



TOWN OF CORTLANDT

OFFICE OF THE TOWN CLERK

Town Clerk
LAROUE R. SHATZKIN

Deputy Town Clerk
CHRISTINE B. COTHREN

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
P: 914-734-1020 F: 914-734-1102
www.townofcortlandt.com/townclerk

Town Supervisor
RICHARD H. BECKER, MD





Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

NOTICE:

Clickable Agenda from Town Clerk, Laroue Shatzkin

Dear Viewer,

In an effort to make online information easier to access and interact with, the Agenda has been updated to be “Clickable”. You can access these features in two ways.

1. From any device, click directly on the Agenda Item you wish to view, and you will be taken to that page of the packet.
2. If accessing from a computer, through the town website, you will have a Table of Contents and thumbnails available.
 - a. Open your options using this button on the top left of the screen: 
 - b. Thumbnails should automatically appear. To see the table of contents, click this button: 
 - c. and this will pop up: 
 - d. Click the arrow next to the word Agenda, and a fully clickable Table of Contents becomes available.
3. If you have downloaded the Agenda, you can click directly on the Agenda item, or access the table of contents by opening the bookmarks, which look like this: 

I hope you enjoy these features as I continue to work to improve your experience. Please feel free to reach out to me at the office if you have feedback or suggestions.

Warmly,

Laroue Shatzkin



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REGULAR MEETING

TOWN BOARD AGENDA – AUGUST 13, 2024

PLACE:

TOWN HALL

TIME:

7:00 PM

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 July 16, 2024 Regular Meeting.

DANGEROUS BUILDING PROCEEDINGS

1. Consider Evidence that 8 Overlook Court (24.9-5-13) is a Dangerous Building in accordance with Town Code Chapter 135.
 - a. Adopt an Order to Demolish
2. Consider Evidence that 249 Kings Ferry Road (56.6-4-16) is a Dangerous Building in accordance with Town Code Chapter 135.
 - a. Receive and File Memorandum from Director of Code Enforcement and Engineer's Report from Day Stoksa Engineering, PE regarding subject property.
 - b. Adopt an Order to Demolish

PUBLIC HEARINGS

1. Public Hearing to consider a Local Law for Updated Lighting Standards.
 - a. Close Public Hearing
 - b. Adopt Negative Declaration
 - c. Adopt Resolution
2. Public Hearing to consider amendments to Chapter 35 of the Town Code.
 - a. Close Public Hearing
 - b. Adopt Negative Declaration
 - c. Adopt Resolution

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

For the month of June 2024 from the Recreation Department.

For the month of July 2024 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

1. Letter from Keane & Beane P.C. requesting one-year extension of Special Permit for approved Solar project on Lexington Avenue and 202, (see Resolution 3 below)

NEW BUSINESS

Receive and File the following:

1. Letter from Velocity – Columbia’s Ride to End Cancer, requesting use of Cook Pool Parking Lot on October 5th and 6th of 2024 (See Resolution 7)
2. Letter from Friends of the Old Croton Aqueduct requesting parking along Quaker Bridge Road for four days, associated with I Love My Parks Day, on September 7, 8, 15, and 22, 2024. (See Resolution 8)
3. Letter from Resident of Di Rubbo Drive requesting No Parking signs for a portion of the road near Locust Ave; refer to DES.

RESOLUTIONS

1. Authorize Federal and NYS Police, Fire and other Emergency Response Agencies to Utilize Quarry for Dive Training.
2. Authorize First Amendment of Cellular Infrastructure Lease for 51 Scenic Drive, subject to Permissive Referendum.
3. Authorize a One-Year Special Permit Extension for previously approved solar project on the corner of Lexington Avenue and 202.
4. Authorize Conveyance of 14 Shaw Highway (SBL 45.5-2-42) to heirs of the prior owners.
5. Authorize Danes Bridge Enterprises to provide consulting services for School Tax Billing for the September 2024 tax bills.
6. Authorize a renewal and extension of the CHOP program.
7. Authorize a cycling fundraiser benefitting Cancer Research to use Charles Cook Pool Complex.
8. Authorize parking on Quaker Bridge Road on September 7, 8, 15, and 22, 2024 for an event for the Friends of the Old Croton Aqueduct.

9. Agenda items for DOTS:

- a. Authorize Extension of Consultant Service Contract for Montrose Station Road Bridge.
- b. Authorize Surveying Services for 29 Westbrook Drive, Morabito Senior Community Center.
- c. Authorize Change Order for TE Contract 2024.03 – Cortlandt Waterfront Park.
- d. Reject Bid for TE Contract 2024.11 – Hybrid Smart Pole Installation at Town Hall and authorize DOTS to re-bid.

10. Agenda items for DES:

- a. Authorize DES to Bid Phase II Cook Pool Resurfacing Project.
- b. Award Bid 2024-14 Line Painting.
- c. Authorize No Parking Signs for the first 50 feet of Young Street from Oregon Road East.
- d. Authorize a Handicap Parking Space in front of 108 7th Street in Verplanck.

11. Authorize an Intermittent Leave of Absence for an employee in DES-Water.

ADDITIONS TO THE AGENDA

BUDGET TRANSFERS - NO

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

NEXT TOWN BOARD MEETING

September 17, 2024 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com

RESOLUTION

NUMBER 225-24

(SCHEDULE A PUBLIC HEARING FOR JULY 16, 2024 REGARDING A DANGEROUS BUILDING AT 8 OVERLOOK COURT)

WHEREAS, the Town Board is in receipt of a Dangerous Building Evaluation report from the Director of Code Enforcement; and

WHEREAS, the alleged dangerous building is located at 8 Overlook Court (SBL 24.9-5-13); and

WHEREAS, pursuant to Chapter 135 of the Town Code, the Town Board will conduct a public hearing;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board Schedules a Public Hearing based on the Dangerous Building Evaluation report for 8 Overlook Court at 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

**Adopted June 11, 2024
At a Regular Meeting
Held at Town Hall**

ORDER
(Pursuant to Chapter 135-5)

DRAFT

To: Jaminett Montaruli
620 E. Main Street Apt 4D
Jefferson Valley, NY 10535

Re: Dangerous Building
8 Overlook Court
Cortlandt Manor, NY 10567

Whereas, members of the public had expressed concern about a one-family residential structure (the “Structure”) located at 8 Overlook Court (Section 24.9, Block 5, Lot 13) (the “Property”); and

Whereas, upon information and belief, the Property is owned by Jaminett Montaruli who has abandoned the Property; and

Whereas, Martin G. Rogers, PE, the Director of Code Enforcement, submitted a report to the Town Board dated May 28, 2024 evaluating the structure located on the Property (“Rogers Report”) and concluded that “[t]he main building meets the criteria set forth in Chapter 135 and should be demolished. All applicable local and state Code for demolition procedures must be followed (i.e. lead and asbestos testing and abatement, pest management, property maintenance, etc....) and a demolition permit obtained through the Code Division”; and

Whereas, the owner has taken no further steps to secure the Property; and

Whereas, notice of this Public Hearing and the Rogers Report were posted on the Property on June 10, 2024 and also mailed to all legally required parties on July 1, 2024; and

Now, therefore it is

Ordered, that the Structure located at 8 Overlook Court (Section 24.9, Block 5, Lot 13), is hereby declared a Dangerous Structure in accordance with Town Code Chapter 135; and it is further

Ordered, that said Structure be demolished and the Property cleared within ten (10) days of the service of this Order on the property owner; and be it further

Ordered, that upon noncompliance by the owner with this Order, the Director of the Department of Technical Services will retain a contractor to perform said work and lien said property in accordance with Chapter 135.

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

**Adopted July 16, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER 258-24

(SCHEDULE A PUBLIC HEARING FOR AUGUST 11, 2024 REGARDING A DANGEROUS BUILDING AT 249 KINGS FERRY ROAD)

WHEREAS, the Town Board is in receipt of a Dangerous Building Evaluation report from the Day Stokosa Engineering P.C.; and

WHEREAS, the alleged dangerous building is located at 249 Kings Ferry Road (SBL 54.6-4-16); and

WHEREAS, pursuant to Chapter 135 of the Town Code, the Town Board will conduct a public hearing;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board Schedules a Public Hearing based on the Dangerous Building Evaluation report for 249 Kings Ferry Road on August 11, 2024 at 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

**Adopted July 16, 2024
At a Regular Meeting
Held at Town Hall**



TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
CODE ENFORCEMENT DIVISION

Michael Preziosi, P.E.
Director - D.O.T.S

Martin G. Rogers, P.E.
Director of Code Enforcement / D.O.T.S.

Holly Haight
Assistant Director of Code Enforcement / D.O.T.S.

Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567
Main #: 914-734-1010
Fax #: 914-293-0991

Town Supervisor
Richard H. Becker

Town Board
James F. Creighton
Cristin Jacoby
Robert E. Mayes
Joyce C. White

To: Supervisor Becker and Town Board
Cc: Thomas F. Wood, ESQ, Town Attorney
Michael Preziosi, P.E., Director of D.O.T.S.
Laroue Rose Shatzkin, Town Clerk
From: Martin G. Rogers, P.E., Director of Code Enforcement
Date: July 24, 2024
Re: Dangerous Building
249 Kings Ferry Road
Tax ID 54.6-4-16

The Code Enforcement Division responded to an incident that previously occurred during construction activities at the above address on January 16, 2024.

The Owner's Design Professional's responded and visited to the Site to evaluate on January 15, 2024. The Letter from Mark Day, P.E. dated January 16, 2024 submitted to the Town noted the structure should be razed as soon as practicable. The information in the Letter outlines defects that meet the criteria in Town Code Chapter 135-1 for Dangerous Buildings.

Application was submitted to demolish and a Demolition Permit was on the same day, January 17, 2024.

Memo To Town Board 249 Kings Ferry Road 2024-7-24.Docx



January 16, 2024

Mr. Michael Preziosi, PE
Director of Department of Technical Services
Town of Cortlandt
1 Heady Street
Cortlandt Manor, New York 10567

Re: 249 Kings Ferry Road
Hamlet of Verplanck
Town of Cortlandt
Westchester County, New York

Mr. Preziosi,

In response to a request by Mr. Marco Mandra, R.A., the project Architect, I made a site visit to the home which is currently being renovated at 249 Kings Ferry Road in the Town of Cortlandt, Westchester County, New York, on Monday January 15, 2024. The purpose of my visit was to offer my opinion with respect to the structural condition of the home being renovated. I offer the following:

The home is a 3-story masonry and wood frame structure reputedly constructed in the mid to late 1800's. As mentioned, the home is currently being renovated.

At some point in the recent past the building Contractor had removed the perimeter of the interior basement slab from the brick foundation wall in order to install a benched footing adjacent to the existing foundation wall. It is my understanding that the approved construction plans prepared by Mr. Mandra required that the Contractor install benched footing on all four walls one wall at a time. This was proposed in order to lower the existing basement slab elevation and increase headroom in the basement. It is my understanding that the Contractor removed the entire perimeter of the slab and began to excavate adjacent to the existing foundation walls to install bench footing on all four walls at one time. The Contractor lowered the elevation of the soil in the basement below the bottom of all of the foundation walls as part of this work.

The removal of the basement slab and excavation of the soil depth in the basement below the bottom of the existing foundation walls has caused the bottom of the exterior foundation walls to buckle inward a substantial amount. This is due to the removal of the basement slab and soil which functioned as a lateral restraint for the bottom of the foundation wall. Excavating below the

foundation wall also allowed the surface water to travel under the wall and further loosen the soil under foundation walls. This created a more unstable condition for the structure.

The recent precipitation has caused the site soil to become saturated. This added hydrostatic load on the foundation walls may have also been a contributing factor to the foundation failure.

At the time of my visit, the front foundation wall has collapsed inward and cause substantial cracks in the masonry along the front façade of the building. The Contractor installed a new CMU foundation on the right side of the front entry door which has collapsed due to the failure of the front foundation wall. Refer to figure 1.

The failure of the front foundation wall has removed the support of the masonry walls in the front of the structure and has caused step cracks from the threshold of the front door up through the front façade of the building. The crack continues above the header of the front entry door and continues to the headers above the second floor windows. These cracks have gotten substantially worse since the previous Friday (01-12-24) based on video I had reviewed of the conditions at that time. Again, refer to figure 1.

The bottom of the foundation wall on the west façade of the structure has now buckled inward approximately 9” and has completely failed.

There are a number of substantial cracks in the masonry in all four walls of the structure indicating further movement and shifting.

It is my understanding that all of the interior lathe and plaster has been removed as part of the restoration of the structure. Removal of the lathe and plaster system further weakens the structure due to the elimination of significant shear diaphragms on the walls which help to prevent racking of the structure.

It is my opinion that the existing foundation walls cannot be restored to a plumb condition.

In order to correct the problem, the existing structure would need to be cribbed from the basement to the first floor framing so that the existing foundation can be removed and replaced with a new plumb foundation. This would require a stable floor in the basement in order to establish cribbing.

It is also my opinion that the existing structure would not survive that process without further damage and possible collapse.

Regardless, the structure is too unsafe to enter due to the conditions of the existing foundation walls and the continued shifting of the foundation walls.

Therefore, it is my professional opinion that the existing structure should be condemned and razed as soon as practicable. In its current condition, the structure is an attractive nuisance that needs to be safeguarded from entry.

Please feel free to contact me if you require any further information on this matter.

