

January 14, 2014

**Town Board Meeting**

A **Regular Meeting** of the Town Board of the Town of Cortlandt was conducted on January 14, 2014 in the Vincent F. Nyberg Meeting Room of the Cortlandt Town Hall located at One Heady Street, Cortlandt Manor, NY (10567) with the following elected official and appointed staff in attendance:

|                           |                      |
|---------------------------|----------------------|
| <b>LINDA D. PUGLISI</b>   | <b>Supervisor</b>    |
| <b>FRANCIS X. FARRELL</b> | <b>Councilmember</b> |
| <b>DEBRA COSTELLO</b>     | <b>Councilmember</b> |
| <b>RICHARD BECKER</b>     | <b>Councilmember</b> |
| <b>SETH FREACH</b>        | <b>Councilmember</b> |

**Also present:**

|                             |                                    |
|-----------------------------|------------------------------------|
| <b>JO-ANN DYCKMAN</b>       | <b>Town Clerk</b>                  |
| <b>EDWARD VERGANO</b>       | <b>DOTS, Director</b>              |
| <b>GLENN CESTARO</b>        | <b>Comptroller</b>                 |
| <b>CLAUDIA VAHEY</b>        | <b>Human Resources Coordinator</b> |
| <b>CHRISTINE B. COTHREN</b> | <b>Deputy Town Clerk</b>           |
| <b>ROSEMARY B. LASHER</b>   | <b>DOTS/Asst. to Director</b>      |
| <b>JEFFREY COLEMAN</b>      | <b>Director, DES</b>               |

**MEETING CALLED TO ORDER**

Supervisor Puglisi called the meeting to order at 7:00 p.m.

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**PLEDGE TO THE FLAG**

Supervisor Puglisi led all in attendance in a Pledge to the Flag.

**SUPERVISOR'S PROCLAMATIONS AND REPORTS**

**Supervisor Puglisi** wished everyone a very happy new year and welcomed the two new Town Board members, Seth Freach and Debra Costello to their first Town Board meeting.

The **Supervisor** stated that they are working on many important projects for the community and will inform the residents over time of what they are. There are a few on the agenda tonight.

It has been a very hard winter and the **Supervisor** thanked all the Town's crews who worked very hard in cold and difficult circumstances. She also thanked the residents for their patience and cooperation and asked them to remember not to park their vehicles on the Town roads.

**Supervisor Puglisi** spoke of the recent fire in one of the Town's buildings that housed the Croton-Cortlandt Center for the Arts. The Town leased this building to them for \$1 per year so the Town Board is actively looking for other venues for this organization.

Tonight will be closed in memory of two beloved people in the community, Patti Figa, the Deputy Town Assessor for 19 years and Russell Harrison, a WWII veteran also loved by

**SUPERVISOR’S REPORTS, (cont.)**

many, who was the Vice President of the Cortlandt Veteran’s committee and Chairman of the Village of Buchanan Veteran’s Committee. They will be missed.

**ROLL CALL**

On a roll call attendance taken by Town Clerk Dyckman all Town Board members indicated their presence.

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**TOWN BOARD REPORTS**

**Councilmember Farrell:** Welcomed his new colleagues on the Town Board, Councilmembers Costello and Freach, looking forward to working with them and hearing what they have to bring to the Town Board and Town residents.

**Councilmember Farrell** commented that in the Town of Cortlandt we are very fortunate to be served by several very dedicated volunteer Fire Departments. Several fought the fire but by the time it was noticed, the building was too far involved for it to be saved. They fought the fire as best they could in very difficult, extremely cold conditions, where the equipment actually got frozen in place. One officer remarked how helpful the Town DES workers were and couldn’t say enough on how they helped during fighting the fire and returning the equipment to the department. Many members of the Fire Department also work for the Town including Holly Haight and John Schembari, and Councilmember Farrell commented that he is very pleased that the Town has people like this working for us who do so much in helping to keep us safe.

Speaking on the death of Russell Harrison, one reason **Councilmember Farrell** enjoys attending the Veteran’s events are the people who are there and who you get to talk to. Mr. Harrison had a “twinkle in his eye” and always seemed to be on the verge of a smile or a laugh and was very proud of the work he was doing in teaching the younger people in the schools about the military and the veterans.

**Councilmember Freach:** Thanked everyone for the warm welcomes that have been extended and how accessible everyone has been in helping him onramp into this process.

