

TOWN OF CHESTER
LOCAL LAW 8 of 2025: A LOCAL LAW TO ESTABLISH THE POWERS AND DUTIES
OF THE TOWN COMPTROLLER

BE IT ENACTED by the Town of Chester in the County of Orange, as follows:

SECTION 1. Purpose and Intent

It is the intent and purpose of this Local Law to set forth the duties and powers of the Comptroller in accordance with New York State Town Law

SECTION 2. Adopt Chapter § ____¹, entitled "Comptroller, Duties of" is hereby adopted to read as follows:

§ _____. Office established.

There is hereby established in the Town of Chester the office of Comptroller.

§ _____. Powers and duties.

The functions, duties and powers of the Comptroller shall be as follows:

A. General. The Comptroller is hereby granted and imposed with all the powers and duties of a Comptroller as set forth in Town Law § 34 and shall provide professional assistance and be responsible for the fiscal management in all areas of accounting, finance and internal control to the Chester Town Board and all departments within the Town of Chester, under the supervision of the Town Supervisor, maintaining the same channels of responsibility to the Town Board as are prescribed by state law. The Comptroller is hereby designated as the accounting officer of the Town pursuant to Town Law § 124.

B. Specific duties. The Comptroller shall:

- (1) Audit, allow or reject all accounts, charges, claims or demands against the Town or the improvement districts thereof.
- (2) Examine, audit and certify the accounts and receipts of Town officers.
- (3) Make provisions for preparing and publishing or posting lists of all such accounts, charges, claims or demands after the audit or rejection thereof.
- (4) Undertake the powers conferred and duties imposed upon the Town Board by §§ 284 and 285 of the Highway Law.
- (5) Keep separate appropriation accounts and prevent funds or appropriation accounts from being overdrawn.

¹ Chapter number to be inserted upon codification.

(6) Furnish the Town Supervisor and the Town Board such information and data as the Supervisor and the Town Board may require for the purpose of enabling them to exercise their powers and perform their duties or make reports required by law.

(7) Submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by § 30 of the General Municipal Law.

(8) Render to the Town Board a detailed listing of all moneys of the Town of Chester, disbursed for such month and file a copy with the Town Clerk.

(9) Perform the accounting duties of the Town Supervisor as set forth in Town Law § 125 including

(a) the keeping of separate appropriation accounts and preventing funds or appropriation accounts from being overdrawn

(b) the drawing upon funds or appropriations

(10) Be directly responsible for securing the cooperation of all units of Town government involved in the proper administration and enforcement of various financial procedures and regulations.

(11) Supervise and direct the financial administration staff.

(12) Coordinate financial activities with various Town departments and other governmental units and keep the above informed of the financial condition of the Town.

(13) Utilize the technical and professional expertise to maximum efficiency in all financial areas of Town government, expedite processing of all claims against the Town, maximize profits on investments and generally help to reduce the cost to the taxpayers of Town government.

(14) Assist the Supervisor in performing the duties of Budget Officer as set forth in Town Law § 103(2).

C. The Comptroller may transfer sums not exceeding \$3,500 from one budget line to another budget line within the same department without the prior approval of the Town Board, but upon written notice to the Town Supervisor.

§ _____. Comptroller appointed.

There shall be appointed by a majority of the Town Board of the Town of Chester a Comptroller.

§ _____. Term of Comptroller.

The Comptroller shall be appointed by a majority of the Town Board for a term of two years, such term expiring on January 1 succeeding the first biennial Town election after the enactment of this chapter, and biennially thereafter.

§ _____. Qualifications of Comptroller.

The Comptroller shall meet the following qualifications:

A. He or she shall:

- (1) Have graduated from a recognized college with a bachelor's degree and at least three years of experience in accounting and/or business administration;
- (2) Have a satisfactory equivalent combination of the foregoing training and experience.

B. He or she must have proven ability and experience in coordinating the functions of a Purchasing Department and Finance Department.

C. He or she must be familiar with federal, state, county and local legislation and regulations.

D. The Comptroller need not be an elector of the Town of Chester but shall reside in Orange County.

§ _____. Deputy Comptroller.

A. Deputy Comptroller. The Town Board may appoint a Deputy Comptroller, who shall serve under the general supervision of the Comptroller, assist in the accounting, custody and disbursement of funds for the municipality and do related work as required. It shall also be the duty of the Deputy Comptroller to assist, the Comptroller in the performance of his/her duties, and, if and when the Comptroller is absent or is unable to perform the duties of his/her office for any other reason, such Deputy shall have full power and authority pursuant to § 20, Subdivision 3(d), of the Town Law to perform all of the duties of the Comptroller so long as such officer is either absent or otherwise incapable of performing his/her duties.

B. Said Deputy Comptroller shall meet the minimum qualifications promulgated for the civil service position of bookkeeper.

§ _____. Annual report.

The report filed with the New York State Comptroller pursuant to Section 30 of the General Municipal Law as set forth in Section 3(10) hereof will be accepted by the Town Board in lieu of a separate report as required by Town Law Section 29(10).

Section 3. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court

of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 4. Effective date.

This local law shall take effect immediately upon filing with the Secretary of State.