Sincerely,



Mark A. Day, PE



Figure 1 - Front Facade - Foundation Wall Failure



Figure 2 - Cracks in the Front Façade



Figure 3 - Foundation Failure of West Facing Facade

ORDER
(Pursuant to Chapter 135-5)

DRAFT

To: Melanie Butler
P.O. Box 311
Verplanck, NY 10596

Re: Dangerous Building
249 Kings Ferry Road
Verplanck, NY 10596

Whereas, members of the public had expressed concern about a one-family residential structure (the “Structure”) located at 249 Kings Ferry Road (Section 54.6, Block 4, Lot 16) (the “Property”); and

Whereas, upon information and belief, the Property is owned by Melanie Butler; and

Whereas, Mark A. Day, P.E., engineer for the Property owner wrote in a letter dated January 16, 2024: “Therefore, it is my professional opinion that the existing structure should be condemned and razed as soon as practicable. In its current condition, the structure is an attractive nuisance that needs to be safeguarded from entry”; and

Whereas, the owner has failed to demolish the structure located at 249 Kings Ferry Road; and

Whereas, notice of this Public Hearing was posted at the Property on July 29, 2024 and also mailed to all legally required parties on July 26, 2024; and

Whereas, the Attorney for the Melanie Butler was provided notice of this Hearing;

Now, therefore it is

Ordered, that the Structure located at 249 Kings Ferry Road (Section 54.6, Block 4, Lot 16), is hereby declared a Dangerous Structure in accordance with Town Code Chapter 135; and it is further

Ordered, that said Structure be demolished and the Property cleared within ten (10) days of the service of this Order on the property owner; and be it further

Ordered, that upon noncompliance by the owner with this Order, the Director of the Department of Technical Services will retain a contractor to perform said work and lien said property in accordance with Chapter 135.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER 183-24

**(SCHEDULE A PUBLIC HEARING FOR JUNE 11, 2024 TO CONSIDER A LOCAL
LAW FOR UPDATED LIGHTING STANDARDS)**

WHEREAS, projects before the Planning Board are reviewed to ensure there is appropriate lighting for the designated property; and

WHEREAS, there are existing properties which might not have appropriate lighting for their property, but these properties are not subject to the jurisdiction of the Planning Board; and

WHEREAS, it benefits the Town to have codified lighting standards applicable to all properties in the Town;

NOW, THEREFORE, BE IT RESOLVED that a Public Hearing is scheduled for June 11, 2024 at 7:00 PM to consider a Local Law for updated Lighting Standards.

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

**Adopted May 14, 2024
At a Regular Meeting
Held at Town Hall**

**(A LOCAL LAW REGULATING THE INSTALLATION OF OUTDOOR LIGHTING
WITHIN THE TOWN OF CORTLANDT)**

Section 1. Legislative Intent

The Supervisor and Town Board have noted the receipt of complaints regarding some Outdoor Lighting installations in the Town of Cortlandt, and in understanding recent changes in technology that have led to an almost complete adoption of LED lighting technologies for both residential and non-residential lighting installations, along with the pros and cons of LED lighting, the Town seeks to adopt these Outdoor Lighting Standards to protect and promote the public health, safety and welfare of the residents of Cortlandt, as well as preserve the quality of life, retain community character and afford the public the ability to view the night sky. This Local Law is enacted for the purpose of creating regulations for the installation and use of Outdoor Lighting within the Town of Cortlandt.

Section 2. Amendments to Chapter 307-4 Definitions of the Town Code

Chapter 307-4 of the Town of Cortlandt Town Code, entitled “ZONING” shall be amended to include the following Definitions:

§307-4 Definitions.

BUG RATING

A luminaire classification system that classifies backlight (B), uplight (U) and glare (G) ratings for an LED lighting fixture. See Figure IV-1.

COLOR RENDERING INDEX (CRI)

A number ranging from 0-100 that rates a light source for how closely it renders the color of objects as “natural,” with a higher number corresponding to a color rendering that is closer to the natural color.

CORRELATED COLOR TEMPERATURE (CCT)

A rating of the warmth or coolness of light output as expressed in degrees Kelvin (K).

DARKSKY

Formerly known as the International Dark-Sky Association (IDA), DarkSky International (DarkSky) is a US-based non-profit organization that provides leadership, tools, and resources for individuals, policymakers, and industry, in order to reduce light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional.

DARKSKY APPROVED

A program by DarkSky that provides objective, third-party certification for lighting products, lighting designs, and installed lighting projects that minimize glare, reduce light trespass, and reduce light pollution.

FIXTURE, FULLY-RECESSED CANOPY

An outdoor lighting fixture recessed into a ceiling so that the bottom of the fixture is flush with the ceiling, eliminating any potential for side glare.

FIXTURE, FULLY-SHIELDED

An outdoor lighting fixture that, by design of the housing, does not allow any light to be emitted above a ninety-degree, horizontal plane from the base of the fixture. Fully shielded fixtures must be installed in a horizontal position as designed, or the purpose of the design is defeated, and direct glare will result. A fully-shielded fixture has a maximum BUG uplight rating of U0 (uplight zero). See Figure IV-2.

FIXTURE, LIGHTING

A complete lighting unit, consisting of one or more lamps (light sources), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply, but not including the support assembly (pole, mounting bracket, etc.). Also referred to as a “luminaire”. See Figure IV-3.

FIXTURE, WALLPACK

A lighting fixture designed for direct mounting on building walls whose primary function is to light the area adjacent to a structure.

FOOTCANDLE (FC)

The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one-foot square from a distance of one foot. One footcandle is equal to one lumen per square foot, or 10.76 lux.

GLARE

The eye's line-of-sight contact with a direct light source that causes annoyance, discomfort, or loss in visual performance and ability. Note: As used in this section, this term is not synonymous with the term “glare” as used in the BUG rating defined above.

HEIGHT, MOUNTING

The vertical distance from the ground directly below the center line of the luminaire to the lowest direct-light-emitting part of the luminaire.

ILLUMINANCE

The amount of light falling on a surface area, measured in either footcandles (lumens per square foot) or lux (lumens per square meter). One footcandle equals 10.76 lux though, for convenience, 10 lux is commonly used as an equivalent.

ILLUMINATING ENGINEERING SOCIETY (IES)

The Illuminating Engineering Society (formerly the Illuminating Engineering Society of North America) is a nonprofit membership organization that provides professional development, publications, networking, and educational opportunities to their membership, which includes engineers, designers, educators, manufacturers, distributors, scientists, and industry personnel.

Through their American National Standards Institute (ANSI), they develop and publish technical standards regarding lighting.

KELVIN (K)

The measured correlated color temperature of light. In lighting applications, degrees Kelvin is used to specify the color appearance of the light source. The higher the Kelvin (K) rating, the more bluish-whiter light there is.

LIGHT TRESPASS

Light emitted by a lighting installation that falls outside the boundary of the property on which the installation is sited (also called spill light). See Figure IV-4.

LUMEN

A unit of measurement for quantifying the amount of light energy emitted by a light source (as distinct from “watt,” a measure of input power demand).

LUMINAIRE

See “FIXTURE, LIGHTING”.

LUX

One lumen per square meter; unit of illuminance. One lux equals approximately 0.092903 footcandle.

OUTDOOR LIGHTING

The illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

SECURITY LIGHTING

The minimum amount of outdoor lighting necessary to illuminate points of entry into or exit from a structure, exterior walkways, or outdoor storage areas for purposes of nighttime safety. Security lighting shall not include any lighting that is primarily for aesthetic or advertising purposes and does not directly contribute to the safety or security of the premises, such as sign, parking lot, display, landscaping, or architectural lighting.

UNIFORMITY RATIO

A calculation used to assess whether the Outdoor Lighting levels provide uniform illumination distribution for a given area, calculated as the ratio of the minimum lighting level to the average lighting level (min/avg), as expressed in decimal form. A value of one (1) represents a completely uniform distribution.

UPLIGHTING

Any light source that distributes illumination above a ninety-degree horizontal plane. Uplight is quantified using the IES U-rating system, U0-U5.

Section 3. Addition of Section 307-12.3 of the Town Code

The following Section with a title of “Outdoor Lighting Standards” shall be added to the Town Code:

§307-12.3 Outdoor Lighting Standards.

A. Purpose. The general purpose of this Section is to protect and promote the public health, safety and welfare of the residents of Cortlandt, as well as preserve the quality of life, retain community character and afford the public the ability to view the night sky, by establishing regulations and a process for review of Outdoor Lighting. This Section establishes standards for Outdoor Lighting in order to accomplish the following:

1. To protect against light pollution, glare, light trespass, and dramatic contrasts between lit and unlit areas while ensuring that sufficient lighting can be provided where needed to promote safety and security;
2. To ensure that vehicle and pedestrian circulation areas, parking lots, public gathering spaces, approaches to buildings, and other areas have adequate, but not excessive, outdoor illumination to promote safety and utility at night;
3. To promote the conservation of energy and the reduction of greenhouse gas emissions from outdoor lighting, in accordance with the Town’s pledge to be a New York State Climate Smart Community;
4. To protect and reclaim the ability to view the night sky;
5. To reduce the impact of artificial lighting on human health, flora, fauna, and the environment.

B. Applicability.

1. Single-Family and Two-Family Dwellings.

- a. Existing Installations. All existing Outdoor Lighting on a structure and /or property devoted exclusively to single- or two-family residential use, installed prior to the effective date of this ordinance, shall be exempt from the provisions of this ordinance provided the existing lighting does not result in any Light Trespass and/or Glare to neighboring properties. Any lighting resulting in such must be shielded or replaced to prevent Light Trespass and/or Glare, or mitigated with landscaping and/or fencing or other visual buffering.
- b. Installation, Replacement, Modification, or Refurbishment of Existing Installations. All new and existing Outdoor Lighting on a structure and/or property devoted exclusively to single- or two-family residential use which is installed, replaced, modified, refurbished, and/or retrofitted after the effective date of this ordinance, shall be the minimum necessary, in both number of Luminaires and intensity of light, to achieve the intended purpose of the lighting, shall not result in Light Trespass and/or

Glare onto neighboring properties, and should meet the standards as provided in Section 307-12.3-F to the greatest extent practicable.

2. All Uses Other than Single-Family and Two-Family Dwellings.

- a. Addition, Replacement, Modification, Alteration, and Refurbishment of Existing Installations, Including Bulb Replacement or Improvements. All existing and proposed Outdoor Lighting for uses other than single and two-family residential uses and/or property, which is replaced, modified, refurbished, retrofitted, installed, added, improved, and/or altered after the effective date of this Section, shall meet the standards as provided in this Section.
- b. Properties Undergoing Substantial Improvement. Any repair, alteration, addition, or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure, before the improvement or repair is started, shall comply with this §307-12.3 Outdoor Lighting Standards. The does not, however, apply to either of the following:
 - (i) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that is the minimum necessary to ensure safe conditions.
 - (ii) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
- c. Municipal Lighting.
 - (i) LED lighting must be installed for all Outdoor Lighting purposes in connection with every municipal major renovation or new construction project that involves the expenditure of municipal capital dollars except as follows:
 - I. Where LED lighting is not technically feasible in connection with a specific lighting situation, as determined by the project architect or other associated design professional;
 - II. Where the use of LED lighting in a specific situation presents an undue cost burden, as determined by the Department of Environmental Services, Department of Technical Services, or other Town staff or consultants; or
 - III. Where the Town or its consultants determines that an alternative lighting proposal is more energy efficient.
 - (ii) This requirement shall apply to all projects funded by the Town's annual capital budget ordinance, unless in any particular fiscal year the ordinance contains specific contrary language, and shall apply in addition to any other restrictions placed on the expenditure of capital dollars contained in such an ordinance.

C. Exempt outdoor lighting.

- 1. Lighting that is required by federal or state laws or regulations;

2. Emergency lighting, as needed by police, fire, medical, utility or other emergency service;
3. Temporary lighting for construction sites, provided that such lighting is discontinued immediately upon completion of the construction work necessitating said lighting, and provided that such lighting is the minimum lighting needed, does not create Glare or extend beyond the property line;
4. Lighting of a single-family or two-family dwelling lot that is not part of a site plan or outdoor lighting plan for any other common or public area, provided that such lighting is directed downward, and does not create Light Trespass and Glare on adjacent properties;
5. Low voltage seasonal holiday lighting and decorations that are displayed for not more than 60 consecutive days nor more than 60 total days in any one year, provided the lighting does not result in negative health or safety impacts.
6. Low voltage decorative string/rope lights on a building as long as such lights are not prohibited in subsections 307-12.3-D.6 or 307-12.3-D.7 herein.
7. Solar-powered lights of five watts or less per fixture used in residential landscaping applications and to illuminate walkways;
8. Temporary lighting for theatrical or performance areas;
9. Underwater lighting in swimming pools and other water features;
10. Lighting of public art, monuments, and statuary that has been permitted or otherwise approved by the Town, provided lighting is properly aimed and shielded to minimize uplight and contain light to the art feature and not create Glare onto any public right-of-way or adjacent or nearby properties;
11. Other Town, county, or state lighting installed for the benefit of public health, safety, and welfare;

D. Prohibited outdoor lighting.

1. Uplighting is prohibited. Externally lit signs, displays, buildings, structures, streets, parking areas, recreational areas, landscaping, and other objects lit for aesthetic or other purposes shall be illuminated only with steady, stationary, Fully-Shielded Fixtures without causing Glare or Light Trespass beyond the property line.
2. Roof-mounted area lighting is prohibited.
3. The use of search lights, strobe lights, klieg lights, laser lighting, or any similar high-intensity light is prohibited, except for use in emergencies by police, fire, or medical personnel or at their direction.
4. The use of mercury vapor and metal halide lamps are prohibited.
5. Unshielded fixtures are prohibited.
6. Neon/LED tube or rope lighting used to outline or highlight a building or a building's features is prohibited.

7. Any lighting that flashes, blinks, scintillates, revolves, rotates, flickers, fades, fluctuates, moves, runs, or that uses electrical pulsation, or that does not maintain a stationary and constant intensity, color, or direction at all times is prohibited, with the exception of motion-activated security lighting.