Being his first meeting, there is nothing to report back as yet, but wanted to speak about the solar task force being put together. Councilmember Freach commented that anything that is done to lower the Town’s energy costs will have an environmental impact but also be a tax savings realized by the residents.

Another project is the concept of shared services which is a continuing process. Councilmember Freach stated he was very proud to be a part of that going forward and that the Town has been leading the way in that effort for so many years. He is looking forward to a very productive year in Cortlandt.

**TOWN BOARD REPORTS, (cont.)**

**Councilmember Becker:** Welcomed the two new Councilmembers to the Board as well and how excited he is to work with two new members who come with new ideas and new enthusiasms.

**Councilmember Costello:** Echoed Councilmember Freach’s comments thanking everyone for being so welcoming and helping them in this learning curve. Councilmember Costello stated she was looking forward to working with everyone and also all the hardworking men and women who work for the Town. She is also excited about working on the CUE and getting more kids involved in it.

**APPROVAL OF THE MINUTES**

Councilmember Costello moved that the minutes of the Regular Meeting of December 10, 2013 be approved as presented by Town Clerk Dyckman. Councilmember Becker seconded the motion.

All voted **AYE**

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**PUBLIC HEARINGS**

(A complete transcript of this Public Hearing is on file in the Office of the Town Clerk.)

The Town Clerk read the Notice of Hearing and presented its Affidavit of Publication from the official Town newspaper.

**1. Public Hearing to consider Agreements with respect to Fire Protection Services (Montrose Fire Department, Village of Croton, and Continental Village Fire Department)**

**Supervisor Puglisi** called the hearing to order at 7:15 p.m.

**Tom Wood** stated that this is very straight forward. There are certain areas of the Town that are not formally within a fire district and they actually are in a fire protection district and as such, the Town Board has to annually contract with one of the local fire companies to provide fire service. He stated that these amounts are the standard year to year, some increases, but they’re set forth in the budget and this is just the formalization allowing funding.

A motion to close the Public Hearing at 7:16 p.m., adopt a Negative Declaration and Adopt a Local Law was made by Councilmember Becker and seconded by Councilmember Freach.

All voted **AYE**

**PUBLIC HEARING, (cont.)**

**RESOLUTION NO.1-14 RE: Adopt a Negative Resolution with respect to Fire Protection Services for the Montrose Fire Department, Village of Croton, and Continental Village Fire Department.**

**RESOLUTION NO 2A-14 RE: Authorize an agreement with respect to Fire Protection Services for the Montrose Fire Department.**

**RESOLUTION NO 2B-14 RE: Authorize an agreement with respect to Fire Protection Services for the Village of Croton Fire Department.**

**RESOLUTION NO. 2C-14 RE: Authorize an agreement with respect to Fire Protection Services for the Continental Village Fire Department.**

Supervisor Puglisi called the hearing to order at 7:16 p.m.

**2. Public Hearing to consider amending Local Law 3- 1996 and re-establish the title Deputy for the Department of Technical Services per Civil Service procedure.**

**Discussion:** Supervisor Puglisi stated that there is an existing employee and that this will assist him with the civil service for his title as Deputy.

A motion to close the Public Hearing at 7:17 p.m., adopt a Negative Declaration and Adopt a Local Law was made by Councilmember Freach and seconded by Councilmember Farrell

All voted **AYE**

**RESOLUTION NO. 3-14 RE: Adopt a Negative Resolution with respect amending Local Law #3-1996 and re-establish the title Deputy for the Department of Technical Services per Civil Service procedure.**

**LOCAL LAW # 1-14 RE: Re-establish the title Deputy for the Department of Technical Services per Civil Service procedure.**

**HEARING OF CITIZENS, (AGENDA ITEMS ONLY)**

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**BID REPORTS**

\* \* \* \* \*

**REPORTS**

Councilmember Farrell moved that the following reports be received and ordered filed.  
Councilmember Costello seconded the motion.

For the month of December, 2013 from Office for the Aging, the Purchasing Department,  
Recreation and Conservation, Receiver of Taxes, and the Town Clerk.

Annual 2013 Report from the Town Clerk.

