

DRAFT

RESOLUTION

NUMBER _____

(RE: ADOPT THE CAPITAL IMPROVEMENT PROGRAM 2020-2024)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby does hereby adopt the Capital Improvement Program covering the years 2020-2024.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
At a Regular Meeting
Held via Zoom**

Town of Cortlandt Capital Improvement Plan 2020 – 2024

Final Version December 3, 2020



Linda D. Puglisi, Supervisor
Members of the Town Board



Prepared by: CIP Staff Committee
Stephen Ferreira, P.E., Director DES
Michael Preziosi, P.E., Director DOTS
Patty Robcke, Comptroller
Arthur D'Angelo, Jr., P.E., Dep. Director DOTS
Brent VanZandt, P.E., Dep. Director DES
Chris Kehoe, AICP, Dep. Director DOTS Planning
Rosemary Boyle Lasher, DES/DOTS



PROJECT NAME	TOWN DEPT.	MULTI - YEAR PROJECT EXPENSE	YEAR TO DATE PROJECT ESTIMATE	TOWNWIDE DEBT	CCWD DEBT	FUNDING SOURCES				
						SPECIAL DISTRICT	OPERATING BUDGET	HIGHWAY DEBT	OTHER	
2020 CIP COMPLETED										
VEHICLES:										
Town Wide Vehicle Replacement Program	DES/VAR		\$821,752				\$339,456		\$482,296	(12) & (1)
Emergency Services Vehicle - ALS Flycar	DES/EMS		\$50,000						\$50,000	(12)
RECREATION										
Cook Pool Bathhouse Construction	DOTS/REC		\$2,980,801	2,980,801						
Cook Pool Complex Tennis Court Restoration & Playground	DOTS/DES/REC		\$109,975				\$109,975			
CWP Rowing - Sea Plane Hanger Demolition, Design*	DES/DOTS/REC	\$580,433	\$25,000				\$15,000		\$10,000	(10)
Lake Meahagh Water Quality*	DOTS/REC		\$50,000				\$50,000			
Quarry Park Development (Site, Access Rd, Outdoor Fields) Design*	DOTS/REC	\$6,400,000	\$50,000				\$50,000		\$6,400,000	(9)
HIGHWAY										
Paving (Annual Program)	DES/DOTS		\$1,280,000				\$980,000		\$300,000	(1)
Broadway Streetscape 8th to 16th St Design*	DOTS/ENG	\$750,000	\$50,000				\$25,000		\$25,000	(5)
Route 9A Decorative Streetlights (6)	DOTS/ENG		\$75,000			\$75,000				
Westbrook Dr/ Kohls Right Turn Lane Construction (80/20)	DOTS/ENG	\$45,000	\$650,000				\$130,000		\$520,000	(2)
DRAINAGE										
Annsville Circle Flood Mitigation Construction	NYS DOT		\$2,500,000						\$2,500,000	(2), (4)
Croton Park Colony Drainage & Road Construction*	DES/HWY	\$1,150,000	\$287,500				\$287,500			
WATER										
Croton Ave/202 Transmission Line from Maple Row to CPC Design	DOTS/WAT	\$1,500,000	\$1,500,000		\$1,500,000					(15)
Croton Park Road Watermain Replacement Design*	DOTS/WAT	\$850,000	\$5,000		\$5,000					(15)
Sherwood Road Transite Pipe Replacement*	DOTS/WAT		\$569,000			\$569,000				(15)
SEWER										
Furnace Woods Sewer Design *	DOTS/ENG	\$3,179,000	\$1,634,250			\$1,634,250			\$1,544,750	(11 & 3)
Montrose Business Association Sewer Design*	DOTS/ENG	\$3,400,000	\$340,000			\$340,000				
BRIDGES										
Canopus Creek (Sprout Brook) Bridge - PIN 8761.67*	NYS DOT/WC	\$9,400,000	\$4,700,000						\$4,700,000	(2), (4)
Peekskill Hollow Road Bridge PIN 8757.48*	NYS DOT/WC	\$19,000,000	\$9,500,000						\$9,500,000	(2), (4)
PLANNING										
Local Waterfront Revitalization (LWRP)*	DOTS/PLN	\$250,000	\$125,500						\$125,500	(14)
BUILDINGS										
Paramedic Building Design*	BLDGS	\$4,800,000	\$50,000						\$250,000	(12)
Town Hall HVAC Design*	BLDGS	\$850,000	\$115,000				\$115,000			
TOTAL 2020 COMPLETED			\$27,468,778	\$2,980,801	\$1,505,000	\$2,618,250	\$2,101,931		\$0	\$26,407,546

* Continued in next year

- (1) NYS DOT - 100% CHIPS
- (2) NYS DOT - 80%/20%
- (3) NYSEFC
- (4) Funding by Others
- (5) CDBG

- (6) Private Developer
- (7) East of Hudson Funds
- (8) Consolidated Funding (CFA)
- (9) NYS EDA Grant
- (10) In Kind

- (11) NYSDEC grant
- (12) Legislative Grants
- (13) Lease Financing
- (14) NYSDOS
- (15) CCWD

The Capital Improvement Program is a long range planning and budgeting tool used only for projects with costs greater than \$50,000. However projects may be phased over multiple years and the cost in an individual year might be less than \$50,000. It is to be used as a guide to help the Town prioritize its capital projects and identify funding sources. It should not be considered a commitment to fund a specific project in a specific year. It should be noted that anywhere there is a "design" cost it includes staff time.

PROJECT NAME	TOWN DEPT.	MULTI - YEAR PROJECT		YEAR TO DATE	TOWNWIDE DEBT	CCWD DEBT	FUNDING SOURCES			OTHER
		EXPENSE	ESTIMATE	ESTIMATE			SPECIAL DISTRICT	OPERATING BUDGET	HIGHWAY DEBT	
2021 CIP										
VEHICLES:										
Town wide Vehicle Replacement Program	DES		\$750,000					\$250,000		\$500,000 (13)
RECREATION										
Charles J. Cook Snackbar	DOTS/REC		\$400,000					\$400,000		
Lakeland School District Tennis Court (with Lakeland)	DOTS/REC		\$200,000					\$100,000		\$100,000 (3)
Basketball Court & Handball Court at Cook Pool	DOTS/REC		\$125,000					\$125,000		
CWP Rowing Building Construction	DOTS/REC	\$600,000	\$575,000					\$575,000		
Quarry Park Development (Site, Access Drive, Fields) Design	DOTS/REC	\$6,400,000	\$640,000							\$640,000 (9)
Wallace Pond/Westchester Lake Quality	DOTS/REC		\$115,000					\$115,000		
HIGHWAY										
Paving (Annual Program)	DES/HWY		\$1,200,000					\$900,000		\$300,000 (1)
6th Street Sidewalks from Broadway to the River Design*	DES/ENG		\$50,000					\$25,000		\$25,000 (5)
Route 9A Sidwalks from Roundtree from Dutch Street PIN 8813.18	DOTS/ENG		\$325,000							\$325,000 (1)
Broadway 8th to 16th Street Construction	DES/HWY		\$750,000					\$500,000		\$250,000 (5)
Cortlandt Boulevard Repaving	DES/HWY	\$2,690,000	\$2,490,000					\$530,000		\$1,960,000 (2)
Westbrook Dr/ Kohls Right Turn Lane Construction (80/20) PIN 839096	DOTS/ENG		\$650,000					\$130,000		\$520,000 (2)
Gallows Hill Road Re-Construction Design*	DES/HWY	\$1,200,000	\$120,000					\$120,000		
DRAINAGE										
East of Hudson Phosphorous Reduction (watershed Walter Panas) *	DES/HWY	\$650,000	\$325,000							\$325,000 (7)
Dickerson Road Drainage	DES/HWY		\$50,000					\$50,000		
Croton Park Colony Drainage & Road Construction*	DES/HWY	\$1,150,000	\$862,500					\$862,500		
Baker Street and Cardozza Ave Drainage	DES/HWY		\$300,000					\$300,000		
WATER										
Croton Park Road Watermain Replacement	DOTS/WAT	\$850,000	\$850,000			\$850,000				
Croton Ave/202 Transmission Line from Maple Row to CPC Design	DOTS/WAT	\$1,500,000	\$1,500,000			\$1,500,000				
Mohegan Colony 4" Water Main Replacement*	DES/HWY	\$500,000	\$0			\$500,000	\$500,000			
Town Wide Transite Pipe Replacement (Oregon Road/Red Mill area)	DOTS/WAT		\$0			\$500,000	\$500,000			
SEWER										
Town Wide Sewer System Maintenance*	DES/DOTS		\$325,000				\$325,000			
Cortlandt Blvd East Expansion Area Design (Regina to Lexington)*	DES/DOTS	\$3,500,000	\$350,000				\$350,000			
Furnace Woods Sewer Design & Construction*	DOTS/ENG	\$3,179,000	\$1,634,250				\$1,634,250			\$1,544,750 (11 & 3)
MOD Sewer Design/Tanmarack/Buttonwood*	DES/DOTS	\$4,600,000	\$250,000				\$250,000			
Montrose Business Association Design.* Design	DOTS/ENG	\$3,400,000	\$340,000				\$340,000			
BRIDGES										
Canopus Creek (Sprout Brook) Bridge - PIN 8761.67*	NYSDOT/WC	\$9,000,000	\$4,500,000							\$4,500,000 (2), (4)
Pump House Road over Peekskill Hollowbrook BIN 3348430	WC	\$3,970,000	\$820,000							
Peekskill Hollow Road Bridge PIN 8757.48*	NYSDOT/WC	\$19,000,000	\$9,500,000							\$9,500,000 (2), (4)
PLANNING										
Local Waterfront Revitalization (LWRP)	DOTS/PLN	\$250,000	\$125,000							\$125,000 (14)
Indian Brook Watershed Study	DOTS/PLN		\$50,000							\$50,000 (11)
Transit Oriented District Study	DOTS/PLN		\$77,500							\$77,500 (8)
BUILDINGS										
8th Street Garage Rehab	BLDGS		\$100,000					\$100,000		
Arlo Lane Dome Rehabilitation	BLDGS		\$150,000					\$150,000		
Paramedic Building Construction*	BLDGS	\$4,800,000	\$4,550,000				\$4,300,000			\$250,000 (12)
Senior Center HVAC Design and Construction	BLDGS		\$400,000					\$400,000		
Town Hall HVAC Construction*	BLDGS	\$850,000	\$367,500	\$367,500						
TOTAL 2021		\$ 68,089,000	\$ 35,816,750	\$ 367,500	\$ 3,350,000	\$ 8,199,250	\$ 5,632,500	\$ -	\$ 20,992,250	

