



TOWN OF CORTLANDT

OFFICE OF THE TOWN CLERK

Town Clerk
LAROUÉ R. SHATZKIN

Deputy Town Clerk
AMANDA SHAFIULLAH

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, Laroué 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,

Laroué Shatzkin



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REGULAR MEETING

TOWN BOARD AGENDA – FEBRUARY 11, 2025

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 January 14, 2025 Regular Meeting.

PUBLIC HEARINGS

1. Public Hearing to Consider a Local Law pertaining to Hotel and Motel Occupancy Tax.
 - a. Close Public Hearing
 - b. Adopt Negative Declaration
 - c. Adopt Resolution

HEARING OF CITIZENS – AGENDA ITEMS ONLY

REPORTS

Receive and File the following:

2024 Annual Reports from the Planning Board, and the Recreation Department.

2024 Annual Report from the Montrose Improvement District.

For the month of December 2024 from the Recreation Department.

For the month of January 2025 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

NEW BUSINESS

Receive and File the following:

1. Application from Baker, Leshko, Saline & Drapeau, LLP for Rate Increase of Jonas Bastys Inc., and Refer to Legal.

RESOLUTIONS

1. Authorize 3 Park Rangers with Westchester County for the 2025 Season.
2. Update Master Fee List.
3. Adopt Electronic Records Policy.

4. Authorize Contract with Enormous Creative for Media Services.
5. Agenda items for DOTS:
 - a) Authorize DOTS to Bid CCWD 2025-01 “Root Street and Hollowbrook Water Main Replacement”.
 - b) Authorize Consultant Service Contract for Waterfront Park Stage Lighting.
 - c) Authorize Storage Shed for Valeria Sewer Treatment Plant.
6. Appoint Stephan Rothstein to the title of Program Coordinator at Nor-West.
7. Authorize an Intern in Town Hall – Engineering.
8. Authorize a Seasonal Employee in Town Hall – Planning.
9. Authorize a Leave of Absence for an Employee in DES – Highway.
10. Authorize a Leave of Absence for an Employee in DES – Water.

ADDITIONS TO THE AGENDA

BUDGET TRANSFERS - NONE

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

ADJOURNMENT

NEXT TOWN BOARD MEETING

March 11, 2025 at 7:00 pm
Town Hall Web Site address: www.townofcortlandt.com



DRAFT

A **Regular Meeting** of the Town Board of the Town of Cortlandt was conducted on **January 14, 2025** with the following elected officials and appointed staff in attendance:

RICHARD H. BECKER	Supervisor
JOYCE WHITE	Councilmember
CRISTIN JACOBY	Councilmember
ROBERT MAYES	Councilmember
JAMES CREIGHTON	Councilmember

Also present:

TOM WOOD	Town Attorney
MICHAEL CUNNINGHAM	Assistant Town Attorney
LAROUÉ ROSE SHATZKIN	Town Clerk
AMANDA SHAFIULLAH	Deputy Town Clerk
PATRICIA ROBCKE	Comptroller
MICHAEL PREZIOSI	Director, DOTS
CLAUDIA VAHEY	Human Resources Coordinator
STEPHEN FERREIRA	Director, DES
DEBRA CARTER	Receiver of Taxes
KENNETH SHERMAN	Director of Recreation
JOE BASSELL	Junior Network Specialist
MATT LOGERFO	Director of IT

MEETING CALLED TO ORDER

The meeting was called to order at 7:03 P.M.

PLEDGE TO THE FLAG

Supervisor Becker started the meeting with the Pledge of Allegiance.

SUPERVISOR’S PROCLAMATIONS & REPORTS

Supervisor Becker shared upcoming events, including:

A reminder that the second installment of the school taxes are due on January 31st, 2025. The Winter/Spring Planner from the Department of Recreation is now out. The Planner is filled with activities for youth, adults, and seniors. They were mailed to all residents but also available on

our website www.townofcortlandt.com/rec . Supervisor Becker thanked the Recreation Director, Ken Sherman for broadening out the activities for all age groups. On January 31st, 2025 is Trivia Night, at Fulgum's Bar and Grill in Montrose from 6:30 P.M to 8:30 PM featuring Chopper Jacobs, "The Trivia Guy". Supervisor Becker thanked Councilperson Jacoby for coming up with the idea for Trivia Night. For parents who would like to attend Trivia Night the Youth Center will be supplying babysitting free of charge. There will be many activities and pizza served to the kids at the Youth Center from 6:00 P.M to 9:00 P.M.

Eaglefest is Saturday February 1, 2024 you can see the Eagles for free at Steamboat Dock in Verplank. Or you can purchase tickets to attend Eaglefest at Croton Point Park at www.teatown.org/events/eaglefest/ .

Supervisor Becker congratulated Wendy Greenfield on her retirement as Director of Nor-West Regional Special Services. He went on to explain more about Nor-West, stating they are a self-supporting organization for the last fifty years. They treat individuals with autism and developmental disabilities, its mission is to provide social skills, emotional support, physical coordination and personal confidence to each individual. Nor-West is an inter-municipal program who provides their services to Cortlandt, Peekskill, Ossining, and Yorktown. Wendy Greenfield has worked with Nor-West for 26 years, she began working part-time in 1988 then transitioned to Program Coordinator in 1996 and in 2021, the Director. Wendy dedicated 26 years to developing programs at Nor-West.

Director of the Recreation Department, Ken Sherman, read a letter from Chris Morabito, who was the previous director of Nor-West.

"It's my honor to congratulate Wendy on her retirement from Nor-West after over thirty years of dedicated work. Wendy was my right hand for 26 years, and when I took my annual (one week) summer vacation I had no doubt she would make the right decisions in my absence. When I retired I did so knowing that our old building and loan was in the very best of hands. Under Wendy's capable direction Nor-West has evolved in a very positive way, with a beautiful new office, hiring key dedicated staff and stewarding a committed group of parents to assist with a variety of fund-raising efforts. I can only hope her replacement shares her dedication and commitment to Nor-West's future. Congratulations Wendy on an outstanding career spanning three agencies and touching thousands of participants and families. I am so proud of you!"

Ken Sherman also shared a few words about Wendy Greenfield, stating she is an integral part of Nor-West's move from Charles Cook Park to the Cortlandt Town Center and to adding Community Pass which is computer software that allow participants to register online to all available programs. All participants and family appreciate everything Wendy has done for Nor-West. He congratulated Wendy for her career at Nor-West and wished her well.