**OLD BUSINESS**

**Receive and File the Following:**

1. Traffic Safety Advisory Committee Report with respect to handicapped parking;  
and refer same to DES and DOTS.

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**NEW BUSINESS**

**None**

**Discussion: none**

All voted **AYE**

\* \* \* \* \*

**RESOLUTIONS**

**(All resolutions adopted at this meeting are to be found attached to the end of the original document.)**

Councilmember Costello moved that the following resolutions be adopted, seconded by Councilmember Becker:

**RESOLUTION NO.04-14 RE: Appoint Christina Edwards to the title Deputy Director of DES for Administration.**

**RESOLUTION NO.05-14 RE: Appoint Nicole Kelly to the title Senior Clerk.**

**RESOLUTION NO.06-14 RE: Amend the title of an employee in compliance with Civil Service procedure.**

**RESOLUTION NO.07-14 RE: Appoint two temporary seasonal laborers for DES.**

**RESOLUTION NO.08-14 RE: Re-appoint Tino Martin as a member of the PRC Advisory Board.**

**Discussion:** Supervisor Puglisi indicated that Christina Edwards has been working in DES for several years and is being upgraded to a Deputy to assist Jeffery Coleman.

**RESOLUTIONS, (cont.)**

Nicole Kelly has been an intern in the Supervisor’s office for over a year and is now a permanent employee as Senior Clerk.

**All voted AYE**

Councilmember Costello moved that the following resolutions be adopted, seconded by Councilmember Becker

**RESOLUTION NO.09-14 RE: Confirm the Supervisors Designation of Councilman Francis Farrell as Deputy Supervisor for the year 2014.**

**Discussion:** The **Supervisor** thanked Councilmember Farrell for assisting her in the last several years at all the events.

**All voted AYE**

Councilmember Farrell moved that the Board be polled for the following resolution, seconded by Councilmember Freach

**RESOLUTION NO.10-14 RE: Adopt the salary resolution for Town employees for the year 2014.**

**The Board was polled:**

|                                       |            |
|---------------------------------------|------------|
| <b><u>Councilmember Costello:</u></b> | <b>No</b>  |
| <b><u>Councilmember Becker:</u></b>   | <b>Yes</b> |
| <b><u>Supervisor Puglisi:</u></b>     | <b>Yes</b> |
| <b><u>Councilmember Freach:</u></b>   | <b>Yes</b> |
| <b><u>Councilmember Farrell:</u></b>  | <b>Yes</b> |

**The motion passed.**

Councilmember Costello moved that the following resolutions be adopted, seconded by Councilmember Becker

**RESOLUTION NO.11-14 RE: Appoint the Town Attorney, Town Comptroller and the Director of Technical Services as Town Officers; and Authorize employment contracts with respect to same.**

**RESOLUTION NO.12-14 RE: Authorize various employment contracts with respect to non-union contractual employees.**

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**RESOLUTION NO.13-14 RE: Establish a Solar Energy Task Force to explore using same for Town Buildings; and appoint members with Councilman Freach as Chairman.**

**RESOLUTIONS, (cont.)**

**RESOLUTION NO.14-14 RE: Resolution accepting a grant with respect to CFA/NYSERDA for consulting services for the new Master Plan; and Appoint Councilman Freach as the Town Board Liaison to the Master Plan Committee to serve with Supervisor as Chairperson.**

**RESOLUTION NO.15-14 RE: Establish a Shared Services Task Force to explore potential services with other entities; and appoint staff members to serve with the Supervisor as Chairperson and Councilman Freach as Town Board Liaison.**

**Discussion:** Supervisor Puglisi commented that they are all very excited about receiving the grant from New York State to assist us with the brand new master plan. There is a full blown committee comprised of many residents and staff members and now this money of \$175,000 will allow the Town to have a consultant to assist as well. This will be about a two year endeavor and updates will be given.

**All voted AYE**

Councilmember Costello moved that the following resolutions be adopted, seconded by Councilmember Becker

**RESOLUTION NO.16-14 RE: Appoint members to the Traffic Safety Advisory Committee.**

**RESOLUTION NO.17-14 RE: Appoint members to the Town Safety Committee with Peter McMillan and Claudia Vahey as Co-Chairpersons.**

**RESOLUTION NO.18-14 RE: Appoint members to the Architectural Review Council.**

**RESOLUTION NO.19-14 RE: Appoint members to the Alarm Appeals Board.**

**RESOLUTION NO. 20-14 RE: Appoint Jeff Tkacs as the Town Consultant for 2014 to assist with NRC/Entergy/NYSDEC related issues with regard to the Indian Point Nuclear Facility.**

**RESOLUTION NO.21-14 RE: Appoint Dani Glaser as the Town Consultant to assist with Green Team/Energy Conservation/Sustainable issues.**

