

LOCAL LAW FILING
Local Law No. ____ of the year 2026

A local law concerning the installation and maintenance of Knox Boxes at all commercial, non-residential and multi-family buildings and structures for emergency services.

BE IT ENACTED, by the Town Board of the Town of Saugerties, Ulster County, New York, as follows:

Article I. Legislative Intent and Purpose

A. The Town Board of the Town of Saugerties ("Town Board") hereby finds that a local law is necessary to require key lock boxes for all commercial, non-residential and multi-family buildings and structures located within the Town, commonly known as the "Knox-Box®" system. The Town Board has determined that such lock boxes are beneficial in circumstances where non-forced entry is required to enable an effective and timely emergency response.

B. It is the intent of the Town to enact a Knox-Box® local law providing for the placement of keys and critical information in secured, locked containers accessible only to emergency first responders. Readily available access to important areas within a structure, as well as prior knowledge of hazardous or potentially hazardous materials, enhances responders' abilities to protect life, safety, and property.

C. The purpose of this article is to expedite emergency access to commercial, non-residential and multi-family buildings and structures and reduce potential property damage that may occur when forced entry is required. Rapid entry allows first responders to save lives, minimize injuries, and protect property in emergency situations.

Article II. Definitions

A. KNOX-BOX®. A rapid-access system that allows emergency responders immediate entry into a building during an emergency. Knox-Boxes® are secure key safes accessible only to authorized first responders. For purposes of this article, "Knox-Box®" shall mean a device approved by the Town of Saugerties Building Inspector in coordination with the Chief or his designee of the fire department located within the district where the property is located. The Knox Box® shall contain a master key for the premises and shall be regulated so that only a minimum number of authorized personnel may access it, with a record maintained at all times of those individuals. The Knox Box® shall also contain an up-to-date emergency contact list of at least two individuals

with current telephone numbers and addresses, which the property owner must maintain.

B. ALARM SYSTEM. Any system that provides notice of a potential emergency, either directly or indirectly, to the Ulster County 911 Communications Center or any other emergency response entity or communications center, or which activates an audible signal heard off the property or a visual signal seen off the property on which the system is located.

Article III Knox-Box® Required

A. The following buildings and structures shall be equipped with a Knox Box® or such other lock box device as approved by the Town Building Inspector in coordination with the Chief or his/her designee:

1. Buildings used for commercial or industrial use;
2. Places of assembly, as defined in the Uniform Code and/or Fire Code of the State of New York;
3. Nursing homes;
4. Any gate houses controlling vehicular access to residential subdivisions from any public road;
5. Any residential property having a security gate that controls vehicular access thereto from any public road;
6. Schools and daycare facilities;
7. Renewable energy and energy storage facilities;
8. Houses of Worship; and
9. Multi-family residential structures consisting of three (3) or more dwelling units that have restricted access through locked doors and have a common corridor for access to the living units therein.

B. Except as otherwise stated in Section A of this subsection, all single and two-family homes and accessory buildings thereto, shall be exempt from the requirements of this section.

C. All newly constructed buildings subject to this section shall have a Knox Box® installed and operational prior to the issuance of a certificate of occupancy by the Building Department. All pre-existing buildings subject to the requirements of this section shall install an operational Knox Box® within one hundred twenty (120) days of the effective date hereof.

D. The cost of purchasing, installing and maintaining a key Knox Box®, along with any costs associated with implementation of a Knox Box® at the property, shall be borne by the property owner. The Knox Box® shall be installed in accordance with the

manufacturer's specifications.

E. The property owner and occupant of a building required to have a Knox Box® shall, at all times, keep the following in the Knox Box®:

1. Labeled keys to locked access points of ingress and egress, whether interior or exterior of such buildings;
2. Labeled keys to the locked mechanical, sprinkler riser, electrical and storage rooms;
3. Labeled keys to fire system control devices;
4. Labeled keys to any fenced areas;
5. Labeled keys to any other areas as may be required by the Building Inspector or his/her designee;
6. Contact information card containing at least two (2) emergency contact people and phone number(s) for each contact person;
7. Hazardous materials MSDS, as requested;
8. Labeled keys to any locked elevator rooms and elevator controls;
9. Any other information that may be reasonably required by Building Inspector or his/her designee, and the Chief of the Fire Department in the applicable fire district.

F. When a property or construction site subject to this section is secured by a locked gate or fence, such gate or fence shall have an approved means of emergency operation. Any padlock securing such gates or fences shall accommodate a master key held by the Fire Department or Building Inspector, secured with a Knox Box®, or shall otherwise provide emergency access to the property or construction site by an alternative means approved by the Building Inspector in coordination with the Chief or his designee of the fire department located within the district where the property is located.

G. This section shall not apply to those buildings or structures that have continuous on-site security personnel (24 hours per day, 7 days per week, including holidays), provided that such on-site security personnel have access to all locked and secured areas of such buildings or structures.

H. The Building Inspector is hereby authorized to implement administrative rules and procedures to fulfill the purpose and intent of this section.

Article IV Penalties for Offenses

Failure to Comply with any portion of this local law shall constitute a violation. Violators shall be subject to a fine of

not less than One Hundred and 00/100 (\$100.00) Dollars and not more than Two Hundred Fifty and 00/100 (\$250.00) Dollars or imprisonment for not more than fifteen (15) days or both, such fine and imprisonment. Each day a violation continues, shall be considered a separate offense.

Article V Enforcement

The Town Code Enforcement Officer shall administer, supervise and maintain the town-wide Knox Box® system in conjunction with the Chief of Fire departments in the respective fire districts. Responsibilities include maintaining all required documentation, coordinating with the fire departments and property owners to determine appropriate box placement and overseeing all other aspects of the program.

Article VI Severability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid or unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability, shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and if such person or circumstance to which the local law or part hereof is held inapplicable had been specifically exempt therefrom.

Article VII Effective Date

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