

**JANUARY 13, 2020
SPECIAL TOWN BOARD MEETING**

**A full audio/video recording of this meeting is available at
www.townofcortlandt.com**

A **Special Meeting** of the Town Board of the Town of Cortlandt was conducted on January 13, 2020 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 officials and appointed staff in attendance:

LINDA D. PUGLISI	Supervisor
FRANCIS X. FARRELL	Councilmember
DEBRA COSTELLO	Councilmember- ABSENT
RICHARD BECKER	Councilmember
JAMES CREIGHTON	Councilmember

Also present:

TOM WOOD	Town Attorney
MICHAEL CUNNINGHAM	Assistant Town Attorney
LAROU ROSE SHATZKIN	Town Clerk
CHRISTINE B. COTHREN	Deputy Town Clerk
PATRICIA ROBCKE	Comptroller
MICHAEL PREZIOSI	Director, DOTS
CLAUDIA VAHEY	Human Resources Coordinator
STEPHEN FERREIRA	Director, DES

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MEETING CALLED TO ORDER

Supervisor Puglisi called the meeting to order at 7:05 p.m.

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PLEDGE TO THE FLAG

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

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SUPERVISOR'S PROCLAMATIONS & REPORTS

Supervisor Puglisi gave her report.

OF NOTE:

Supervisor Puglisi invited Chris Kehoe, Dep. Dir. DOTS/Planning, Owen Borda, US Census Bureau, and Elise Landesburg, Hendrick Hudson Library to talk about the 2020 Census.

Chris Kehoe, Dep. Dir. DOTS/ Planning appeared before the board to present information regarding Census Day which is April 1, 2020. There is an agenda item for tonight which will be to set up a complete count committee which will hopefully help in giving full representation of the Town of Cortlandt. In mid March everyone should be getting the first notification of the census. People will be encouraged to do the census on

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their computer with the code that is provided in the mailing. This may present challenges for different parts of the population. A second mailing will go out sometime between March 16th and 24th, then another post card reminder before the end of March. The fourth letter will be mailed around April 8, 2020 with a paper questionnaire if you cannot complete it via computer. A final mailing in late April, and if you've missed the first four or five attempts sometime in mid May census officials will go door to door. Elise Landesburg is with the Hendrick Hudson Free Library. Libraries have been designated as census hubs through the census bureau. There will be computers there and they can help people fill out the census at the library.

Mr. Owen Borda, US Census Bureau reiterated the above information. He stated how important it is to be counted, and people should not fear whether or not they are a legal citizen. The county sales tax is distributed by the amount of people that answer the census. So being counted is very important. There are a lot of census job opportunities still available in the area. The rate of pay has been raised to \$23 per hour.

Ms. Elise Landesburg, Hendrick Hudson Free Library stated that they have dedicated a kiosk just for the census, there are Spanish speaking staff members, and the Westchester Library has trained all the libraries on how to help people answer the census.

Councilmember Farrell mentioned the census back a few years ago who were given an enhanced census that some people found intrusive, and asked if this were part of the census this year?

Mr. Borda responded that there are multiple census instruments; the American Household census is a much longer survey that is only sent to 300,000 families in the US. That is not the survey that is being used this year, other than to the random families it is sent to.

Councilmember Creighton asked if there has been any analysis or discussion about whether the last census resulted in an undercount.

Mr. Borda responded that in NYS we know that we have been consistently undercounted, and with the last census we even lost Congressional representation because of being undercounted. This will be the last opportunity for the next 10 years. There was a discrepancy in the Town between the County's records and with what the census bureau had. The County's job is to reconcile that and make it work.

Michael Preziosi, Dir. DOTS stated the form is completed yearly to the Dept. of State based upon building permit records.

Chris Kehoe responded he has also done an update of census addresses so any new building permits that have been issued in the past 10 years have been added to maps, new streets etc.

Laroue Shatzkin, Town Clerk asked how a resident would apply to work for the Town on the census project?

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Mr. Borda stated to go to 2020Census.gov and the details are on the website.

Supervisor Puglisi thanked all for coming, and the information will all be on the Town Website, and Facebook page.

Supervisor Puglisi stated that the 1st Annual Winter Wonderland on 12/14/19 was a huge success, and thanked John Palmietto, Dir. Recreation and his staff, and volunteers from the Town for all of their hard work.

The Swearing in Ceremony for Town elected officials was held on 1/5/2020. It was a lovely ceremony.