* Continued in next year

(1) NYSDOT - 100% CHIPS

(6) Private Developer

(11) NYSEDC grant

(2) NYSDOT - 80%/20%

(7) East of Hudson Funds

(12) Legislative Grants

(3) NYSEFC

(8) Consolidated Funding (CFA)

(13) Lease Financing

(4) Funding by Others

(9) NYS EDA Grant

(14) NYSDOS

(5) CDBG

(10) In Kind

(15) CCWD

The Capital Improvement Program is a long range planning and budgeting tool used only for projects with costs greater than \$50,000. However projects may be phased over multiple years and the cost in an individual year might be less than \$50,000. It is to be used as a guide to help the Town prioritize its capital projects and identify funding sources. It should not be considered a commitment to fund a specific project in a specific year. It should be noted that anywhere there is a "design" cost it includes staff time.

PROJECT NAME	TOWN DEPT.	MULTI - YEAR PROJECT	YEAR TO DATE PROJECT	TOWNWIDE DEBT	CCWD DEBT	FUNDING SOURCES				
		EXPENSE	ESTIMATE			SPECIAL DISTRICT	OPERATING BUDGET	HIGHWAY DEBT	OTHER	
2022 CIP										
VEHICLES:										
Town wide Vehicle Replacement Program	DES		\$750,000				\$250,000		\$500,000	(13)
RECREATION										
Cortlandt Waterfront Park Improvements*	DOTS/PLN	\$1,200,000	\$1,080,000				\$540,000		\$540,000	(8)
Quarry Park Development (Site, Access Drive, Fields) Const.	DOTS/REC	\$6,400,000	\$3,456,000				\$896,000		\$2,560,000	(4)
HIGHWAY										
Paving (Annual Program)	DES/HWY		\$1,200,000				\$900,000		\$300,000	(1)
Cortlandt Blvd Design*	DOTS/ENG	\$2,690,000	\$200,000				\$200,000			
Gallows Hill Road Re-Construction	DES/HWY	\$1,200,000	\$600,000				\$600,000			
DRAINAGE										
Various Projects	DES/HWY		\$300,000				\$300,000			
WATER										
Mohegan Colony 4" Water Main Replacement*	DES/HWY		\$500,000			\$500,000				(15)
Town Wide Transite Pipe Replacement (Ongoing)*	DOTS/WAT		\$500,000			\$500,000				
SEWER										
Town Wide Sewer System Maintenance	DES/DOTS		\$325,000			\$325,000				
Cortlandt Blvd East Expansion Area Design*	DES/DOTS	\$3,500,000	\$1,575,000			\$1,575,000				
MOD Sewer Design/Tammarack/Buttonwood*	DES/DOTS	\$4,600,000	\$1,450,000			\$1,450,000				(6)
Montrose Business Association Sewer Const. (25% Match)*	DOTS/ENG	\$3,400,000	\$1,530,000			\$1,147,500			\$382,500	(3) (11)
Amnsville Sewer Design- WSD*	DES/DOTS	\$3,300,000	\$300,000						\$300,000	(6)
BRIDGES										
Pump House Road over Peekskill Hollowbrook BIN 3348430	WC	\$3,970,000	\$3,150,000							(4)
Peekskill Hollow Road Bridge PIN 8757.48*	NYS DOT/WC	\$19,000,000	\$9,500,000						\$9,500,000	(2), (4)
Battery Place Bridge, Craft Lane Bridge Demolition	DES/HWY		\$1,200,000	\$800,000					\$400,000	(11)
Bleakley House Demolition	DES/HWY		\$100,000				\$100,000			
PLANNING										
Climate Smart Community Certifications*	DOTS/PLN		\$50,000				\$50,000			
BUILDINGS										
Town Community Solar Project on Town-owned land	BLDGS		\$50,000				\$50,000			
Paramedic Building Construction*	BLDGS	\$4,800,000	\$4,550,000			\$4,300,000			\$250,000	(12)
Town Hall HVAC Construction*	BLDGS	\$850,000	\$367,500	\$367,500						
HR Discovery Center at CWP Design*	DOTS/PLN	\$14,000,000	\$1,400,000						\$1,400,000	(8)
TOTAL 2022			\$34,133,500	\$1,167,500	\$0	\$9,797,500	\$3,886,000	\$0	\$16,132,500	

* Continued in next year

(1) NYSDOT - 100% CHIPS

(6) Private Developer

(11) NYSDEC grant

(2) NYSDOT - 80%/20%

(7) East of Hudson Funds

(12) Legislative Grants

(3) NYSEFC

(8) Consolidated Funding (CFA)

(13) Lease Financing

(4) Funding by Others

(9) NYS EDA Grant

(14) NYSDOS

(5) CDBG

(10) In Kind

(15) CCWD

The Capital Improvement Program is a long range planning and budgeting tool used only for projects with costs greater than \$50,000. However projects maybe phased over multiple years and the cost in an individual year might be less than \$50,000. It is to be used as a guide to help the Town prioritize its capital projects and identify funding sources. It should not be considered a commitment to fund a specific project in a specific year. It should be noted that anywhere there is a "design" cost it includes staff time.