E. Permit Requirements. A permit is required for Outdoor Lighting associated with any project other than Single- or Two-Family Dwellings. The following information is required to be submitted as part of the permit application:

1. A Luminaire schedule indicating the number, location, Mounting Height, arm or tenon structure information, orientation, type of illuminating device, and lighting levels of all proposed and existing outdoor Lighting Fixtures;
2. A photometric lighting plan, such as that furnished by manufacturers, showing lighting levels in Footcandles at ground level;
3. Manufacturer's cut sheets of all proposed Lighting Fixtures clearly indicating the selected BUG Rating (or cut-off classification if no BUG Rating is available), Correlated Color Temperature (CCT) in Kelvin (K), Color Rendering Index (CRI), Glare reduction/control devices, selected mounting structure, and motion-activated control devices for each fixture type;
4. For the areas of the site that will be illuminated, as determined by the Director of Code Enforcement and/or Planning Board, a calculation of average, maximum, and minimum lighting levels, and the Uniformity Ratio. Unlit areas beyond the boundaries of the lighting installation shall not be included in the calculations for average, maximum, and minimum lighting levels.
5. Location and use of adjacent properties;
6. Additional information that the Planning Board or Director of Code Enforcement determines is necessary, including but not limited to a statement of the proposed hours and days of the week when the Lighting Fixture(s) will be on and when they will be extinguished;

F. General Outdoor Lighting Requirements.

1. **Illuminance and Uniformity.** Outdoor Lighting levels shall comply with the following:
 - a. Unless otherwise stated in this section, parking lots, pedestrian walkways, main building entrances, and other areas of a site to be lit shall have a maximum average lighting level of one (1.0) Footcandle.
 - b. Areas beneath gasoline station canopies shall have a maximum average lighting level of five (5.0) Footcandles.
 - c. The Uniformity Ratio (calculated by dividing minimum/average) shall not be less uniform than 1:3 (0.33) for all parking and traffic areas, or 1:4 (0.25) for pedestrian areas. Uniformity ratios closer to one (1.0) are preferred.
 - d. Design should establish a hierarchy of lighting to assure a smooth transition from bright areas to those with subdued lighting.

- e. An exception to the maximum permitted lighting levels shall be made for ATM machines. Lighting levels for ATM machines shall be in accordance with the New York State ATM Safety Act, and shall not exceed the standards set forth therein.

2. Fixture Design and Shielding.

- a. All outdoor Lighting Fixtures shall have a maximum BUG uplighting rating of zero (U0) to prevent Glare, Light Trespass, and sky glow. Fixtures that do not have a BUG Rating shall be classified by the IES as Fully-Shielded Fixtures or shall have the “DarkSky Approved” seal of approval.



Figure IV-1: (Image credit: City of Fort Collins, CO)

- b. All outdoor Lighting Fixtures installed under canopies, building overhangs, roof eaves, or similar structure, including those beneath gasoline service station canopies, shall be fully-recessed so that the bottom of the fixture is flush with the plane of the ceiling.
- c. All outdoor Lighting Fixtures installed adjacent to wooded or other natural habitats shall have a maximum CCT of 2200K and a BUG backlighting rating of zero (B0) to reduce potential negative impacts of artificial lighting on wildlife.
- d. All Lighting Fixtures shall be installed and maintained with fixed arms. The lighting shall be installed to prevent direct Glare and Light Trespass at the property line.

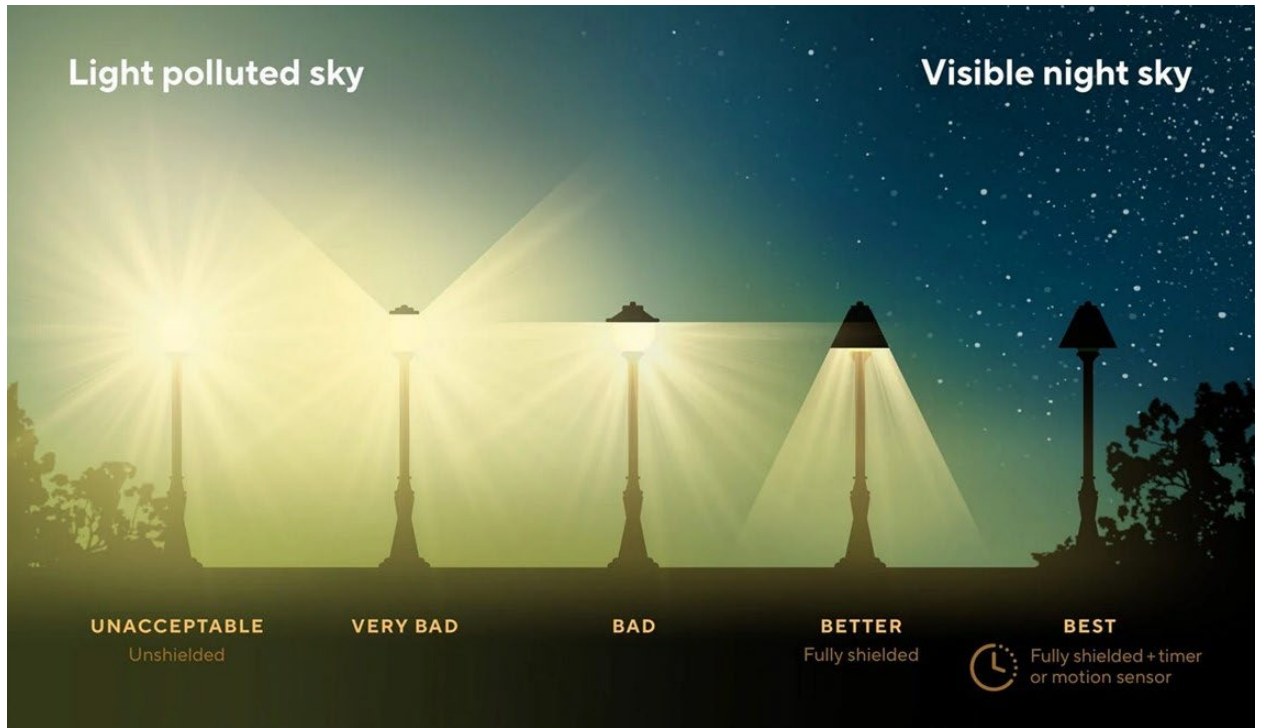
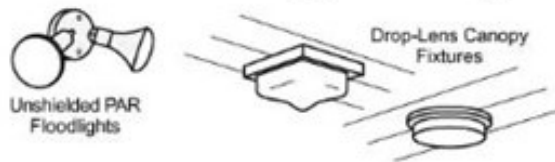
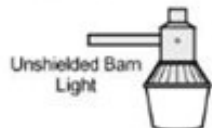
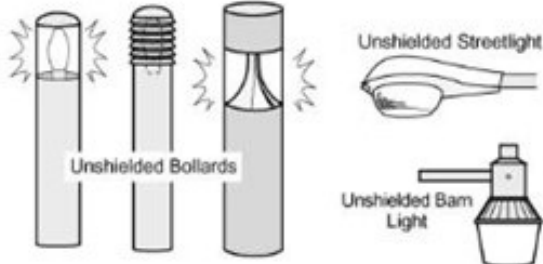
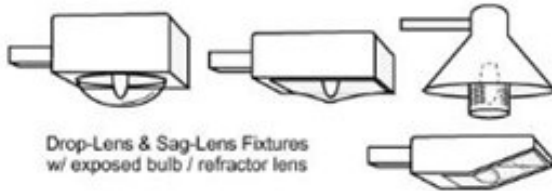


Figure IV-2. (Image credit: DarkSky)

- e. Floodlighting is discouraged but, if used, must be (1) shielded to prevent Glare for drivers and pedestrians; (2) must not permit Light Trespass beyond the property line, and (3) must not emit light above a seventy-five-degree (75°) horizontal plane.
- f. All Outdoor Lighting shall be designed, located, installed, fitted, shielded, and directed so as not to present a hazard to drivers or pedestrians by impairing their ability to safely traverse the area, and so as not to create a nuisance by projecting or reflecting objectionable light onto an adjacent use or property.

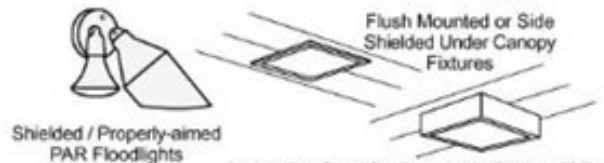
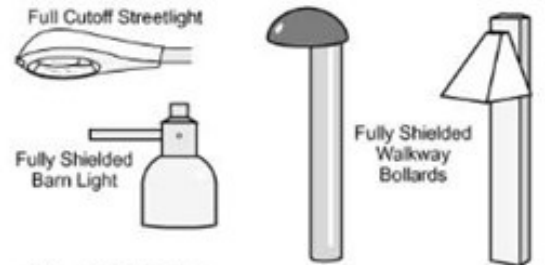
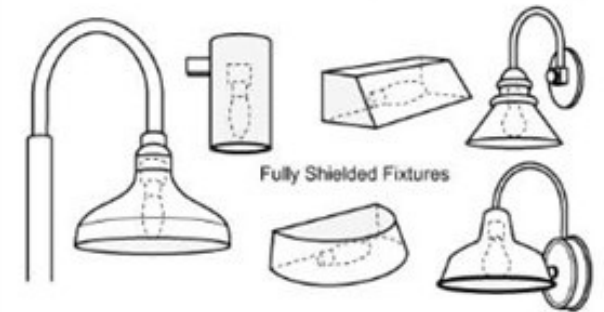
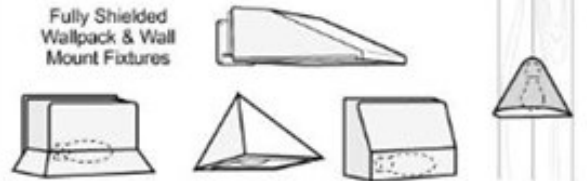
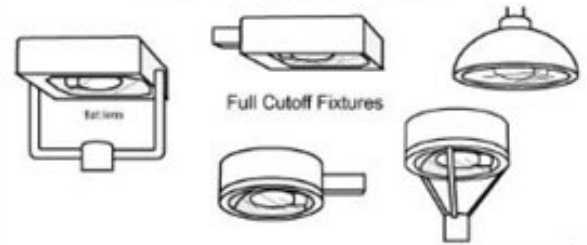
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Rendered for the Town of East Hampton, NY by Bob Crelin ©2008

Figure IV-3. (Image credit: Dark Sky Society, illustrations by Bob Crelin)

3. **Correlated Color Temperature (CCT).** All LED light sources shall have a maximum Correlated Color Temperature of 2,700K. Products with color tuning capabilities above 2700 K are prohibited.

4. **Color Rendering Index (CRI).** All LED light sources shall have a minimum Color Rendering Index (CRI) rating of 70.
5. **Light Trespass.** All outdoor lights and externally illuminated signs shall be designed, located, installed, and directed in such manner as to prevent Light Trespass at and across the property lines, to prevent direct Glare at any location off the property, and to be shielded to confine the light within the property, as follows:
 - a. In all residential districts, and wherever a nonresidential use abuts a residential use, lighting levels at the property line shall not exceed zero (0.0) Footcandle. In addition, no direct light source shall be visible at the property line at ground level or above.



Figure IV-4. (Image credit: City of Fort Collins, CO)

- b. For all other nonresidential uses in a nonresidential zoning district, lighting levels may be allowed up to 0.1 Footcandle at the property line with the exception of public highways and rights-of-way as per 307-12.3(F)(5)(c), though no Light Trespass is preferred.
 - c. Light Trespass onto a public highway or right-of-way shall not exceed zero (0.0) Footcandle.
6. **Mounting Height.** Unless specified elsewhere herein and except for public/commercial recreational facilities, such as baseball and other field sports, the maximum allowable Mounting Height of a freestanding or wall-mounted Luminaire shall be 15 feet above the average finished grade:
 - a. In the CC, CD, HC, and HC-9A zones, the maximum Mounting Height shall be 18 feet above the average finished grade;
 - b. In the Conditional M-1, M-1A, and MD zones, the maximum Mounting Height shall be 20 feet above the average finished grade.

7. **Lighting Controls.** For all nonresidential uses, all Outdoor Lighting except Security Lighting shall comply with the following:
 - a. Be turned off no later than one (1) hour after the close of business and shall remain off until no earlier than one (1) hour before the business reopens;
 - b. Security Lighting that meets the lighting standards outlined in this Section shall be controlled by motion-sensors, dimmers, photocells, or other technology to allow reduction of lighting levels during off hours as deemed appropriate;
 - c. Outdoor Lighting associated with all uses other than Single- and Two-Family Dwellings shall include dimmer or other technologies that allows for the lighting to be reduced it, upon installation, it is determined to be brighter than permitted.
8. **Recreational Facilities, Public or Private.** Lighting Fixtures for outdoor recreational facilities shall be Fully-Shielded Fixtures and DarkSky Approved, as defined in this Section. Certification of sports field lighting by the DarkSky Approved Outdoor Sports Lighting program is preferred but not required.

G. Construction and Maintenance. Outdoor Lighting Fixtures shall be installed and maintained so as to always meet the requirements of this section, in addition to the following:

1. **Verification of Installation.** Prior to issuance of a certificate of occupancy, the developer or property owner must be able to verify to the Director of Code Enforcement, in writing, that all outdoor Lighting Fixtures were installed as described on the approved plans. The Town retains the right to field-inspect the installation to confirm accuracy via a light meter.
2. **Lamp or Fixture Substitution.** Should any outdoor Lighting Fixture or the type of light source therein be changed after a lighting permit and/or site plan approval has been issued, a change request must be submitted to the Director of Code Enforcement for revised approval. The Director of Code Enforcement, in consultation with the Planning Department and the Engineer for the Town, shall review the change request to assure compliance with this Section. If the change request is not substantial, the Director of Code Enforcement may approve it. If the change request is substantial, the Director of Code Enforcement shall forward such request to the Planning Board for an amended lighting permit and/or site plan approval, as applicable, which must be received prior to substitution.
3. **Approved Materials and Methods of Construction or Installation/Operation.** The provisions of this Section are not intended to prevent the use of any design, material, or methods of installation or operation not specifically prescribed by this Section, provided any such alternate has been approved by the Director of Code Enforcement upon confirmation that it:
 - a. Provides at least approximate equivalence to the applicable specific requirement of this Section, and
 - b. Is otherwise satisfactory and complies with the purpose of this Section.

