

Right to Know / FOIL

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LINDA D. PUGLISI
TOWN SUPERVISOR

TOWN OF CORTLANDT

OFFICE OF THE SUPERVISOR
TOWN HALL
1 HEADY STREET
CORTLANDT MANOR, N.Y. 10567-1254
(914) 734-1002
(914) 734-1003 fax
www.townofcortlandt.com

TOWN BOARD
RICHARD H. BECKER
FRANCIS X. FARRELL
ANN LINDAU
JOHN E. SLOAN

REGULAR MEETING

TOWN BOARD AGENDA – MAY 15, 2012

PLACE:

TOWN HALL

TIME:

7:30 PM

“We will always remember the men and women who have defended
our country on Memorial Day and every day!”

ORDER OF BUSINESS

MEETING CALLED TO ORDER

PLEDGE TO THE FLAG

SUPERVISOR'S PROCLAMATIONS & REPORTS

ROLL CALL

TOWN BOARD REPORTS

APPROVAL OF THE MINUTES

Approve the Minutes for the April 17, 2012 Regular Meeting.

PUBLIC HEARINGS

HEARING OF CITIZENS – AGENDA ITEMS ONLY

BID REPORTS

REPORTS

For the month of January from the Recreation and Conservation Department.

For the month of March from the Town Justices.

For the month of April from the Purchasing Department, the Office for the Aging, Town Justices, Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

1. Bid results from the April 12, 2012 In-Rem Sale which will reflect the redemption of No. 03-12 and the hold over of No.26-12 to the June 12, 2012 Town Board Meeting to allow for possible additional bidders; and Authorize same.
2. 2011/2012 Stormwater Annual Report.
3. Memo and report from DES with respect to drainage on Baron de Hirsch Road.
4. Memo from DES with respect to a road closure request from the Mohegan Fire Department; and Authorize same; and notify residents affected by the closure.
5. 2012 Quarterly Report from Westchester County with respect to the Sprout Brook Ash Pit; and refer to DOTS.

NEW BUSINESS

Receive and File the following:

1. 2012 proposed Paving List; and Authorize DOTS to seek bids with respect to same.
2. Letter from John and Betty Gorton with respect to donating property on Buttonwood Avenue; and refer to DES, DOTS, Legal Department and Assessor.
3. Letter from the Van Cortlandtville Historical Society with respect to a Memorial Park between Oregon Road and Donnelly Place; and refer to DES, DOTS and the Legal Department.
4. Letter from Gabriela Barkan requesting a "Children at Play" sign on Hale Hollow Road; and refer to DES and the Traffic Safety Committee.
5. Letter from Gizella Forte requesting a handicapped parking space on 6th Street, Verplanck; and refer to DES.

RESOLUTIONS

1. Appoint all summer seasonals for the Recreation and Conservation Department.
2. Authorize a Contract with respect to a Backflow Program; and Receive and File a memo from DES with respect to same.
3. Award a Contract with respect to the Town Hall HVAC System.
4. Authorize extending a Contract with respect to Illicit Discharge and Stormwater Phase II.
5. Authorize a Contract with respect to removal of concrete/rock dam located on Furnace Brook Road.
6. Authorize an Agreement with Metro-North and application with Westchester County Department of Health with respect to Cortlandt Family Fun Day.
7. Adopt the standard workday reporting resolution with respect to the NYS Retirement System.
8. Authorize the annual membership with respect to ICLEI Local Government for Sustainability.
9. Adopt the Trenching and Shoring Policy; and authorize the purchase of equipment with respect to same.
10. Adopt a Volunteer Island Program with respect to Maple Row and Crompond Road.
11. Authorize the renewal of IMA's with respect to the Northern Tier Transfer Station located at DES headquarters.
12. Authorize the purchase of various technology related equipment.
13. Authorize the purchase of two Intellidyne Hot Water and Fuel economizers for the heating system at Town Hall to reduce fuel consumption.
14. Authorize the installation of a street light at 3457 Lexington Avenue.

ADDITIONS TO THE AGENDA

BUDGET TRANSFERS

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

NEXT TOWN BOARD MEETING

June 12, 2012 at 7:30 pm
Town Hall Web Site address: www.townofcortlandt.com

2012 IN REM SALE

<u>IN REM SALE NO.</u>	<u>ADDRESS/SBL</u>	<u>UPSET PRICE</u>	<u>BID OFFERING</u>	<u>NAME OF BIDDER</u>
<u>#03-12</u> <i>Redeemed</i>	117 N. RIVERSIDE AVE., CROTON, NY 210- SINGLE FAM., 67.20-4-11	\$200,000	\$153,000	PATSY CARBONE
#15-12	85 CAROLYN DR., CORTLANDT MNR.NY 311 VACANT LAND, 22.7-2-11	10,000	\$1,100	WAGNER GODHINO
#24-12	539 WESTBROOK DR., CORTLANDT 210 - SINGLE FAM., 24.5-2-21	\$300,000	\$81,000	ANTHONY MATRA
<u>#26-12</u> <i>hold over to June 18, 2012</i>	28 DIRUBBO DR., CORTLANDT 210- SINGLE FAM. 24.17-3-11	300,000	\$71,000	ANTHONY MATRA
#27-12	25 BRIAR LANE 312 VACANT LAND, 24.19-1-37	5,000	\$2,000	IZEDIN ADZOVIC
#34-12	MONTROSE STA. RD., MONTROSE 314 VACANT LAND, 44.13-1-24	50,000	\$3,000	RANDY KING
#35-12	57 MONTROSE STA. RD., MONTROSE 314 VACANT LAND, 44.17-1-15	5,000	\$1,700	RANDY KING
#36-12	MOUNTAINSIDE TR. 311 VACANT LAND, 44.19-1-7	5,000	\$100	THOMAS GILLIGAN
#39-12	MAPLE AVE.	1,000	\$1,800	JOSHUA RENAUD & KATHLEEN MAMONE

Town of Cortlandt

SUMMARY OF PHASE II STORMWATER PROGRAM

FOR 2011/2012

(Minimum Control Measures)

- 1. Public Education and Outreach**
- 2. Public Participation/Involvement**
- 3. Illicit Discharge, Detection and Elimination (IDDE)**
- 4. Construction Site Runoff Control**
- 5. Post-Construction Stormwater Management**
- 6. Pollution Prevention/Good Housekeeping**

1. Public Education and Outreach

2011/2012

Topics

- **Maintenance at Construction Sites**
- **Illicit Discharge Detection and Elimination**
- **Phosphorus, Silt, Sediment**

Target Audiences

- **Contractors**
- **Developers**
- **General Public**

Strategies Implemented

- **Training of Construction Site Operators**
- **Displays in Town Hall and other public buildings**
- **Stormwater Information in Recreation Brochure and Recycling Brochure**
- **Send Letters to Residents in Lake Meahagh Area (303d waterbody)**

Stormwater Information is available in Cortlandt Town Hall, Channel 78 and on the Town Website.

2. Public Involvement/Participation

2011/2012

Strategies Implemented

- **Earth Day Cleanup Events**
- **Community Stormwater Hotline**
- **Presentation at public “Green Team” meeting**
- **Annual Report posted on web**
- **Discuss Storm Water related issues at public meetings**
- **Educate Contractors at pre-construction meetings and throughout the course of the project**

3. Illicit Discharge, Detection and Elimination 2011/2012

Strategies Implemented

- All Outfalls were mapped & are available in our GIS system.
- All Outfalls during dry weather inspected
- Illicit Discharges were found and have been addressed.
- All staff in relevant positions/departments have received IDDE training
- Town developed and adopted a septic system maintenance and repair law in the NYC watershed
- Reporting and record keeping continues to improve

4. Construction Site Runoff Control 2011/2012

Strategies Implemented

- **SWPPP review procedures are in place**
- **4 SWPPP's were reviewed during reporting period**
- **Procedures to receive public comments have been established**
- **Contractors are provided education and training about the local SWPPP process**
- **All active construction sites are regularly inspected**
- **All inspectors use a checklist consistent with the NYS Construction Stormwater Inspection Manual**
- **The public has access to SWPPPs**

5. Post-Construction Stormwater Management 2011/2012

Strategies Implemented

- **Infiltration, Detention Basins and Ground Stabilization measures are inspected and maintained**
- **Catch basins are inventoried, inspected and maintained (Both Public & Private Systems)**
- **Cortlandt is a member of CKWIC which developed a 5-year Regional Stormwater Retrofit Program approved by NYSDEC**