Supervisor Becker invited Wendy Greenfield up to the podium and presented her with flowers, a plaque, and clock to thank her for dedication at Nor-West. Wendy Greenfield thanked the Town of Cortlandt for their unwavering support towards Nor-West. Although there are four communities who support Nor-West Cortlandt is their special community. She went on to say

that Nor-West is a very important and inspiring organization and it's been Wendy's life honor and privilege to works for a special organization like Nor-West.

Supervisor Becker spoke about the Quaker Bridge Changes. He stated he was on a zoom with Westchester County who wanted to replace the bridge electively and within two weeks of that zoom, New York State Department of Transportation (NYSDOT) red flagged the bridge and shut it down immediately. The State was able to secure the planning and design of the bridge to be completed in 2025 and in the year of 2026 the construction will begin. Supervisor Becker received feedback from residents in his weekly newsletter and invited County Legislator of District 9, Emiljana Ulaj and County Executive, Ken Jenkins to address these comments, questions, and concerns.

PRESENTATION BY NYS/WESTCHESTER COUNTY/QUAKER BRIDGE

Ken Jenkins – County Executive
Emiljana Ulaj – County Legislator District 9
Len Simon – Trustee Village of Croton
Hugh J. Greechan -Commissioner of Public Works
Gayle M. Katzman - First Deputy Commissioner
Copernicus Crane- Assistant Director of Intergovernmental Relations
Matt Hunt- Creighton Manning, Consultant

RESIDENTS WHO SPOKE AT MEETING:

Robert Anderson- 3 Oak Place Croton-on-Hudson, NY
Robert Ceresa- 2 Croton Lake Drive, Croton-on-Hudson, NY
Daniel Fogelman- 7 Quaker Hill Drive, Croton-on-Hudson, NY
Leah O'Donnell- 1785 Spring Valley Road, Ossining, NY
Adam Dilge- 63 Quaker Bridge Road, Croton-on-Hudson, NY
Celeste Theis- 384 Blinn Road, Croton-on-Hudson, NY
Zach Greenberg- 1047 Quaker Bridge Rd E, Croton-on-Hudson, NY (on Zoom)
Florent Maillard- 1059 Quaker Bride Road E, Croton-on-Hudson, NY (on Zoom)
Dana Moldovan

TOWN BOARD REPORTS

Supervisor Becker waived the Town Board Reports due to the late start of the Town Board Meeting.

APPROVAL OF THE MINUTES

Approve the Minutes for the December 10, 2024 Regular Meeting.

Councilperson Mayes made a motion to approve the above Minutes, seconded by Councilperson Jacoby, with all voting **AYE**.

PUBLIC HEARINGS

Public Hearing to consider Agreements with various fire departments with respect to Fire Protection Services (Continental Village Fire Department, Montrose Fire Department and the Village of Croton.)

The Public Hearing was opened at 8:58 P.M

- a. Close Public Hearing.
RESOLUTION NO. 1-25 RE: Adopt Negative Declaration.
RESOLUTION NO. 2-25 RE: Adopt Resolution for Continental Village Fire Dept.
RESOLUTION NO. 3-25 RE: Adopt Resolution for Montrose Fire Dept.
RESOLUTION NO. 4-25 RE: Adopt Resolution for Village of Croton.

Supervisor Becker stated this is an annual mutual aid between the various fire departments in the area and the volunteer ambulance aids.

The Public Hearing was adjourned at 8:59 P.M.

Councilperson Jacoby made a motion to close the Public hearing, and adopt a Negative Declaration, and adopt the Resolutions, seconded by Councilperson Creighton, with all voting **AYE**.

HEARING OF CITIZENS – AGENDA ITEMS ONLY

No hearing of citizens.

REPORTS

Receive and File the following:

For the month of November 2024 from the Department of Recreation.

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

2024 Annual Report from the Receiver of Taxes and the Town Clerk.

OLD BUSINESS:

Receive and File the following:

NEW BUSINESS

Receive and File the following:

Councilperson Creighton made a motion to receive and file the above, seconded by Councilperson White, with all voting **AYE**.

RESOLUTIONS

RESOLUTION NO. 5-25 RE: Reappoint Jeffrey Rothfeder as Member of the Planning Board.

RESOLUTION NO. 6-25 RE: Reappoint Benito Martinez and Thomas Walsh as Members of the Zoning Board of Appeals.

RESOLUTION NO. 7-25 RE: Reappoint Jennifer Corrado, Paul Diroma, Joseph Minz and Nathan Palmer as members of the PRC Advisory Board.

RESOLUTION NO. 8-25 RE: Appoint Amanda Shafiullah to the title of Deputy Registrar of Vital Statistics, and Tina Toback to the title of Sub-Registrar of Vital Statistics.

RESOLUTION NO. 9-25 RE: Reappoint Members to the Continental Village Park District Joint Advisory Committee for the year 2025.

RESOLUTION NO. 10-25 RE: Adopt the Salary Resolution for Town Employees for the Year 2025.

Appoint or re-appoint members to the following:

RESOLUTION NO. 11-25 RE: Architectural Review Council

RESOLUTION NO. 12-25 RE: Alarm Appeals Board

Appoint the following:

RESOLUTION NO. 13-25 RE: Deputy Town Supervisor for the Year 2025.

RESOLUTION NO. 14-25 RE: Town Board Liaison for Personnel Matters.

RESOLUTION NO. 15-25 RE: Town Board Liaison for Sustainability and Solar energy issues.

- RESOLUTION NO. 16-25 RE:** Town Board Liaison to Hudson Valley Chamber of Commerce.
- RESOLUTION NO. 17-25 RE:** Town Board Liaison to Local Waterfront Revitalization Committee.
- RESOLUTION NO. 18-25 RE:** Town Board Liaison to the Cortlandt Quarry & Recreation.
- RESOLUTION NO. 19-25 RE:** Town Board Liaison to School Districts.
- RESOLUTION NO. 20-25 RE:** Town Board Liaison to Youth & Recreation.
- RESOLUTION NO. 21-25 RE:** Town Board Liaisons to Departments.
- RESOLUTION NO. 22-25 RE:** EFPR Group LLP (CPA's) as Town Auditors.
- RESOLUTION NO. 23-25 RE:** Triad Group LLC as Manager of Town of Cortlandt Self-Insured Workers' Compensation Fund.
- RESOLUTION NO. 24-25 RE:** Midwest Employers Casualty as carrier for Excess Workers Compensation.

Councilperson White made a motion to receive and file the above, seconded by Councilperson Mayes, with all voting **AYE**.