2023

November 6, 2020

2023

PROJECT NAME	TOWN DEPT.	MULTI - YEAR (YEAR TO DATE)		FUNDING SOURCES					
		PROJECT EXPENSE	PROJECT ESTIMATE	TOWNWIDE DEBT	CCWD DEBT	SPECIAL DISTRICT	OPERATING BUDGET	HIGHWAY DEBT	OTHER
2023 CIP									
VEHICLES:									
Town wide Vehicle Replacement Program	DES		\$750,000				\$250,000		\$500,000 (13)
RECREATION									
Lake Meahagh Water Quality* (Every 3 years)	DOTS/REC		\$50,000				\$50,000		
Quarry Park Development (Site, Access Drive, Fields) Const.	DOTS/REC	\$6,400,000	\$2,034,000				\$1,017,000		\$1,017,000 (4)
HIGHWAY									
Paving (Annual Program)	DES/HWY		\$1,200,000				\$900,000		\$300,000 (1)
Roundabout Enhancement	DES/HWY		\$750,000				\$750,000		
6th Street Sidewalks from Broadway to the River Construction	DES/ENG		\$1,200,000				\$280,000		\$920,000 (5)
Gallows Hill Road Re-Construction	DOTS/ENG	\$1,200,000	\$600,000					\$600,000	
DRAINAGE									
Various Projects	DES/HWY		\$300,000				\$300,000		
WATER									
Mohegan Colony 4" Water Main Replacement*	DES/HWY		\$500,000			\$500,000			
Town Wide Transite Pipe Replacement (Ongoing)*	DOTS/WAT		\$500,000			\$500,000			
SEWER									
Town Wide Sewer System Maintenance	DES/DOTS		\$325,000			\$325,000			
Cortlandt Blvd East Expansion Area Design	DES/DOTS	\$3,500,000	\$1,575,000			\$1,575,000			
Montrose Business Association Sewer Const. (25%)	DOTS/ENG	\$3,400,000	\$1,530,000			\$1,147,500		\$382,500	(3) (11)
MOD Sewer Design/Tammarack/Buttwood	DES/DOTS	\$4,600,000	\$1,450,000			\$1,450,000			(6)
Annsville Sewer Design- WSD*	DES/DOTS	\$3,300,000	\$1,500,000			\$1,200,000		\$300,000	(6)
Verplanck Quarry on Hudson (Sanitary Package Plant)	DOTS	\$3,500,000	\$1,575,000					\$1,575,000	(6)(8)(11)(12)
PLANNING									
Climate Smart Community Certifications*	DOTS/PLN		\$50,000				\$50,000		
BUILDINGS									
HR Discovery Center at CWP Construction over 2 years*	DOTS/PLN	\$14,000,000	\$7,000,000						\$7,000,000 (12)
TOTAL 2023		\$39,900,000	\$22,889,000	\$0	\$0	\$6,697,500	\$3,597,000	\$600,000	\$11,994,500

* Continued in next year

(1) NYS DOT - 100% CHIPS

(2) NYS DOT - 80%/20%

(3) NYSEFC

(4) Funding by Others

(5) CDBG

(6) Private Developer

(7) East of Hudson Funds

(8) Consolidated Funding (CFA)

(9) NYS EDA Grant

(10) In Kind

(11) NYSDEC grant

(12) Legislative Grants

(13) Lease Financing

(14) NYS DOS

(15) CCWD

The Capital Improvement Program is a long range planning and budgeting tool used only for projects with costs greater than \$50,000. However projects maybe phased over multiple years and the cost in an individual year might be less than \$50,000. It is to be used as a guide to help the Town prioritize its capital projects and identify funding sources. It should not be considered a commitment to fund a specific project in a specific year. It should be noted that anywhere there is a "design" cost it includes staff time.

2023

2024

November 6, 2020

2024

PROJECT NAME	TOWN DEPT.	MULTI - YEAR	YEAR TO DATE	TOWNWIDE DEBT	CCWD DEBT	FUNDING SOURCES				
		PROJECT EXPENSE	PROJECT ESTIMATE			SPECIAL DISTRICT	OPERATING BUDGET	HIGHWAY DEBT	OTHER	
2024 CIP										
VEHICLES:										
Town wide Vehicle Replacement Program	DES		\$750,000				\$250,000			\$500,000 (13)
RECREATION										
Verplanck Fields Construction (2 of 2)	DES/REC		\$750,000	750,000						
HIGHWAY										
Paving (Annual Program)	DES/HWY		\$1,200,000				\$900,000			\$300,000 (1)
Broadway 8th to 16th Street Construction	DES/HWY		\$1,200,000				\$240,000			\$960,000 (12)
DRAINAGE										
Various Projects	DES/HWY		\$300,000				\$300,000			
WATER										
Town Wide Transite Pipe Replacement (Ongoing)*	DOTS/WAT		\$500,000				\$500,000			
SEWER										
Cortlandt Blvd East Expansion Area Design	DES/DOTS	\$3,500,000	\$1,575,000				\$1,575,000			
MOD Sewer Design/Tammarack/Buttonwood	DES/DOTS	\$4,600,000	\$1,450,000				\$1,450,000			(6)
Annsville Sewer Design- WSD*	DES/DOTS	\$3,300,000	\$1,500,000				\$1,200,000			\$300,000 (6)
Verplanck Quarry on Hudson (Sanitary Package Plant)	DOTS	\$3,500,000	\$1,575,000							\$1,575,000 (6)(8)(11)(12)
PLANNING										
Climate Smart Community Certifications*	DOTS/PLN		\$50,000				\$50,000			
BUILDINGS										
Rehab of Waterfront hanger #2 @ CWP	DOTS/PLN		\$50,000				\$50,000			
HR Discovery Center at CWP Construction 2nd year	DOTS/PLN	\$14,000,000	\$7,000,000							\$7,000,000 (12)
TOTAL 2024		\$28,900,000	\$17,900,000	\$750,000	\$0	\$4,725,000	\$1,790,000	\$0	\$10,635,000	

* Continued in next year

- (1) NYSDOT - 100% CHIPS
- (2) NYSDOT - 80%/20%
- (3) NYSEFC
- (4) Funding by Others
- (5) CDBG
- (6) Private Developer
- (7) East of Hudson Funds
- (8) Consolidated Funding (CFA)
- (9) NYS EDA Grant
- (10) In Kind
- (11) NYSDEC grant
- (12) Legislative Grants
- (13) Lease Financing
- (14) NYSDOS
- (15) CCWD

The Capital Improvement Program is a long range planning and budgeting tool used only for projects with costs greater than \$50,000. However projects maybe phased over multiple years and the cost in an individual year might be less than \$50,000. It is to be used as a guide to help the Town prioritize its capital projects and identify funding sources. It should not be considered a commitment to fund a specific project in a specific year. It should be noted that anywhere there is a "design" cost it includes staff time.

2024

DRAFT**RESOLUTION NO. _____****SALARY RESOLUTION - 2021**

(based on 53 weeks)

RESOLVED, that under the provisions of Section 27 of the Town Law, the Town Officials, officers, and employees of the Town of Cortlandt, whose names are hereinafter set forth, shall receive a salary for their respective offices or positions, effective January 1, 2021.

NOTE: Teamsters/AFSCME in accordance w/2021 Collective Bargaining Agreement.

<u>NAME</u>	<u>CIVIL SERVICE TITLE</u>	<u>HRS</u>	<u>GRADE/STEP</u>	<u>HOURLY RATE</u>	<u>2021 SALARY</u>
<u>AGING</u>					
Ferguson, Rebecca	Recreation Supervisor	40	9T/6	40.4580	85,771
Grexa, Karen	Intermediate Clerk	35	2020+2.5%	26.0717	48,363
Mahoney, Dawn	Director, Office of Aging	40	10T/6	43.3251	91,849
<u>YOUTH</u>					
Luposello, Lindsey	Senior Youth Aide	40	9T/2	32.9495	69,853
Sclafani, Katherine	Youth Advocate	40	10T/6	43.3251	91,849
<u>ASSESSOR'S OFFICE</u>					
Bizzoco, Daniel	PT/Assessment Aide	17	3WC/4	28.6917	
Mancuso, Rita	Real Prop. Appraiser	35	8WC/5	40.5893	75,293
Waitkins, Thomas	Assessor	40		66.1208	140,176
Weisner, Cydrieka	Assessment Clerk	35	6WC/1	29.2173	54,198
<u>CLERK</u>					
Cothren, Christine	Deputy Town Clerk	40	10T/6	43.3251	91,849
	Dep-Reg. of Vital Stat.		Quarterly	864.84	3,459
	Election Coordinator		Apr/June/Nov	621.15	
Shatzkin, Laroue	Town Clerk	40	Elected	52.6675	101,097
	Registrar of Vital Stat.				10,558
	Election Coordinator		Apr/June/Nov	621.15	
Solazzo, Lisa	Senior Clerk	35	5WC/2	29.1359	54,047
	Sub-Reg. of Vital Stat.		Quarterly	791.75	3,167
	Election Coordinator		Apr/June/Nov	621.15	
Toback, Tina	Sr. Office Asst., AS	35	6WC/5	35.8696	66,538
	Sub-Reg. of Vital Stat.		Quarterly	807.75	3,231
	Election Coordinator		Apr/June/Nov	621.15	
<u>COMPROLLER</u>					
D'Agostino, Donna	Staff Asst./Fin. & Admin.	40	11T/5	43.7515	92,753
Fox, Lynn	Payroll Clerk	35	8WC/3	36.6350	67,958
Njarakunnel, George	Accountant	40	11T/6	46.3991	98,366
Robcke, Patricia	Comptroller	40		79.4486	168,431
Sabogal, Martha	Senior Account Clerk	35	6WC/5	35.8696	66,538