There is a Community Action Panel meeting at the Village Hall, Village of Buchanan on Wednesday, 1/15/2020, 6:00 p.m.

Construction has begun for the new bath house at the Charles J. Cook Pool, and is to be completed for our Summer 2020 season.

Supervisor Puglisi spoke about the passing of Peter Daley who was a dear friend. He was currently on the Planning Board, and served many years on the Conservation Advisory Council. He will be surely missed. The meeting will be closed in his memory.

Supervisor Puglisi and Michael Preziosi, Dir. DOTS gave an update on the Albany Post Rd. paving project. They have been assured that this paving will commence in the early Spring 2020, and it will be from Welcher Avenue to Maiden Lane. Most of the paving will be done during the evening hours.

Supervisor Puglisi, Michael Preziosi, Dir. DOTS, Chris Kehoe, Dep. Dir. DOTS/Planning, and George Oros, Economic Development Consultant met with the owner of the old Shop Rite location discussing new ideas and concepts regarding the use of this property.

ROLL CALL

On a roll call attendance taken by Town Clerk Shatzkin Town Board members with the exception of Councilmember Costello indicated their presence.

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TOWN BOARD REPORTS

Councilmember Farrell gave his report
OF NOTE:

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Councilmember Farrell stated he is looking very much forward to working with Cortlandt Waterfront Revitalization Committee as the liaison to this committee.

He stated he is also looking forward to working on a GIS project with the GIS Committee to begin mapping some of the Town's open space, and to bring that activity to the local Girl Scout Troops in our Town.

Councilmember Creighton gave his report

OF NOTE:

Councilmember Creighton reiterated what Supervisor Puglisi was saying about Peter Daley, and how he was extremely valued at the Town of Cortlandt.

Councilmember Becker gave his report

OF NOTE:

Councilmember Becker mentioned how much work is put into the Agenda, and each item is discussed at Work Sessions, and work put into each item by the Town departments.

He spoke about the Town's vehicle replacement plan, and how it is a smart idea to keep an accurate inventory of equipment, and anticipated replacement dates. He commended Patty Robcke, Comptroller for the idea of leasing equipment as opposed to buying.

He congratulated Councilmember Farrell on his upcoming endeavor on the Cortlandt Waterfront Revitalization Committee, and thanked him for his hard work on this.

He commented on the ALS home, and he would be diligently working on finding them a permanent home because of their importance in our community protecting the citizens.

APPROVAL OF THE MINUTES

Councilmember Becker made a motion to approve the minutes for the November 19, 2019 Regular Meeting, and the December 10, 2019 Regular Meeting seconded by Councilmember Creighton with all voting AYE.

PUBLIC HEARINGS

BID REPORTS

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

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

2019 Annual Report from the Receiver of Taxes and the Town Clerk.

Councilmember Becker made a motion the above, seconded by Councilmember Creighton with all voting **AYE**.

OLD BUSINESS:
Receive and File the following:

NEW BUSINESS
Receive and File the following:

Councilmember Creighton made a motion to adopt the following resolutions, seconded by Councilmember Farrell with all voting **AYE**.

RESOLUTIONS

RESOLUTION NO. 1-20 RE: Establish a Local Waterfront Revitalization Committee and appoint 3 members and a staff advisor.

1. Appoint or re-appoint members to the following:

RESOLUTION NO. 2-20 RE: Town Safety Committee

RESOLUTION NO. 3-20 RE: Architectural Review Council

RESOLUTION NO. 4-20 RE: Alarm Appeals Board

RESOLUTION NO. 5-20 RE: Board of Assessment Review

RESOLUTION NO. 6-20 RE: Adopt the salary resolution for Town employees for the year 2020.

2. Appoint the following:

RESOLUTION NO. 7-20 RE: Deputy Town Supervisor for the year 2020.

RESOLUTION NO. 8-20 RE: Town Board Liaison for Personnel Matters.

RESOLUTION NO. 9-20 RE: Town Board Liaison for solar energy issues.

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RESOLUTION NO. 10-20 RE: Town Board Liaison to Hudson Valley Chamber of Commerce.

RESOLUTION NO. 11-20 RE: Town Board Liaison to Shared Services Task Force and staff members to serve with the Supervisor as Chairperson.

RESOLUTION NO. 12-20 RE: Town Board Liaison to Local Waterfront Revitalization Committee.

RESOLUTION NO. 13-20 RE: Town Board Liaison to Geographic Information System.