Supervisor Becker thanked Jeffrey Rothfeder for his service on the Planning Board and to Benito Martinez and Thomas Walsh for their service on the Zoning Board and the PRC Advisory Board members. Supervisor Becker stated the PRC Advisory Board are looking for students to join as members. Supervisor Becker also congratulated Amanda Shafiullah and Tina Tobak on their promotion. Supervisor Becker commented that Jim Creighton will stay on as Deputy Supervisor, and thanked him for his service. He also thanked Councilperson Mayes for staying on as Town Board Liaison for the Local Waterfront Revitalization Committee and the Cortlandt Quarry & Recreation. He thanked Councilperson Jacoby for her work with the school districts and Councilperson White for her work with the Youth.

Adopt the following for 2025:

- RESOLUTION NO. 25-25 RE:** Rules of Procedure for the Town Board Meetings
- RESOLUTION NO. 26-25 RE:** Designate the Official Newspaper and alternates.

RESOLUTION NO. 27-25 RE: Designate the Depositories.

RESOLUTION NO. 28-25 RE: Master Fee Schedule for 2025.

RESOLUTION NO. 29-25 RE: Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.

RESOLUTION NO. 30-25 RE: Set the mileage reimbursement for Town Officials and employees.

RESOLUTION NO. 31-25 RE: Purchasing Manual.

RESOLUTION NO. 32-25 RE: IT Security Policy.

RESOLUTION NO. 33-25 RE: Drug and Alcohol Policy.

RESOLUTION NO. 34-25 RE: Social Media Policy.

RESOLUTION NO. 35-25 RE: Sexual Harassment Policy.

RESOLUTION NO. 36-25 RE: Workplace Violence Prevention Policy.

RESOLUTION NO. 37-25 RE: Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.

Councilperson Mayes made a motion to receive and file the above, seconded by Councilperson Jacoby, with all voting **AYE**.

Supervisor Becker commented the resolutions above are maintaining what the Town of Cortlandt already has in place. The Town of Cortlandt has updated its policies and procedures in particular the Master Fee Schedule. Our Director of DOTS, Michael Preziosi, worked very hard on to make DOTS Fees more user friendly for people who have outstanding permits, applications, or for continuances past the one-year mark. Supervisor Becker thanked the Deputy Town Attorney, Michael Cunningham, for his work on updating all Town policies.

11. Authorize the Supervisor to execute the following 2025 Agreements and/or Contracts:

RESOLUTION NO. 38-25 RE: All contracts on behalf of the Town Awarded by the Purchasing Department.

RESOLUTION NO. 39-25 RE: Applications for pool permits

RESOLUTION NO. 40-25 RE: Agreement with the Town of Yorktown covering Nutrition Meals under Title 3C of the Older Americans Act.

RESOLUTION NO. 41-25 RE: Inter-Local Agreements for Nor-West Regional Services.

RESOLUTION NO. 42-25 RE: All nutrition contracts for the Senior Center.

RESOLUTION NO.43-25 RE: Agreement with Westchester Jewish Community Services.

RESOLUTION NO. 44-25 RE: Agreements with respect to covering shared equipment.

RESOLUTION NO. 45-25 RE: Agreement with the Villages and Northern Westchester Joint Water Works authorizing the Town Purchasing Director to advertise bids on their behalf.

RESOLUTION NO. 46-25 RE: Partners in Safety.

RESOLUTION NO. 47-25 RE: All Personal Service Contracts.

RESOLUTION NO. 48-25 RE: All contracts with various Libraries servicing the Town of Cortlandt.

RESOLUTION NO. 49-25 RE: Agreement with Fiscal Advisors & Marketing, Inc. for Financial Advisory/Bond Services.

RESOLUTION NO. 50-25 RE: Renewal of Concession Stand Services at Charles J. Cook Pool.

RESOLUTION NO. 51-25 RE: Authorize Agreements with Peekskill Community Volunteer Ambulance Corps., the Village of Croton on Hudson and Cortlandt Volunteer Ambulance Corp. with respect to calls within the Town of Cortlandt.

RESOLUTION NO. 52-25 RE: Authorize Re-levy of Unpaid Water and Sewer Charges.

RESOLUTION NO. 53-25 RE: Authorize Settlement of Tax Certiorari proceeding with South Riverside Croton LLC.

RESOLUTION NO. 54-25 RE: Authorize Settlement of Tax Certiorari proceeding with Lore Gaetano.

RESOLUTION NO. 55-25 RE: Authorize Bid 2024-19 for Coach Bus Transportation.

RESOLUTION NO. 56-25 RE: Support Harriet Tubman Underground Railroad New York Scenic Byway Nomination and Corridor Management Plan Adoption.

Councilperson Jacoby made a motion to receive and file the above, seconded by Councilperson Creighton, with all voting **AYE**.

Supervisor Becker commented the Town of Cortlandt are renewing and updating their contracts for the year. Northern Westchester Joint Water Works in partnership with Yorktown, Somers, and Montrose Improvement District will not be able to bid through the Town which saves Cortlandt and the other towns money. The Purchasing Director, Jennifer Glasheen, has been very helpful with purchasing these supplies. The Charles Cook Pool concession stand will re-open in the summer, the Town is working on maintaining the pool to get ready for the summer season. Supervisor Becker thanked the local ambulances corps for their service as they are all volunteers and provide mutual aid to each other and the new ambulance group.

Agenda items for DOTS:

RESOLUTION NO. 57-25 RE: Authorize Purchase of Town Hall Digital Entrance Sign.

RESOLUTION NO. 58-25 RE: Authorize DOTS to Bid TE Contract 2025.01 – Montrose Pocket Park.

RESOLUTION NO. 59-25 RE: Authorize Change Order to TE Contract 2024.03 - Cortlandt Lake Dam Maintenance and Improvements.

Agenda items for DES:

RESOLUTION NO. 60-25 RE: Authorize for Woodward and Curran Engineering to finalize the Town of Cortlandt Water Distribution Hydraulic Model.

RESOLUTION NO. 61-25 RE: Authorize Purchase and Installation of new Steel Doors for the Town Hall at the Westchester County Police Entrance.

RESOLUTION NO. 62-25 RE: Appoint Edward McKay as Director of Nor-West Regional Special Services.

RESOLUTION NO. 63-25 RE: Appoint Lisa Bruederlein to the title of Senior Office Assistant – Automated Systems in the Office of the Town Clerk.

RESOLUTION NO. 64-25 RE: Appoint Josh DiNardo to the title of Assistant General Foreman in the Department of Environmental Services.

RESOLUTION NO. 65-25 RE: Appoint Jennifer Criollo to the title of Part-Time Office Assistant - Automated Systems (Spanish Speaking) in the Justice Court.

RESOLUTION NO. 66-25 RE: Appoint a Seasonal Employee in the Department of Environmental Services.