CODE ENFORCEMENT

Carey, Holly	PT/Animal Warden/PEO		2020+2.5%	28.4504	
Catalano, Rose	PT/Parking Enf. Officer		2020+2.5%	28.4504	
Grexa, Edward	PT/Parking Enf. Officer		2020+2.5%	28.4504	
Haight, Holly	Senior Fire Inspector	40	11T/6	46.3991	98,366
Hoch, Kenneth	Asst. Director, DOTs	40		49.7043	105,373
Rogers, Martin	Director, Code Enforce.	40	14T/6	63.4978	134,615
Schembari, John	Asst. Building Inspect.	40	10WC/5	50.6335	107,343
Wyskida, Lisa	Senior Account Clerk	35	6WC/5	35.8696	66,538

DEPARTMENT OF ENVIRONMENTAL SERVICES

Cioffoletti, Teresa	Senior Off. Asst., AS	35	6WC/5	35.8696	66,538
Edwards, Christina	Dep. Dir., DES/Admin	40	10T/6	43.3251	91,849
Ferreira, Stephen	Director, DES	40		80.2113	170,048
Laughlin, Alice	Office Assistant/AS	35	4WC/5	31.1488	57,781
Van Zandt, Brent	Deputy Director, DES	40		76.6575	162,514

ENGINEERING

Brosnan, Catherine	Assistant Civil Engineer	40	10.1WC/5	54.1288	114,753
D'Angelo, Jr., Arthur	Deputy Director, DOTs	40	14T/6	65.9151	134,615
" "	Road Paving Coord.				5,125
Preziosi, Michael	Director, DOTs	40		83.9656	178,007
Walsh, Lisa	Sr. Off. Asst./Off. Mgr.	35	7WC/4	35.8707	66,540

JUSTICE

Judges (2)	Judge	35	Elected	26.7353	49,594
George, Ana	Court Clerk II	40	6T/5	33.8879	71,842
Narsingh, Farina	Assistant Court Clerk	35	5WC/5	33.9833	63,039
Pereira, Maria	Assistant Court Clerk	35	5WC/5	33.9833	63,039
Stewart, Audrey	Court Clerk	40	10T/6	43.3251	91,849

LAW DEPT

Cunningham, Michael	Deputy Town Attorney	40		60.5607	123,110
" "	Claims Administrator				5,279
Paul, Debbie	Senior Off. Asst., A/S	40		38.0435	78,013
" "	Claims Processing				2,639
Wood, Thomas	Town Attorney	24	17A/5 3/5	120.2736	152,988

NUTRITION

Alvarez, Albert	PT/Food Service Helper	2020+2.5%	15.84 /hr
Casey, Thomas	PT/Sub Driver	2020+2.5%	17.03 /hr
Costin, Michelle	PT/Food Service	2020+2.5%	15.84 /hr
Demetriou, Kathleen	PT/Food Service	2020+2.5%	17.24 /hr
DiMattia, Pasquale	PT/Sub Nutrition Driver	2020+2.5%	21.88 /hr
McCarthy, Robert	PT/Sub Nutrition Driver	2020+2.5%	16.15 /hr
Pergola, Carol	PT/Nutrition Driver	2020+2.5%	23.07 /hr
Ruback, Theodore	PT/Sub Driver	2020+2.5%	16.48 /hr
Salvatori, Emilio	PT/Sub Driver	2020+2.5%	16.15 /hr
Schecter, Wayne	PT/Messenger	2020+2.5%	15.84 /hr
Shields, Joann	PT/Food Svce. Helper		18.21 /hr
Urban, Richard	PT/Nutrition Driver	2020+2.5%	21.88 /hr
Zwick, Stacey	PT/Food Svce. Helper	2020+\$2+2.5%	18.20 /hr

PLANNING

Boyle-Lasher, Rose	Asst. Director, DOTS	40	54.2986	115,113
Cesarini, Marykim	PT/Int. Typist	28 5WC/5	33.9833	50,431
Kehoe, Christopher	Deputy Director, DOTS	40 16T/4	71.1517	136,712
" "	Planning Board Meetings			4,686
" "	Local Waterfront Rev. Proj.			5,136
" "	ZBA Advisor			4,307
Robbins, Michelle	Senior Assistant Planner (16 hrs/reimbursed - Town of East Fishkill)	40 12T	65.8981	139,704
Subin, Joshua	PT/Asst. Town Atty	16	44.4458	37,690
Planning Board Chairma	Appointed	Quarterly	1744.75	6,979
Planning Board Member:	Appointed	Quarterly	1310.75	5,243
Alternate (1)	Appointed			

PURCHASING

Conklin, Carol	Messenger	40 1WC/5	27.3755	58,036
Doyle, David	Cent. Supplies Coord.	40 8WC/5	40.5897	86,050
Eversley, Keith	Purchasing Clerk	35 6WC/4	34.0755	63,210
Logerfo, Matthew	Technical Support Spec.	40 9T/6	42.4896	85,771
" "	Network Coordinator			4,307
McMillan, Peter	Director, Purch./Sys. Tech.	40 14T/6	65.2830	134,615
" "	Technical Director			3,785
Zawacki, Ellen	Senior Acct Clerk/Typist	35 6WC/5	35.8696	66,538

DEPARTMENT OF RECREATION & CONSERVATION

Anderson, Colleen	Senior Youth Aide	40 9T/6	42.3920	85,771
" "	Cert. Preventive Prof. & Coalition Coord.			4,100
Bucci, Jamie	Senior Recreation Leader	40 6T/3	30.5858	64,842
Fisher, Timothy	Recreation Supervisor	40 9T/6	40.4580	85,771
Giovinco, Emma	Senior Office Asst, AS	35 6WC/5	35.8696	66,538
LaFave, Janice	Interm. Account Clerk	35 5WC/5	36.6787	63,039
	Administrative Detail			5,000
Palmiotto, John	Dir., Dept. Rec. & Con.	40	67.8420	143,825
Popkin, Lesley	Recreation Supervisor II	40 11T/6	46.3991	98,366
Sherman, Kenneth	Asst. Superintendent, Rec.	40 11T/6	47.5316	100,767

RECEIVER OF TAXES

Breining, Mary	Receiver of Taxes	40	Elected	66.0377	140,000
Colbran, Inga	Senior Acct. Clerk	35	6WC/5	35.8696	66,538
Cruz, Herman	Dep. Tax Rec./Sr. Acct. Clk.	35	6WC/5	35.8696	66,538

SUPERVISOR

Carroll, Diane	Senior Clerk	35	2020+2.5%	36.3425	67,415
Keating, Laura Lee	PT/Toll House Admin.		2020+2.5%	19.95	-
Peterson, Judi	Conf. Sect. to Supervisor	35	2020+2.5%	41.8426	73,148
	Special Events Coord.				4,470
Puglisi, Linda	Supervisor	40	Elected	84.6830	179,528
Sinchi, Elvia	Intermediate Clerk	35	4WC/2	26.7089	49,545
Vahey, Claudia	Human Resources/Admin.	40		57.6873	122,297
	Drug Free/EAP Coord.		Quarterly	1503.25	6,013