6. Pollution Prevention/Good Housekeeping

2011/2012

Operations/Activities/Facilities

- **Street Maintenance/Sweeping**
- **Salt Storage**
- **Parks maintained**
- **Grounds of Municipal Buildings are maintained**
- **Stormwater System Maintenance**
- **Vehicle and Fleet Maintenance**

Strategies Implemented

- **Inspected and cleaned hundreds of catch basins**
- **Inspected and cleaned post construction control practices**
- **Municipal employees receive training**



Linda D. Puglisi
Town Supervisor

Town Board Members
Richard H. Becker
Francis X. Farrell
Ann Lindau
John E. Sloan

TOWN OF CORTLANDT
Department of Environmental Services

167 ROA HOOK ROAD
CORTLANDT MANOR, NY 10567-7340
(914) 737-0100
FAX (914) 737-1655
www.townofcortlandt.com



Jeffrey C. Coleman, P.E.
Director

Lee Beauchamp, P.E.
Deputy Director

Gary Wulfhop
Deputy Director

April 22, 2012

Vincent and Anna D'Addona
60 Baron de Hirsch Road
Crompond, NY 10517

Re: Stormwater Drainage update
Baron De Hirsch Road

Dear Resident:

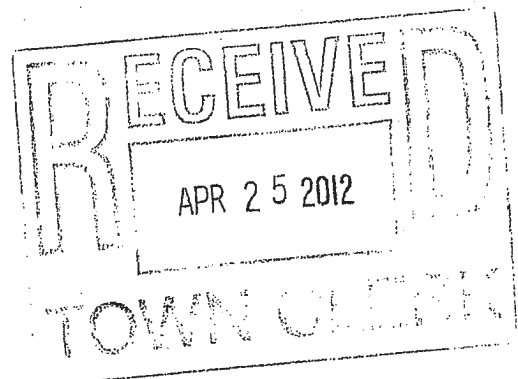
In response to the petition submitted to the Town of Cortlandt Town Board, the Department of Environmental Services has completed its cleaning and repair of the existing drainage system along Baron De Hirsch Road. This included the cleaning of roadside ditches, catch basins and flushing of drain pipes.

While this will maximize the capacity of the existing drainage system, the Engineering Division will further evaluate conditions during the Spring and develop various options, with costs estimates, and present recommendations for the Town Board's consideration.

Sincerely,

Jeffrey C. Coleman, PE
Director of D.E.S.

Cc: Town Supervisor and Town Board
Director DOTS
Deputy Director - Parks/Highway



RESOLUTION

NUMBER _____

**(RE: AUTHORIZE THE 2012 WESTCHESTER COUNTY VOLUNTEER
FIREMEN'S ASSOCIATION PARADE AND ASSOCIATED CLOSURE OF
WESTBROOK DRIVE)**

WHEREAS, the Mohegan Volunteer Fire Association has petitioned the Town Board of the Town of Cortlandt to allow the closure of a portion of Cortlandt Boulevard (U.S. Route 6) and Westbrook Drive on Saturday, September 15, 2012 to allow for a parade; and

WHEREAS, said parade is to be sponsored by the 2012 Westchester County Volunteer Firemen's Association and will be held at approximately 13:00 on Saturday, September 15, 2012; and

WHEREAS, The Director of the Department of Environmental Services has met with the Association's representative and has determined the impacts of the event on the surrounding community, and the benefits thereof, and recommends approval; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby determines that the closure of Cortlandt Boulevard (U.S. Route 6) and Westbrook Drive provides a community benefit, outweighing the impact of the event, and approves same, including the use of the parking lot at the Muriel H. Morabito Community Center; and

BE IT FURTHER RESOLVED, that the Director of the Department of Environmental Services shall coordinate community notification with the Association.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
at a Regular Meeting
Held at the Town Hall**



TOWN OF CORTLANDT
Department of Environmental Services



Linda D. Puglisi
 Town Supervisor

167 ROA HOOK ROAD
 CORTLANDT MANOR, NY 10567-7340

Jeffrey C. Coleman, P.E.
 Director

Town Board Members
 Richard H. Becker
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www.townofcortlandt.com

Lee Beauchamp, P.E.
 Deputy Director
 Gary Wulfhop
 Deputy Director

May 2, 2012

To: *Linda D. Puglisi, Town Supervisor*
Town Board Members
Jo-Ann Dyckman, Town Clerk

From: *Jeffrey C. Coleman, PE*
Director of D.E.S.

Subject: *Mohegan Volunteer Fire Association*
September 15, 2012 parade

As directed by the Town Board, the Department met with representative of the Mohegan Volunteer Fire Association to discuss the impacts of the proposed 2012 Westchester County Volunteer Firemen's Association Convention and Parade.

The parade is tentatively scheduled to begin at 14:00 on Saturday, September 15th. The parade will muster at the Van Cortlandtville Elementary school, proceed westbound on Cortlandt Boulevard, north on Westbrook Drive, and east on Oregon to the Hollowbrook fire substation.

Traffic impacts

Cortlandt Boulevard is anticipated to be closed to traffic for a period of one to two hours between the traffic signal at the McDonalds entrance to Cortlandt Town Center to the intersection of Westbrook Drive and Cortlandt Boulevard. Since traffic would be detoured through the shopping center, permission/cooperation of the shopping center is required. Red Mill Road and Oregon Road east and west of the roundabout will be open to traffic, and traffic will be detoured around Westbrook. Increased traffic will be seen on the adjacent streets (Red Mill Road, South Hill Road, Trolley Road, Lockwood Road, Locust Avenue, Lexington Avenue, Gallows Hill Road, and several roads in Putnam Valley,

Resident impacts

Access to 86 properties on Westbrook Drive and 47 properties on dead end streets will be directly impacted during the parade. It is anticipated that spectators vehicles will be parked along Westbrook Drive. Additionally 72 properties in Gull Manor will not have access at certain times during the parade. The 123 homes in the Fawn Ridge area will be able to have ingress and egress during the parade through Wild Birch Farms entrance off of Armstrong Street. The Wild Birch Farms development will only have access from Armstrong Street during the parade.

Both traffic and resident impacts will be addressed by signage, and public outreach by the Association during the months preceding the event. I also recommend that the Code Red system be used for that part of Town during the morning of the event so that residents can avoid the area during the parade.

Cc: Deputy Directors - DES
 File



Office of the County Executive
Robert P. Astorino

Department of Environmental Facilities

Thomas J. Lauro, P.E.
Commissioner

CORTLANDT

April 23, 2012

Ms. JoAnn Dyckman
Town Clerk
Town of Cortlandt
1 Heady Street
Cortlandt Manor, NY 10567

Dear Ms. Dyckman:

Attached please find a copy of the Sprout Brook quarterly report for the period of January, February, and March 2012.

Very truly yours,

Mario A. Parisi
Director of Operations
Solid Waste Division

MAP:lal

Attachment

cc: John Testa, County Legislator
(cover letter only)



Division of Solid Waste
Wastewater Treatment
Water Agency

270 North Avenue
New Rochelle, New York 10801
westchestergov.com

Telephone: (914) 813-5400

Fax: (914) 813-5460

Website:



2012 PAVING LIST & DRAFT 2013 PAVING LIST

UPDATED MAY 4, 2012



PREPARED FOR:

SUPERVISOR LINDA D. PUGLISI

MEMBERS OF THE TOWN BOARD

RICHARD H. BECKER

FRANCIS X. FARRELL

ANN LINDAU

JOHN SLOAN



Prepared by:

Jeff Coleman, P.E., Director DES
Ed Vergano, P.E., Director DOTS
Rosemary Boyle Lasher, DOTS

We are pleased to submit this list for the Boards consideration. The DES/DOTS staff undertakes an extensive process before arriving at this recommendation to the Board. We have detailed it below.

Town of Cortlandt Repaving Selection Process

Research Requests from Residents/Businesses for Paving Throughout the year we receive requests from residents and businesses to consider a particular road for resurfacing. The Town Supervisor, Town Board, Town Clerk and Town Staff are queried for requests they may have received for road resurfacing. In 2012 there were a few petitions received from neighborhoods. Each request is evaluated by DES/DOTS during the site visit process.