Section 4. Amendments to Section 307-71(C)(15) of the Town Code

The existing language in Section **307-71(C)(15)** shall be removed and replaced with the following:

All site development plans that involve Outdoor Lighting shall submit the materials required as per §307-12.3(E) Permit Requirements.

Section 5. Severability

If any provisions of this local law are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the local law shall remain in effect.

Section 6. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTION

NUMBER 257-24

**(SCHEDULE A PUBLIC HEARING FOR AUGUST 13, 2024 FOR PROPOSED
AMENDMENTS TO CHAPTER 35 OF THE TOWN CODE)**

WHEREAS, Chapter 35 of the Town Code was initially adopted in 1970 as part of Local Law No. 3-1970; and

WHEREAS, the most recent amendments to this Chapter were pursuant to Local Law Number 4-1988, Local Law Number 2-1993, and Local Law Number 10-1997; and

WHEREAS, Chapter 35 should be modernized after not being updated for nearly twenty years;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board Schedules a Public Hearing for proposed amendments to Chapter 35 of the Town Code for August 13, 2024 at 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

**Adopted July 16, 2024
At a Regular Meeting
Held at Town Hall**

Local Law No. X of 2024**(REPEAL AND REPLACE CHAPTER 35 OF THE TOWN CODE: CODE OF ETHICS)****Section 1: Legislative Intent**

Chapter 35 of the Town Code was initially adopted in 1970 as part of Local Law No. 3-1970. The most recent amendments to this Chapter were made pursuant to Local Law Number 4-1988, Local Law Number 2-1993, and Local Law Number 10-1997. The Town Board seeks to ensure that it has a modern Ethics Code that meets the needs of the twenty-first century, and therefore, adopts the provisions herein.

Section 2: Repeal and Replace Chapter 35 of the Town Code

The existing Chapter 35 of the Town Code shall be repealed and replaced with the following provisions:

§ 35-1. Purpose.

The Town Board of the Town of Cortlandt recognizes that there are state statutory provisions mandating towns to establish rules and standards of ethical conduct for public officers and employees which, if observed, can enhance public confidence in local government. The Town Board wishes to codify ethics provisions that clarify the ethical standards that all Municipal Officers and Employees need to follow.

§ 35-2. Definitions.

- (a) “Board” means the Town Board, Planning Board, Zoning Board of Appeals, commission, or other agency or body comprised of two or more Municipal Officers or Employees.
- (b) “Code” means this code of ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A Municipal Officer or Employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization’s outstanding stock.
- (d) “Municipality” means the Town of Cortlandt. The word “municipal” refers to the municipality.
- (e) “Municipal Officer or Employee” means a paid or unpaid officer or employee of the Town of Cortlandt, including, but not limited to, the elected or appointed members of any Board.
- (f) “Relative” means a spouse, parent, step-parent, sibling, step-sibling, sibling’s spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a Municipal

Officer or Employee, and individuals having any of these relationships to the spouse of the officer or employee.

(g) "Town" means any board, commission, district, council or other agency, department, or unit of the government of the Town of Cortlandt.

(h) "Town Employee" means any officer or employee appointed by the Town Board of Cortlandt, whether paid or unpaid, whether serving in a full-time, part-time or advisory capacity. It shall not include members of a Board as defined in this Chapter.

§ 35-3. Applicability.

The standards, prohibited acts, and procedures established herein are in addition to any prohibited acts, conflict-of-interest provisions, or procedures prescribed by statute of the State of New York, including, but not limited to, Article 18 of the General Municipal Law, and also in addition to common law rules and agency and judicial decisions relating to the conduct of Municipal Officers or Employees to the extent that the same are more severe in their application than this Chapter.

§ 35-4. Standards of Conduct.

A. Whenever a matter requiring the exercise of discretion comes before a Municipal Officer or Employee, either individually or as a member of a Board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the Municipal Officer or Employee shall disclose the nature of the interest and recuse themselves from the matter. When this section prohibits a Municipal Officer or Employee from exercising or performing a power or duty, then the procedure shall be as follows: (1) if the power or duty is vested in a Municipal Officer or Employee as a member of a Board, then the power or duty shall be exercised or performed by the other members of the Board; or (2) if the power or duty that is vested in a Municipal Officer or Employee as a Town Employee, then the power or duty shall be exercised or performed by his or her deputy or, if the Municipal Officer or Employee does not have a deputy, the power or duty shall be performed by another person to whom the Municipal Officer or Employee may lawfully delegate the function upon the consent of the Town Supervisor.

B. No Municipal Officer or Employee may invest in anything that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

C. Except as otherwise required by law: (a) No Municipal Officer or Employee, either individually or as a member of a Board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for, or within the municipality or a municipal board; and (b) No Municipal Officer or Employee may supervise a relative in the performance of the relative's official powers or duties.

D. No Municipal Officer or Employee shall directly or indirectly compel or induce a subordinate Municipal Officer or Employee to make, or promise to make, any political contribution, whether by gift of money, service, or other thing of value.

E. No Municipal Officer or Employee may act or decline to act in relation to

appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Municipal Officer or Employee, or an applicant for a position as a Municipal Officer or Employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

F. No Municipal Officer or Employee shall accept other employment which will impair his or her independence of judgment in the exercise of his or her official duties.

G. No Municipal Officer or Employee shall accept employment or engage in any business or professional activity which will require him or her to disclose confidential information which he or she has gained by reason of his or her official position or authority.

H. No Municipal Officer or Employee shall use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself/herself or others.

I. No Municipal Officer or Employee shall engage in any transaction as representative or agent of the Town with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.

J. No Municipal Officer or Employee shall solicit, accept, or receive a gift in violation of the applicable provisions in the General Municipal Law.

K. A Municipal Officer or Employee shall not give reasonable basis for the impression that any person can improperly influence the Municipal Officer or Employee or unduly gain the Municipal Officer or Employee's favor in the performance of the Municipal Officer or Employee's official duties or that the Municipal Officer or Employee's favor is affected by the kinship, rank, position, or influence of any party or person.

L. Each Municipal Officer or Employee shall abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

M. Each Municipal Officer or Employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.

N. No Municipal Officer or Employee employed on a full-time basis, or any firm or association of which such employee is a member, or corporation, a substantial portion of the stock of which is owned or controlled directly or indirectly by such employee, shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town in which such employee serves or is employed.

O. Each Municipal Officer or Employee shall comply with all requirements of the Town ordinances, including work hours and noise levels, and obtain all necessary permits, approvals, licenses, and insurance as required by law for any work completed outside of the scope of the Municipal Officer or Employee's work with the Town.

P. No Municipal Officer or Employee may advertise his or her own services or the services of another Town Municipal Officer or Employee to residents during business hours. This includes, but is not limited to, passing out business cards.

Q. No Municipal Officer or Employee may use Town-owned equipment, tools, materials, or vehicles for any work outside of the scope of his or her work for the Town of Cortlandt.

R. No Municipal Officer or Employee may use Town-owned facilities for any purpose outside of the scope of the official duties for the position.

S. No Municipal Officer or Employee may work on equipment or fixtures that Town Employees may also work on, repair, or replace.

T. No Town Employee may be a political committee member, or a Chairperson, Vice Chairperson or other officer of a political party.

U. No Municipal Officer or Employee of the Town will, for a period of one year from his or her leaving office or employment, represent any corporation or individual before the Planning Board, Zoning Board of Appeals, or Town Board on any matter that comes before said Boards.

V. No Municipal Officer or Employee of the Town, after leaving office or employment, shall in any way represent any corporation or individual with respect to any proposal or application or litigation which was pending at the time of the Municipal Officer or Employee's leaving office or employment.

W. Nothing herein shall preclude any Municipal Officer or Employee from appearing before the Town Board, Planning Board, or Zoning Board of Appeals with respect to the Municipal Officer or Employee's personal property or matters in conformance with the General Municipal Law.

X. Conduct that would otherwise be deemed a violation of the Standards of Conduct of this Chapter can be cured by a recusal by the Municipal Officer or Employee for the matter in question, if recusal is practicable.

§ 35-5. Board established; membership.

There is hereby established a Board of Ethics consisting of at least three members to be appointed by the Town Board, all of whom reside in the Town of Cortlandt and who shall serve without compensation and at the pleasure of the Town Board of the Town of Cortlandt. A majority of such members shall be persons other than Municipal Officers or Employees, but shall include at least one member who is a member of the Town Board.

§ 35-6. Board actions.

The Board of Ethics shall only convene and act upon the request of the Town Board of the Town of Cortlandt upon majority vote thereof.

§ 35-7. Duties and authority.

The Board of Ethics established hereunder shall render advisory opinions to Municipal Officers or Employees on written request and upon request of the Town Board to make recommendations to such Town Board as to any amendments of this chapter. The opinions of the Board of Ethics shall be advisory and confidential, and in no event shall the identity of the Municipal Officer or Employee be disclosed except to authorized persons and agencies. Such opinions shall be on the advice of counsel employed by the Board of Ethics or, if none, of the Town Attorney.

§ 35-8. Procedures and records.

Such Board of Ethics shall follow Robert’s Rules of Order and shall maintain appropriate records of its opinions and proceedings.

§ 35-9. Penalties for offenses.

In addition to any penalty contained in any other provision of law, any such Municipal Officer or Employee who shall knowingly and intentionally violate any of the provisions of this chapter may be fined, suspended, or removed from office or employment in the manner provided by law.

Section 3: Repeal of Local Laws

Local Law No. 3-1970, Local Law No. 4-1988, Local Law Number 2-1993, and L.L. No. 10-1997 are the Local Laws that added the provisions of Chapter 35 of the Town Code. These Local Laws shall be repealed and replaced with the provisions of this Local Law.

Section 4: Severability

If any provisions of this Local Law are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the Local Law shall remain in effect.

Section 5: Effective Date

This Local Law shall take effect immediately upon filing with the Secretary of State.

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

**Adopted September 17, 2024
At a Regular Meeting
Held at Town Hall**



TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION



Town Supervisor
 RICHARD H. BECKER, MD

Town Board Members
 JAMES F. CREIGHTON
 CRISTIN JACOBY
 ROBERT E. MAYES
 JOYCE C. WHITE

Town Hall
 1 Heady Street
 Cortlandt Manor, NY 10567
 MAIN PHONE: 914-734-1050
 FAX: 914-734-1059
www.townofcortlandt.com/rec
tocrec@townofcortlandt.com

Director
 KEN SHERMAN
 914-734-1058
 Deputy Director
 LESLEY POPKIN
 914-734-1057

August 8, 2024

TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – JUNE 2024 - RECREATION

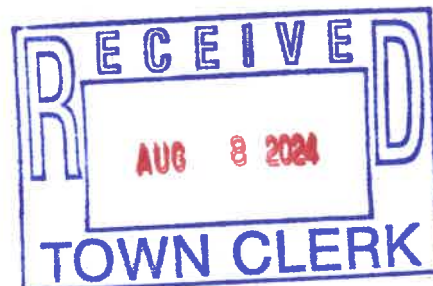
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

1. Indicates the total monthly attendance in our programs beginning January 2015.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of June 2024.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of June 2024.
4. The summary sheet analyzes the figures reported and explains the reasons why there was an increase or decrease in attendance.

Sincerely,

Kenneth Sherman
 Director, Recreation & Conservation

attend/cover-jl



TOWN OF CORTLANDT RECREATION

MONTHLY ATTENDANCE REPORT

YOUTH ACTIVITY - 2024

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	June '24	June '24	June '23	June '23	June '24-June '23	Average
					0	#DIV/0!
Art Explorers			2	18	-18	9
Art Quest			2	12	-12	6
Babysitting Skills					0	#DIV/0!
Baseball Camp					0	#DIV/0!
Baseball - Travel Tryout					0	#DIV/0!
Baseball - Travel Practice					0	#DIV/0!
Baseball - Travel Games					0	#DIV/0!
Basketball - Travel Scrimmage					0	#DIV/0!
Basketball - Travel Team Games					0	#DIV/0!
Basketball - Travel Team Tryouts - Boys					0	#DIV/0!
Basketball - Travel Team Boys Prac.					0	#DIV/0!
Basketball - Girls Travel Team Game					0	#DIV/0!
Basketball - Girls Travel Team Tryouts					0	#DIV/0!
Basketball - Girls Travel Team Prac.					0	#DIV/0!
Basketball - League Meetings					0	#DIV/0!
Basketball - Midget Girls Games					0	#DIV/0!
Basketball - Midget Girls Practice					0	#DIV/0!
Basketball - Midget Girls Tryouts					0	#DIV/0!
Basketball - Pee Wee Games					0	#DIV/0!
Basketball - Pee Wee Practice					0	#DIV/0!
Basketball - Pee Wee Tryouts					0	#DIV/0!
Basketball - Cub Boys Games					0	#DIV/0!
Basketball - Cub Boys Practice					0	#DIV/0!
Basketball - Cub Boys Tryouts					0	#DIV/0!
Basketball - Jr Boys Games					0	#DIV/0!
Basketball - Jr Boys Practice					0	#DIV/0!
Basketball - Jr Boys Tryouts					0	#DIV/0!
Basketball - Cub Girls Games					0	#DIV/0!
Basketball - Cub Girls Tryouts					0	#DIV/0!
Basketball - Cub Girls Practice					0	#DIV/0!
Basketball Camp					0	#DIV/0!
Basketball - Jr. Girls Games					0	#DIV/0!
Basketball - Jr. Girls Practice					0	#DIV/0!
Basketball - Jr. Girls Tryouts					0	#DIV/0!
Basketball-9th/10th-Practice					0	#DIV/0!
Basketball-9th/10th-Games					0	#DIV/0!
Basketball - Free Play FGL					0	#DIV/0!
Basketball - Free Play FWS					0	#DIV/0!
Basketball - Free Play 6-10 grade-Winter					0	#DIV/0!
Basketball - Free Play 3-5 grade-Winter					0	#DIV/0!
Basketball Clinic (1st & 2nd Graders)					0	#DIV/0!
Basketball Camp - Derek					0	#DIV/0!
Basketball Camp - Red Devil					0	#DIV/0!
Basketball - Dinners					0	#DIV/0!
Bowling - After School	0	0	2	8	-8	4
Bowling - Bumper Bowl	2	6	2	12	-6	6
Cheerleading Camp					0	#DIV/0!
CPR/ for Prof. Rescuer					0	#DIV/0!
Game Café at the CUE					0	#DIV/0!
Parents Night (Camp)	1	100	1	101	-1	101
Camp Orientation	1	150	1	150	0	150
C.I.T. Seminar					0	#DIV/0!
Day Camp (K-4)	0	0	5	1000	-1000	200
Day Camp (7,8)	0	0	5	294	-294	58.8
Day Camp (5,6)	0	0	5	442	-442	88.4
Day Camp - Day Play					0	#DIV/0!
Early Bird Lap Swim-single					0	#DIV/0!
Early Bird Lap Swim-double					0	#DIV/0!

