

DRAFT

RESOLUTION

NUMBER _____

**(AUTHORIZE THE RELINQUISHMENT OF THE TOWN'S RIGHTS WITH RESPECT
TO A PORTION OF CORTLAND STREET)**

WHEREAS, pursuant to the survey dated January 30, 2020 from Baxter Land Surveying, P.C. (the "Survey"), a portion of Cortland Street appears within the boundaries of 20 Cross Road (SBL 34.17-2-3) (the "Property"); and

WHEREAS, the portion of Cortland Street appearing on the Property is a paper street of no use to the Town; and

WHEREAS, the owners of the Property have requested that the Town relinquish its rights to make this portion of Cortland Street a public road; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cortlandt relinquishes its rights to make the portion of Cortland Street located within 20 Cross Road a public road; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute a quitclaim deed conveying any rights the Town may have to Road Parcel "B" as shown on the Survey.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

(RE: AUTHORIZE A CONTRACT EXTENSION WITH RESPECT TO SNOW PLOWING / ICE CONTROL AND USE FOR THE 2020-2021 SEASON, BID#19-18)

WHEREAS, the Purchasing Director previously awarded contracts for **SNOW PLOWING / ICE CONTROL AND USE** and:

WHEREAS, said bids were received and opened by the Purchasing Director on **OCTOBER 15TH, 2019, and;**

WHEREAS, the bid did include language allowing for a one year contract extension based on mutual agreement of both parties,

WHEREAS, the following contractors have been awarded and are used on an “as needed” based on cost, seasonal availability of equipment, and equipment proposed.

Casabella Landscaping
182 Lindsey Ave
Buchanan, NY 10511

Manzer’s Landscape Design (alternate)
6 Winchester Ave.
Peekskill, NY 10566

NOW, THEREFORE, BE IT RESOLVED, that a one year extension of the aforementioned contract is hereby authorized.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**RE: (AUTHORIZE A CONTRACT WITH RESPECT TO THE
AFFORDABLE CARE ACT)**

BE IT RESOLVED, that the Town Board of the Town of Cortlandt does hereby authorize a contract with Corporate Plans Inc. at a cost of \$16,000.00 (SIXTEEN THOUSAND) for Affordable Care Act (ACA) Employees Tracking and Reporting services to in compliance with federal regulations.

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

**Adopted September 22, 2020
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER _____

AUTHORIZING A RENEWAL AND EXTENSION OF THE CORTLANDT HEATING OIL PROGRAM

WHEREAS, in the winter of 2008/2009, the Town established the Cortlandt Heating Oil Program; and

WHEREAS, said program was highly successful in that over 1,700 residents of the Town entered and maintained membership into said program; and

WHEREAS, it is the desire of the Town Board to allow said program to continue for an additional year;

NOW, THEREFORE, BE IT RESOLVED, that the Cortlandt Heating Oil Program as previously established for the 2019/2020 year shall be extended and continued for the 2020/2021 heating season; and

BE IT FURTHER RESOLVED, that anyone who has previously signed up and joined the program will not need to re-register and their names will be carried over without further cost or charge; and

BE IT FURTHER RESOLVED, that the Town Supervisor and Town Attorney be and hereby are authorized to execute memorandums of understanding with said companies participating in said program.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RESOLVED, By the Town Board of the Town of Cortlandt, that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NO.

**(ADOPTING A REMOTE WORK POLICY FOR LIMITED, QUALIFYING STAFF AND
A REMOTE WORK REQUEST FORM FOR COVID-19 RELATED LEAVE)**

WHEREAS, the Coronavirus (COVID-19) Pandemic has altered the way that people work, including a significant increase in remote working opportunities; and

WHEREAS, in March 2020, pursuant to the Governor's Executive Orders, the Town of Cortlandt closed its physical facilities to non-essential personnel; and

WHEREAS, in June of 2020, the Town started to phase in its workers, and all workers have been required to work from the office since the end of June; and