Review previous year's paving list and those roads which did not make the list. For the past several years we have a road rating system of 1 through 5. A rating of 1 being the best and 5 being the worst. Not all roads that are given a 4 or a 5 are resurfaced the year they were rated. For example in 2011, we paved only some of the roads which were rated a 5 due to the economy. Several roads were rated a 5 and were moved to the following year. That is now a significant portion of the Draft 2012 list.

Site Visits. Each spring, Town Staff conducts extensive site visits. There are often at least 3 (and sometimes more) site visits to each road that make the proposed list. If we are visiting a road for a first time – it is given a rating. We also revisit all roads which were rated a 4 or 5 from the previous year. Every road on the Proposed 2012 list has received many site visits over several years.

Need for Reconstruction. During the site visits, staff review the potential for future roadway reconstruction as a consequence of a roadway not being chosen for resurfacing. Reconstruction will cost several times the cost of resurfacing. Also a roadway that is resurfaced when it really requires reconstruction will only last a few years before significant reflective cracking shows through the new pavement and the new layer of pavement begins to deteriorate.

Geographic Diversity: In 2012, we are including a map showing the diversity of the proposed roads geographically.

Area of Town & Type of Road: In 2011 we added new columns to the list to show the area of Town (North, South, Etc.) and the Type of Road – Major (i.e. Furnace Dock Road), Minor, and Dead End (including cul-de-sacs). Per the instruction of the Board in previous years, we do our best to geographically diversify the roads and now to also diversify the list by road type. It should be noted however that area of paving should be geographically grouped into full day increments to reduce the contractor's mobilization costs and therefore yield a lower overall project cost.

Measurements/Cost Estimates – Each road is measured for the purposes of cost estimating so that the Town Board receives an accurate prediction of the repaving bid costs. We use a variety of measurement tools. The Town GIS is used for rough initial measurement; DES Director's vehicle is equipped with a digital counter capable of road length measurement for an accurate footage length. A manual hand wheel is used for road widths and other unusual measurements. Staff then uses a standard pavement formula to convert the measurements to tonnage.

Drainage Evaluation - Roads are visited with an eye towards drainage issues. If there is a road on the list that needs drainage work – it often will be removed until a later year after major drainage issues can be addressed.

Pot Hole Repair/Patching: During all the site visits, roads which do not make the current year's list for full resurfacing are highlighted for seasonal pot hole repair and patching until they can be revisited the following year for possible inclusion in that year's paving list.

Meeting with the Supervisor & Town Comptroller: – Finally we meet with the Supervisor and The Town Comptroller prior to present the Proposed Paving List to the Town Board for their review and approval to bid.

2013 List: At the staff meeting with the Town Supervisor and the Town Comptroller, it was determined it would be helpful to show the Board the planned *2013 Proposed Paving List* as all the roads which were rated a 5 but did not make the Proposed 2012 list are immediately moved to the top of the 2013 list. Please see the attached.

Draft Proposed 2012 Paving List is presented to Town Board: Issues Only agenda April 23, 2012.

2012 Paving List placed on official Town Board Agenda: May 15, 2012.

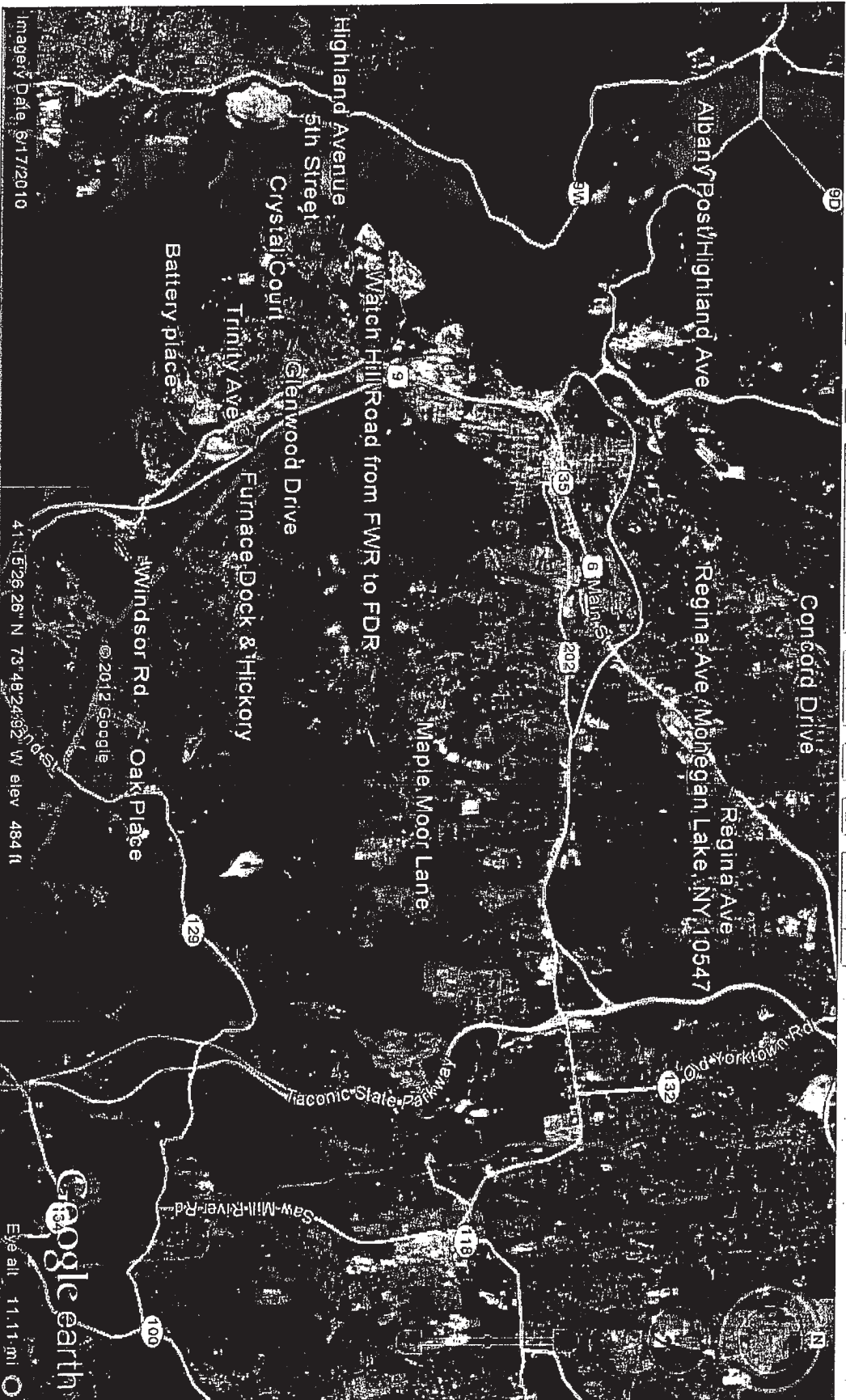
2012 Paving List as of 5/4/12

Region	Street Name	Year	Previously Paved?	Mile (Length)
South: Vill	Trinity Avenue from Route 9A to dead end	2012	Prior to 1995	0.12
South: Woods	Watch Hill Road (portion) from Furnace Woods Road by BMMS to Furnace Dock Road	2012	Prior to 1995	0.34
Central: Woods	Maple Moor Lane from Maple Ave to Cul-De-Sac	2012	Prior to 1995	0.25
South: Woods	Furnace Dock Road Phase II from Hickory to Pavement End	2012	1997	0.27
South: Crugers	Battery Place from Crugers Avenue to DE (access through VA)	2012	Prior to 1995	0.21

Region	Street Name	Year	Previously Paved?	Mile (Length)
South: Vill	Arlington Court (off KFR) from Glenwood to Cul-de-sac	2012	Prior to 1995	0.18
South: Vill	Beechland Court from Glenwood to DE	2012	Prior to 1995	0.12
South: Vill	Crystal Court Beechland to End (off KFR)	2012	Prior to 1995	0.11
South: Vill	Glenwood Drive from KFR to Crystal	2012	Prior to 1995	0.14
South: Woods	Oak Place off Mt. Airy Road West. To Windsor Road	2012	Prior to 1995	0.16