RESOLUTION NO. 67-25 RE: Schedule a Public hearing for February 11, 2024 for a Local Law pertaining to Hotel & Motel Occupancy Tax.

Councilperson Creighton made a motion to adopt the above, seconded by Councilperson White, with all voting **AYE**.

Supervisor Becker commented The Montrose Pocket Park was developed over a significant period, which was the old gas station on Route 9 and is will now be a nice green space in the central of the Montrose District. The Cortlandt Lake Dam requires a few improvements to make the Dam safer. Supervisor Becker congratulated Ed McKay, who is now the new Director of Nor-West. Ed was the Deputy Director for many years and who is familiar with all access of Nor-West and has done a great job. Supervisor Becker also congratulated Lisa Bruederlein and Josh DiNardo on their promotions and welcomed Jennifer Criollo to the Town of Cortlandt's Justice Department. In February the Town will examine the Local Law for Hotel and Motel Tax.

RESOLUTION NO. 68-25 RE: Authorize Settlement of Index Numbers 64561/2021 and 59567/2023.

RESOLUTION NO. 69-25 RE: Authorize Increases for Part-Time Employees at Nor-West.

Councilperson White made a motion to adopt the above, seconded by Councilperson Mayes, with all voting **AYE**.

ADDITIONS TO THE AGENDA – YES

BUDGET TRANSFERS – NONE

REPORTS FROM VARIOUS DEPARTMENTS

REPORTS FROM STANDING & SPECIAL COMMITTEES

SECOND HEARING OF CITIZENS

No hearing of citizens

ADJOURNMENT

Councilperson Mayes made a motion to adjourn the meeting, seconded by Councilperson Jacoby with all voting **AYE**.

The meeting was adjourned at 9:12 P.M.

NEXT TOWN BOARD MEETING

February 11, 2025 at 7:00 P.M
Town Hall Web Site address: www.townofcortlandt.com

Respectfully submitted,

Laroue Rose Shatzkin
Town Clerk

RESOLUTION

NUMBER 67-25

**(SCHEDULE A PUBLIC HEARING FOR FEBRUARY 11, 2024 FOR A LOCAL LAW
PERTAINING TO A HOTEL & MOTEL OCCUPANCY TAX)**

WHEREAS, the State legislature has approved occupancy taxes for hotels and motels in nearly two dozen other communities in Westchester; and

WHEREAS, pursuant to Section 1202-NNN of the New York State Tax Law, the Town of Cortlandt is authorized to approve an occupancy tax on hotels; and

WHEREAS, the term “hotel” also includes an apartment hotel, motel, or boarding house; and

WHEREAS, the occupancy tax cannot exceed three percent of the per diem rental rate for each room; and

WHEREAS, in order to impose an occupancy tax, the Town Board needs to approve a Local Law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board schedules a Public Hearing on a Local Law imposing a hotel occupancy tax for February 11, 2025 for 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 January 14, 2025
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

(RE: NEGATIVE DECLARATION RE: INCREASE AND IMPROVEMENT OF THE FACILITIES OF THE CORTLANDT CONSOLIDATED WATER DISTRICT)

WHEREAS, the Town Board of the Town of Cortlandt has expressed its intent to consider, after conducting a Public Hearing hereon, an Occupancy Tax for Hotels; and

WHEREAS, in accordance with the requirements of the New York State Environmental Quality Review Act (“SEQRA”), the Town Board must make a determination as to the Environmental Impact of this proposed action; and

WHEREAS, in accordance with 6 NYCRR, Part 617.6, the Town Board is the only Agency required to approve the proposed action, and is therefore the Lead Agency; and

WHEREAS, a short Environmental Assessment Form has been prepared, signed by the Supervisor, and accepted by the Town Board; and

WHEREAS, the Town Board has duly considered all of the environmental aspects of the proposed action;

NOW, THEREFORE, BE IT RESOLVED, based on a review of the Project, there appear to be no significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form submitted to and reviewed by the Town Board, that this is an Unlisted Action; and

BE IT FURTHER RESOLVED, that based upon the Environmental Assessment Form, the Town Board of the Town of Cortlandt does hereby **ADOPT** the attached **NEGATIVE DECLARATION** with respect to this matter.

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

**Adopted on February 11, 2025
At a Regular Meeting
Held at Town Hall**

Reasons Supporting This Determination:

(See 617.7(a)-(c) for requirements of this determination ; see 617.7(d) for Conditioned Negative Declaration)

If Conditioned Negative Declaration, provide on attachment the specific mitigation measures imposed, and identify comment period (not less than 30 days from date of publication in the ENB)

For Further Information:

Contact Person:

Address:

Telephone Number:

For Type 1 Actions and Conditioned Negative Declarations, a Copy of this Notice is sent to:

Chief Executive Officer , Town / City / Village of

Other involved agencies (If any)

Applicant (If any)

Environmental Notice Bulletin, 625 Broadway, Albany NY, 12233-1750 (Type One Actions only)

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban)			
<input type="checkbox"/> Forest Agriculture Aquatic Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		

Project:

Date:

Short Environmental Assessment Form
Part 2 - Impact Assessment

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Local Law No. X of 2025
(OCCUPANCY TAX FOR HOTELS)

DRAFT

Section 1: Legislative Intent

Nearly two dozen surrounding communities have occupancy taxes for Hotel users. This occupancy tax is a way for the Town of Cortlandt to raise revenue in the same way that other communities do. The application of this Occupancy Tax includes an apartment hotel, motel, or a boarding house, whether or not meals are served.

Section 2: Addition of Occupancy Tax to the Town Code

The following provisions shall be added to Chapter 275: Taxation of the Town Code.

Section 1: Definitions:

HOTEL

A building or portion of it which is regularly used and kept open as such for the lodging of guests. The term "hotel" includes an apartment hotel, motel, or a boarding house, whether or not meals are served.

OPERATOR

Any person operating a hotel in the Town of Cortlandt, including, but not limited to, an owner or proprietor of such premises, lessee, sublessee, mortgagee in possession, licensee or any other person otherwise operating such hotel.

PERSON

An individual, partnership, society, association, joint-stock company, corporation, estate, receiver, trustee, assignee, referee or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of the foregoing.

RENT

The consideration received for occupancy valued in money, whether received in money or otherwise, for the occupancy of a room in a hotel for any period of time.

RETURN

A document designed by the Comptroller and filled out by the operator on a regular basis detailing the rents received for occupancies of rooms in a prescribed time period and the applicable tax payable thereon.