**RESOLUTION NO.22-14 RE: Appoint O'Connor Davies (Bennett and Kielson and Co.) as the Town Auditors.**

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**RESOLUTION NO.23-14 RE: Appoint the Election Coordinator & Local Liaison with Westchester County BOE.**

**RESOLUTION NO.24-14 RE: Appoint the bingo Inspector.**

**RESOLUTIONS, (cont.)**

**RESOLUTION NO.25-14 RE: Appoint the town Board Liaisons to Departments.**

**RESOLUTION NO.26-14 RE: Appoint Registrars with respect to New York State Vital Statistics.**

**RESOLUTION NO.27-14 RE: Appoint Safety National Insurance as the Excess Workers' Compensation Insurance Carrier.**

**Discussion:** Supervisor Puglisi thanked Peter McMillan and Claudia Vahey who co-chair the Traffic Safety Committee. She also thanked Jeff Tkacs as the Town consultant for NRC to assist us in that regard and Dani Glaser for her work on the Green Committee.

**All voted AYE**

Councilmember Freach moved that the following resolutions be adopted, seconded by Councilmember Farrell

**RESOLUTION NO.28-14 RE: Adopt the Rules of Procedure for the Town Board Meetings.**

**RESOLUTION NO.29-14 RE: Designate the 2014 Official Newspaper and alternates.**

**RESOLUTION NO.30-14 RE: Designate the 2014 Depositories.**

**RESOLUTION NO.31-14 RE: Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.**

**RESOLUTION NO.32-14 RE: Set the mileage reimbursement rate at \$.50 for Town Officials and employees for 2014.**

**RESOLUTION NO.33-14 RE: Adopt the Purchasing Manual for 2014.**

**RESOLUTION NO.34-14 RE: Authorize Town Officials to attend the Association of Towns training sessions in February in NYC**

**RESOLUTION NO.35-14 RE: Designate the voting delegate and alternate.**

**RESOLUTION NO.36-14 RE: Authorize the Supervisor to execute for 2014 all contracts on behalf of the Town awarded by the Purchasing Department.**



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RESOLUTION NO.37-14 RE: Authorize the Supervisor to execute for 2014 applications for pool and concession permits.

**RESOLUTIONS, (cont.)**

RESOLUTION NO.38-14 RE: Authorize the Supervisor to execute for 2014 applications for State Aid for Youth and Senior Citizens.

RESOLUTION NO.39-14 RE: Authorize the Supervisor to execute for 2014 an Agreement with Westchester county covering Employee Assistance Program.

RESOLUTION NO.40-14 RE: Authorize the Supervisor to execute for 2014 and Agreement with Westchester County with respect to Youthful Drug Abuse Prevention Program funding.

RESOLUTION NO.41-14 RE: Authorize the Supervisor to execute for 2014 an Agreement with the City of Peekskill covering Nutrition Meals under Title 3C of the Older Americans Act.

RESOLUTION NO.42-14 RE: Authorize the Supervisor to execute for 2014 Inter-Local Agreements for Nor-West Regional Services.

RESOLUTION NO.43-14 RE: Authorize the Supervisor to execute for 2014 all nutrition contracts.

RESOLUTION NO.44-14 RE: Authorize the Supervisor to execute for 2014 a Letter Agreement with the Hudson Valley Performing Arts Center.

RESOLUTION NO.45-14 RE: Authorize the Supervisor to execute for 2014 Agreements with respect to covering shared equipment.

RESOLUTION NO.46-14 RE: Authorize the Supervisor to execute for 2014 Agreement with the Villages covering Freon Disposal.

RESOLUTION NO.47-14 RE: Authorize the Supervisor to execute for 2014 an Agreement with the Villages authorizing the Town Purchasing Director to advertise bids on behalf of the Villages.

RESOLUTION NO.48-14 RE: Authorize the Supervisor to execute for 2014 all Personal Service Contracts.

**Discussion:** The **Supervisor** explained that the month of January there are a lot of straight forward pro forma resolutions that are passed, as were these resolutions. Councilmember Becker, representative to the Paramount Center, stated that it has been reorganized and reopened as the Hudson Valley Paramount Theater. There is a for profit component and a not for profit. The Town is contributing to the not for profit part of the

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corporation that deals with education for children and activates such as the classical arts and old movies.