Region	Street Name	Year	Previously Paved?	Mile (Length)
South: Woods	Windsor Road off Mt. Airy Road West to Oak Place	2012	Prior to 1995	0.11
North: Route 6	Concord Road off Westbrook (Large cul-de-sac)	2012	Prior to 1995	0.11
North: 9	Old Albany Post Road (Near Doris Lee Drive by the Baptist Church)	2012	1997	0.13
North: Route 6	Regina Avenue Route 6 and DE	2012	Prior to 1995	0.17
South: Vill	5th Street from Westchester across Broadway to DE	2012	Prior to 1995	0.52

Region	Street Name	Year	Previously Paved?	Mile (Length)
South: Woods	Sniffen Mountain Road between Watch Hill Rd and FDR	2012	Prior to 1995	0.31
END 2012 LIST: Total 16 Roads				3.25



Imagery Date: 6/17/2010

41° 52' 26" N 73° 48' 24" W elev 484 ft

Google earth
Eye alt: 11.11 mi

Proposed Draft 2013 List as of 5/4/12 (to be reviewed)

Region	Street Name	Year	Previously Paved?	Mile (Length)	Width incl shoulders
South: QBR	Quaker Bridge Road East - (Left past the Bridge to Danish Home) end at Quaker Ridge	2013	2007 (TL to Bridge)	0.61	22
North: 202	Croton Avenue Phase II from Maple Avenue to #553	2013	2001	0.28	26
North: 202	Croton Avenue Phase III from Maple Ave to Jacob Street - Estimates - Need to confirm Manual Calcs in field	2013	2001	0.78	26
South: Woods	Furnace Dock Road next phase from Hillside (Pine Lake) to Sniffen Mtn Road.	2013	1997	0.75	26
North: 6	Conklin Avenue: NYS DOT Dependent	2013	Prior to 1995	0.37	32

Region	Street Name	Year	Previously Paved?	Mile (Length)	Width incl shoulders
North: 6	Locust Avenue - Route 6 to Gabriel Drive Phase I including \$78K for milling!	2013	2001	0.56	26
South:Vill	Kings Ferry Road Trolley to pavement line by Montrose Station Road	2013	1999	0.26	26
South:Vill	Kings Ferry Road from Sunset to Tate Phase II	2013	1999	0.17	20
South:Vill	Kings Ferry Road from Tate to Trolley (Phase II)	2013	1999	0.25	26
Central: Woods	Dickerson Road from FDR To Deer Track Lane (major drainage project first)	2013	Prior to 1995	0.56	28
Central: Woods	Deer Track Lane from Dickerson to cul-de-sac.	2013	Prior to 1995	0.07	28

Region	Street Name	Year	Previously Paved?	Mile (Length)	Width incl shoulders
South: Vill	Highland Avenue between 11th Street and 6th Street, Verplanck	2013	Prior to 1995	0.24	28
South: Vill	9th Street from Broadway to DE (River)	2013	Prior to 1995	0.38	28
North: 202	Dimond Avenue from 202 to Cul-De-Sac	2013	Prior to 1995	0.21	30

End of Draft 2013 List as of 5/4/12: 14 Roads

5.49

Linda Puglisi

From: Ed Vergano
Sent: Tuesday, April 17, 2012 5:49 PM
To: Linda Puglisi
Subject: FW: Buttonwood Avenue Property
FYI—R&F for May?

From: John and Betty Gorton [mailto:gortonjr@hotmail.com]
Sent: Tuesday, April 17, 2012 5:12 PM
To: Ed Vergano
Subject: Buttonwood Avenue Property

Ed

I appreciated your return phone call.

As I explained, my wife and I purchased property from my mother-in-law which has been in the family since the late 1940s. When my mother-in-law passed away, we put this property on the market. We live in the Buffalo area and could not utilize it. A potential buyer evaluated the property and informed us that it could not be built upon. A major portion of it is designed wetlands.

We would like to donate this property, as well as our share in a commonly-owned parcel, to the Town of Cortlandt.

The legal description is as follows:

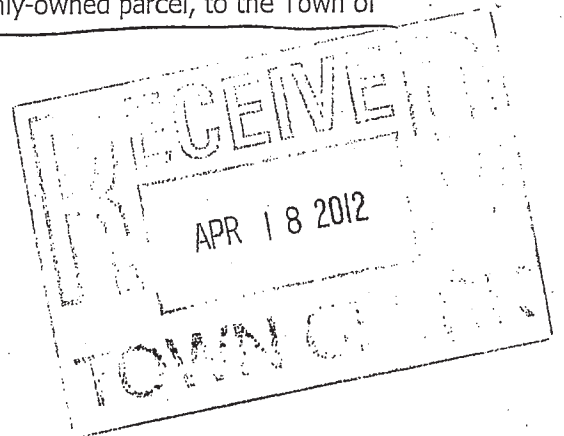
Tax Map No. 89/33-15-1-14

Tax Map No. 89/33-15-1-15 (partial owner)

If you need any additional information, please let us know.

Thank you.

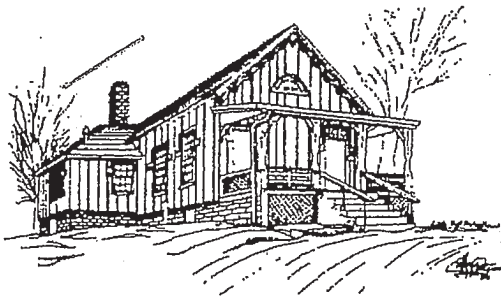
John and Betty Gorton
151 Fieldstone Drive
Grand Island, NY 14072
(716) 773-7244 (Home)
(716) 628-0165 (Cell)



cc: Town Board

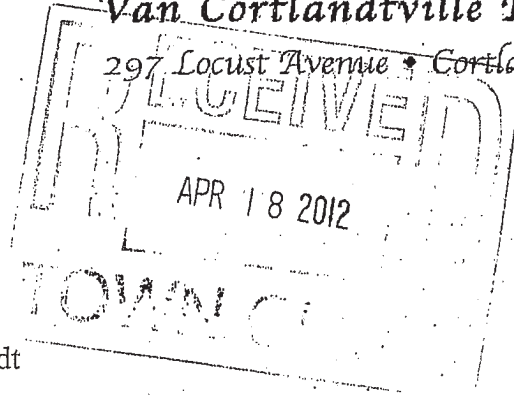
John Wood

John Dyer - For Rec'd File at the
5/15/12 TB Agenda
L.P



Van Cortlandtville Historical Society, Inc.

297 Locust Avenue • Cortlandt Manor, New York 10567



16 April 2012

Hon. Linda D. Puglisi
Supervisor, Town of Cortlandt
Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567

Dear Supervisor:

Thank you again for making time for the Van Cortlandtville Historical Society during the March 19 Town Board work session. I appreciated the opportunity to update the board on our plans for Van Cortlandtville Memorial Park on the "island" our Society owns between Oregon Road and Donnelly Place.

As you requested, this letter is our formal request that the Town of Cortlandt assume ownership of this site from our Society and that the Town Attorney be requested to draft a Memorandum of Agreement to that effect. As I have mentioned earlier, I request that the Memorandum include provisions (1) for our Society to have right of first refusal to reacquire the site if the Town should ever decide it no longer wishes to own the park and (2) for our Society to be consulted periodically during the construction of the park and as warranted regarding future developments at the site.

You will be pleased to know that my session with the Town Board was followed by an excellent meeting March 28 with Ed Vergano, director of technical services, regarding work done by him and his staff to revise the plans to reduce costs and make it possible to transform the island into a town park honoring the veterans of all the nation's wars, with special emphasis on those of the Revolutionary War. We plan to meet again May 7.

Please contact me if you have any questions or need additional background on the site and its historical significance.

Thank you again for everything. I look forward to hearing from you.

Sincerely,

Jeff Canning
President

historicaljeff@aol.com
914-739-5423

CC: *Town Board*
Ed Vergano

John Dyckman - see file on 5/15/12
9B

April 18, 2012

Gabriela Barkan
3 Hale Hollow Road
Croton-On-Hudson, NY 10520-3205
Email: gabrielabarkan@gmail.com
Home Phone: 914-271-7573
Cell Phone: 917-495-9162

APR 19 2012

Respectable Supervisor Puglisi,

I am writing you today to petition that a "Children at Play" sign is put on Hale Hollow Rd. I am very worried for the life of my children and the lives of the other children that live on this street.