WHEREAS, during the remote working period, Town Department Heads discovered that when used in the right manner, remote working can lead to productivity gains amongst a limited group of employees; and

WHEREAS, other municipalities have worked completely remotely since March 2020; and

WHEREAS, the Town Board believes it is now the appropriate time to approve limited remote working on an as-appropriate basis for employees who have the capabilities to work remotely in order to increase their productivity; and

WHEREAS, COVID-19 has also created childcare issues for working parents employed by the Town of Cortlandt; and

WHEREAS, some of these employees have inquired about working remotely on a more regular schedule in order to take care of their childcare needs; and

WHEREAS, pursuant to guidance from the Federal and State governments, the Town has devised a request procedure which would allow employees able to work remotely to do so on a set schedule to assist them with childcare issues pertaining to COVID-19;

NOW, THEREFORE, BE IT RESOLVED that the Town Board adopts a remote work policy for limited, qualifying staff and a remote work request form for COVID-19 Related leave.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZE AGREEMENT WITH THE TOWN OF YORKTOWN
COVERING NUTRITION MEALS UNDER TITLE 3C OF THE OLDER AMERICANS
ACT)**

RESOLVED, that the Supervisor be, and she hereby is, authorized to execute an Inter-Municipal Agreement with the Town of Yorktown on behalf of the Town of Cortlandt; which Agreement authorizes the Town of Yorktown to provide approximately 60 meals to the Town of Cortlandt Nutrition Program under Title 3C of the Older Americans Act, servicing non-homebound seniors; said Agreement to be effective for the period October 1, 2020 to March 31, 2021.

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

**Adopted on September 22, 2020
at a Special Meeting
held via Zoom**

DRAFT

RESOLUTION

NUMBER_____

**(AUTHORIZING A \$5,000 CONTRIBUTION TO THE CEDAR HILL CEMETERY IN
MONTROSE FOR RESTORATION WORK)**

WHEREAS, Tropical Storm Isaias was a catastrophic weather event, which caused significant damage to the Town of Cortlandt and neighboring communities; and

WHEREAS, the Cedar Hill Cemetery (the “Cemetery”) in Montrose received damage, including large, downed tree limbs; and

WHEREAS, remaining, damaged trees will need to be removed; and

WHEREAS, the Cemetery is a non-profit, non-denominational cemetery; and

WHEREAS, the Treasurer for the Cemetery contacted the Town asking for any assistance the Town could provide; and

WHEREAS, if the Cemetery were to ever be abandoned, the Town government would be required to maintain it, so the Town has an interest in ensuring proper care and upkeep for the Cemetery;

NOW, THEREFORE, BE IT RESOLVED that the Town Comptroller is authorized to issue a check for \$5,000 to assist with the cleanup of the Cemetery.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER_____

**(AUTHORIZING A PARTIAL REIMBURSEMENT OF THE COSTS FOR TREE
REMOVAL)**

WHEREAS, the owner of 176 Westchester Avenue (SBL 43.18-4-16) (the “Property”) uses an undeveloped portion of 9th Street as part of his driveway access; and

WHEREAS, Tropical Storm Isaias caused significant damage in the Town of Cortlandt; and

WHEREAS, a tree fell down in the vicinity of the Property, and there has been a dispute between the landowner and the Town as to who is responsible for the cost of removal; and

WHEREAS, the landowner has obtained an estimate to remove the downed tree for approximately \$1,200; and

WHEREAS, to avoid a further dispute, the Town has agreed to reimburse the landowner for half of the cost of the removal of the tree;

NOW, THEREFORE, BE IT RESOLVED that the Town Comptroller is authorized to issue a check to reimburse the landowner for half of the cost of tree removal upon proof of payment submitted by the landowner.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AWARD CONTRACT No. TE 2020.06R CJC COOK POOL TENNIS COURT RESURFACING)

WHEREAS, three (3) sealed bids were received and opened on September 10, 2020 for Contract No. TE 2020.06R – CJC Cook Pool Tennis Court Resurfacing to resurface the tennis courts in the amounts below:

	<u>Base Bid</u>	<u>Alternate Bid</u>
DeRosa Sport Construction 625 Waverly Ave Mamaroneck, NY 10543	\$80,490.00	\$82,035.00*
Sherwani Contracting Inc. 1863 Flatbush Avenue Brooklyn, NY 11210	\$66,200.00	\$117,950.00
Sport-Tech Construction 410 NY-22 Brewster, NY 10509	no bid	\$89,324.00

* Computational/Mathematical Correction

; and

WHEREAS, the Director of Technical Services has reviewed the bids and recommends awarding the ALTERNATE BID to DeRosa Sport Construction, 625 Waverly Ave, Mamaroneck, NY 10543 in the amount of Eighty-Two Thousand Thirty-Five Dollars and No Cents (\$82,035.00).

NOW, THEREFORE, BE IT RESOLVED, that a variance is hereby granted under Section 237-5 of the Town Code and performance and payment bonds may be accepted in Lieu of the normally required Letter of Credit.

BE IT FURTHER RESOLVED, that the contract be awarded to the lowest responsible bidder DeRosa Sport Construction, 625 Waverly Ave, Mamaroneck, NY 10543 in the amount of Eighty-Two Thousand Thirty-Five Dollars and No Cents (\$82,035.00).

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to execute the contract documents subject to approval of the same by the Town Attorney; and

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

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

**Adopted on September 22, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (AUTHORIZE DOTS TO REQUEST PROPOSALS FOR A WATER QUALITY ASSESSMENT OF WALLACE POND / WESTCHESTER LAKE)

NOW THEREFORE BE IT RESOLVED, the Department of Technical Services is hereby authorized to prepare a Request for Proposal for a water quality assessment of Wallace Pond and Westchester Lake.

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

**Adopted on September 22, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**RE: (AUTHORIZE VARIOUS CHANGE ORDERS FOR TE CONTRACT 2019.03
CHARLES J. COOK POOL BATH HOUSE)**

WHEREAS, Atlantic Electric, Inc. is the electrical prime contractor for the Charles J. Cook Pool Bath House; and

WHEREAS, multiple change orders were submitted which will result in the contract total exceeding the awarded amount;

WHEREAS, these change orders have been reviewed by the Town's Consultant Architect, Bar Down Studios and Director of the Department of the Technical Services and are recommended.

NOW THEREFORE BE IT RESOLVED, that the aggregate amount of these change orders shall not exceed Twenty Thousand Dollars (\$20,000.00).

BE IT FURTHER RESOLVED, that the Town Comptroller is hereby authorized to amend the budget with respect to the same.

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

**Adopted on September 22, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER_____

(RE: AUTHORIZE THE PURCHASE/LEASE OF DES VEHICLES)

WHEREAS, the Department of Environmental Services has evaluated the Town fleet of vehicles and equipment and recommends the following purchases and reassignments for 2020,

WHEREAS, the Comptroller and Director of the Department of Environmental Services have evaluated the proposed acquisitions and recommend certain vehicles be leased or purchased out of capital funds and/or fund balance; and,

WHEREAS, the following vehicles are currently recommended for **replacement or reassignment** at this time:

- Dual rear axle garbage truck to replace existing main line truck (214)
- Town Hall Sedan Replacement (305)
- Reassign Hybrid Escape to DOTS (602)

NOW THEREFORE BE IT RESOLVED, the Purchasing Director is hereby authorized to procure the following vehicles using existing municipal contracts, the NYS Office of General Services bid system, or accept bids consistent with town policy:

Dual rear axle garbage truck to replace main line truck	\$ 220,000 TOV charge (lease)
Town Hall sedan	\$ 28,000 (DOTS Fund)
DES SUV -	\$ 36,000 (Water Fund)
(2) 5500 Series trucks w/ snow equipment.	\$ 160,000 (Highway Fund)
Utility Trailer for Mini-Excavator	\$ 9,500 (Highway Fund)
Sidewalk snow removal and maint. equipment	\$ 65,000 (Highway Fund)

;and,

BE IT FURTHER RESOLVED, that the Town Comptroller is authorized to amend the budget accordingly to fund the purchases as deemed appropriate from capital and fund balance.

