

-EXHIBIT B-

2026		2026		
PAY PERIODS	CHECK DATE	BEGIN DATE	END DATE	CALL IN DATE
1	1/7/2026	12/21/2025	1/3/2026	1/5/2026
2	1/21/2026	1/4/2026	1/17/2026	1/19/2026
3	2/4/2026	1/18/2026	1/31/2026	2/2/2026
4	2/18/2026	2/1/2026	2/14/2026	2/16/2026
5	3/4/2026	2/15/2026	2/28/2026	3/2/2026
6	3/18/2026	3/1/2026	3/14/2026	3/16/2026
7	4/1/2026	3/15/2026	3/28/2026	3/30/2026
8	4/15/2026	3/29/2026	4/11/2026	4/13/2026
9	4/29/2026	4/12/2026	4/25/2026	4/27/2026
10	5/13/2026	4/26/2026	5/9/2026	5/11/2026
11	5/27/2026	5/10/2026	5/23/2026	5/25/2026
12	6/10/2026	5/24/2026	6/6/2026	6/8/2026
13	6/24/2026	6/7/2026	6/20/2026	6/22/2026
14	7/8/2026	6/21/2026	7/4/2026	7/6/2026
15	7/22/2026	7/5/2026	7/18/2026	7/20/2026
16	8/5/2026	7/19/2026	8/1/2026	8/3/2026
17	8/19/2026	8/2/2026	8/15/2026	8/17/2026
18	9/2/2026	8/16/2026	8/29/2026	8/31/2026
19	9/16/2026	8/30/2026	9/12/2026	9/14/2026
20	9/30/2026	9/13/2026	9/26/2026	9/28/2026
21	10/14/2026	9/27/2026	10/10/2026	10/12/2026
22	10/28/2026	10/11/2026	10/24/2026	10/26/2026
23	11/11/2026	10/25/2026	11/7/2026	11/9/2026
24	11/25/2026	11/8/2026	11/21/2026	11/23/2026
25	12/9/2026	11/22/2026	12/5/2026	12/7/2026
26	12/23/2026	12/6/2026	12/19/2026	12/21/2026

H / CALL IN
THU 1/15

H / CALL IN
THU 2/12

H / CALL IN
THU 5/21

H / CALL IN
THU 10/8

-EXHIBIT C-

Schedule of Town Board Meetings for 2026

Organizational Meeting	January 7, 2026
Town Board-	January 21, 2026
	February 18, 2026
	March 18, 2026
	April 15, 2026
	May 20, 2026
	June 17, 2026
	July 15, 2026
	August 19, 2026
	September 16, 2026
	October 21, 2026
	November 18, 2026
	December 16, 2026

~~-EXHIBIT D-~~

2026 Town Holidays

New Year's Day	January 1, 2026
Employee Birthday	*Date chosen by employee
Martin Luther King	January 19, 2026
Presidents' Day	February 16, 2026
Memorial Day	May 25, 2026
4 th of July	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veteran's Day	November 11, 2026
Thanksgiving Day	November 26, 2026
Christmas Eve (4hrs)	December 24, 2026
Christmas	December 25, 2026
New Year's Eve (4hrs)	December 31, 2026

-EXHIBIT-

Adopted Town of Hopewell Fee Schedule – Revised 1/8/2025

TOWN OF HOPEWELL 2025 FEE SCHEDULE

TOWN CLERK:

Copies \$0.25/page

Non-Sufficient Funds Checks \$20.00

Vital Statistics \$10.00

Non-FOIL (Freedom of Information Law) Property Certifications \$50.00

FOIL (Freedom of Information Law) Requests

No charge for verbal information.

Copies of documents are \$0.25/page

Licenses

- Dog
 - Spayed or neutered \$15.00
 - Unspayed or unneutered \$25.00
- Marriage license \$40.00
- Manufactured Home Park License \$10.00/dwelling (\$200.00 minimum biennial)

TRANSFER STATION:

Refuse Punch Cards \$30.00

Recyclables No Charge

ZONING/CODE ENFORCEMENT:

Note: Costs incurred by the Town of Hopewell for consultation fees and/or other expenses incurred by the Town in order to render an informed decision of a proposed Site Plan or Subdivision shall be charged back to the applicant.

Note: Costs incurred by the Town of Hopewell for consultation fees related to Uniform Code Compliance, Project/Plan Review, and/or other expenses incurred by the Town in order to properly review permit applications, shall be charged back to the applicant.

Planning and Zoning Boards

All Public Hearings \$75.00/hearing

Planning Board Site Plan Review

- 1 acre or less \$200.00
- 1-3 acres \$300.00
- 3-6 acres \$350.00
- Over 6 acres \$500.00

Planning Board Special Use Permit \$200.00

Planning Board Subdivision Review

- Application \$200.00 plus \$25.00/lot
- Single Lot Subdivision Application \$200.00

Zoning Board of Appeals Area or Use Variance \$200.00

Zoning Board of Appeals Interpretation \$150.00

Town Board Rezoning Application \$350.00

Lot Line Adjustment \$200.00

Permits

Building \$30.00 minimum

Renewal

- Prior to expiration = current permit fee
- After expiration = 1.5 times the original fee

Residential Addition/Alteration \$0.20/sq. ft.