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2024**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	June '24	June '24	June '23	June '23	June '24-June '23	Average
Soccer Draft/Coaches Meeting					0	#DIV/0!
Soccer League - Evaluations					0	#DIV/0!
Soccer League - Midget Games - Boys	9	270	4	120	150	30
Soccer League - Midget Games - Girls	4	120	4	120	0	30
Soccer League - Junior Games - Boys					0	#DIV/0!
Soccer League - Junior Games - Girls	4	120			120	#DIV/0!
Soccer League - Pee Wee Games - Boys	9	270	6	180	90	30
Soccer League - Pee Wee Games - Girls	4	240	4	120	120	30
Soccer League - Midget Prac. - Boys	6	90	7	105	-15	15
Soccer League - Midget Prac. - Girls	6	90	7	105	-15	15
Soccer League - Junior Prac. - Boys					0	#DIV/0!
Soccer League - Junior Prac. - Girls	6	90			90	#DIV/0!
Soccer League - Pee Wee Prac. - Boys	6	90	7	105	-15	15
Soccer League - Pee Wee Prac. - Girls	6	90	7	105	-15	15
Soccer - Awards Night	2	300	2	300	0	150
Soccer - Parent & Me					0	#DIV/0!
Soccer Travel Tryouts					0	#DIV/0!
Soccer Travel Games - High School - Boys					0	#DIV/0!
Soccer Travel Games - U09 Boys					0	#DIV/0!
Soccer Travel Games - U10 Boys					0	#DIV/0!
Soccer Travel Games - U11 Boys	4	60	2	120	-60	60
Soccer Travel Games - U12 Boys	4	80	2	160	-80	80
Soccer Travel Games - U13 Boys	4	60			60	#DIV/0!
Soccer Travel Games - U14 Boys			2	120	-120	60
Soccer Travel Games - U15 Boys	4	64			64	#DIV/0!
Soccer Travel Games - U17 Boys					0	#DIV/0!
Soccer Travel Games - U10 Girls					0	#DIV/0!
Soccer Travel Games - U11 Girls	4	64	2	136	-72	68
Soccer Travel Games - U12 Girls	4	64			64	#DIV/0!
Soccer Travel Games - U13 Girls			2	120	-120	60
Soccer Travel Games - U14 Girls					0	#DIV/0!
Soccer Travel Games - U15 Girls					0	#DIV/0!
Soccer Travel Games - U16 Girls					0	#DIV/0!
Soccer Travel Games - U18 Girls					0	#DIV/0!
Soccer Travel Meetings					0	#DIV/0!
Soccer Travel Practice - High School - Boys					0	#DIV/0!
Soccer Travel Practice - U09 Boys					0	#DIV/0!
Soccer Travel Practice - U10 Boys					0	#DIV/0!
Soccer Travel Practice - U11 Boys	6	225	4	60	165	15
Soccer Travel Practice - U12 Boys	6	300	4	80	220	20
Soccer Travel Practice - U13 Boys	6	240			240	#DIV/0!
Soccer Travel Practice - U14 Boys			4	60	-60	15
Soccer Travel Practice - U15 Boys	6	270			270	#DIV/0!
Soccer Travel Practice - U17 Boys					0	#DIV/0!
Soccer Travel Practice - U10 Girls	6	240			240	#DIV/0!
Soccer Travel Practice - U11 Girls	6	300	4	56	244	14
Soccer Travel Practice - U12 Girls					0	#DIV/0!
Soccer Travel Practice - U13 Girls			4	80	-80	20
Soccer Travel Practice - U14 Girls					0	#DIV/0!
Soccer Travel Practice - U15 Girls					0	#DIV/0!
Soccer Travel Practice - U16 Girls					0	#DIV/0!
Soccer Travel Practice - U18 Girls					0	#DIV/0!
Sports Squirts					0	#DIV/0!
Super Hero Camp					0	#DIV/0!
Swim - Competitive Swim Clinic					0	#DIV/0!
Swim Instruction - 1,2,3					0	#DIV/0!
Swim - Cook Staff Orientation	1	75	1	75	0	75
Swim - PreSchool					0	#DIV/0!
Swim - Tiny Tot					0	#DIV/0!
Swim Team - Party					0	#DIV/0!

**TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
ADULT ACTIVITY - 2024**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	June '24	June '24	June '23	June '23	June '24-June '23	Average
Awareness Through Movement					0	#DIV/0!
Badminton	1	16	1	14	2	14
Basketball - 30 & Older			2	39	-39	19.5
Basketball - 18 & Older			2	45	-45	22.5
Boating & Seamanship					0	#DIV/0!
Body Sculpting					0	#DIV/0!
Camp-CPR & First Aid (Directors)	2	12			12	#DIV/0!
Choosing a College Major					0	#DIV/0!
CPR/AED for the Professional Rescuer					0	#DIV/0!
Defensive Driving					0	#DIV/0!
Environmental Programs	2	16	2	12	4	6
Exertone - Mon./Wed.					0	#DIV/0!
Flute Choir					0	#DIV/0!
Golf Outing					0	#DIV/0!
Golf Instruction					0	#DIV/0!
Guitar Lessons					0	#DIV/0!
Intro to Japanese	1	5	2	4	1	2
Karate	2	30	3	18	12	6
Kick Boxing					0	#DIV/0!
Light Saber Training	2	36	1	16	20	16
Navigating College Admission Process					0	#DIV/0!
Navigating College Financial Aid Process					0	#DIV/0!
Nor-West	8	167	5	267	-100	53.4
Oxygen Administration					0	#DIV/0!
Piano					0	#DIV/0!
Pickleball					0	#DIV/0!
Pilates					0	#DIV/0!
Run, Jog, Walk					0	#DIV/0!
Soccer-Referee Course					0	#DIV/0!
Softball League - Meeting					0	#DIV/0!
Softball League - Umpires Meeting					0	#DIV/0!
Softball - Men Fall Ball					0	#DIV/0!
Softball - Men's Games	14	2800	12	2400	400	200
Softball - Mens/Tournament					0	#DIV/0!
Softball - Women's Games					0	#DIV/0!
Special Events/Supervisor					0	#DIV/0!
Swim - Adult Beginner					0	#DIV/0!
Swim Facilities - CJC	11	3416	18	1566	1850	87
Swordsmanship					0	#DIV/0!
Tai Chi	4	56	4	24	32	6
Tennis Instruction	3	72	4	100	-28	25
Tennis Team (Men's League)					0	#DIV/0!
Tennis Team (Women's League)					0	#DIV/0!
Track & Field Meets					0	#DIV/0!
Volleyball - Co-Ed					0	#DIV/0!
Volleyball - Adv.					0	#DIV/0!
Woga II	4	88	8	42	46	5.25
Yoga Lite	4	52	4	32	20	8
Woga	4	56	4	40	16	10
Yoga 2.0	4	80	4	32	48	8
Yoga Anyone					0	#DIV/0!
Yoga-Core & Stretch	2	22	1	21	1	21
Yoga-Gentle	2	36	2	26	10	13
TOTAL	70	6960	79	4698	2262	59.46835443



Town Supervisor
RICHARD H. BECKER, MD

Town Board Members

JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION
OFFICE FOR SENIOR SERVICES

MURIEL H. MORABITO COMMUNITY CENTER
29 WESTBROOK DRIVE
CORTLANDT MANOR, NY 10567
MAIN PHONE: 914-528-1572
FAX: 914-528-1585
www.townofcortlandt.com/seniors



DAWN J. MAHONEY
Director
OFFICE FOR SENIOR SERVICES
DAWNM@TOWNOFCORTLANDT.COM

July 31, 2024

To: Town Clerk Laroue Rose Shatzkin

Re: Senior Citizen Monthly Attendance

Enclosed are the statistics related to the programs conducted at the Muriel Morabito Community Center, during the month of July, for the senior citizens of the Town of Cortlandt under my direction.

In addition to a detailed report of attendance, I have explained the program's fluctuations.

Sincerely,

Dawn Mahoney
Director of Senior Services



Senior Citizen Clubs:

We had 5 large club meetings this month with an average of 115 in attendance at each. Verplanck Seniors continue to meet at the Schoolhouse each week.

Nutrition Program:

The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. July yielded a few new additions to the program.

The Congregate Meal Program varies in accordance with the menu as put forth by Westchester County Senior Programs and Services. We continued and increased the number of congregate meals this month, in addition to the GRAB & GO meal service.

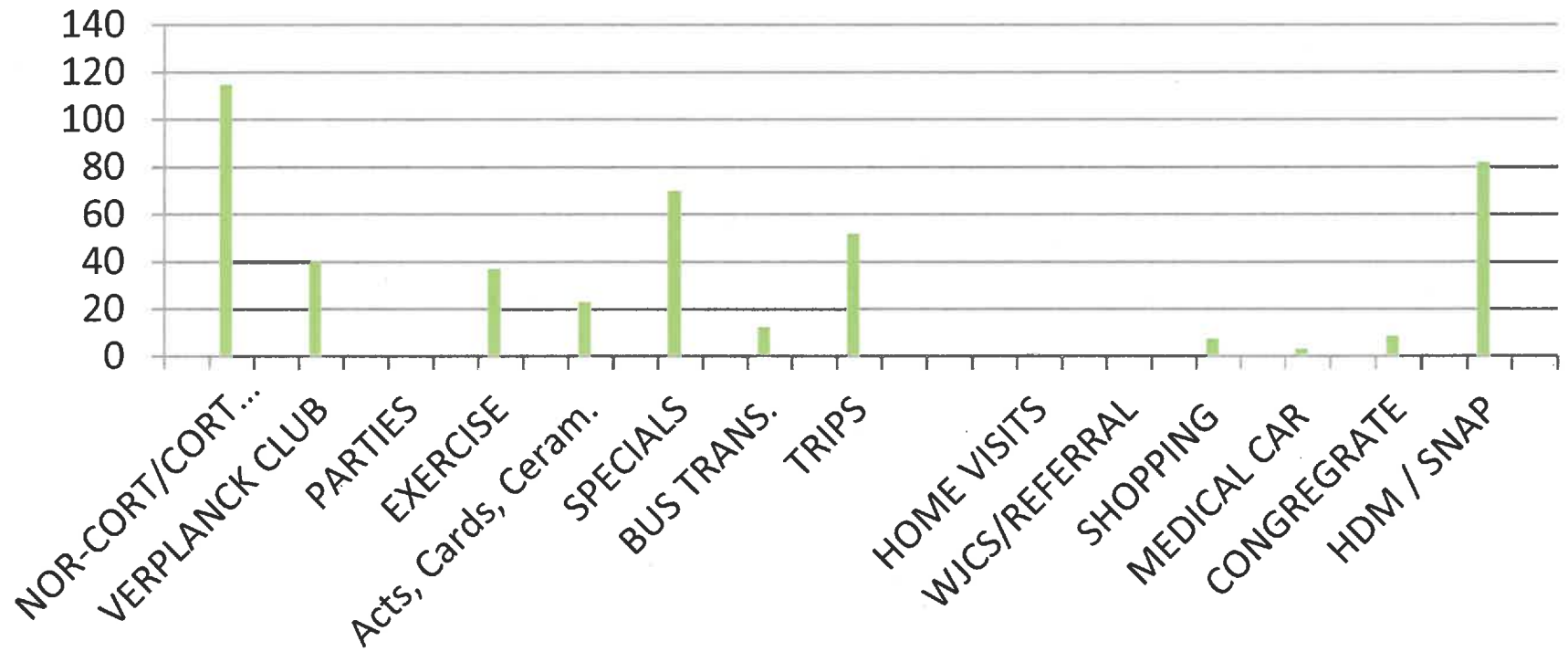
Other Services:

I've attached our monthly July calendar so you can reference all the other offerings at the Center. In addition, to our regularly scheduled programs, we had a Square Dancing Event, Pickleball Clinic for beginners, and a trip to the Log Cabin, MA for a tribute to Jimmy Buffett.