**BY ORDER OF THE TOWN BOARD
OF THE TOWN OF CORTLANDT
LAROUE SHATZKIN
Town Clerk**

**Adopted on September 22, 2020
at a Regular Meeting
Held via Zoom**

DRAFT

RESOLUTION

NUMBER _____

RE: (APPOINT DANIEL BIZZOCO TO THE TITLE OF ASSISTANT ASSESSMENT CLERK IN THE OFFICE OF THE TOWN ASSESSOR)

WHEREAS, the Office of the Town Assessor has a PT vacancy; and

WHEREAS, Councilman Richard Becker, Thomas Waitkins, Town Assessor and Claudia Vahey, Personnel Manager conducted an interview with Mr. Daniel Bizzoco; and

WHEREAS, Mr. Thomas Waitkins, Town Assessor has asked the Town Board to appoint Mr. Daniel Bizzoco to the title of PT Assistant Assessment Clerk; and

WHEREAS, the Town Board has agreed to said request; and

NOW, THEREFORE, BE IT RESOLVED, that Mr. Daniel Bizzoco of 5 Rome Court, Cortlandt Manor, NY be and hereby is appointed to the title of Assistant Assessment Clerk. Mr. Bizzoco will be paid an hourly rate of \$24.46 (3WC-Step 1) and he will work 17 hours per week. This appointment is subject to the successful completion of drug screening and background check.

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

**Adopted on September 22, 2020
at a Regular Meeting
held Via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZING A LEAVE OF ABSENCE FOR TWO EMPLOYEES IN THE
DEPARTMENT OF D.E.S)**

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

Employee ID # 517020 – Effective 8/17/20 – 10/2/20

Employee ID #92225 – Effective 8/26/20- 10/26/20

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

**Adopted on September 22, 2020
at a Regular Meeting
Held Via Zoom**

RESOLUTION

DRAFT

NUMBER _____

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

RESOLVED, that the following employee is hereby approved for a leave of absence under
COVID-19 FLMA effective the following date:

Employee ID # 822440 – Effective 9/4/2020 – 11/13/2020

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

**Adopted on September 22, 2020
at a Regular Meeting
Held Via Zoom**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZE THE APPOINTMENT OF THE FOLLOWING SEASONAL
EMPLOYEE IN THE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR THE
YEAR 2020)**

NOW THEREFORE BE IT RESOLVED, the following seasonal employee will be appointed effective September 22, 2020 – December 22, 2020 in the Department of Environmental Services. This appointment is subject to completion of drug screening.

Liam Breen – Department of Environmental Services – Sanitation Division

BE IT FURTHER RESOLVED, all temporary employees in the Department of Environmental Services shall be compensated at an hourly rate of pay of \$14.14.

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

**Adopted on September 22, 2020
at a Regular Meeting
Held Via Zoom**

DRAFT

RESOLUTION

NUMBER_____

(SCHEDULE A PUBLIC HEARING FOR OCTOBER 20, 2020 FOR ZONING TEXT AMENDMENTS)

WHEREAS, the Town has retained an Economic Development Advisor to enhance economic activity within the Town; and

WHEREAS, in consultation with Town staff, there are areas of the Town Code which could be amended to streamline the application process for certain uses; and

WHEREAS, some of these areas include lot line realignments, change of uses, expansion of pre-existing non-conforming uses, and accessory apartments; and

WHEREAS, amendments to the Zoning Map could be made to help potential purchasers understand which properties are located in transitional locations;

NOW, THEREFORE, BE IT RESOLVED that the Town Clerk is authorized to advertise a public hearing for Town Code Text Amendments and Zoning Map Amendments for the Town Board's October 20, 2020 Meeting.

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

**Adopted September 22, 2020
At a Regular Meeting
Held via Zoom**