Section 2: Tax Imposed

- A. The rate of such tax shall not exceed three percent (3%) of the per diem rental rate for each room whether such room is rented on a daily or longer basis.
- B. All taxes shall be paid by the person liable therefor to the owner of the room for hire in the tourist home, inn, club, hotel, motel or other similar place of public accommodation occupied or to the person entitled to be paid the rent or charge for the room for hire in the tourist home, inn, club, hotel, motel or other similar place of public accommodation occupied for and on account of the Town of Cortlandt imposing the tax and that such owner or person entitled to be paid the rent or charge shall be liable for the collection and payment of the tax; and that such owner or person entitled to be paid the rent or charge shall have the same right in respect to collecting the tax from the person occupying the room for hire in the tourist home, inn, club, hotel, motel or other similar place of public accommodation, or in respect to nonpayment of the tax by the person occupying the room for hire in the tourist home, inn, club, hotel, motel or similar place of public accommodation, as if the taxes were a part of the rent or charge and payable at the same time as the rent or charge.
- C. **Exemptions:** The following shall be exempt from Occupancy Taxation in the Town of Cortlandt:
 - 1. The State of New York, or any public corporation (including a public corporation created pursuant to agreement or compact with another state or the Dominion of Canada), improvement district or other political subdivision of the state;
 - 2. The United States of America, insofar as it is immune from taxation;
 - 3. Any corporation or association, or trust, or community chest, fund or foundation organized and operated exclusively for religious, charitable or educational purposes, or for the prevention of cruelty to children or animals, and no part of the net earnings of which inures to the benefit of any private shareholder or individual and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation; provided, however, that nothing in this paragraph shall include an organization operated for the primary purpose of carrying on a trade or business for profit, whether or not all of its profits are payable to one or more organizations described in this paragraph.
 - 4. A permanent resident of a hotel or motel. For the purposes of this section, the term "permanent resident" shall mean a natural person occupying any room or rooms in a hotel or motel for at least thirty consecutive days.

Section 3: Collection Procedure

- A. Within thirty days of the adoption of the enabling Local Law, all Hotels as defined in this Local Law shall return a copy of the Certificate of Registration on a form prescribed by the Town Comptroller.

- B. All Operators of Hotels shall submit returns showing amounts owed to the Town for the previous month by the fifth day of each month. Payment shall be received by the Town Comptroller on the tenth day of each month for all revenue owed to the Town from occupancy tax collected for the preceding month.
- C. All revenues resulting from the imposition of the tax under the local laws shall be paid into the treasury of the Town of Cortlandt and shall be credited to and deposited in the general fund. Such revenues may be used for any lawful purpose.
- D. All new Hotels completed after the effective date of this Local Law shall file the Certificate of Registration with the Comptroller prior to receiving a Certificate of Occupancy.
- E. Except in the case of a willfully false or fraudulent return with intent to evade the tax, no assessment of additional tax shall be made after the expiration of more than three years from the date of the filing of a Return, provided, however, that where no Return has been filed as provided by law the tax may be assessed at any time.

Section 4: Penalties for Offenses

- A. Any Operator failing to file a Return shall pay a penalty of \$100 for each day that the Return is late, which may be waived by the Town Comptroller.
- B. Any tax due shall be subject to a penalty of 5% of the amount of tax due per month, compounded monthly on the 11th day of each month, or any fraction of a month to a maximum of a 25% for taxes owed for each twelve-month period. Upon Application, the Town Board may waive by resolution any penalties if the Town Board decides a penalty waiver is authorized by compelling, extenuating circumstances.

Section 5: Appeals Procedure

Any final determination of the amount of any tax payable hereunder shall be reviewable for error, illegality or unconstitutionality or any other reason whatsoever by a proceeding under article seventy-eight of the civil practice law and rules if application therefore is made to the Supreme Court within thirty days after the giving of notice of such final determination, provided, however, that any such proceeding under Article Seventy-Eight of the Civil Practice Law and Rules shall not be instituted unless:

- a. The amount of any tax sought to be reviewed, with such interest and penalties thereon as may be provided for by local laws or regulations shall be first deposited and there shall be filed an undertaking, issued by a surety company authorized to transact business in this State and approved by the Superintendent of Financial Services of this State, in such amount as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding; or
- b. At the option of the petitioner, such undertaking may be in a sum sufficient to cover the taxes, interest and penalties stated in such determination plus the costs and

charges which may accrue against it in the prosecution of the proceeding, in which event the petitioner shall not be required to pay such taxes, interest or penalties as a condition precedent to the application.

Section 6: Refund

Where any taxes imposed hereunder shall have been erroneously, illegally, or unconstitutionally collected and application for the refund therefore duly made to the proper fiscal officer or officers, and such officer or officers shall have made a determination denying such refund, such determination shall be reviewable by a proceeding under Article Seventy-Eight of the Civil Practice Law and Rules, provided, however, that such proceeding is instituted within thirty days after the giving of the notice of such denial, that a final determination of tax due was not previously made, and that an undertaking is filed with the proper fiscal officer or officers in such amount and with such sureties as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the taxes confirmed, the petitioner will pay all costs and charges which may accrue in the prosecution of such proceeding.

Section 3: 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 4: 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 February 11, 2025
At a Regular Meeting
Held at Town Hall**



TOWN OF CORTLANDT
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Chris Kehoe, AICP – Director

Planning Staff:
Heather LaVarnway, CNU-A, AICP
Michelle Robbins, AICP
Rosemary B. Lasher

Town Hall, 1 Heady Street
Cortlandt Manor, NY 10567
Main #: 914-734-1080

Town Supervisor
Richard H. Becker, MD

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

MEMO

TO: Dr. Richard H. Becker, Town Supervisor
Members of the Town Board

Steven Kessler, Chairperson
Members of the Planning Board

FROM: Chris Kehoe, AICP *CK*
Director of Planning & Community Development

RE: **Annual Planning Board Report - 2024**

DATE: January 27, 2025

Please find attached a copy of the 2024 Annual Planning Board Report

CRK/crk

Enc.

cc: Thomas Wood, Esq., Town Attorney
Michael Cunningham, Esq., Deputy Town Attorney
Michael Preziosi, P.E., Director DOTS
Art Clements, AAC
Wendy Talio, CAC
Tino Martin, PRC
Laroue Shatzkin, Town Clerk