2024-JULY

Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	5	575	115
VERPLANCK CLUB	3	120	40
PARTIES	n/a	n/a	n/a
EXERCISE	20	742	37.1
Acts, Cards, Ceram.	39	900	23.08
SPECIALS	3	210	70
BUS TRANS.	4	50	12.5
TRIPS	1	52	52
HOME VISITS	4	4	1
WJCS/REFERRAL	19	82	4.3
SHOPPING	4	30	7.5
MEDICAL CAR	10	32	3.2
CONGREGRATE	19	161	8.5
HDM / SNAP	19	1565	82



Senior Citizen Activities for July 2024



TOWN OF CORTLANDT - THE GOLDEN CONNECTION

29 Westbrook Drive
Cortlandt Manor, NY
914-528-1572

JULY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 Line Dancing 10:30-11:30am Special Chair Yoga 12-1pm Poker Group 1- 3PM Drop in Pickleball 1:30-3:00pm Shopping Trip to Trader Joe's and Uncle G's</p>	<p>2 Bocce 9:30am Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>3 Coffee Hour 12:00pm Men's Discussion Group 12:00pm Drop In Pickleball 1:30 -3:00pm</p>	<p>4 Center Closed</p> 	<p>5 Low Impact 10:15am Zumba 12:15pm Pizza & Movie 1:00pm "West Side Story"</p>
<p>8 Line Dancing 10:30-11:30am Special Chair Yoga 12-1pm Poker Group 1-3pm Drop in Pickleball 1:30-3:00pm</p>	<p>9 Bocce 9:30am Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>10 Trip Out, Log Cabin, 9:00am Pickleball w/Paul 9-10:30am Pickleball w/Paul 10:30am-12pm Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:30pm-3:00pm</p>	<p>11 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Bereavement Support 12 Noon Verplanck Mtg. 10am @Schoolhouse Guest: Dr. Garry Conor, Orthopedist</p>	<p>12 Low Impact 10:15am Zumba 12:15pm</p>
<p>15 Line Dancing 10:30-11:30am Special Chair Yoga 12-1pm Poker Group 1-3pm Drop in Pickleball 1:30-3:00pm</p>	<p>16 Bocce 9:30am Nor-Cort /Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>17 Pickleball w/Paul 9:00-10:30am Pickleball w/Paul 10:30am-12:00pm Square Dancing 1:00-3:00pm Men's Discussion Group 12:00pm Coffee Hour 12:00pm Senior Forum at Town Hall 9:30am-11:30am NO Pickleball</p>	<p>18 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards Canasta and Board Games 12:00pm Lottery Deadline- Goodspeed Trip Verplanck Mtg. 10am @Schoolhouse</p>	<p>19 Low Impact 10:15am Zumba 12:15pm Salsa w/Suzi 1:15 - 2:00pm</p>
<p>22 Line Dancing 10:30-11:30am Special Chair Yoga 12-1pm Poker Group 1-3pm Drop in Pickleball 1:30-3:00pm</p>	<p>23 Bocce 9:30am Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>24 Pickleball w/Paul 9:00-10:30am Pickleball w/Paul 10:30am-12:00pm Men's Group & Coffee Hour 12:00pm Drop In Pickleball 1:30pm-3:00pm</p>	<p>25 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong, Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Verplanck Mtg. 10am @Schoolhouse</p>	<p>26 Low Impact 10:15am Zumba 12:15pm</p>
<p>29 Line Dancing 10:30-11:30am Special Chair Yoga 12-1pm Poker Group 1-3pm Drop in Pickleball 1:30-3:00pm</p>	<p>30 Bocce 9:30am Nor-Cort/Cortlandt Mtg. 10:30am Lunch BIG BINGO 12:30pm</p>	<p>31 Pickleball w/Paul 9:00-10:30am Pickleball w/Paul 10:30am-12:00pm Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:30pm-3:00pm NO Swing Dance</p>	<p>NOTICE: CALENDARS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE!</p>	<p>Program Information on Reverse Side!</p> 

TOWN OF CORTLANDT "GOLDEN CONNECTION"

Bocce: Stop by the Center and enjoy a free game on our bocce courts on Tuesdays at 9:30am.

Pizza & Movie: Friday, July 5th, "West Side Story". Starring Ansel Elgort, Rachel Zegler, Adriana DeBose, David Alvarez, & Rita Moreno, directed by Steven Spielberg. An adaptation of the original Broadway musical exploring young love and tensions between rival gangs, the Sharks and the Jets on the streets of 1957 NY. Must pre-register no later than 1 week prior with payment of \$6.00.

Bereavement: support is available to those who are grieving a recent death and provide a safe and supportive environment where people can verbalize feelings associated with a loss. Susan Loomis, LMSW will be available for support. Meetings are typically held the first and third Thursday of the month from 12:00pm-1:00pm. Office hours available upon request. Date for July: July 11th.

Final Payment for Escape to Acadia Trip is due by July 16th. If you are signed up and have paid your deposit, you will need to contact, Tours of Distinction directly @ 1-860-627-0199, ask for Tyler and arrange payment.

Verplanck Club Meeting: Join Verplanck Club on Thursday, July 11th and welcome their Guest Speaker, Dr. Garry Connor, Orthopedist.

Square Dancing w/Sandy: Wednesday, July 17th, 1-3PM Square Dancing is Friendship set to music! Exercise the body and mind while having fun. Pre-registration required no later than one week before with payment of \$5.00.



Senior Forum: Sustaining our Seniors: Aging in Place, at Cortlandt Town Hall, 1 Heady Street, Wednesday, July 17th 9:30-11:30am. Join Assembly-woman Dana Levenberg, NYPHV Hospital AAA, Westchester Residential Opportunities, Public Utility Law Project, Office of Attorney General, State Comptroller Office and Old Traditions, New Beginnings. Free and open to the public.

SCHEDULE OF EVENTS

Salsa w/Suzi, July 19th, 1:15-2:00pm. Brush up on or learn your favorite Latin Dance styles including salsa, rumba, merengue and cha cha. Come learn and have fun! Free.



Big Bingo: Tuesday, July 30th at 12:30pm. Entrance fee is \$7.00 paid in advance, includes card for each game. Additional cards, daubers and bonus games will be available for purchase. Pre-registration is required with payment to reserve your spot. In the future, payment at the door will be \$10.00 instead of \$7.00.

Annual : 'Senior Citizen Recognition Day Picnic' at Charles Cook Pool on August 13th, Rain Date: August 16th, 11am-2pm. Bus will be available. Sign up with office and choose either a hamburger, cheeseburger, veggie burger or hot dog. You will also get French fries and ice cream.

Coming Up:

1. Craft Day w/Cherie on Wednesday, August 7th, free.
2. Swing Dance, Wednesday, August 28th, free.
3. Please join NYS Senator Harckham for his 2nd annual Senior Resource Fair on Friday, September 13th, from 10:00am-2:00pm to learn about state and local resources designed specifically to support our senior residents.
4. Rocking the Clock w/Jodi, September-October (9 Sessions) Fee: \$20.00.
5. Special Chair Yoga—Session starts Monday, September 23-November 25th \$20.00





RICHARD H. BECKER
Town Supervisor

TOWN OF CORTLANDT

Purchasing Department
Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
914-734-1046

Town Board Members
JAMES F. CREIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCE C. WHITE

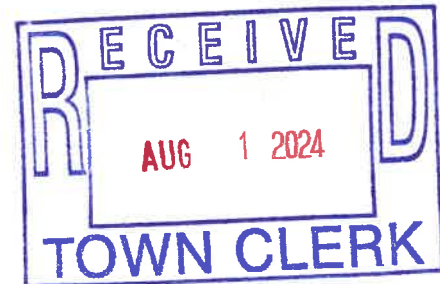
Purchasing Director
Jennifer Glasheen

***PURCHASING DEPARTMENT
REPORT TO THE TOWN BOARD
MONTH OF JULY 2024***

<i>PURCHASE ORDERS PROCESSED</i>	243
<i>APPROXIMATE PURCHASING VOLUME July 1-18</i>	.\$255,873
<i>AWARDED BIDS/RFP</i>	

OPEN BIDS/RFP'S

- RFP#04-24 Security Services Open***
- BID#24-14 Line Painting Services to be awarded***
- BID#2024-15 Portable Toilets - Open***
- BID:TOC-2024-16 Uniforms***
- BID:TOC-2024-17 Janitorial Services***
- RFP:PUR-05-2024 ARMED GUARD***
- BID Extension***
- Highway Traffic Signs - Renewal***



- *Postage increase – 4 Cents Public – 64 to 69 Cents Metered / Non Profit*
- *\$1.00 certified Mail Increase. From 4.40 to 3.65(\$8.05) Now \$9.64.*
- *IE 1.09 oz \$.97 over an oz \$.99 up to 3 oz*



TOWN OF CORTLANDT

Town Hall
1 Heady Street
Cortlandt Manor, NY 10567
Main #: 914-734-1030

DEBRA A CARTER
RECEIVER OF TAXES

August 1, 2024



Honorable Richard Becker
Supervisor, Town of Cortlandt
Town Hall
1 Heady Street
Cortlandt Manor, NY 10567

Dear Supervisor Becker:

Pursuant to Chapter 283, Section 281 of the Westchester County Administrative Code 1948, I herewith submit this statement of all monies collected by the Tax Office for the month of July 2024.

Sincerely,

Debra A Carter
Receiver of Taxer

TOWN OF CORTLANDT
RECEIVER OF TAXES
July 1, 2024 to July 31, 2024

COLLECTION	OPENING BALANCE	COLLECTION	UNAPPLIED	CREDIT CARD FEES	MEMO/ CHK FEES	MISC	OVER/ SHORT	CLOSING BALANCE
School Taxes 2023-2024								
Croton Harmon	199,816.63							
Hendrick Hudson	203,198.69							
Lakeland	339,951.39							
Putnam	11,034.57							
Yorktown	11,282.69							
Total School Taxes *	765,283.97	-						-
School Penalty 2023- 24								
Town & County 2023								-
Town & County Penalty 2023								
Town & County 2024	644,856.10	91,070.77						553,785.33
Town & County Penalty *		4,497.77						
Total Town, School, County, Pen		95,568.54						
Liens *	2,849,842.70	171,293.06						2,678,549.64
Lien Interest		51,027.02						
Installment Plan	29,420.93	-						29,420.93
Installment Plan Interest								
Total Lien & Interest		222,320.08						
TOTALS Base & Interest		317,888.62	-	108.66	45.84	-	0.07	318,043.19

* 2023 Lien Rollover \$1,1000,319.26

check #2711 in the amount of \$300,390.53 for SBL#34.11-3-64 (13 North 3ed st) deposited on 7/19/24 into main bank acct by D.D.

2024 Town &County tax was received in the water acct for SBL#22.12-2-40. Payment will be transferred to the tax account.

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	16	280.00
	TOWN CLERK FEES	Birth Certificates	114	1,140.00
		Death Certificates	377	3,770.00
		Dog Release Fee	1	25.00
		EZPass	5	125.00
		Marriage Copy	12	120.00
		Marriage Officiant	3	75.00
		Sub-Total:		\$5,535.00
A2530	WAGERING FEES	Games Chance Permits	5	50.00
		Games Chance Proceed	1	157.30
		Sub-Total:		\$207.30
A2544	Dog Licensing	Exempt Dogs	3	0.00
		Female, Spayed	13	117.00
		Male, Neutered	21	189.00
		Male, Unneutered	3	45.00
		Replacement Tags	1	5.00
		Sub-Total:		\$356.00

Total Local Shares Remitted: \$6,098.30

Amount paid to: NYS Ag. & Markets for spay/neuter program _____ 43.00

Amount paid to: Nystatedept. For Marriage Lic. _____ 360.00

Amount paid to: State Comptroller for Games of Chance _____ 75.00

Total State, County & Local Revenues: \$6,576.30

Total Non-Local Revenues: \$478.00

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Laroue Rose Shatzkin, Town Clerk, Town of Cortlandt, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Robert H. Beale 8/1/2024
Supervisor Date

YRS Shatzkin
Town Clerk

08/02/24
Date

KEANE & BEANE P.C.
ATTORNEYS AT LAW

■ **Westchester**
445 Hamilton Avenue
Suite 1500
White Plains, NY 10601
Phone 914.946.4777

■ **Long Island**
534 Broadhollow Road
Suite 460
Melville, NY 11747
Phone 631.776.5910

■ **Mid-Hudson**
200 Westage Business Center
Suite 120
Fishkill, NY 12524
Phone 845.896.0120

■ **New York City**
60 East 42nd Street
Suite 810
New York, NY 10165
Phone 646.794.5747

July 30, 2024

VIA EMAIL AND OVERNIGHT DELIVERY

Honorable Richard H. Becker, Town Supervisor
and Members of the Cortlandt Town Board
Town of Cortlandt
1 Heady Street
Cortlandt Manor, New York 10567

JUDSON K. SIEBERT
Principal Member
jsiebert@kblaw.com

Re: Cortlandt CSG, LLC/Solar Energy System
Extension of Special Permit (Resolution Nos. 250-22/262-23)



Dear Supervisor Becker and Members of the Town Board:

I represent Cortlandt Lexington I LLC, successor to 202 Cortlandt, LLC (fee owner of the property subject to the above-referenced special permit) and Cortlandt CSG, LLC (the applicant to whom this special permit was first issued).

By Resolution No. 262-23 (a copy of which is attached), the Town Board granted Cortlandt Lexington I LLC and 202 Cortlandt, LLC a one-year extension of the special permit issued to Cortlandt CSG, LLC on August 16, 2022.

I again request, on behalf of Cortlandt Lexington I LLC and 202 Cortlandt, LLC, a one-year extension of this special permit. Cortlandt Lexington I, LLC and 202 Cortlandt, LLC seek to preserve the special permit as they continue to evaluate whether the solar project approved under the terms of the special permit and the site plan approval issued by the Cortlandt Planning Board will proceed. This, in turn, involves securing a solar energy operator prepared to take on this project.

Notably, prior to this request, Cortlandt Lexington I LLC and 202 Cortlandt, LLC obtained a one (1) year extension of the site plan approval for this project. The Cortlandt Planning Board granted this extension pursuant to its Resolution No. 6-24 adopted on July 9, 2024 (a copy of this Resolution is likewise attached).

As the site plan approval has been extended, I respectfully request that the special permit also be extended for this one-year period. In making this request, Cortlandt Lexington I LLC and 202 Cortlandt, LLC remain mindful of, and acknowledge, the obligations borne under Cortlandt Town Code §255-9(h), should this project proceed.