On April 16th of 2012 at about 20 minutes to eight, I was outside with my three children and my neighbor's daughter when our neighbor came at about 50 miles per hour driving on our street. I did not know who drove by at first. The person behind the wheel drove too fast for me to know. I was very worried for the safety of all the children playing outside. The driver also had his radio at full capacity. I still yelled "slow down". After it, he drove into his driveway (4 Hale Hollow Road) and quickly parked his car to soon meet his mom (at this time I realized who the driver was) who was also outside walking her two bulldogs asking her in an aggressive manner "What did she said? What did she said?" He was driving so fast and with the radio so loud that he did not hear what I had just said. Everyone else had heard what I say which was "Slow down." At this point I did not hear what his mom said to him but he stared to yelled "Fucking Immigrant", "Go back to your country" and finally he said "I will report you". After this, his mom replied to him "that is right Chris get them legally." Unfortunately, we all heard this. My kids, my neighbor's kids and the neighbor lady who I was having a conversation with. After all of this happened I spoke with all of the kids who by now where seating at the entrance of my driveway (3 Hale Hollow Road). All of them were very disturbed by the incident. They were much closer to Chris Post and his Mom Pat Post than me. All the kids also added that he (Chris Post) gave me the middle finger. I did not see this happening but all of the kids (total of four) saw this happening. I wouldn't have known this unless they all told me. After all this happened my children told me that they were afraid and my neighbor's daughter (a 13 year old) asked me to walk her to her driveway in fear of encountering another problem.

I have gone to the county police to report the speed driven on our road the next day at about 10:30 am. I have also visited your office but your secretary suggested and kindly called the officer for me. I have also contacted the office of Civil Rights of Westchester speaking with Josh Leven (I might have spelled his name wrong and I apologize if I did) who I am emailing today back about this matter.

I have served this great country with pride for about five years and I have never encountered racist comments from any of my brothers and sister of the US ARMY. All of this is very saddening and it has affected me greatly specially because it happened in from of four children (ages 8, 9, 11, 13). I today fear for the life of my kids not knowing when he is going to drive by. There is a sign on our street that says "SLOW" but this has not stopped Chris Post from driving fast on our road.

All I want from my Town Supervisor is to place a sign on our block that says "Children at Play".

Please do not hesitate to call me or contact me at your convenient time.

With all respect,

Gabriela Barkan

Cc: Congresswoman Nan Hayworth; Senator Kirsten Gillibrand; Senator Charles Schumer; Department of Civil Right Commission; Town Of Cortlandt County Police

Signed & sworn before me on April 18th 2012

KEVIN CALLAHAN

Notary Public - State of New York

No. 01CA6207686

Qualified in Putnam County

My Commission Expires June 15, 2013

7/23/12
LP
CC: Town Board
John [Signature]
5/12 aged

Mrs. Gizella Forté
141 Sixth Street
Verplanck, New York 10506

Supervisor Linda Puglisi
1 Heady Street
Cortland Manor, New York 10596

Re: Handicap Parking Space:

Dear Supervisor Puglisi;

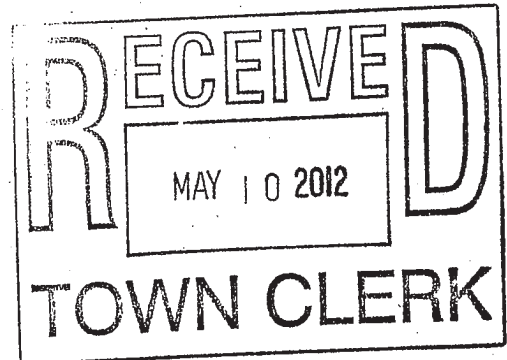
I am writing to request a Handicap space in front of my house at 141 Sixth Street, Verplanck. The reasons for this request is do to work that is being done by my Landlord, and I can no longer use the spot in the driveway.

Being handicap and not able to walk any distance, I need the spot in front of my house as it is the closest to my front door. I suffer from Steriosis of the Spine and Neck. I also have sever Osteoarthritis throughout my entire body.

Thanking you in advance for your consideration of my special needs.

Very truly yours;

Gizella Forté
Gizella Forté



5/10/12

cc: Town Board

John Spakman - for rec'd file 5/15/12 - Bayers
Jeff Coleman

J.P.

(RE: APPOINT ALL 2012 SUMMER SEASONALS)

RESOLVED, pursuant to Town Board Policy adopted on February 11, 1997, that the following be and hereby are appointed as seasonal employees in the Town of Cortlandt Government to work in various departments and divisions. The hourly rate of pay varies with the position and all appointments become effective on May 15, 2012 and terminate on or before September 7, 2012:

Department of Environmental Services:

Division	Name	Rate
Sanitation	Daniel O'Connell	\$11.00

HR RATE	NAME	TITLE
\$11.50	Emily Costable	ID Attendants
\$12.50	Laura RePicky	ID Attendants
\$8.75	Mary Kate Palmiotto	ID Attendants
\$8.75	Dylan Stewart	ID Attendants
\$7.75	Megan Boyle	ID Attendants
\$7.75	Victoria Dolan	ID Attendants
\$13.00	Eric Kelly	ID Attendants

2012 Cook Pool Employees

HR RATE	NAME	TITLE
\$10.60	Bussiere, Camille	Lifeguard
\$10.90	Campion, Sarah	Lifeguard
\$6.35	Capasso, Joseph	Ticket Taker
\$10.60	Carey, Timothy	Lifeguard
\$10.60	Considine, Christopher	Lifeguard
\$11.80	Considine, Patrick	Lifeguard
\$10.60	Croft, Virginia	Lifeguard
\$10.90	Czuy, Mark	Lifeguard
\$6.35	DiRoma, Christina	Ticket Taker
\$12.30	Gilbert, Meghan	Lifeguard
\$11.20	Giovinco, Emma	Lifeguard
\$7.55	Glashoff, Matthew	Maintenance
\$8.15	Griffith, Ryan	Maintenance
\$10.90	Huvane, Conor	Lifeguard
\$10.60	Kelly, Robert	Lifeguard

\$15.20	Lepore, Paul	Head Guard/Lifegd
\$13.40	Lepore, Richard	Head Guard/Lifeguard
\$10.60	Margiotta, Jonathan	Lifeguard
\$10.90	Marino, Thomas	Lifeguard
\$10.90	Marrone, James	Lifeguard
\$10.90	Moran, Matt	Lifeguard
\$6.65	Mossop, Elizabeth	Ticket Taker
\$10.30	Murray, Caity	Lifeguard
\$10.60	Nestler, Colleen	Lifeguard
\$10.60	O'Connor, Ryan	Lifeguard
\$10.90	Olmos, Tricia	Lifeguard
\$12.70	Ortiz, David	Head Guard/Lifeguard
\$10.90	Ortiz, Jonathan	Lifeguard
\$24.10	Pierce, Terence W.	Co-Director
\$10.30	Pizzolongo, Alyssa	Lifeguard
\$10.90	Reyes, Samantha	Lifeguard
\$7.85	Rinaldi, Chris	Maintenance
\$10.90	Ryan, Mikela	Lifeguard
\$30.60	Segnit, Robert	Director
\$8.15	Stewart, Matthew	Maintenance
\$10.90	Stokes, Eric	Lifeguard

HR RATE	NAME	TITLE
\$13.40	Brucaj, Bardha	Head Swim Aide
\$10.60	Brucaj, Donika	Swim Aide
\$10.60	Cincotta, Evan	Swim Aide
\$10.30	DiSisto, Desiderio	Croton Guard
\$10.90	Federowicz, Andrew	Swim Aide
\$10.60	Harding, Emily	Swim Aide
\$10.30	Kadin, Allison	Croton Guard
\$10.60	Kelly, Caitlin	Swim Aide
\$11.80	Kelly, Nicole	Swim Aide
\$10.90	Krasniqi, Laura	Swim Aide
\$10.30	Malone, Meghan	Swim Aide
\$10.90	McGee, Kevin	Swim Aide
\$10.60	Moschetti, Nicole	Swim Aide