**RESOLUTIONS, (cont.)**

**All voted AYE**

Councilmember Freach moved that the following resolutions be adopted, seconded by Councilmember Farrell

**RESOLUTION NO.49-14 RE: Authorize Agreements with Peekskill Community Volunteer Ambulance Corps., the Village of Croton-on-Hudson and Cortlandt Volunteer Ambulance Corp. with respect to calls within the Town of Cortlandt.**

**RESOLUTION NO.50-14 RE: Authorize the Supervisor to execute contracts with Westchester County with respect to CDBG projects for 2014.**

**RESOLUTION NO.51-14 RE: Adopt a revised Confined Space Policy.**

**RESOLUTION NO.52-14 RE: Amend the V&T Code and authorize No Parking signs to be installed on the corners of Sherwood Road and Oregon Road.**

**RESOLUTION NO.53-14 RE: Authorize the Supervisor, Councilman Farrell and staff to develop additional uses and days/hours for the Youth and Recreation Center and authorize Councilmember Costello to assist with same at the CUE.**

**RESOLUTION NO.54-14 RE: Authorize retaining a consultant for DOTS to assist with monitoring major planning approvals and projects.**

**RESOLUTION NO.55-14 RE: Authorize the water rates for the Cortlandt Consolidated Water District to reflect the rate set by the NYC DEP for raw water costs.**

**RESOLUTION NO.56-14 RE: Authorize a Tax Lien Adjustment for a water meter overage with respect to 39 Paulding Street.**

**Discussion:** Supervisor Puglisi thanked Councilmember Costello for assisting at the CUE which the Town leases from the Town Center Mall for \$1 per year to use for the Town teenagers. This is supervised by a Town employee, Ken Hoch.

All voted **AYE**

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**ADDITIONS TO THE AGENDA**

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Councilmember Freach moved that the following be received and filed and the following resolutions be adopted. Councilmember Costello seconded the motion.

**ADDITIONS to the AGENDA, (cont.)**

**Receive and File the Following:**

1. Receive and File the 2013 DOTS Capital Project Report.
2. Receive and File a proposed Local Law with respect to Amending the Zoning Ordinance for clarifications; refer to the Planning Board for comment; and Schedule a Public Hearing for the March 11, 2014 Town Board Meeting for consideration.

**RESOLUTION NO.57-14 RE: Schedule a Public Hearing for the March 11, 2014 Town Board Meeting to consider a proposed Local Law with respect to amending the Zoning Ordinance for clarifications.**

3. Petition from Valeria Sewerage Works Corp. with respect to a rate application; and refer to DOTS, the Comptroller and the Town Attorney.
4. Letter from Zarin and Steinmetz with respect to Hanover Estates; and refer to the Legal Department and DOTS.
5. Phase I with respect to the Tall property; and Authorize Topo and Survey Services with respect to same.

**RESOLUTION NO.58-14 RE: Authorize Topo and Survey Services with respect to the Tall property.**

**RESOLUTIONS**

**RESOLUTION NO.59-14 RE: Authorize DOTS to arrange for the transfer of soil from the Community Center to Lake Meahaugh Park, not to exceed \$20,000.**

**RESOLUTION NO.60-14 RE: Appoint Simon Wake as a floater in the Assessor's Office.**

**RESOLUTION NO.61-14 RE: Re-appoint Peter McMillan as the Purchasing Director.**

**Discussion:** Supervisor Puglisi indicated that she will be recusing herself as the Valeria issue proceeds to resolution.

All voted **AYE**

**BUDGET TRANSFERS**

Councilmember Becker moved that the following budget transfer and filed and the following resolutions be adopted. Councilmember Freach seconded the motion.

Discussion: Glenn Cestaro, Town comptroller, explained that there is transfer out of the salary lines of the office of the Assessor and DES, about \$136,000.

All voted **AYE**

**RESOLUTION NO.62-14 RE: Authorize a Budget Transfer**

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**REPORTS FROM VARIOUS DEPARTMENTS**

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**REPORTS FROM STANDING & SPECIAL COMMITTEES**

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**SECOND HEARING OF CITIZENS**

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**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. on a motion by Councilmember Farrell seconded by Councilmember Costello

**In Memory of Patti Figa, Deputy Assessor and in Memory of Russell Harrison, long time member of our Veteran's Committee and former Vice Chairman.**

All voted **AYE**

Respectfully submitted,

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**JO-ANN DYCKMAN  
Town Clerk**