July 30, 2024

VIA EMAIL AND OVERNIGHT DELIVERY

Honorable Richard H. Becker, Town Supervisor
and Members of the Cortlandt Town Board
Town of Cortlandt
1 Heady Street
Cortlandt Manor, New York 10567

JUDSON K. SIEBERT
Principal Member
jsiebert@kblaw.com

Re: Cortlandt CSG, LLC/Solar Energy System
Extension of Special Permit (Resolution Nos. 250-22/262-23)

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Notably, prior to this request, Cortlandt Lexington I LLC and 202 Cortlandt, LLC obtained a one (1) year extension of the site plan approval for this project. The Cortlandt Planning Board granted this extension pursuant to its Resolution No. 6-24 adopted on July 9, 2024 (a copy of this Resolution is likewise attached).

As the site plan approval has been extended, I respectfully request that the special permit also be extended for this one-year period. In making this request, Cortlandt Lexington I LLC and 202 Cortlandt, LLC remain mindful of, and acknowledge, the obligations borne under Cortlandt Town Code §255-9(h), should this project proceed.

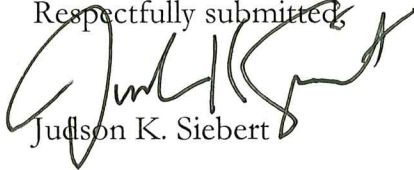
Honorable Richard H. Becker, Town Supervisor
and Members of the Cortlandt Town Board

July 30, 2023

Page 2

I thank the Town Board for its consideration of this request.

Respectfully submitted,



Judson K. Siebert

JKS/dy

cc: Michael Cunningham, Esq., Cortlandt Deputy Town Attorney
Christopher Kehoe, AICP, Director of Town of Cortlandt
Department of Planning & Community Development

Town Board 2023 Extension Resolution

RESOLUTION

NUMBER 262-23

(AUTHORIZE A ONE-YEAR SPECIAL PERMIT EXTENSION FOR A PREVIOUSLY APPROVED SOLAR PROJECT ON THE CORNER OF LEXINGTON AVENUE AND 202)

WHEREAS, a company previously completed the land use review process for a community solar energy system to be located on the corner of Lexington Avenue and 202 (SBL 34.7-1-2.1); and

WHEREAS, after an extensive review, the Applicant received Site Plan Approval from the Planning Board and Special Permit approval from the Town Board; and

WHEREAS, thereafter, the contract-vendee decided not to pursue the project, and the owner of the property has asked for a one-year time extension of the Town Board Special Permit to find a development partner; and

WHEREAS, the Planning Board previously extended its approval by one year;

NOW, THEREFORE, BE IT RESOLVED that the Town Board extends the Special Permit approval (Resolution Number 250-22) for one year.

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

**Adopted August 15, 2023
At a Regular Meeting
Held at Town Hall**

Planning Board 2024 Extension Resolution

**TOWN OF CORTLANDT
PLANNING BOARD
PB 2020-10**

RESOLUTION NO. 6-24

WHEREAS, the application of **Cortlandt CSG LLC for the property of 202 Cortlandt, LLC** for Planning Board approval of a Site Development Plan pursuant to Chapter 307 (Zoning) and as per Chapter 255 (Solar) of the Town of Cortlandt Code and for Tree Removal, Steep Slope and Wetland Permits for a proposed Solar Energy System as shown on a 9 page set of drawings entitled "Site Development for Cortlandt CSG LLC" prepared by Cronin Engineering, P.E., P.C. latest revision dated June 1, 2022 was approved by Planning Board Resolution 8-22 adopted on July 12, 2022, and

WHEREAS, the subject parcel of approximately 33 acres is located on the west side of Lexington Avenue, north of Crompond Road (Rt. 202) and is designated on the Town of Cortlandt Tax Maps as Section 34.07, Block 1, Lots 2-9 & 11-17, and

WHEREAS, the Planning Board granted the 1st, one-year time extension of Site Development Plan approval by Resolution 6-23 on June 6, 2023, and

WHEREAS, by a letter dated June 18, 2024 Judson K. Siebert, Esq. requested the 2nd, one-year time extension of Conditional Site Plan approval, on behalf of Cortlandt Lexington I, LLC and 202 Cortlandt, LLC, as successor to Cortlandt CSG, LLC in order to continue to meet the conditions of said approval.

NOW THEREFORE BE IT RESOLVED, that the request of Judson K. Siebert, Esq for the 2nd, one-year time extension of conditional Site Plan approval is hereby **APPROVED**, subject extension to expire on July 12, 2025.

**Adopted: July 9, 2024
Cortlandt Manor, New York**

**Filed in the Office of the Town Clerk
and Planning Board this 10th day
of July, 2024.**



**Chris Kehoe
Clerk to the Planning Board**



A Cycling Fundraiser Benefiting



**Facilities Use Request
Saturday, October 5th - Sunday, October 6th, 2024**

Good Afternoon,

I am writing to request the use of the parking lot of the Cook Park and Pavilion on Saturday, October 5th, 2024 and Sunday, October 6th, 2024 for the Velocity Ride to End Cancer.

Velocity is a bicycling fundraiser organized to raise funds for Columbia University Medical Center's Irving Cancer Center. Our riders commit to ride 15K, 50K or 100K and reach a fundraising minimum of \$500! Funds raised by our dedicated Velocity riders will fuel doctors, researchers and patients in their quest to end cancer and will benefit the 650 clinical trials testing new approaches to treatment, diagnosis, and prevention of cancer.

The ride begins and ends at The Centre in Purchase, NY. Only the 100K riders, about 200 people will have the opportunity to stop at the pool rest stop.

How we would like to use your site:

On Sunday, October 6th, 2024 we would like to establish our third Rest Stop on the grounds of Cook Park and Pavilion.

At the Rest Stops, we provide our riders the opportunity to grab snacks and fruit, fill their water bottles and use one of our provided portable toilets. We will have a Bike Tech and Medical partner onsite should any riders need attention. They'll also have the opportunity to engage with any sponsors who may be on site.

We expect the fastest riding participants to arrive just after 10:00 am. Because riders will keep different paces and spend different amounts of time at previous rest stop, the riders will spread out along the route. You can expect the 200 riders to arrive at the rest stop between 10:00 am – 12:30 pm and therefore all will not be on site all at one time. Please note that we are still finalizing the route with the surrounding jurisdictions.

After the rest stop officially closes at 1:00 pm (potentially earlier) our staff and volunteers will break down the site. All vendors will remove any equipment between 1:30 pm and 5:00 pm. The site should be completely cleaned and cleared by 6:00pm.

The timeline for our presence covers two days that will include set up, operation, and clean up.

Proposed Operations Timeline:

Saturday, October 5th

12:00pm – 5:00pm

1. Site Set Up/Vendor Deliveries (tents/tables/chairs, barricades, toilets, utility vehicles)
2. Signage Placement

Sunday, October 6th

8:00 am Staff Arrival & Rest Stop Set Up

9:00 am Volunteer Arrival

10:00 am – 12:30 pm Rest Stop Hours

1:00 pm Rest Stop Officially Closes

1:15 pm Break Down Begins

1:15 pm – 5:00 pm Vendor removals

6:00 pm Site Clean and Vacated

Insurance:

Velocity is fully insured for property damage and general liability. Upon request, we can name Cook Park and Pavilion (or whomever needs to be insured) as an additional insurance certificate holder.

Clean Up:

We always strive to leave a site cleaner than when we arrived. Our volunteers will regularly sweep the site to ensure that it is trash free and that our participants see a clean area. We realize that you are entrusting your site to us. We endeavor to be worthy of that.

Thank you so much for your time and consideration of this request.

Sincerely,

Jena McLaughlin

Ride Director

jmclaughlin@eventage.net

253-740-4126





A Cycling Fundraiser Benefiting



SITE USE CONFIRMATION

This form serves to confirm that the Cook Park and Pavilion hereby grants the Velocity Ride to End Cancer permission to use the parking lot and the pavilion on Saturday, October 5th, 2024 and Sunday, October 6th, 2024 as a Rest Stop from approximately 10:00 am –12:30pm. It is understood that approximately 200 bicycle riders will be spread out along the route and staff, vendors, and riders will need access to the site between the estimated hours of 8:00am - 6:00pm. Permission is also granted for the delivery and placement of 4 portable toilets on Saturday, October 5th, 2024.

The safety of our participants is our number one priority. This form also serves as permission to use the Cook Park and Pavilion as an emergency relocation site should we need to relocate participants off the route to the pavilion on Sunday, October 6th, 2024. A relocation is necessary in the instance of dangerous weather or any other situation that might compromise participant safety, including, but not limited to, severe electrical storms and other weather warnings where the pavilion could safely provide respite. Participants will remain in the pavilion until the route is declared safe for the continuation of the event.

Please fill the information below completely. We will contact the persons provided below for any needs on October 5th and October 6th. It is essential that we have this contact information for any unexpected occurrences.

Thank you for your commitment to the Velocity Ride to End Cancer and to the safety of our participants.

Will this person be on site during the event? Yes No

Name: _____

Signature: _____

Title: _____

Date: _____

Facility Capacity: _____

Restroom Access: Yes No

Primary Contact: _____

Alternate Contact: _____

Primary Cell Phone: _____

Alternate Cell Phone: _____

Are there any areas that are restricted to participants? _____

Tent Staking is permitted: Yes No (if not permitted, we will make other arrangements for weighing down the tents, i.e. concrete blocks)

Once again, thank you for your support. Please return to:

Jena McLaughlin
jmclaughlin@eventage.net



Friends of the Old Croton Aqueduct, Inc.

Keeper's House, 15 Walnut Street, Dobbs Ferry, NY 10522-2109

July 24, 2024

Laroue Shatzkin
Cortlandt Town Clerk's Office
1 Heady Street
Cortlandt Manor, NY 10567

Dear Ms. Shatzkin,

The Friends of the Old Croton Aqueduct will be hosting four different events on the Old Croton Aqueduct Trail in September. The first two days will be **Saturday, September 8 and Sunday, September 9**, co-hosted by the NY-NJ Trail Conference's Invasive Strike Force during which we will be mounting a concerted effort to manage the dangerous, tick harboring Barberry bushes on the trail. The following **Sunday, September 15th** Wild Woods Restoration Planting will be co-hosting a restoration planting on the trail in sections where we will have removed invasive species. We will be recruiting volunteers to work with us on sections of the Old Croton Aqueduct State Historic Park that run through the Town of Cortlandt. And finally, we are planning a Celebratory Walk on **Sunday, September 22nd** to invite the general public to view the sections of the trail we have been tending for the past 13 years; we expect many native plants to be blooming at that time.

Since there are no convenient parking places available, I am writing, as I have done in the past, to request permission for volunteers and event attendees to park on the west side of Quaker Bridge Road between #124 Quaker Bridge Road and #99 Quaker Bridge Road from 9:00am to 2:00pm. This area is currently designated as a no parking zone. We are anticipating no more than 40 volunteers for each of these events, probably fewer and will limit registrations. We have not scheduled rain dates for these events.

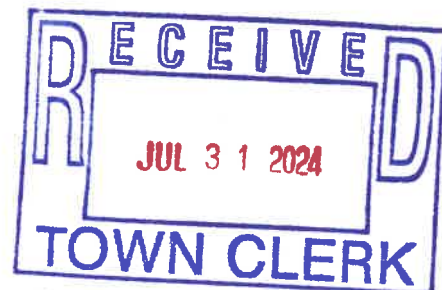
We were pleased to have obtained permission for parking for our I Love My Park Day events in the past held annually on the first Saturday in May.

Thank you for considering this request and for helping guide it through the approval process.

Diane C. Alden

Diane C. Alden, Event Coordinator &
Board Member, Friends of the Old Croton Aqueduct
124 Quaker Bridge Road
Croton on Hudson, NY 10520
daldenpc@bestweb.net
(914) 941-8536

Cc: Richard Becker
James Creighton
Stephen Ferreira



*The Friends of the Old Croton Aqueduct is a not-for-profit 501(c)(3) organization.
Contributions to FOCA are deductible to the full extent allowed by law.*

From: [REDACTED]
Sent: Monday, July 22, 2024 12:18 PM
To: supervisor <supervisor@townofcortlandt.com>
Subject: Town of Cortlandt Manor No Parking sign request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Town of Cortlandt Manor Supervisors,

Hello. I'm writing on behalf of my elderly parents [REDACTED] Di Rubbo Drive, Cortlandt Manor, NY. Neighbors on Locust Ave and Di Rubbo Drive have been parking along both sides of Di Rubbo Drive making it increasingly difficult or impossible to get access to our driveway. The road is not wide enough to have a car opposite our driveway and still be able to make a safe turn,, especially given the fact that we often have to back out of our driveway because there is not a turnaround up top. If emergency vehicles need to get access to my elderly parents, they would have a difficult time getting close to our house. I was visiting them this past weekend and had to knock on several doors to figure out whose car was across from our driveway so that I could safely make a turn and not hit anyone's car. It has also become a habit of these neighbors on Locust to have their visitors park on both sides of Di Rubbo Drive, which is too close to the turn and could result in an accident. **I'm please asking the Board to approve putting no parking signs on Di Rubbo Drive opposite my parent's house at [REDACTED] Di Rubbo Drive and I would strongly urge those signs should also be placed closer to Di Rubbo and Locust Ave on both sides of the road to prevent a potential head on collision.**

Thank You for your time and consideration on this matter. If you have any questions please contact me at [REDACTED]

Regards,

[REDACTED]

RESOLUTION

DRAFT

NO.

(AUTHORIZE FEDERAL AND NEW YORK STATE POLICE, FIRE, AND OTHER EMERGENCY AGENCIES TO UTILIZE THE QUARRY FOR DIVE TRAINING)

WHEREAS, the Town has a quarry located in Verplanck that has been sought out by emergency response agencies to conduct dive training for emergencies; and

WHEREAS, the FDNY and the FBI already use the quarry for dive training in addition to other agencies; and

WHEREAS, the Town continues to receive requests for dive training and believes it is in the interest of public safety to allow these emergency response agencies to train at the quarry;

NOW, THEREFORE, BE IT RESOLVED, that Federal and New York State agencies are authorized to utilize the Quarry for dive training purposes subject to approval of insurance by the Town Attorney's office and receipt of a letter agreeing to indemnify the Town and hold it harmless for any accidents that occur during dive training.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NO.