\$10.60	Mueller, Travis	Swim Aide
\$17.55	Munsell, Meagan	Head Swim Aide
\$10.30	Musico, Nick	Swim Aide
\$10.30	O'Connor, Shannon	Swim Aide
\$10.90	Qureishi, Daniella	Swim Aide
\$10.90	Rizzo, Jimmy	Swim Aide
\$10.60	Salvatori, Shanna	Swim Aide
\$10.30	Santagata, Adam	Swim Aide
\$22.60	Segnit, Nicole	Director Swim Instruction
\$10.30	Stokes, Courtney	Swim Aide
\$12.60	Wiegman, Adrian	Swim Aide

SALARY	NAME	TITLE
\$10.00	Marissa Gilbert	Lifeguard
\$10.00	Summer Pritchard	Lifeguard
\$10.00	Daniel Marello	Swim Aide
\$10.00	Maxine Gray	Swim Aide
\$10.00	Courtney Carlsen	Swim Aide
\$10.00	Alyssa Weglarz	Swim Aide
\$10.00	Matthew Delpino	Swim Aide
\$10.00	Ryan Piazza	Swim Aide
\$10.00	Clare Santa Coloma	Croton Guard
\$10.00	Anna Shorto	Croton Guard
\$10.00	Julianna Miller	Croton Guard

**BY ORDER OF THE TOWN
 BOARD OF THE TOWN OF
 CORTLANDT
 Jo - Ann Dyckman
 Town Clerk**

**Adopted on May 15, 2012
 at a regular Town Board Meeting
 held at Town Hall.**

RESOLUTION

NUMBER _____

RE: (AWARD OF CONTRACT FOR ADMINISTRATION OF BACKFLOW DEVICE TESTING PROGRAM AND ESTABLISHMENT OF FEE)

WHEREAS, The Director of the Department of Environmental Services has solicited proposals for the administration of the State Health Department mandated backflow device inspection and testing program; and

WHEREAS, Proposals have been obtained from Aqua Backflow and Backflow Solutions, Inc.; and

WHEREAS, Upon review of the proposals, the Director recommends that the Town of Cortlandt enter into contract with Backflow Solutions, Inc. at a cost of \$495 per year to the Town and a cost to the tester of \$12.95 per year per device; and

WHEREAS, A filing fee of \$12.95 per year per backflow device is adequate to cover the cost of the program and should be borne by only those customers of the Cortlandt Consolidated Water District that are required to maintain backflow devices as required by Westchester County and/or New York State Health Departments; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is authorized to enter into a contract with Backflow Solutions, Inc. at a cost of \$495 per year to the Town and a cost to the tester of \$12.95 per device; and

BE IT FURTHER RESOLVED, A filing fee of \$12.95 per year per backflow device is hereby established for those customers of the Cortlandt Consolidated Water District whose backflow devices require annual testing as per Westchester County and/or New York State Health Department requirements

**BY ORDER OF THE TOWN
BOARD OF THE TOWN OF CORTLANDT
Jo - Ann Dyckman
Town Clerk**

**Adopted on May 15, 2012
at a regular Town Board Meeting
held at Town Hall.**



Linda D. Puglisi
Town Supervisor

Town Board Members
Richard H. Becker
Francis X. Farrell
Ann Lindau
John E. Sloan

TOWN OF CORTLANDT

Department of Environmental Services

167 ROA HOOK ROAD
CORTLANDT MANOR, NY 10567-7340
(914) 737-0100
FAX (914) 737-1655
www.townofcortlandt.com



Jeffrey C. Coleman, P.E.
Director

Lee Beauchamp, P.E.
Deputy Director

Gary Wulfhop
Deputy Director

May 1, 2012

To: **Linda Puglisi,**
Town Supervisor

From: **Jeffrey C. Coleman, PE**
Director of D.E.S.

Subject: **Water Division**
Backflow Protection Program

The Division has had difficulty administering an effective backflow protection program. The program is a Health Department requirement where private companies are responsible for the testing and reporting of backflow devices at approximately 400 commercial and multifamily customers. The task of corresponding with the customers and vendors presents an administrative and clerical demand on the Division which cannot be accommodated with existing staff.

As part of the Division's evaluation of tasks, proposals have been obtained from two companies (Aqua Backflow and Backflow Solutions, Inc.) to administer the program for the Division. Based on our evaluation of the program, we recommend moving to an on-line based system provided by Backflow Solutions, Inc. at a cost of \$495.00 per year. The vendor will charge \$12.95 per device, per year to the testing company. This is far less than the cost of clerical and administrative staff time.

I recommend that the Town Board authorize a contract with Backflow Solutions, Inc., and establish a backflow testing administration fee of \$12.95 per year, per device.

Cc: Deputy Director
Comptroller
Town Attorney

RESOLUTION

NUMBER

(RE: AUTHORIZE A CONTRACT WITH RESPECT TO THE HVAC SYSTEMS)

WHEREAS, bids were received on April 17, 2012; and

WHEREAS, the Director of Environmental Services has reviewed said bids and recommends awarding a contract to Northeast Mechanical; and Atlantic Westchester as an alternate.

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby Authorize a Contract for HVAC Services to Northeast Services, Inc., 8 Atrium at Rae Park, 8 John Walsh Blvd., Peekskill, NY 10566; and to Atlantic Westchester, Inc., 264 Adams Street, Bedford Hills, NY 10507 as an alternate.

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to execute the Contract subject to approval of form by the Town Attorney.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
TOWN CLERK**

**Adopted on May 15, 2012
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER _____

(RE: RESOLUTION AUTHORIZING THE DIRECTOR OF TECHNICAL SERVICES TO ENTER INTO AN AGREEMENT WITH LEGGETTE, BRASHEARS & GRAHAM, INC (LBG) TO COMPLETE ADDITIONAL ILLICIT DISCHARGE INVESTIGATIONS IN THE NORTHEAST QUADRANT AND OTHER AREAS OF THE TOWN AS NEEDED)

WHEREAS, the Town of Cortlandt received a \$50,000 NYSDEC Grant for Illicit Discharge Detection and Elimination (IDDE) studies, and

WHEREAS, the Town has already completed mapping work of stormwater outfall locations and received reimbursement from New York State totaling \$20,645, and

WHEREAS, through other funding sources the Town has previously worked with LBG on investigating stormwater outfalls for potential illicit discharges.

NOW THEREFORE BE IT RESOLVED, that the Director of Technical Services is hereby authorized to enter into an agreement with Leggette, Brashears and Graham, Inc., 4 Research Drive, Suite 301, Shelton, CT 0684 to continue investigating stormwater outfall locations for possible illicit discharges in an amount not to exceed \$29,355 to be paid for in full by the NYSDEC grant.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
At a Regular Meeting Held
at the Town Hall**

RESOLUTION

NUMBER _____

(RE: AWARD CONTRACT WITH RESPECT TO THE REMOVAL OF THE CONCRETE/ROCK DAM LOCATED ON THE BAKER PROPERTY AT 250 FURNACE DOCK ROAD)

WHEREAS, proposals were received in the amounts shown below to supply labor and equipment for the removal of the dam located in Furnace Brook on the Baker Property, 250 Furnace Dock Road:

Wagner Construction Corp. 12 Peekskill Hollow Turnpike Putnam Valley, NY 10579	\$8,500.00
Cesarini Construction, Inc. 513 Washington Street Peekskill, NY 10566	\$14,999.00
Steve Giordano Builders, Inc. -19 Pine Avenue Ossining, NY 10562	\$18,750.00
A. Supino and Sons, Inc. 1137 East Main Street Shrub Oak, NY 10588	\$19,875.00
Primo's Landscaping, Inc. P.O. Box 782 Mohegan Lake, NY 10547	\$20,400.00
Correia Contractors, Inc. 1135 Williams Drive Shrub Oak, NY 10588	\$23,300.00

;and

WHEREAS, the Director of Technical Services has reviewed the proposals, and recommends awarding the Furnace Brook Concrete/Rock Dam removal contract to Wagner Construction Corp. in the amount of eight thousand five hundred dollars (\$8,500.00);

BE IT FURTHER RESOLVED, that the Town of Cortlandt shall provide the stone material only, item-4 and rip-rap necessary to install the temporary work area. The contractor shall truck the material to the site and install and remove same when finished..