TOWN BOARD

Councilman (4)	Councilman	35	Elected	14.7978	27,450.00
Becker, Richard	Deputy Supervisor		Quarterly	640.75	2,563.00
	Liaison, Pers. Matters		Quarterly	384.50	1,538.00
Farrell, Frank	Liaison, LWRP & GIS		Quarterly	640.75	2,563.00

ZONING

Zoning Board Chairman	Appointed		Quarterly	1,254.25	5,017
Zoning Board Members (1)	Appointed		Quarterly	976.00	3,904

FLOATERS

- Marianna Sherman			2020+2.5%		<u>2021</u> 18.59
- Brian Mehra			2020+2.5%		18.59
- Grace Esposito			2020+2.5%		18.03
- Sharon Irving			2020+2.5%		17.76
- Jane Vulfs			2020+2.5%		39.50

BLUE COLLAR EMPLOYEES**2021**

Kelly, James	Water/Swr Maint Fore.	15BC/7	47.04
McIntyre, Brian	General Foreman	14BC/7	45.76
Gilbert, John	General Foreman	14BC/7	45.76
Pritchard, Chris	General Foreman	14BC/7	45.76
Ward, Ivan	Lead Maint. Mechanic	14BC/7	45.76
Scanlon, Patrick	Working Foreman	12BC/5	41.61
Clausen, Steven	Tree Trimmer	11ABC/6	42.37
Feenstra, Robert	Asst. General Foreman	11ABC/6	42.37
Pardee, Fred	Asst. General Foreman	11ABC/6	42.37
Curry, Joseph	Asst. General Foreman	11ABC/6	42.37
Auto Mechanics	All Departments	11BC/5	40.68
Rec. Maint Repairman		9BC/5	39.88
Water Maint Man		9BC/5	39.88
Custodian/Bus Driver		9BC/5	39.88
Heavy MEO		10BC/5	39.88
Motor Equip Operator		8BC/5	38.93
Animal Control Officer		6BC/5	37.41
DES Worker/ESW/Laborer		5BC/6	36.77
Meter Readers		4BC/5	30.70
Chauffeur's Helper (summer WC)		2BC/5	21.16
Laborer's Helper		1BC/5	18.97

NORWEST**2021**

Greenfield, Wendy	Program Coordinator	40	2020+2.5%	38.2250	81,037
Morabito, Chris	Director	40	2020+2.5%	46.5825	98,755
Pinto, Sheree	Rec. Therapist	35	2020+2.5%	30.1251	55,882

NOTE: Effective January 1, 2021 - All minimum wage employees will receive \$14.00/hour in accordance with New York State law.

RESOLVED, as follows:

1. Salaries by titles are based on employees having reached the top step of the appropriate salary schedules.
2. In addition to the above listed salaries, all union employees who are entitled to longevity will receive payments in accordance with the Union Contract as approved by the Town Board.
3. That all elected officials of the Town shall receive the same benefits as the Town Attorney, Town Comptroller, Director of Technical Services, and Director of Environmental Services with the exception of sick, vacation, and personal time.

DRAFT

RESOLUTION

NO.

**(ADOPTING A SUPPLEMENTAL EMERGENCY PLAN IN CONFORMANCE WITH
NEW YORK STATE LEGISLATION)**

WHEREAS, on Labor Day, September 7, 2020, Governor Cuomo signed legislation (S8617B/A10832) (the “Legislation”) requiring that all public employers develop plans to protect workers in cases of public health emergencies for communicable diseases; and

WHEREAS, due to the strong leadership and foresight of the Town Supervisor, Town Board, and Staff, the Town already had a Continuity of Operations Planning (“COOP”) Report in place; and

WHEREAS, the COOP Report was finalized in 2009, and an update was completed in 2020; and

WHEREAS, The COOP Report provides a plan for emergency operations should access to physical facilities, hardware, software, and key personnel be lost; and

WHEREAS, during the COVID-19 Pandemic, the Town Supervisor and Town Board followed the Governor’s directives and reduced staff in Town Hall; and

WHEREAS, the Town Supervisor convened a Recovery Committee, and the Town Board approved a Re-Entry Plan in June 2020 before fully re-entering Town Hall and opening it to the public; and

WHEREAS, this proposed Emergency Plan supplements the existing COOP Report and Re-Entry Plan; and

WHEREAS, the Legislation requires that the Emergency Plan be transmitted to the labor unions of which Town employees are members, and a final version be approved by the Town Board by April 1, 2021;

NOW THEREFORE BE IT RESOLVED, that the Town Board adopts the Supplemental Emergency Plan dated December 15, 2020.

BE IT FURTHER RESOLVED that staff is authorized to distribute the Supplemental Emergency Plan to the representatives of the AFSCME and Teamsters Unions.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN
TOWN CLERK**

**Adopted December 15, 2020
At a Regular Meeting
Held via Zoom**

**TOWN OF CORTLANDT EMERGENCY PLAN FOR
COMMUNICABLE DISEASES**

DATE: DECEMBER 15, 2020

DRAFT

I. INTRODUCTION

Through smart planning and a cooperative approach, the Town of Cortlandt has been successfully navigating the evolving Coronavirus (COVID-19) landscape. The Supervisor and Town Board acted decisively once reports became clear about the severity of COVID-19, which began with the Town Supervisor declaring a State of Emergency on March 13, 2020. The Town Board and Management then required all employees to work remotely whose job functions permitted and had the technological capabilities to do so.

The Department of Environmental Services (“DES”) includes essential functions such as sanitation, highway, and water. The Town successfully implemented a staggered employee shift and sanitation schedule, which allowed the Town to complete all of its essential functions on a reduced schedule.

On Labor Day, September 7, 2020, Governor Cuomo signed legislation (S8617B/A10832) requiring that all public employers develop plans to protect workers in cases of public health emergencies for communicable diseases. The Town already has a comprehensive Re-Entry Plan for the Coronavirus and an existing Continuity of Operations Planning (“COOP”) Report, which were successfully implemented during the COVID-19 pandemic. This Emergency Plan shall serve as an addendum to the COOP Report.

II. ESSENTIAL EMPLOYEES

Each Department Head and other designee(s) of that Department shall be deemed essential employees. In addition, all Deputy Directors of DES are deemed essential employees. These employees are necessary to ensure employees are properly organized and completing necessary tasks. There are other, non-managerial employees working in DES who complete essential services such as sanitation removal, waterline repairs, and highway maintenance. The exact number of essential employees will depend upon the severity of a health emergency.

In consultation with the Town Board, Town Attorney’s Office, Personnel Manager, and Director of DES, the Town Supervisor shall determine the final list of essential employees for each public health emergency.

III. PROTOCOLS FOR REMOTE WORK AND STAGGERING SHIFTS

As more fully discussed in the COOP Report, the Town has provisions in place for remote work. The majority of employees in Town Hall worked remotely during the months of March, April, May, and part of June of 2020 during the period when New York had the highest number of COVID-19 infections.

The Supervisor and Town Board understand that there are certain employees in solely clerical positions or who need to be physically present at a location to complete their work, so Management was directed to implement procedures to stagger employees to ensure coverage for their offices. The shift staggering was successful, and the employees were adequately protected. Each Department Head will be responsible for appropriately staggering shifts in the future after directives from the Town Supervisor in consultation with the Town Board to do so.

The Town Supervisor and Town Board remain acutely aware of the infection rates of the Coronavirus and are ready to adjust the number of employees working remotely and to implement shift staggering quickly based on science and guidance from State and County regulatory authorities. This principle shall be applied to all future public health crises.