2024 ANNUAL REPORT - PLANNING BOARD

2024 MAJOR SUBDIVISIONS GRANTED PRELIMINARY APPROVAL

None

2024 MAJOR SUBDIVISIONS GRANTED FINAL APPROVAL

None

2024 MINOR SUBDIVISIONS GRANTED PRELIMINARY APPROVAL

None

2024 MINOR SUBDIVISIONS GRANTED FINAL APPROVAL

None

2024 PRELIMINARY SUBDIVISION APPROVAL TIME EXTENSIONS

1) PB 5-16 Pomona Development – 3 Lot Subdivision **PB Res. 3-24 & 8-24**

2024 FINAL SUBDIVISION APPROVAL TIME EXTENSIONS

1) PB 2023-5 Evergreen Subdivision – 2 Lot Subdivision – **PB Res. 4-24, 7-24 & 12-24**

2024 AMENDED SUBDIVISION APPROVALS

None

2024 PERFORMANCE SECURITY REDUCTIONS

None

2024 SPECIAL PERMITS WITH SITE DEVELOPMENT PLAN APPROVAL

2024 SPECIAL PERMIT RENEWALS

None

2024 SPECIAL PERMIT RECOMMENDATION TO TOWN BOARD

None

2024 SITE DEVELOPMENT PLAN APPROVALS

None

2024 SITE DEVELOPMENT PLAN AMENDMENTS

- 1) PB 2023-4 Riverview Industrial, 260 6th Street, **PB Res. 1-24**
- 2) PB 2024-5 – Elrac, Enterprise Rent A Car, 2077 E. Main St., **PB Res. 15-24**

2024 SITE DEVELOPMENT PLAN TIME EXTENSIONS

- 1) PB 2022-4 Gurdjieff Foundation, Inc., **PB Res. 2-24**
- 2) PB 6-15 Hudson Ridge Wellness Center, Inc. **PB Res. 5-24**
- 3) PB 2020-10, Cortlandt CSG, LLC, Solar Energy System, Lexington Avenues, **PB Res. 6-24**
- 4) PB 2022-10 Bilal Ahmad, Hotel, **PB Res. 9-24**
- 5) PB 2023-2 – JJM Summit Realty, Dental Office, 1 Jerome Dr., **PB Res. 13-24**
- 6) PB 2021-1, NRP Properties, 119 Oregon Rd. – **PB Res. 14-24**

2024 SITE PLAN TIME EXTENSIONS TO OBTAIN BUILDING PERMIT

None

2024 CELL TOWER SPECIAL PERMIT & SITE PLAN APPROVAL

None

2024 CORRESPONDENCE ITEMS

- 1) PB 16-99 Hollowbrook Golf Club 2022 Annual Water Monitoring Report, **PB Res. 11-24**
- 2) PB 2020-14 Teatown, Cliffdale Meadow Revegetation Update, **Receive and File**
- 3) PB 2021-6, Yeshiva Special Permit, Yearly Update, **Receive and File**
- 4) PB 18-98, Valeria, Modify Condition # 11 of Res. 27-07, **PB Res. 10-24**

2024 ACCESSORY APARTMENTS

None

2024 WETLAND PERMITS

None

2024 STEEP SLOPE PERMITS

None

2024 TREE REMOVAL PERMITS

None

2024 SEQR DEIS/FEIS REVIEW

None

ANNUAL REPORT- 2024 PLANNING BOARD

PLANNING BOARD PRELIMINARY PLAT APPROVALS

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Minor Subdivisions</u>																					
Number of Plats	4	6	6	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	1	0	0
Number of Lots	6	6	6	0	2	0	0	0	0	0	0	2	0	2*	0	0	0	0	2	0	0
<u>Major Subdivisions</u>																					
Number of Plats	3	5	3	4	5	0	2	2	0	0	0	1	0	0	0	0	2	0	0	1	
Number of Lots	8	11	8	26	15	0	20	5	0	0	0	27	0	0	0	0	5	0	0	3	
Condominium Units (NYS Section 278)		147																			
Preliminary Subdivision																					
Time Extensions	8	11	15	17	12	17	11	7	3	2	2	2	2	2	2	0	0	0	0	1	2
Time Extensions Denied	1																				
Amendments	1			2	2		1														
Denials	2						1														

PLANNING BOARD FINAL PLAT APPROVALS

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Minor Subdivision</u>																					
Number of Plats	1	4	6	2	0	0	2	0	0	0	0	0	1	1	0	0	0	0	1	0	0
Number of Lots	0	8	6	4	0	0	4	0	0	0	0	0	2	2*	0	0	0	0	2	0	0
<u>Major Subdivision</u>																					
Number of Plats	2	0	6	5	4	2	2	2	5	2	1	0	1	0	0	1	1	0	0	0	
Number of Lots	32	0	20	11	5	8	6	4	13	151	4	0	14	0	0	27	3	0	0	0	
Condominium Units/ NYS Section 278	30			147	92			16		147				56**							
Reapproval							3														
Final Subdivision	1	2	2	7	15	14	13	9	16	20	17	8	8	7	8	7	5	8	4	0	3
Time Extensions																					
Time Extensions Denied																	1				

* 2 lot commercial subdivision

** Pondview Commons

PLANNING BOARD: SITE DEVELOPMENT PLAN APPROVALS

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Site Development Plans (SDP)</u>	2*	4	7	6	9	4	4	1	1	4	4	1	2	6	5	1	4	2	1	1	
<u>SDP Amendments</u>	9	3	2	2	3	1	1	1	2	3	1	2	2	9	15	6	6	0	1	1	2
<u>SDP with Special Permit</u>		1	4	1	1	2	3	1	1		1	1	2	2	1	2	3	1	2	3	
<u>SDP TOTALS</u>	11	8	11	9	13	7	8	3	4	7	6	4	6	17	21	9	13	3	4	5	
<u>SDP Time Extensions</u>	3	2	3	4	5	7	5	2	1	1	0	0	1	1	1	1	0	5	4	6	6
<u>SDP Time Extensions Denied</u>																					
<u>SDP Denials</u>		1																			
<u>Cell Towers (Co-Locate, Re-Cert, New)</u>															7	2		2	2	1	
<u>Solar Energy Systems SDP & Special Permit</u>																				1	
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Zoning Code Amendment Recommendations</u>	3	2	3	4	1	3	2	2			1	0	1							1***	4
<u>Wetland Permits</u>	1	4	4	4	5	2	3	2	1	1	2	1	2	1	1	0	5	0			2
<u>Tree Removal Permits</u>							5	1			2	1	3	2	4	1	6	1	2	2	
<u>Steep Slope Permits</u>	4	4	2	4	5	1	2	1	1			1	2	2		0	2	1	2	2	
<u>Special Permits Renewals</u>		1		1		0	3		1	3		1	3						2	3	
<u>Special Permit Recommendations</u>								1**				0	0						1		
<u>Lot Line Adjustments</u>			3	2	2	0	1	1			2	3	2		2		2				
<u>Lot Line Adj. Time Extensions</u>				2		0	0				1	0	1								
<u>Performance Security Reductions</u>	3	2				0	1		1		2	2	1	1	1		1	2			
<u>Accessory Apartments</u>														1	2	1	2	1			1
<u>Cluster Recommendations</u>						0	0					0	0								
<u>DEIS Scopes</u>		2		3		0	1		1			0	0								