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk

Adopted on April 17, 2012
at a Regular Meeting
Held at the Town Hall

RESOLUTION

NUMBER

(RE: AUTHORIZE AN AGREEMENT WITH METRO NORTH AND AN APPLICATION WITH WESTCHESTER COUNTY DEPARTMENT OF HEALTH WITH RESPECT TO FAMILY FUN DAY)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby authorize an Agreement with Metro-North and an Application with Westchester County Department of Health with respect to Family Fun Day; and

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to execute a Permit to enter onto property of the Metro-North Railroad Company for September 8, 2012 with an alternate date of September 9, 2012; and

BE IT FURTHER RESOLVED, that the Supervisor of Recreation is hereby authorized to execute an application with the Westchester County Department of Health for a Permit with respect to the sale of food at Family Fun Day; and

BE IT FURTHER RESOLVED, that said contract with Metro-North shall be reviewed by the Town Attorney for approval with respect to form and content.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
TOWN CLERK**

**Adopted May 15, 2012
At a Regular Meeting
Held at Town Hall**



Office of the New York State Comptroller
 New York State and Local Retirement System
 Employees' Retirement System
 Police and Fire Retirement System
 110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution

RS 2417-A

(12/10)

BE IT RESOLVED, that the _____ / Location code _____ hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
Appointed Officials									

If additional rows are needed, please use form RS2417-B and attach.

On this _____ day of _____, 20____ Date enacted: _____

I, _____, clerk of the governing board of the _____ of the State of New York, 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 _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the _____ (Name of Employer)

This document consists of _____ page(s) (see additional RS2417-B forms attached).

(seal)

RESOLUTION

NUMBER

**(RE: AUTHORIZE THE ANNUAL MEMBERSHIP FOR THE ICLEI LOCAL
GOVERNMENT FOR SUSTAINABILITY)**

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby Authorize the annual membership for the ICLEI Local Government for Sustainability.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
TOWN CLERK**

**Adopted on May 15, 2012
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER _____

(RE: ADOPT A POLICY FOR TRENCHING AND SHORING)

WHEREAS, the Department of Environmental Services has developed a draft policy covering trenching and shoring of excavations by Town staff; and

WHEREAS, the draft policy was circulated amongst the employees for review and comment and resulted in no substantive comments; and

WHEREAS, during its development, staff reviewed the trenching and shoring practices of other municipalities and determined the need for additional trenching and shoring equipment and an associated vehicle; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the policy for trenching and shoring for use by its employees during excavation activities; and

BE IT FURTHER RESOLVED, that the Director of the Department of Environmental Services shall ensure compliance with the policy by staff and provide for associated staff training.

BE IT FURTHER RESOLVED, that additional trenching and shoring equipment be purchased and a vehicle be acquired and outfitted for the use of Department staff for confined space entry and excavations at a cost not to exceed \$30,000 and that the Comptroller is authorized to make the appropriate budget adjustment.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
at a Regular Meeting
Held at the Town Hall**



Department of Environmental Services
Trenching and Shoring Policy & Procedures

Pg. 1 of 7

Doc Number: TSPP-1

Rev: 1

APPROVALS

*All approvals are maintained and controlled in the Sanitation Server system.
Please refer to the Sanitation Server system for the current controlled revision and approval records.*

<i>AUTHOR</i>	<i>REVISED SECTION/PARAGRAPH</i>	<i>REV</i>	<i>RELEASED</i>
Lee Beauchamp	Draft	01	4May2012

REVISION HISTORY

*Draft and Archived/Obsolete revisions are not to be used.
Access Sanitation Server system to verify revision.*

DRAFT



**Department of Environmental Services
Trenching and Shoring Policy & Procedures**

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Doc Number: TSPP-1

Rev: 1

TRENCHING AND EXCAVATION SAFETY POLICY

Trenching and excavation work presents serious risks to all workers involved. The greatest risk, and one of primary concern, is that of a cave-in. Furthermore, when cave-in accidents occur, they are much more likely to result in worker fatalities than other excavation-related accidents. Strict compliance with all sections of this policy will prevent or greatly reduce the risk of cave-ins as well as other excavation-related accidents.

Therefore, in an effort to safeguard Town Of Cortlandt personnel from injury or death while working in underground trenches and excavations, as well as limit municipal liability and maintain conformance with applicable State and Federal regulations, the Town of Cortlandt Town Board hereby authorized the establishment of this Trenching and Excavation Safety Policy that **SHALL** be followed by all Environmental Services Department personnel.

A. Policy

It shall be the policy of the Town of Cortlandt that all employees assigned to the Department be required to comply with the requirements described in this policy both prior to, and during entry of an underground trench or excavation.

1. For the purpose of this policy, a trench shall be defined as any manmade cut, cavity, trench or depression in an earth surface, formed by earth removal which is greater than or equal to five (5) feet in depth (or with a potential for collapse), and the width is not greater than 15 feet (measured at the bottom).
2. It is the policy of DES that the procedures outlined in this policy be adhered to at ALL times regardless of the urgency of the job to be performed. Employee safety must ALWAYS come first.
3. According to the United States Code of Federal Regulations Part 1926, soil conditions are classified as follows:

Type A: Cohesive soils with an unconfined compressive strength of 1.5 tons per square feet (tsf) or greater (i.e., clay).

Type B: Cohesive soils with an unconfined compressive strength of greater than .05 tsf but less than 1.5tsf (i.e., silty loam).



**Department of Environmental Services
Trenching and Shoring Policy & Procedures**

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Type C: Cohesive soil with an unconfined compressive strength of .05 tsf or less (i.e., granular soils including gravel, sand and loamy sand).

Although each soil condition carries its own requirements for providing protective systems, it shall be the policy of the Town of Cortlandt that unless a manual and visual test is used to clarify soil, all soils shall be considered "**TYPE C**" soils and must be protected as such.

4. It is the objective of this policy to not only protect Town personnel from the dangers of entering a trench or excavation incorrectly, but also protect any other party who would enter a trench or excavation being performed by the Town. Therefore, this policy requires all DES Employees to notify any other party of the need for trench and excavation safety procedures upon witnessing such an entry into a trench or excavation being performed by the Town.
5. In addition, it shall be the requirement of this policy that all Town contracts have included as a standard condition, that all applicable State and Federal Regulations be followed by the successful contract awardee or subcontractor.

B. Requirements

It shall be the requirements of the Department of Environmental Services that all Employees assigned to the department comply with the requirements described in the procedure prior to and during entry of a trench or excavation.

General Requirements

1. All surface encumbrances are to be removed or supported as necessary, to safeguard employees.
2. All underground installations are to be located and safeguarded (protected, supported, or removed) as necessary, to safeguard employees.
3. A ladder must be located in all trenches 4 feet or deeper. The ladder must extend 3 feet above the top of the highest trench wall or the highest



**Department of Environmental Services
Trenching and Shoring Policy & Procedures**

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Rev: 1

point of the protective device (whichever is greater). Ladders must be so located as to require no more than 25 feet of lateral travel.

4. When exposed to traffic, employees shall wear warning vests or other clothing marked for high visibility.
5. No one is permitted underneath loads handled by lifting or digging equipment.
6. Personnel are required to stand away from any vehicle being loaded or unloaded.
7. When mobile equipment is being operated adjacent to a trench and the operator does not have a clear view of the trench, use the following: barricades, stop logs, or hand signals from an observer.
8. If a hazardous atmosphere is suspected or exists within the trench, the atmosphere must be tested (for oxygen deficiency, flammability, and toxicity) prior to employees entering the trench. This is for all trench greater than 4 feet. If a hazardous or deficient atmosphere exists, employees must be protected with appropriate respirators or ventilators must be used. If ventilators are used, continuous atmospheric monitoring is required.
9. Rescue equipment must be readily available (on-site) when a hazardous condition exists or may reasonably be expected to develop.
10. If water accumulation occurs in the trench, you must protect the trench from cave-in with special systems or remove the accumulated water with equipment monitored by the competent person.
11. If the work interrupts the natural drainage of surface water, a measure must be used to prevent surface water from entering the excavation and to provide drainage to an area adjacent to the excavation.
12. If the stability of the adjacent structures is affected, systems such as bracing, shoring, or underpinning must be on such structures. Sidewalks, pavements, curbs, and all appurtenant structures shall not be undermined unless a support system is used.