**(AUTHORIZE FIRST AMENDMENT OF CELLULAR INFRASTRUCTURE LEASE
FOR 51 SCENIC DRIVE SUBJECT TO PERMISSIVE REFERENDUM)**

WHEREAS, the Town entered into a lease agreement with Sprint Spectrum L.P. dated July 2, 2004 for the installation of cellular infrastructure at 51 Scenic Drive (SBL 67.7-2-2); and

WHEREAS, the lease was subsequently assigned by Sprint Spectrum L.P. to SBA 2012 TC ASSETS, LLC; and

WHEREAS, the lease has 5-year renewal periods; and

WHEREAS, after reviewing the existing lease agreement, SBA has offered to amend the existing agreement to allow for another 5 renewal terms of 5 years each (25 years in total); and

WHEREAS, the Town currently receives \$3,992.29 in monthly rent plus other monthly revenue from SBA for infrastructure which has averaged \$7,526.00 per month; and

WHEREAS, each subsequent renewal period lease includes a 15% increase in rent;

NOW, THEREFORE, BE IT RESOLVED that the Town Supervisor is authorized to execute a First Amendment to the Cellular infrastructure lease for 51 Scenic Drive subject to Permissive Referendum.

BE IT FURTHER RESOLVED that this Resolution shall be subject to Permissive Referendum and shall be posted and published as required by law.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTION

DRAFT

NO.

(AUTHORIZE A ONE-YEAR SPECIAL PERMIT EXTENSION FOR A PREVIOUSLY APPROVED SOLAR PROJECT ON THE CORNER OF LEXINGTON AVENUE AND 202)

WHEREAS, a company previously completed the land use review process for a community solar energy system to be located on the corner of Lexington Avenue and 202 (SBL 34.7-1-2.1); and

WHEREAS, after an extensive review, the Applicant received Site Plan Approval from the Planning Board and Special Permit approval from the Town Board; and

WHEREAS, thereafter, the contract-vendee decided not to pursue the project, and in 2023, the owner of the property received one-year time extensions of the Site Plan Approval from the Planning Board and the Special Permit from the Town Board in order to find a development partner; and

WHEREAS, the Planning Board issued another one-year extension of Site Plan Approval at its meeting on July 9, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Town Board extends the Special Permit approval (Resolution Number 250-22) for a second one-year period.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NO.

(AUTHORIZE CONVEYANCE OF 14 SHAW HIGHWAY (SBL 45.5-2-42) TO HEIRS OF THE FORMER OWNERS)

WHEREAS, the Town owns property located at 14 Shaw Highway (SBL 45.5-2-42) pursuant to a prior in rem foreclosure action; and

WHEREAS, the Town had intended to sell the property via auction; and

WHEREAS, while preparing for the auction, the Town noticed that the house was occupied despite being owned by the Town of Cortlandt; and

WHEREAS, the house was occupied by heir(s) of the former decedents without the Town's permission; and

WHEREAS, the Town had begun eviction proceedings, but the heirs of the decedents agreed to pay all back taxes, liens, and interest owed to the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town is authorized to convey 14 Shaw Highway (SBL 45.5-2-42) to the heirs of Gordineer for a sum of \$136,932.66 plus all customary transfer and closing fees.

BE IT FURTHER RESOLVED that this Resolution is not subject to Permissive Referendum pursuant to Section 1166 of the Real Property Tax Law ("RPTL").

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NO.

(AUTHORIZE DANES BRIDGE ENTERPRISES TO PROVIDE CONSULTING SERVICES TO THE TAX OFFICE)

WHEREAS, a series of software upgrades are still in the process of being finalized between the Assessor and Tax Offices; and

WHEREAS, Danes Bridge Enterprises can generate the needed extracts for accuracy between the two software programs until the upgrades are complete;

NOW, THEREFORE, BE IT RESOLVED that the Receiver of Taxes is hereby authorized to contract with Danes Bridge Enterprises for an amount not to exceed \$5,000. (five thousand dollars); and

BE IT FURTHER RESOLVED that the Comptroller is authorized to amend the budget if necessary.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

(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 2023/2024 year shall be extended and continued for the 2024/2025 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 SHATZKIN
TOWN CLERK**

**Adopted on August 13, 2024
at a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

**(AUTHORIZE A CYCLING FUNDRAISER BENEFITTING CANCER RESEARCH TO
USE THE CHARLES COOK POOL COMPLEX)**

WHEREAS, the Town received a request from the representatives of “Velocity: Columbia’s Ride to End Cancer” to use the Charles Cook Pool pavilion as a rest stop for their cycling fundraiser in October; and

WHEREAS, the fundraiser benefits cancer research; and

WHEREAS, the event will take place after pool season;

NOW, THEREFORE, BE IT RESOLVED that Velocity may use the Charles Cook Pool Pavilion as a rest stop subject to the event organizers providing an insurance certificate indemnifying the Town and paying for all costs associated with traffic control and cleanup of the area.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

(RE: AUTHORIZATION TO PERMIT PARKING ALONG THE WEST SIDE OF QUAKER BRIDGE ROAD ON SEPTEMBER 8, 9, 15 AND 22 OF 2024)

WHEREAS, the Friends of Old Croton Aqueduct, Inc. plan to conduct several events in September to remove invasive plants, conduct restoration planting, and host a celebratory walk; and

WHEREAS, the Friends of Old Croton Aqueduct, Inc. have requested that parking be permitted between 99 and 124 Quaker Bridge Road on the west side of the street during daylight hours on September 8, 9, 15 and 22, 2024; and

WHEREAS, the Department of Environmental Services has evaluated the request and recommends that the request be granted; and

NOW, THEREFORE, BE IT RESOLVED, that parking shall be permitted along the West Side of Quaker Bridge Road between 99 and 125 Quaker Bridge Road between the hours of 8:00 AM and 4:00 PM on September 8, 9, 15 and 22, 2024.

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

**Adopted on August 13, 2024
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

RE: (AUTHORIZE DOTS TO EXTEND AGREEMENT WITH COLLIERS ENGINEERING REGARDING THE MONTROSE STATION ROAD BRIDGE)

WHEREAS, the Town of Cortlandt shares in the maintenance of the bridge deck with Metro North;
and

WHEREAS, additional engineering support is necessary to prepare plans and bid specification to repair the road surface and bridge decking as well as obtain the necessary permits from Metro North for access;

NOW THEREFORE BE IT RESOLVED, the Department of Technical Services (DOTS) is authorized to extend an agreement with Colliers Engineering and Design with offices located at 300 Tice Boulevard, Suite 101, Woodcliff Lake New Jersey 07677 in an amount not to exceed Thirty-Nine Thousand Eight-Hundred Dollars (\$39,800).

BE IT FURTHER RESOLVED, that the Town Comptroller be authorized to amend the budget with regards to the same.

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

**Adopted on August 13, 2024
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

RE: (AWARD SURVEYING AND MAPPING SERVICES FOR THE MORABITO COMMUNITY CENTER LOCATED AT 29 WESTBROOK DRIVE, CORTLANDT MANOR, NY 10567)

WHEREAS, the Department of Technical Services competitively advertised for proposals the surveying and mapping services to be used for the design and enhancement of the Morabito Community Center parking lot, basketball court, skate park, and gravel parking area located at 29 Westbrook Drive, Cortlandt Manor, NY 10567; and

WHEREAS, (4) four proposals were received on July 19, 2024 for Surveying and Mapping Services for the Morabito Community Center in the amounts shown below:

Insite Engineering, Surveying & Landscape Architecture, P.C. 3 Garrett Place Carmel, NY 10512	\$19,000.00
Badey & Watson Surveying & Engineering, DPC 3063 Route 9 Cold Spring, NY 10516	\$19,605.00
WSP USA, Inc. 500 Summit Lake Drive Suite 450 Valhalla, NY 10595	\$24,000.00
C.T. Male Associates 12 Raymond Avenue Poughkeepsie, NY 102603	\$28,346.50

; and

WHEREAS, the Department of Technical Services has reviewed the proposals and recommends awarding the Surveying and Mapping Services for the Morabito Community Center to Insite Engineering, Surveying & Landscape Architecture, P.C., 3 Garrett Place, Carmel, NY 10512 in the amount of Nineteen Thousand Dollars and No Cents (\$19,000.00); and

BE IT FURTHER RESOLVED, that the contract be awarded to the lowest responsible bidder Insite Engineering, Surveying & Landscape Architecture, P.C., 3 Garrett Place, Carmel,

NY 10512 in the amount of Nineteen Thousand Dollars and No Cents (\$19,000.00); and

BE IT FURTHER RESOLVED, that a contingency in an amount not to exceed Three Thousand Five Hundred Dollars (\$3,500.00) be appropriated in the event that additional surveying is required.

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
LAROU SHATZKIN
TOWN CLERK**

**Adopted on August 13, 2024
at a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER _____

RE: (APPROVE CHANGE ORDER FOR TE – CONTRACT 2023.04 – CORTLANDT WATERFRONT PARK)

NOW THEREFORE BE IT RESOLVED, that a Change Order for TE Contract 2023.04 in the amount of Eight Thousand Forty-Four Dollars and Fifty-Three Cents (\$8,044.53) for additional site work and lawn restoration.

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

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

**Adopted on August 13, 2024
At a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-24

RE: (REJECT BIDS FOR TE CONTRACT 2024.11 WIND-SMART POLE INSTALLATION – TOWN HALL)

WHEREAS, the proposed project consisted of the installation of three (3) Wind-Smart poles and related construction work; and

WHEREAS, the Department of Technical Services competitively advertised for bid the Wind-Smart Pole Installation; and

WHEREAS, three (3) sealed bids were opened on July 11, 2024 for Contract No. 2024.11 – Wind-Smart Pole Installation in the amounts shown below:

Laura Li Industries, LLC 9 Belway Place White Plains, NY 10601	\$224,105.00
DGC Capital Contracting Corp. 506 South 9 th Avenue Mount Vernon, NY 10550	\$233,734.71*
Paladino Concrete Creations Corp. 315 N. MacQuesten Pkwy. Mount Vernon, NY 10550	\$319,524.00

* Mathematical Error

; and

WHEREAS, the project cost exceeded the available grant funding for the project.

NOW THEREFORE, BE IT RESOLVED, that the bids for Contract No. 2024.11 – Wind-Smart Pole Installation have been rejected by the Town Board.

BE IT FURTHER RESOLVED, that the Department of Technical Services is hereby authorized to re-design the project and re-bid.

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

**Adopted on August 13, 2024
at a Regular Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER -24

RE: (AUTHORIZE THE DIRECTOR OF ENVIRONMENTAL SERVICES TO SOLICIT BIDS FOR THE RESURFACING OF THE COOK POOL, PHASE II.)

WHEREAS, the Director of Environmental Services has determined the interior surface of the Town swimming pool has reached the end of its useful life and needs a full rehabilitation,

NOW, THEREFORE, BE IT RESOLVED, that the Director of Department of Environmental Services, together with the Purchasing Director, are hereby authorized to seek bids for the Phase II work necessary to complete this section of the pool surface.

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

**Adopted on August 13, 2024
At a Regular Meeting
Held at Town Hall.**

DRAFT

RESOLUTION

NUMBER _____

**(RE: AUTHORIZE CONTRACTS/AWARD BID WITH RESPECT TO
LINE PAINTING RFB #24-14)**

WHEREAS, the Purchasing Director previously advertised for bids for **LINE PAINTING** town wide and

WHEREAS, said bids were received and opened by the Purchasing Director on **July 23, 2024**; and

WHEREAS, the **TOWN WILL AWARD BIDDER FOR LINE PAINTING AT THE LOWEST CATEGORY PRICING** to

ATLANTIC PAVEMENT MARKING INC, 15 INDUSTRIAL ROAD, PROSPECT CT 06712, whose bid was **A TOTAL OF \$112,729; (\$87,100 FOR SECTION A. YELLOW AND WHITE EDGE LINES AND \$25,629 FOR SECTION B. STOP BARS, YIELD, CROSSWALKS ETC.**

WHEREAS, it is the recommendation of the Department of Recreation that the bid be awarded to the lowest responsible bidders;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor be, and hereby is, authorized to execute contracts in accordance with the bid specifications previously prepared; and

BE IT FURTHER RESOLVED, the Comptroller is authorized to amend the Budget if necessary.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at Town Hall**

RESOLUTION

DRAFT

NUMBER **X-24**

(AUTHORIZE A HANDICAP PARKING SPACE IN FRONT OF 108 7TH STREET)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby authorize the designation of a **HANDICAP PARKING SPACE** in front of 108 7th Street, Verplanck.

BE IT FURTHER RESOLVED, that the Director of DES will provide necessary signage and installation at the appropriate location.

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

**Adopted August 13, 2024
At a Regular Meeting
Held at the Town Hall**

RESOLUTION

DRAFT

NUMBER **X-24**

(AUTHORIZE THE INSTALLATION OF NO PARKING SIGNAGE ON YOUNG STREET)

RESOLVED, that the Town Board of the Town of Cortlandt does hereby authorize the installation of a **NO PARKING** signs for the first 50 feet of Young Street beginning at the intersection of Oregon Road East.

BE IT FURTHER RESOLVED, that the Director of DES will provide necessary signage and installation at the appropriate location.

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

**Adopted on August 13th, 2024
At a Regular Meeting
Held at the Town Hall**

RESOLUTION

DRAFT

NUMBER X-24

**(RE: AUTHORIZING AN INTERMITTENT LEAVE OF ABSENCE FOR ONE
EMPLOYEE IN THE DEPARTMENT OF DES WATER)**

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

Employee ID # - 922450 - Effective retroactive August 14, 2024 – August 13, 2024

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

**Adopted on August 13, 2024
at a Regular Meeting
Held at Town Hall**