*Includes Jacobs Hill Village PVD 103 Apartments and 58 Condominiums

**RRUSP Pondview Recommendation

*** RRUSP Amendment Recommendation to Town Board



Town Supervisor
RICHARD H. BECKER, MD

Town Board Members
JAMES F. CRIGHTON
CRISTIN JACOBY
ROBERT E. MAYES
JOYCI C. WHITE

TOWN OF CORTLANDT
DEPARTMENT OF RECREATION AND CONSERVATION

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

January 16, 2025

To: Richard H. Becker, Town Supervisor
Town Board Members
Laroue Shatzkin, Town Clerk

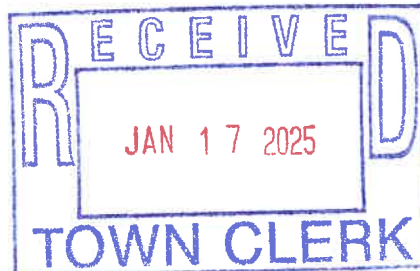
From: Ken Sherman, Director, Recreation & Conservation

Re: Annual Youth Attendance Report

Enclosed please find the Annual Town of Cortlandt Recreation Youth Attendance Report for 2024 compiled by Tim Fisher for the Westchester County Youth Bureau.

This report explains descriptions of all programs offered by the Town. It lists registration numbers, participation and a daily average.

P:\WINWORD\Janice\year end attendance report



2024 ANNUAL YOUTH PROGRAM ATTENDANCE REPORT

Activity Courses

	<u>Part.</u> <u>2024</u>	<u>Sess.</u>	<u>Avg.</u>	<u>Part.</u> <u>2023</u>
<u>Basketball Clinic</u> (Winter) For 1 st & 2 nd graders. Designed to teach the basics of Basketball such as dribbling, passing & shooting	462	8	58	496
<u>Karate</u> - (Winter/Spring/Summer/Fall) A program to teach Tae Kwon Do (Korean) style of karate to 10-14 year olds. Teach self-awareness, confidence and physical fitness. Taught by qualified black belt instructor.	Not Held This Year			0
<u>Skyhawks Sports Programs</u> (Spring/Fall) This clinic is designed to teach the young child interested in playing soccer, basketball, volleyball or baseball fundamental ball control skills along with basic team play.	1,634	75	22	1845
<u>Swimming-Tiny Tot</u> (Summer) A unique program to introduce young children to swimming. A parent must enter pool with each child. Ages 1 and 2 years. Held at Springvale Inn Pool during school year, at Cook Pool in summer.	NOT HELD THIS YEAR			
<u>Tennis Instruction</u> (Summer/Fall) A program for children in ages 8 - 16. To introduce them to the basics of tennis. The class was held outdoors on C.J. Cook tennis courts in the summer.	216	12	18	74
<u>Youth Service</u> (Year-Round) Program designed to service youths in Cortlandt. State funded program offering a variety of activities for 11-21 yr. olds				
Youth Center	4,089	293	14	5,108
Courses & ASAP Leadership Club	45	1	45	50
Sports Activities	96	18	5	111
After School Programs (Fun Club)	597	26	23	569
Special Events	0	0	0	0
Trips	100	2	50	115
Open Gym	184	29	6	270
DJ Night & Dinner Programs	247	11	22	199
Canteens	1,535	89	17	941
After Camp Program	689	24	29	586
OASAS Programs-sport, lifeskills, violence	937	88	11	990
Rock Wall & Weight Training	1,445	294	15	1,989
Building Rentals	695	49	14	492

Activity Courses

<u>Part.</u> 2024	<u>Sess.</u>	<u>Avg.</u>	<u>Part.</u> 2023
----------------------	--------------	-------------	----------------------

Athletic Leagues & TeamsBasketballA. Basketball League

Program runs from December thru March and is open to all Town youth between ages of 8-14. Practice sessions during weekday evenings, games on Saturday. League divided into Pee Wee (8-9), Cub (10-11) and Junior (12-14) divisions. Awards night at conclusion of program.

Tryouts**	135	4	34	128
Practice Sessions***	4,165	257	16	3,499
Games*	6,700	72	93	6,600
Awards Dinner	275	1	275	275
Clinic*	512	8	64	496

* 23/24 Season

** 23/24 Season

*** 22/23 & 23/24 Season

B. Basketball Team - Traveling

A highly competitive traveling team for boys & girls in grades 7 & 8 competing against other northern Westchester basketball teams. Practices held twice a week, at night. Season from mid-September thru mid-March. Games played on weeknights and weekends. Coaches are volunteers.

Tryouts***	56	4	14	80
Practice Sessions **	616	58	11	1,023
Games*	845	23	36	1,605

3rd & 4th and 5th & 6th Grade Lacrosse League

Lacrosse League held in Spring. Play other teams in Westchester Putnam.

Tryouts	0	0	0	0
Practices	1,050	30	35	1,111
Games	750	16	47	810

Activity Courses

<u>Part.</u> 2024	<u>Sess.</u>	<u>Avg.</u>	<u>Part.</u> 2023
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Soccer League

For Town youths in grades 1-6, divided into Peewee, Midget, & Junior Divisions. Program run from April to June & September thru November in league Competition involving teams in both the Spring and Fall. Practices were held once or twice a week & games played on Sundays. Coaches are volunteers. Referees were provided by the Recreation Division. Awards Splash Party (Spring) and Awards Night (Fall) concluded each season.

Coaches/Meetings	NOT HELD THIS YEAR			--
Games	5,173	104	50	4,165
Practice	5,200	296	18	4,640
Awards Night/Splash Party	300	1	300	300
Tryouts	150	1	150	150

Travel Soccer (Fall/Spring)

Competitive soccer played in both the Spring and Fall. Current age groups include GU12, GU13 and BU11. Teams are entered in The East Hudson Youth Soccer League. Professional trainers are used to develop player ability.

Tryouts	150	1	150	150
Practice	3,870	350	11	4,737
Games	5,703	78	73	5,366

Swimming Team

A competitive Summer program for boys and girls ages 6-18. Children swim in the Northern Westchester Swim Conference. Practice was held 5 times per week once school ends, except on days there is a meet. Home meets were held at CJC Pool. Meets were held from July thru August.