IV. HEALTH AND PPE PROTOCOLS

Prior to the Re-Entry into Town Hall by all employees in June of 2020, the Town Board passed a Re-Entry Plan drafted by a Recovery Committee consisting of the Town Supervisor and employees from DES, the Department of Technical Services, Purchasing, Legal, and Human Resources. A large part of the Re-Entry Plan included safety and health protocols, which are summarized below:

- Plexiglass, split doors, and other partitions were installed in offices
- The Purchasing Department stockpiled PPE, including masks and gloves, as well as other cleaning supplies
- Mail drop-boxes were permanently installed outside of Town Hall for Town items and Court documents
- Purell distribution stands were increased throughout Town Hall
- Temperatures of the employees and the public are taken each day, and all employees and visitors to Town Hall must complete a COVID-19 Questionnaire
- Restrooms, door handles, and other surfaces are cleaned multiple times each day
- Masks are required to be worn when:
 - Employees are unable to socially distance from each other in conformance with OSHA's protocols;
 - In all common areas including, but not limited to, hallways and lavatories;
 - When in another Department's office; and
 - When in line for the time clock
- Each entrant into any Town building must complete a health questionnaire
- Limited public access to Town Hall is by appointment only
- There are designated staff restrooms

In addition, employees from DES would fully sanitize any area known to have somebody positive for a communicable disease. All DES employees would have appropriate protection and cleaning supplies in conformance with all Department of Health requirements. Any employees in close contact with the positive employee would be required to quarantine per the Department of Health's directives.

V. PAYROLL PROTOCOLS

The payroll clerk has full remote working capabilities, and there were no delays in anybody being paid their normal wages during the Coronavirus Pandemic. In addition, all employees have the capability to have their paychecks directly deposited into their accounts, which eliminates the need for employees to physically receive anything in order to be paid. The Town has also created electronic methods to submit payroll records for qualifying departments. Thus, the Town foresees no payroll issues moving forward.

VI. PROTOCOL FOR WHEN AN EMPLOYEE IS POTENTIALLY EXPOSED TO A DISEASE

The Town of Cortlandt has applied to various employee situations what it has referred to as "COVID Time": 14 calendar days of paid leave, which does not reduce an employee's personal, vacation, or sick accruals. This has applied when any employee is awaiting test results or has tested positive for the Coronavirus. The majority of quarantines have fallen under COVID Time, with the exception of somebody who knowingly travelled to another state that is on the mandatory quarantine list issued by the Governor. COVID Time has been provided based on mandates from the State and Federal governments. In the future, for other communicable diseases, the Town will consider a similar policy based on State and Federal guidelines.

VII. EMERGENCY HOUSING

With any infectious disease, the Town understands that social distancing measures are paramount to stopping its spread. Thus, the Town encourages employees to remain domiciled in their current homes. It will maintain flexibility about emergency housing for future pandemics after consulting with the Westchester County Department of Health.

VIII. HEALTH DEPARTMENT PROTOCOLS

For any public health crisis, the Town will remain in frequent communication with the Department of Health and agrees to participate in any contact tracing programs supervised by the Department of Health.

DRAFT

Received Date

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

Employer Location Code

3 0 0 5 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Town of Cortland / 30051 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Linda Puglisi	0731	R11537546	Supervisor	01/01/2020-12/31/2021	7.5	26.58	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Frank Farrell	3062	R10879752	Boardmember	01/01/2020-12/31/2023	7.5	8.13	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Richard Becker	1930	R13031007	Boardmember/Dep. Supervisor	01/01/2020-12/31/2023	7.5	7.91	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Laroue Rose Shatzkin, secretary/clerk of the governing board of the Town of Cortlandt, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

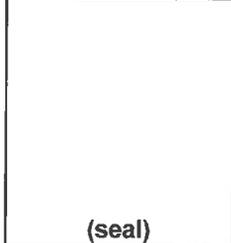
do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 15th day of December, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Cortlandt on this 16th day of December, 2020,
(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Laroue Rose Shatzkin being duly sworn, deposes and says that the posting of the Resolution began on 12/16/2020 and continued for at least 30 days. That the Resolution was available to the public on the:
(Name of Secretary or Clerk) (Date)

- Employer's website at: www.townofcortlandt.com
- Official sign board at: 1 Heady Street, Cortlandt Manor, NY 10567
- Main entrance Secretary or Clerk's office at: 1 Heady Street, Cortlandt Manor, NY 10567



DRAFT

Received Date

**Standard Work Day and Reporting
 Resolution for Elected and
 Appointed Officials Continuation Form**

RS 2417-B

(Rev.04/20)

Please type or print clearly
 in blue or black ink

Employer Location Code

3 0 0 5 1

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Maritza Fugaro-Norton	4753	R11979401	Town Justice	01/01/2020-12/31/2023	6	7.78	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>



DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE AN AGREEMENT WITH MIDWEST EMPLOYERS CASUALTY COMPANY AS INSURANCE AGENT FOR EXCESS LIABILITY ON WORKERS' COMPENSATION CLAIMS)

RESOLVED, that the Town of Cortlandt Town Board does hereby authorize an Agreement with Midwest Employers Casualty Company as its Insurance Agent for excess Liability on Workers' Compensation claims for 2021 at a total contract price to the Town of \$87,579.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
Town Clerk**

**Adopted on December 15, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE A RENEWAL CONTRACT WITH TRIAD GROUP, LLC OF MILLWOOD, NEW YORK AS THE MANAGER OF THE TOWN OF CORTLANDT SELF-INSURED WORKERS' COMPENSATION FUND)

WHEREAS, the current Agreement with the Triad Group, LLC covering Workers' Compensation will expire on December 31, 2020; and

WHEREAS, the Triad Group, LLC is desirous of renewing said contract; and

WHEREAS, said renewal proposal has been reviewed by the Town Attorney and the Comptroller and they find the renewal proposal to be acceptable.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board does hereby authorize a (1) one year Agreement with Triad Group, LLC of 400 Jordan Road, Troy, New York (12180) as the Manager of the Town of Cortlandt Self-Insured Workers' Compensation Fund at a cost of **\$33,000.00 (THIRTY THREE THOUSAND DOLLARS and 00/100)** covering a one year period commencing on January 1, 2021; and

BE IT FURTHER RESOLVED, that the Supervisor be, and hereby is, authorized to execute said Agreement which has been reviewed by the Town Attorney.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
Town Clerk**

**Adopted on December 15, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: RE-APPOINT GEORGE KIMMERLING TO THE PLANNING BOARD)

WHEREAS, it is the desire of the Town Board at this time to re-appoint George Kimmerling as a member of the Planning Board for a term effective January 1, 2021 and ending December 31, 2027; and

NOW, THEREFORE, BE IT RESOLVED, that George Kimmerling be, and hereby is, re-appointed as a member of the Planning Board for a Term effective January 1, 2021 and ending December 31, 2027; and

BE IT FURTHER RESOLVED, that all said appointees shall be compensated at a salary as outlined in the annual salary resolution to be paid on the same payroll as other Town of Cortlandt Planning Board members; and the above appointed members shall serve along with the following previously appointed members whose terms are outlined below:

LORETTA TAYLOR (Chairwoman)

Ruth Road

Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2023

THOMAS BIANCHI (Vice Chairman)

2 Fairgreen Court

Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2026

PETER DALY

139 Red Mill Road

Cortlandt Manor, New York 10520

TERM EXPIRES 12/31/2021

ROBERT FOLEY

93 Lockwood Road

Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2022

JEFFREY ROTHFEDER

1426 Washington Street

Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2024

STEVEN KESSLER
1515 Lower Washington Street
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2025

VALERIE MYERS (Alternate)
3 John Cava Lane
Cortlandt Manor, New York, 10567

TERM EXPRIES 12/31/2021

APPOINTED ABOVE:

GEORGE KIMMERLING
6 Spruce Lane
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2027

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: REAPPOINT FRANK FRANCO AS A MEMBER OF THE ZONING BOARD OF APPEALS)

WHEREAS, it is the desire of the Town Board to reappoint Frank Franco as a member of the Zoning Board of Appeals;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Cortlandt does hereby appoint Frank Franco as a member of the Town Zoning Board of Appeals for a term effective January 1, 2021 and ending December 31, 2027; and

BE IT FURTHER RESOLVED, that said appointees are to be compensated at an annual salary as outlined in the annual salary resolution to be paid on the same payroll as other ZBA members; and the above appointed member shall serve along with the following previously appointed members whose terms are outlined below;

DAVID DOUGLAS (Chairman)

