-3600
Stewart International Airport	(845) 838-8200
SPCA	(845) 564-6810
OC Transfer Station, Route 17K	(845) 291-2664
Commuter Parking Lot Info	(845) 610-2660
Department of Motor Vehicles	(845) 615-3960
Orange County Clerk	(845) 291-2690
Orange County Commissioner of Finance	(845) 291-2485
Orange County Sheriff	(845) 291-4033
Shortline Bus/Coach USA	(845) 561-0734
New Jersey Transit Bus	(973) 275-5555
Metro North Railroad	511
New Jersey Transit Train Information	1-800-772-2222

## HOUSES OF WORSHIP

### **Church of Christ**

302 Old Forge Hill Road  
New Windsor  
(845) 562-6290

### **St. Joseph Catholic Church**

29 Union Avenue  
New Windsor  
(845) 561-8467

### **New Harvest Christian Church**

1230 Route 94  
New Windsor  
(845) 568-0135

### **St. Thomas Episcopal Church**

188 River Road  
New Windsor  
(845) 562-4712

### **King of Kings Lutheran Church**

543 Union Avenue  
New Windsor  
(845) 565-7645

### **Solid Rock Church of God**

20 Holloran Road  
New Windsor  
(845) 534-3278

### **Church of Latter Day Saints**

485 Mount Airy Road  
New Windsor  
(845) 564-6785

### **Unitarian Society of OC**

9 Vance Drive  
Rock Tavern  
(845) 496-9696

### **Vails Gate United Methodist Church**

854 Route 94  
New Windsor  
(845) 562-0580

### **Presbytery of Hudson River**

647 Station Road  
Rock Tavern  
(845) 561-6780

### **Ridgecrest Baptist Church**

529 Blooming Grove Turnpike  
New Windsor  
(845) 565-2540

### **Westminster Presbyterian Church**

614 Station Road  
New Windsor  
(845) 496-7971

### **The Word Mission Society Church of God**

880 Jackson Avenue  
New Windsor  
(845) 863-0443

### **Bethlehem Presbyterian Church**

1520 Jackson Avenue  
New Windsor  
(845) 496-9187

# NEW WINDSOR PARKS

## MAIN PARKS



### **Kristi Babcock Memorial Park**

*660 Mount Airy Road*

Four Softball/Baseball Fields

Three Soccer Fields

All Inclusive Playground

Pavilion with Concession Stand

Walking Path



### **Ruscitti Park**

*244 Union Avenue*

One Softball/Baseball Field

Basketball Courts

Pavilion

Playground

New Windsor Recreation Offices



### **San Giacomo Park & Dog Park**

*402 Union Avenue*

One Softball/Baseball Field

Basketball Courts

Tennis Courts

Playground

**DOG PARK** \*Membership Required\*



### **Plum Point Park**

*Route 9W/Plum Point Lane*

Scenic Views of Hudson River

Pavilion

Playground

## NEIGHBORHOOD PARKS

### **Beaver Dam Park**

*343 Chestnut Ave.*

Playground

Swings

Basketball Hoop

### **Bull Road Park**

*Bull Road*

Basketball Court

### **Butterhill Park**

*Creamery Drive*

Playground

Swings

Open Field

### **Little Falls Park**

*Bradford Avenue*

Playground

Open Field

Picnic Tables

## ALL PARK RULES

No Pets in Park, No Open Fires/No Grilling, No Smoking, No Alcohol or Drugs

*More Information on all parks can be found on our website: [nwrecisfun.com](http://nwrecisfun.com)*



*Autumn view of Erie Avenue looking towards the scenic Hudson River.*

The New Windsor elected officials and employees are here to assist you in the best way possible. If you have questions, need information, or would like to express an opinion, please contact us. Your input helps us to serve you better.

## TOWN HALL MUNICIPAL COMPLEX

555 Union Avenue  
New Windsor, NY 12553

**P:** (845) 565-8800

**F:** (845) 420-6336

[newwindsor-ny.gov](http://newwindsor-ny.gov)  
[info@newwindsor-ny.gov](mailto:info@newwindsor-ny.gov)



updated: 8/2022



@NewWindsorNY



@NewWindsorNYTownHistorian



@NWAnimalControl



@NewWindsorRecreationDept



@NWPDNY



TownofNewWindsor