RESOLUTION NO. 14-20 RE: Election Coordinator and Local Liaison with Westchester County BOE.

RESOLUTION NO. 15-20 RE: Purchasing Director

RESOLUTION NO. 16-20 RE: EFPR Group LLP (CPA's) as Town Auditors.

RESOLUTION NO. 17-20 RE: Bingo Inspector

RESOLUTION NO. 18-20 RE: Triad Group LLC as Manager of Town of Cortlandt Self-Insured Workers' Compensation Fund.

RESOLUTION NO. 19-20 RE: Safety National as carrier for Excess Workers Compensation.

Supervisor Puglisi mentioned that Councilmember Becker will be her Deputy Supervisor this year. Councilmember Farrell will be involved in a few other projects this year, and she thanked him for all of his hard work for the past several years in this capacity.

Councilmember Farrell thanked Supervisor Puglisi, and wished Councilmember Becker the best of luck with his new position.

Supervisor Puglisi asked Patricia Robcke, Comptroller to explain the resolution regarding the Town's independent auditors.

Patricia Robcke, Comptroller explained that the independent auditors come into the Town every year and they have been very pleased with the EFPR Group LLP, who have been the Town's auditors for about 3 years. The Town has repeatedly won the GFOA award for excellence in financial reporting.

Councilmember Farrell made a motion to adopt the following resolutions, seconded by Councilmember Becker with all voting **AYE**.

3. Adopt the following:

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RESOLUTION NO. 20-20 RE: Rules of Procedure for the Town Board Meetings

RESOLUTION NO. 21-20 RE: Designate the 2020 Official Newspaper and alternates.

RESOLUTION NO. 22-20 RE: Designate the 2020 Depositories

RESOLUTION NO. 23-20 RE: Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.

RESOLUTION NO. 24-20 RE: Set the mileage reimbursement for Town Officials and employees.

RESOLUTION NO. 25-20 RE: Purchasing Manual for 2020.

RESOLUTION NO. 26-20 RE: IT Security Policy for 2020

RESOLUTION NO. 27-20 RE: Drug and Alcohol Policy for 2020

RESOLUTION NO. 28-20 RE: Social Media Policy for 2020

RESOLUTION NO. 29-20 RE: Sexual Harassment Policy for 2020

RESOLUTION NO. 30-20 RE: Authorize Town Officials to attend the Association of Towns training sessions in February in NYC.

RESOLUTION NO. 31-20 RE: Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.

Authorize the Supervisor to execute the following 2020 Agreements and/or Contracts:

RESOLUTION NO. 32-20 RE: All contracts on behalf of the Town Awarded by the Purchasing Department.

RESOLUTION NO. 33-20 RE: Applications for pool permits

RESOLUTION NO. 34-20 RE: Applications for State Aid for Youth and Senior Citizens.

RESOLUTION NO. 35-20 RE: Agreement with Westchester County with respect to Youthful Drug Abuse Prevention Program funding.

RESOLUTION NO. 36-20 RE: Agreement with the City of Peekskill covering Nutrition Meals under Title 3C of the Older Americans Act.

RESOLUTION NO. 37-20 RE: Inter-Local Agreements for Nor-West Regional Services.

RESOLUTION NO. 38-20 RE: All nutrition contracts.

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RESOLUTION NO. 39-20 RE: Agreement with Westchester Jewish Community Services.

RESOLUTION NO. 40-20 RE: Agreements with respect to covering shared equipment.

RESOLUTION NO. 41-20 RE: Agreement with the Villages authorizing the Town Purchasing Director to advertise bids on behalf of the Villages.

RESOLUTION NO. 42-20 RE: All Personal Service Contracts.

Supervisor Puglisi explained that these are items that are proforma items that are done every January for the calendar year.

Councilmember Becker made a motion to adopt the following resolutions, seconded by Councilmember Creighton with all voting **AYE**.

RESOLUTION NO. 43-20 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. 44-20 RE: Authorize the Supervisor to execute contracts with Westchester County with respect to CDBG projects for 2020.

RESOLUTION NO. 45-20 RE: Authorize the extension of a Contract with Woodard and Curran for Geographic Information Services (GIS) and Tax Map Services for 2020.

RESOLUTION NO. 46-20 RE: Authorize an agreement with Software Consulting Associates to upgrade current Assessment Software.

4. Agenda items for DOTS:

RESOLUTION NO. 47-20 RE: Authorize Consulting Services with Badey and Watson Surveying and Engineering, P.C. to bring to date 2003 Survey for Broadway Streetscape Improvements from 8th Street to 16th Street.