36 Wood Dale Avenue
Croton-on-Hudson, N.Y. 10520

TERM EXPIRES 12/31/2025

WAI MAN CHIN (Vice Chairman)

77 East Mt. Airy Road
Croton-on-Hudson, New York 10520

TERM EXPIRES 12/31/2025

EILEEN HENRY

1329 Albany Post Road
Croton-on-Hudson, New York 10520

TERM EXPIRES 12/31/2024

THOMAS WALSH

260 Buttonwood Ave
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2024

ADRIAN HUNTE

12 DiRubbo Drive
Cortlandt Manor, NY 10567

TERM EXPIRES 12/31/2023

CRISTIN JACOBY

5 Anita Court
Cortlandt Manor, NY 10567

TERM EXPIRES 12/31/2026

CHRISTOPHER BELOFF (Alternate)

178 Seward Street
Buchanan, NY 10511

TERM EXPIRES 12/31/2021

Appointed Above:

FRANK FRANCO

1059 Quaker Bridge Road E
Croton-on-Hudson, NY 10520

TERM EXPIRES 12/31/2027

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: RE-APPOINT JEFFREY BOUDIN AND MICHAEL FLEMING AS MEMBERS OF THE PRC ADVISORY BOARD)

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby re-appoint Jeffrey Boudin and Michael Fleming as members of the PRC Advisory Board for a three year term.

Members:

TINO MARTIN, 11 Arlington Court, Montrose	to 12/31/2022*	Vice Chairman
PETER RUVOLO, 29 Aberdeen Rd. Cort. Mnr	to 12/31/2022	
MICHAEL HUVANE, 18 Dimond Ave., Cortlandt	to 12/31/2021*	Chairman
PAUL J DIROMA, 1314 Washington St., Cort.Mnr.	to 12/31/2021	
PAMELA BUSH DENENBERG, 9 John Alexander Rd.	to 12/31/2022	
DANIELA DECCA, 93 Mt. Airy Rd. Croton	to 12/31/2022	
VACANT	to 12/31/2023	
JEFFREY BOUDIN, 5 Lafayette St., Verplanck	to 12/31/2020	
MICHAEL FLEMING, 24 Knollwood Rd, Cort. Mnr.	to 12/31/2023	
JENNIFER L CORRADO, 1 Amato Dr, Cort. Mnr.	to 12/31/2021	

Youth Members:

VACANT	6/30/2020 (student)

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 10, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NO.

**(AUTHORIZING THE SETTLEMENT OF A
TAX CERTIORARI MAD OWNERS LLC)**

WHEREAS, Mad Owners LLC filed a tax certiorari for the years 2015, 2016, 2017, 2018 and 2019; and

WHEREAS, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

WHEREAS, it is necessary to review and approve this reduction;

NOW, THEREFORE, BE IT RESOLVED, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

Tax Map No.: 56.19, Block 1, Lot 3

<u>Assess.</u>	<u>Assessed Valuation</u>		<u>Amount of</u>
<u>Year</u>	<u>Reduced From</u>	<u>Reduced To</u>	<u>Reduction</u>
2015	\$9,960	No Change	
2016	\$9,960	No Change	
2017	\$9,960	No Change	
2018	\$9,960	\$8,300	\$1,660
2019	\$9,960	\$7,600	\$2,360

BE IT FURTHER RESOLVED, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN, TOWN CLERK**

**Adopted December _____, 2020
At a Regular Meeting
Held Via Zoom**

DRAFT

RESOLUTION

NO.

**(AUTHORIZING THE SETTLEMENT OF A
TAX CERTIORARI WITH NY DEALERS)**

WHEREAS, NY Dealers filed a tax certiorari for the years 2015, 2016, 2017, 2018, 2019 and 2020; and

WHEREAS, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

WHEREAS, it is necessary to review and approve this reduction;

NOW, THEREFORE, BE IT RESOLVED, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

Tax Map No.: 43.15, Block 3, Lot 3

<u>Assess. Year</u>	<u>Assessed Valuation</u>		<u>Amount of Reduction</u>
	<u>Reduced From</u>	<u>Reduced To</u>	
2015	\$36,400	\$24,388	\$12,012
2016	\$36,400	\$24,024	\$12,376
2017	\$36,400	\$23,660	\$12,740
2018	\$36,400	\$23,660	\$12,740
2019	\$36,400	\$23,660	\$12,740
2020	\$36,400	\$23,660	\$12,740

BE IT FURTHER RESOLVED, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted December 15, 2020
At a Regular Meeting
Held Via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE A \$500. CONTRIBUTION TO EACH ESTABLISHED FOOD PANTRY IN THE TOWN OF CORTLANDT)

WHEREAS, the COVID-19 Pandemic has placed great strain and economic uncertainty among the most vulnerable residents of the Town of Cortlandt; and

WHEREAS, established Food Pantries in the Town will be directly providing aid and assistance to those residents experiencing hardship as a result of the Pandemic; and

WHEREAS, it is the desire of the Cortlandt Town Board to support these organizations to the benefit of the community at large;

NOW, THEREFORE, BE IT RESOLVED, that the Town will contribute \$500. To each established food pantry in the Town of Cortlandt.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROE ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
At a Special Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE DIRECTOR OF PURCHASING TO PROCEED WITH ORDERING KITCHEN APPLIANCES AND EQUIPMENT FOR THE CHARLES J. COOK POOL SNACK HOUSE)

WHEREAS, the Town of Cortlandt is proposing to construct a snack house at the Charles J. Cook Pool Complex, 293 Furnace Dock Road; and

WHEREAS, quotes from various vendors were obtained by the Purchasing Department for the kitchen appliances and equipment for the snack house; and

WHEREAS, the quotes did not exceed Thirty-Five Thousand Dollars (\$35,000.00) and multiple vendors are on State and Federal Contracts.

NOW THEREFORE BE IT RESOLVED, that Director of Purchasing is hereby authorized to order kitchen appliance and equipment for the Charles J. Cook Pool Snack Bar at a cost not to exceed Thirty-Five Thousand Dollars (\$35,000.00).

BE IT FURTHER RESOLVED, that the purchase is subject to the Town Board awarding Contract TE 2020.09 – Charles J. Cook Pool Snack House.

BE IT FURTHER RESOLVED, that the Comptroller is hereby authorized to amend the budget accordingly.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on Dec. 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE BUDGET MODIFICATION FOR CCWD 2020.01 – SHERWOOD ROAD WATER MAIN)

WHEREAS, during construction unforeseen field conditions resulted in additional work required to prepare a breached section of existing water main; and

WHEREAS, field conditions required adjustment to excavation resulting in the additional placement of binder asphalt pavement required for restoration; and

WHEREAS, the additional work was justified and inspected by the Department of Technical Services Engineering Staff and recommended by the Director of Technical Services.

NOW THEREFORE BE IT RESOLVED, that the budget be modified in the amount of Forty-Nine Thousand Forty-One Dollars and Thirty-Five Cents (\$49,041.35).

BE IT FURTHER RESOLVED, that the Comptroller is hereby authorized to amend the budget accordingly from the fund balance of the Cortlandt Consolidated Water District.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL AID AND STATE “MARCHISELLI” PROGRAM AID ELIGIBLE COSTS OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR NYSDOT PIN 8390.96 / TE CONTRACT 2020.03 – WESTBROOK DRIVE CORTLANDT TOWN CENTER INTERSECTION IMPROVEMENT)

WHEREAS, a Project for the Route 9A Sidewalks: Kings Ferry Road to Roundtree Lane in the Town of Cortlandt, Westchester County, PIN 8103.50 (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

WHEREAS, the Town of Cortlandt desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of construction and construction inspection work.

NOW THEREFORE BE IT RESOLVED, the Cortlandt Town Board, duly convened does hereby.

BE IT FURTHER RESOLVED, that the Cortlandt Town Board hereby approves the above-subject project.

BE IT FURTHER RESOLVED, that the Cortlandt Town Board hereby authorizes the Town of Cortlandt to pay in the first instance 100% of the federal and non-federal share of the cost of construction and construction inspection work for the Project or portions thereof.

BE IT FURTHER RESOLVED, that the sum of \$603,000 is hereby appropriated from the Highway Fund and made available to cover the cost of participation in the above phase of the Project.