Residential Building (Single or Two-family)

- \$0.25/sq. ft.
- \$75.00 Septic
- Note: square foot measurement shall include all floors, foundations, porches, decks, and garages

Residential Deck \$75.00

Residential Fuel Burning Unit (Interior)

- Wood burning stove, wood pellet stove, fireplace, coal, gas etc. \$40.00

Residential Garage/Pole Barn (Non-Agricultural) \$0.25/sq. ft.

Residential Reroof \$35.00

Residential Solar Collection Accessory Facility \$150.00

Residential Systems

- Installation or Replacement of HVAC, Mechanical, Electric, Plumbing, etc. \$35.00

Residential Wind Generation Accessory System \$150.00

Fence \$25.00

Septic System

- New, replacement or repair requiring inspection \$75.00

Sheds/Utility Buildings

- Less than 144 sq. ft. No fee
- 145-300 sq. ft. \$35.00
- More than 300 sq. ft. is considered a barn or garage \$0.25/sq. ft.

Sign \$50.00

Swimming Pool/Hot Tub

- \$50.00
- \$200.00 Performance Guaranty
 - Refundable upon completion prior to expiration

Change in Occupancy Classification \$0.24/sq. ft.

Commercial/Industrial Addition or Alteration \$0.30/sq. ft.

Commercial or Industrial Building

- Up to 5,000 sq. ft. \$.020/sq. ft.
- More than 5000 sq. ft. \$0.30/sq. ft.
- Structures utilizing truss type construction \$50.00

Commercial/Industrial Maintenance

- Roofing, siding, insulation etc. \$0.05/ sq. ft.

Commercial/Industrial Systems

- Installation or Replacement of HVAC, Mechanical, Electric, Plumbing, Fire Protection Systems, etc. \$100.00

Commercial Solar Collection Facility \$3.00/kW

Commercial Wind Generation System \$3.00/kW

Demolition \$50.00

Farm Buildings & Farm Building Additions

- \$0.02/sq. ft.
- Maximum fee \$150.00

Failed Inspection \$50.00 (at the discretion of the CEO)

Missed/no show Inspection Appointment \$50.00 (at the discretion of the CEO)

Manufactured Home

- Within Park \$200.00
- Private Lot \$0.25/sq. ft.

Multiple Dwellings

- Up to 3,000 sq. ft. \$0.30 /sq. ft.
- Totaling more than 3,000 sq. ft. \$0.35/sq. ft.

Operational \$50.00

Stop Work Order Release (Staged)

- 1st \$150.00
- 2nd \$300.00
- 3rd and more \$500.

Telecommunication Tower

- New \$1000.00
- Additional Antennae/ tower modification \$600.00

Temporary Use \$50.00

-EXHIBIT F-

THE TOWN OF HOPEWELL PROCUREMENT POLICIES AND PROCEDURES

To conform with the requirements of General Municipal Law, §104-b, the Town Board of the Town of Hopewell, County of Ontario, State of New York, have adopted the following Procurement Policies and Procedures.

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Town Board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, §103 or of any other general, special or local law.

INTERNAL POLICIES & PROCEDURES:

The procedures for determining whether a procurement of commodities and goods is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law, as follows:

1. Non-competitive bidding – GML, §104-b
 - a. Purchase of good and services under \$10,000.00.
 - i. Up to \$2,500 - No competition required
 - ii. \$2,500 to \$5,000 - Documented solicitation of verbal quotes from at least three sources (if available)
 - iii. \$5,000-\$9,999 - Formal solicitation of written quotations from at least three sources (if available)
 - b. Contract for public work below \$35,000.00.
 - i. Up to \$5,000 - No competition required
 - ii. \$5,000-\$19,999 - Documented solicitation of verbal quotes from at least three sources with written quote from successful vendor
 - iii. \$20,000-\$35,000 - Formal solicitation of written quotations from at least three sources if available and with written quote from successful vendor
 - c. Articles manufactured in a New York State correctional facility (Corrections Law §184, 186).
 - d. Purchases from agencies for the blind or severely handicapped (SFL, §175-b).
 - e. Purchases under a County contract (GML, §103 (3)).
 - f. Purchases under a State contract (GML, §104).
 - g. Emergency purchases (GML, §103 (4)).
 - h. Sole source purchases (GML, §104-b).
 - i. Professional Services (GML, §104-b).
 - j. True leases (GML, §104-b).
 - k. Insurance (GML, §104-b).
 - l. Second-hand equipment from another government (GML §103(6)).

2. Competitive Bidding – GML, §104-b
 - a. Purchase contract of \$10,000.00 or more.
 - b. Contracts for public work of \$35,000 or more.
3. Professional Services and consultants - Professional service contracts are exempt from competitive bidding requirements under General Municipal Law, but may be required to submit a Request for Proposal (RFP) at the discretion of the Town Board.
 - a. RFPs are used to obtain the services of: architects, engineers, archaeologists, bond underwriters, financial, computer and insurance consultants, medical arts practitioners, scientists, management and system analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services. Determination as to whether services required fall under professional services will be made by the Town Board.
 - b. The RFP notice shall contain a statement of the time and place where all proposals must be received.
 - c. A notice of Request for Proposals shall be published in the official Town of Hopewell newspaper.

DOCUMENTATION:

1. Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase.
 - a. Copies or notations of all written indicia of dollar amounts.
 - b. Notation of all verbal indicia of dollar amounts.

This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Revised 01/04/2016