RESOLUTION NO. 48-20 RE: Authorize Director of Technical Services to solicit proposals for Consulting Design and Surveying Services for the Montrose Business Association Sewer District.

RESOLUTION NO. 49-20 RE: Authorize DOTS and DES to reconstruct parking lot on Town owned property across from St. Patrick's Church, 11th Street, Verplanck.

5. Agenda items for DES:

RESOLUTION NO. 50-20 RE: Authorize the lease of a new Sanitation Packer Truck.

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RESOLUTION NO. 51-20 RE: Authorize design work for renovations of 8th Street Garage for office and employee areas.

RESOLUTION NO. 52-20 RE: Amend Resolution 176-19 to assist the Lake Allendale Homeowner's Association with Lake Management.

RESOLUTION NO. 53-20 RE: Authorize a Special Counsel in PSC/NRC proceedings on Entergy Sale.

Michael Preziosi, Dir. DOTS that the resolution regarding the Broadway streetscape improvements that the Town in the past has received both County and State grants for the extension of the Broadway streetscape. The grant received this year is for \$250,000 from Westchester County to continue the improvements from 8th St. up towards 14th and 16th St. Funding will be available in early 2020 so the project will be bid in the early Spring.

Patricia Robcke, Comptroller stated that the vehicle leasing program is more of a financing program. The vehicles are actually purchased at the end of the lease. We are taking advantage of low interest rates, and this is a way to spread the cost out, and build a replacement plan into the budget.

Steve Ferreira, Dir. DES stated that the 8th St. garage renovation is a necessity in that the building needs some major renovations at this time.

Councilmember Farrell made a motion to adopt the following resolution seconded by Councilmember Creighton. The Board was polled as follows:

Councilmember Becker	AYE
Supervisor Puglisi	RECUSED
Councilmember Creighton	AYE
Councilmember Farrell	AYE
Councilmember Costello	ABSENT

The resolution was adopted.

RESOLUTION NO. 54-20 RE: Authorize an option agreement with TOLL Brothers for the purchase of the Valeria Sewage Works Corp by the Dickerson Pond Sewer District.

Councilmember Farrell made a motion to adopt the following resolutions, seconded by Councilmember Creighton with all voting **AYE**.

RESOLUTION NO. 55-20 RE: Ratify a Collective Bargaining Agreement with Teamsters 456.

RESOLUTION NO. 56-20 RE: Authorize a deed of correction for a 1984 In Rem deed previously issued for 13 Barger Street.

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RESOLUTION NO. 57-20 RE: Authorize a full appraisal for defense of a Tax Certiorari by Acadia/Cortlandt Town Center.

RESOLUTION NO. 58-20 RE: Establish a 2020 Census Committee and Appoint Staff Advisor

RESOLUTION NO. 59-20 RE: Authorize the purchase of replacement and additional security cameras for Town Hall.

RESOLUTION NO. 60-20 RE: Appoint two Seasonal Workers for DES.

RESOLUTION NO. 61-20 RE: Appoint Michael Cunningham as the Deputy Town Attorney.

ADDITIONS TO THE AGENDA

Councilmember Becker made a motion to adopt the following resolution, seconded by Councilmember Creighton with all voting **AYE**.

RESOLUTION 62-20 RE: Ratify Collective Bargaining Agreement for AFSCME Foreman and Blue Collar Units.

BUDGET TRANSFERS

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

Mr. Srinivasan Ramasway, 5 Lakeview Rd. appeared before the Board. He spoke about the Town's cyber security, and various Towns, Cities, and other government agencies being compromised by certain ransom attacks. He voiced his concerns about the Town's security in the technology department.

Supervisor Puglisi recommended that he set up a meeting with Peter McMillan, Dir. Purchasing to discuss this matter, and added that the Town is always looking ahead for ways to keep ahead of all security in the Town.

Councilmember Creighton stated that our IT people are very hands on, and there have been a number of measures of the last several months just to continue the vigilance and awareness.

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ADJOURNMENT

Councilmember Farrell made a motion to adjourn the meeting seconded by Councilmember Costello with all voting AYE.

The meeting was adjourned in memory of Peter Daley, Planning Board member who passed away recently.

The meeting was adjourned at 8:05 p.m.

NEXT TOWN BOARD MEETING

January 14, 2020 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com

Respectfully submitted,

Christine B. Cothren
Deputy Town Clerk