BE IT FURTHER RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Cortlandt Town Board shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Supervisor thereof.

BE IT FURTHER RESOLVED, that the Supervisor of the Town of Cortlandt be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or applicable Marchiselli Aid on behalf of the Town of Cortlandt with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible.

BE IT FURTHER RESOLVED, that in addition to the Supervisor, the following municipal titles: Deputy Supervisor and Director, Department of Technical Services are also hereby authorized to execute any necessary Agreements or certifications on behalf of the Municipality/Sponsor, with NYSDOT in connection with the advancement or approval of the project identified in the State/Local Agreement.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

BE IT FURTHER RESOLVED this Resolution shall take effect immediately.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

R E S O L U T I O N

NUMBER _____

RE: (AUTHORIZE DOTS TO DESIGN AND BID A HALF BASKETBALL COURT TO BE LOCATED AT THE CHARLES J. COOK RECREATION COMPLEX, 293 FURNACE DOCK ROAD)

NOW THEREFORE BE IT RESOLVED, that the Department of Technical Services is hereby authorized to design and bid a half basketball court to be located at the Charles J. Cook Recreation Complex, 293 Furnace Dock Road.

BE IT FURTHER RESOLVED, that the Director of the Department of Technical Services is hereby authorized to approve obtain and authorize proposals for surveying services in an amount not to exceed Seven Thousand Five Hundred Dollars (\$7,500.00).

BE IT FURTHER RESOLVED, that the Comptroller is hereby authorized to amend the budget accordingly.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE ADDITION OF HDR INC., TO THE TOWN'S LIST OF APPROVED CONSULTANTS FOR TELECOMMUNICATION TOWER REVIEWS).

NOW THEREFORE BE IT RESOLVED, that HDR, Inc., with office located at 1 International Boulevard, 10th Floor, Suite 1000, Mahwah, NJ 07495-0027 be added to the Town's list of approved consultants to assist in the review of telecommunication towers at the discretion of the Director of the Department of Technical Services.

BE IT FURTHER RESOLVED, that the Director of the Department of Technical Services is hereby authorized to approve a proposal in an amount not to exceed Ten Thousand Dollars (\$10,000) to complete the revisions to Town Code Chapter 277 – Telecommunication Towers.

BE IT FURTHER RESOLVED, that the Comptroller is hereby authorized to amend the budget accordingly.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on Dec. 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE DOTS TO WORK COOPERATIVELY WITH NYSERDA, CONSOLIDATED EDISON AND BLINK CHARGING TO LOCATE ELECTRIC VEHICLE CHARGING STATIONS TOWN WIDE)

WHEREAS, the Town is a Certified Bronze level community in the New York State Climate Smart Certification Program, and

WHEREAS, the Town is required to continue to complete sustainable projects to maintain the Town's certification, and

WHEREAS, Department of Technical Services staff attended a webinar held by NYSERDA, Consolidated Edison, Sustainable Westchester and Blink Charging (NYSERDA Vendor) to discuss New York's EV Charging Program and to gather information regarding funding and other incentives to assist the Town in installing additional EV charging stations in various locations, and

WHEREAS, Department of Technical Services staff has investigated potential additional EV Charging stations including at the Cortlandt Town Center near the C.U.E. and the State Police Barracks and the Charles Cook Pool Complex, as well as other possible sites, and

WHEREAS, there is funding available through the NYSERDA Charge Ready Program and Consolidated Edison's Make Ready Program to potentially fully fund the installation of EV Charging Stations.

NOW THEREFORE BE IT RESOLVED, that the Department of Technical Services is hereby authorized to work seek grant funding and work cooperatively with NYSERDA, Consolidated Edison and Blink Charging to locate and install electric vehicle charging stations at various locations across Town.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN
TOWN CLERK**

**Adopted on Dec. 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**RE: (AUTHORIZE THE DIRECTOR OF DES TO COORDINATE THE AUCTION
AND DISPOSAL OF SURPLUS VEHICLES AND EQUIPMENT)**

WHEREAS, The Director of the Department of Environmental Services has determined that the following items are at the end of their useful life and recommends that they be listed for public auction:

<u>#</u>	<u>Year</u>	<u>Make</u>	<u>Description</u>
95	2002	INTERNATIONAL	PLOW TRUCK
34	1998	GMC	COMPR. TRUCK
30	2001	CHEVY	S-10 (SM. PICKUP)
305	2004	CHEVROLET	IMPALA
213	2000	INTERNATIONAL	SANITATION PACKER
214	2006	INTERNATIONAL	SANITATION PACKER
E8	2008	FORD EXPL. <i>LIGHT BAR</i> <i>DRILL PRESS</i> <i>DRILL PRESS</i>	SUV- ALS VEHICLE OLD EQUIP. OFF E8 WATER SHOP CENTRAL GARAGE
		<i>(2) BATTERY</i> <i>CHARGERS</i>	CENTRAL GARAGE

WHEREAS, an online auction will be held on Auctions International web site www.auctionsinternational.com for a period of two weeks to solicit competitive bids.

WHEREAS, the bid(s) WILL BE received and reviewed by the Director of Department of Environmental Services.

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is hereby authorized to execute the Bill(s) of Sale in accordance with the bid specifications and upon the recommendation of the appropriate Department Head.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZE PURCHASE FROM THE VILLAGE OF CROTON-ON-HUDSON
FOR (2) SIX WHEEL PLOW TRUCKS)**

WHEREAS, the Director of Department of Environmental Services evaluated (2) six wheel fully equipped plow trucks currently owned by the Village of Croton-on-Hudson; and,

WHEREAS, the vehicles have been replaced by new vehicles in the Croton-On-Hudson fleet, and can be used to supplement the Town of Cortlandt DES fleet; and,

WHEREAS, the vehicles shall be transferred at a cost not to exceed \$35,000 per vehicle;

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is authorized to execute any and all agreements associated with the transfer of the (2) above mentioned vehicles to the Town of Cortlandt; and,

BE IT FURTHER RESOLVED, that the Comptroller is authorized to amend the 2021 budget to appropriate funds for the project as necessary.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROU SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER_____

(AUTHORIZING THE LAW AND HUMAN RESOURCES DEPARTMENTS TO SHARE UP TO TWO PART-TIME REMOTE INTERNS FROM CORNELL UNIVERSITY)

WHEREAS, the Town Attorney's Office and the Human Resources Department work together to ensure that the Town is in compliance with applicable labor and employment laws and regulations; and

WHEREAS, this cooperation has only increased throughout the COVID-19 Pandemic; and

WHEREAS, the Deputy Town Attorney participated in a credit internship program while as an undergraduate at Cornell University in its School of Industrial and Labor Relations; and

WHEREAS, this internship program is now offering part-time remote work opportunities for selected students; and

WHEREAS, Cornell University has provided resumes and cover letters of students with impressive credentials who are interested in interning for the Town; and

WHEREAS, the Town of Cortlandt will be able to obtain up to two credit interns at no cost to the taxpayers, since the students would be receiving academic credit in exchange for experience in Labor and Employment Law and Human Resources;

NOW THEREFORE BE IT RESOLVED, that the Law and Human Resources Departments are authorized to obtain up to two part-time interns from Cornell University who will be working remotely for the Spring 2021 Semester.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted December 15, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE ADVERTISEMENT AND CIVIL SERVICE CANVASS FOR PART-TIME CLERICAL EMPLOYEE IN THE OFFICE OF THE TOWN CLERK)

RESOLVED, that the Director of Human Resources and the Town Clerk are hereby authorized to request the Civil Service list for the title of Office Assistant – Automated Systems (Part Time, 17 hours per week) and begin canvassing and interviews.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held Via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZING AN INTERMITTENT LEAVE OF ABSENCE FOR ONE
EMPLOYEE IN THE DEPARTMENT OF D.E.S)**

RESOLVED, that the following employee is hereby approved for an intermittent leave of absence under FLMA effective the following date:

Employee ID # - 822440 - Effective retroactive November 10, 2020 – November 10, 2021

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on December 15, 2020
at a Regular Meeting
Held Via Zoom**