13. The spoil pile, other stationary equipment or materials must be at least 2 feet from the edge of the trench. Fencing or other means must be used to keep the spoil pile from rolling into the trench.
14. A Competent Person is to be designated for all trench and excavation operations. Daily inspections of the trench, adjacent areas, and protective systems are to be made by the Competent Person prior to the start of work, as needed throughout the shift, and after every rainstorm or as other hazards occur. These inspections are to be recorded on the trench inspection log. The Competent Person will be the Foreman or Assistant Foreman overseeing the job.
15. All employees exposed to hazardous trench conditions are to be removed from these areas until precautions have been made and the area has been inspected by the Competent Person.

Protective Systems

There are three acceptable methods of providing protection in trench and excavation work. Those methods are Sloping, Shielding, and Shoring. The following requirements are to be followed regardless of which method is to be utilized.

- A. A Competent Person is to be designated for the operation and appropriate inspection forms obtained.
- B. One or more of the three protective systems is to be determined to be used on the trench site and all appropriate equipment is to be obtained.
 1. Sloping and Benching
 - a. SLOPING – The sloping of the sides of the trench or excavation must be inclined away from the trench or excavation at an angle of 1.5 feet wide for every 1 foot in depth.
 - b. BENCHING – The benching of the sides of the trench or excavation must be inclined away from the trench or excavation benched with 4 feet horizontal and 2.5 feet vertical steps to the surface of the excavation.



**Department of Environmental Services
Trenching and Shoring Policy & Procedures**

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2. Shielding

- a. The shield must extend at least to the top of the trench. If the shield is located below the trench mouth, the trench section is to be sloped at the above noted angle.
- b. Employees are not allowed in shields during installation, removal or movement of the shields within the trench.
- c. Employees and escape ladders are only allowed within the shielded area.
- d. All shields are to be used according to manufacturer's instructions. If multiple shields are used, they are to be connected using appropriate locking devices.
- e. Manufacturer's specifications and tabulated data are to be maintained on the job site for all shielding systems.

3. Shoring

- a. Manufacturer's specifications and tabulated data are to be maintained on the job site for all shoring systems (excluding timber systems).
- b. Shoring equipment is to be maintained and used according to manufacturer's specifications and tabulated data.
- c. If shoring equipment is damaged, it must be examined by the Competent Person to evaluate its use.
- d. Backfilling is to occur immediately following the removal of support systems.
- e. As shoring is installed, the trench or excavation must be shored from the top of the excavation of the bottom, and removed in reverse order.



**Department of Environmental Services
Trenching and Shoring Policy & Procedures**

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- f. Shoring uprights must extend a minimum of 2" above the surface of the trench and must extend to the bottom of the trench.
- g. Unless stipulated by manufacturer's specifications and tabulated data, shoring uprights must not be farther apart than 4 feet.
- h. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must be installed no greater than 4 feet apart.
- i. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must not be greater than 2 feet from the top of the trench or excavation.
- j. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must not be greater than 2.5 feet from the bottom of the trench.
- k. When setting shores, no worker shall be lower than waist deep to the lowest cross brace.
- l. All shoring must be reinspected for possible protective system failures or other hazardous conditions by the Competent Person each time the trench or excavation is left unattended (i.e., lunch, breaks or overnight).
- m. All timber shoring systems will be constructed in accordance with OSHA timber shoring tables.

RESOLUTION

NUMBER _____

(RE: ADOPT AN ISLAND PROGRAM)

WHEREAS, the Director of the Department of Environmental Services has received a request and has authorized the clean up and maintenance of the existing planting area at the intersection of Maple Row and Crompond Road by Hudson River Landscaping; and

WHEREAS, the volunteer work completed provides for an enhancement in services above that which the Department typically provides; and

WHEREAS, the Director recommends that an "Adopt an Island" program be developed, similar to that which is provided in other communities, to care for individual landscaped islands and planting areas throughout Town and a small sign recognizing the organization be posted; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Director of the Department of Environmental Services to develop an "Adopt an Island" program.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
at a Regular Meeting
Held at the Town Hall**

RESOLUTION

NUMBER _____

(RE: INTERMUNICIPAL AGREEMENT FOR THE NORTHERN TIER TRANSFER STATION)

WHEREAS, the current 5-year Intermunicipal Agreement for the Northern Tier Transfer Station has expired; and

WHEREAS, the member municipalities of Cortlandt, Croton-on-Hudson, Buchanan, Village of Ossining, Town of Ossining, Yorktown and Peekskill have interest in renewing the Intermunicipal agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Director of the Department of Environmental Services and the Town Attorney to work the other municipalities to develop a successor agreement and further authorizes the Town Supervisor to execute same.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
at a Regular Meeting
Held at the Town Hall**

RESOLUTION

NUMBER

(RE: AUTHORIZE THE PURCHASE OF VARIOUS TECHNOLOGY RELATED EQUIPMENT)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby Authorize the purchase through competitive bidding or applicable State or New York County contract the following:

- a) Network server and copier for the Justice Court (not to exceed \$12,000).
- b) Network Server for Town Hall (estimated cost of \$16,000).
- c) Purchase Wireless Access Points and Firewalls for Town Hall (estimated cost of \$9,100).
- d) Replace server and firewalls at DES Highway Offices (estimated cost of \$8,200).
- e) Purchase and install equipment at Charles Cook Pool to allow public and staff internet access (not to exceed \$4,000).

WHEREAS, the above noted estimates include installation to be performed by the Town's current contractor, Sullivan Data; and

WHEREAS, the anticipated costs associated with the Justice Court will be grant funded; and

BE IT FURTHER RESOLVED, that the Comptroller is hereby authorized to expend the funds necessary for the above purchases.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
TOWN CLERK**

**Adopted on May 15, 2012
At a Regular Meeting
Held at Town Hall**



Edward Vergano, P.E.
Director

TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
ENGINEERING DIVISION

Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567

914-734-1060
FAX 914-734-1066

Linda D. Puglisi
Town Supervisor

Town Board
Richard H. Becker
Francis X. Farrell
Ann Lindau
John E. Sloan

Memo to: Supervisor Puglisi and Town Board
From: Ed Vergano, P.E.
Re: Energy Savings Product
Date: 5/14/2012

Description of Product:

The IntelliCon-HW+ is a microprocessor-controlled, hot water (hydronic) heating systems fuel economizer. IntelliCon-HW+ reduces energy consumption by adjusting the burner run pattern to match the system's "heat load."

The unit determines the "heat load" by dynamically monitoring the boiler's out-flow water temperature and the rate at which this temperature is changing.

Intellidyne economizers are easily installed in existing systems or specified for new construction. Intellidyne economizers reduce energy consumption and human impact on the environment and natural resources.

How does it save money:

The intellidyne HW+ fuel economizer modifies the normal burner run pattern, dynamically adjusting the length of the cycle. Fewer burner cycles providing the same heat load reduce fuel consumption. This example shows a 7-minute economizer hold off (delay) with a 3-minute hold off recovery. Subtracting the 3-minute recovery from the 7-minute hold off equals 4 minutes saved. Dividing that 4 minutes saved by the adjusted extended run time of 28 minutes (31 minutes total, minus the 3-minute recovery) equals 14.3% or 0.143 in runtime saved.

Additional Advantages:

- * Patented process typically reduces fuel consumption 10%-20%.
- * Increased savings without upgrading or replacing your entire system.
- * Reduces maintenance and extends boiler life.
- * Short payback period-typically 1 to 2 heating seasons.
- * Guaranteed to reduce system run time by 10% or more.

IntelliDyne economizers deliver an average energy savings of 13% and reduce pollution by as much as 50%, according to a study by the New York State Energy Research And Development Authority (NYSERDA). What the study also emphasized was that user comfort was maintained, while decreasing energy consumption and pollution. The complete report is available at www.intelldynellc.com.

Cost of units for "Pilot Project" :

Two Boilers at Town Hall" \$7214. (currently evaluating Con Ed "rebate program" that pays for up to 50% of unit costs)

RESOLUTION

NUMBER _____

(RE: INSTALLATION OF A STREETLIGHT AT 3457 LEXINGTON AVENUE)

WHEREAS, the Department of Environmental Services has received a request for the installation of a streetlight at 3457 Lexington Avenue.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Director of the Department of Environmental Services to install a streetlight at 3457 Lexington Avenue and file for power with Con Edison.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
JO-ANN DYCKMAN
Town Clerk**

**Adopted on May 15, 2012
at a Regular Meeting
Held at the Town Hall**