Practice Sessions	1,512	27	56	1,653
League Meets	448	4	112	570

Activity Courses

<u>Part.</u> 2024	<u>Sess.</u>	<u>Avg.</u>	<u>Part.</u> 2023
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Special Events Programs5K Road Race (Fall)

A community race for all levels of runners. The race starts And finishes at the scenic Hudson River Verplanck Park. Medals are awarded in various age groups for both men and women. There is a DJ and complimentary refreshments.

114	1	114	100
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Family Fun Day (Fall)

An afternoon of family fun the 2nd weekend of September. An event run by volunteers with games, rides, food, bands and fireworks.

3,000	1	3,000	2,500
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Halloween Dog Parade (Fall)

A community event for all Cortlandt dog owners to dress their dogs in costumes and enjoy the afternoon at the Cortlandt Dog Park.

45	1	45	40
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Halloween Party (Fall) October 31, 2023

A Halloween Party was held for boys and girls in Elementary School held at the Cortlandt Community Center. Cable TV covered the event. Activities included games, entertainment by D.J. and refreshments were served.

250	1	250	250
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Winter Wonderland – December 12, 2024

An afternoon of family fun with rides, food and Christmas activities.

1,800	1	1,800	2,000
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Hob Goblin Costume Parade (Fall)

A Halloween costume parade for boys and girls ages 2-18 years, held at Cortlandt Town Center, Mohegan Lake. Trophies were awarded in 6 categories: (1) Most Creative, (2) Best Costume, (3) Funniest, (4) Scariest, (5) Best Halloween Theme and (6) Prettiest. A total of 60 trophies were awarded. The judging was done by volunteers from the Town Board and PRC Advisory Board.

200	1	200	200
-----	---	-----	-----

Egg Hunt (Spring)

Egg hunt for boys and girls ages 2 and up. Two groups for ages 2 – 5 year olds and 6 and older. Activities include pictures with Bunny, worksheets and plenty of egg and toys for the hunt.

450	1	450	400
-----	---	-----	-----

Activity Courses

Part. Sess. Avg. Part.
2024 *2023*

Canteens

Westbrook Community Center

Program held year-round on Wednesday and Friday evenings for youth in grades 6 and up. Supervised recreational activities including games and sports were provided for approximately 2 ½ hours per evening.

1,417 89 16 941

Swimming Facility

Charles J. Cook Memorial Pool – Open from June 5th until Labor Day, Monday thru Sunday, 10:45am – dusk

23,222 108 215 17,520

Mini Golf Course-Opened Spring of 2019, 9-hole miniature golf course, each hole has a Town inspired feature. Course is open to both pool users and the general public. Open Spring, summer & fall – weather permitting.

4,315 62 70 3,689

Other Programs

Nor-West

Special recreation for special populations. Nor-West Regional Special Services is designed to provide recreation and leisure counseling services to those individuals within the community whose mental, physical and/or emotional conditions require specialized recreation services to meet their special needs. Program activities include adapted physical education and team sports, outdoor education, arts & crafts, art therapy movement education, music and rhythm training, swimming, bowling, movies, field trips and social programs.

900 118 8 790

Youth Employment Service

Program designed to find employment for capable and eager high school youths. Locations at two local high schools (Hendrick Hudson H.S. & Walter Panas H.S.). Five days per week during the year.

9,146 352 26 8,064

Skate Park

Aggressive skate park facility open year round. Open weekdays from 2 pm – dusk and weekends 10 am – dusk, during the school year. Summer hours are from 9 am – 7 pm.

NOT HELD THIS YEAR ---

The Game Café at the CUE

This program is offered to all high school students who are
A town resident. It is open every Friday & Saturday evening
from 7:30pm – 11:30pm located in the Cortlandt Town Center
behind the movie theater. Students can enjoy ping pong, pool,
X-box, Nitendo Switch, board games, cable TV and free Wi-Fi.
Drinks and snacks are for sale at reasonable prices and there is
Even a charging station for devices.

0 0 0 0

**MONTROSE IMPROVEMENT DISTRICT
2024 ANNUAL REPORT
PER TOWN LAW SECTION 215**

Received by: YR Stabki
Date: 01/29/2025

**MONTROSE IMPROVEMENT DISTRICT
CASH RECEIPTS AND DISBURSEMENTS
For Period Ending December 31, 2024**

Opening Cash on January 1, 2024

Money Market ending in #6123	\$	1,885,789.60	
Checking Account ending in #6115	\$	7,407.21	
Capital Account ending in #8976	\$	999,614.66	
Certificate of Deposit		<u>2,000,000.00</u>	
Total Cash January 1, 2024	\$		4,892,811.47

Receipts:

Property Tax	\$	163,590.00	
Bulk Consumer Water Sales		1,096,134.94	
Residential Consumer Water Sales & related services		637,738.51	
Refund from NWJWW for overpayment		25,511.23	
Hydrant Maintenance contract		20,400.00	
Service to other governments		12,578.90	
Tap Applications & Temporary Water Service		5,100.00	
Insurance Recovery		8,261.89	
Interest Income		<u>163,401.13</u>	
Total Receipts:	\$		2,132,716.60

Disbursements:

Water purchased from the No. West. Joint Water Works	\$	969,939.63	
District Administration & Distribution management by NWJWW		290,151.00	
Water distribution system equipment and maintenance		377,894.30	
Debt Service		25,047.21	
District work/meeting fees		7,904.90	
Professional Services - legal, audit, insurance, engineering		33,667.01	
Miscellaneous		405.80	
less o/s checks in checking account @ 12/31/24		<u>-</u>	
Total Disbursements:	\$		1,705,009.85

Ending Cash Balances, December 31, 2024

Money Market ending in #6123	\$	759,304.71	
Checking Account ending in #6115	\$	10.66	
Capital Account ending in #8976	\$	989,975.23	
Certificate of Deposit	\$	1,500,000.00	
Certificate of Deposit	\$	<u>2,071,227.62</u>	
Total Cash December 31, 2024	\$		<u>5,320,518.22</u>

**MONTROSE IMPROVEMENT DISTRICT
STATEMENT OF INDEBTNESS
For Period Ending December 31, 2024**

Issue:	Outstanding January 1, 2024	Issued during year	Principal Paid 2024	Outstanding December 31, 2024	Maturity Date
2016 Public Improvement Serial Bonds	\$ 275,116	\$ -	\$ 18,286	\$ 256,830	November, 2036
Total Indebtness @ December 31, 2024				\$ 256,830	

**MONTROSE IMPROVEMENT DISTRICT
2025 BUDGET SUMMARY**

Estimated Expenses:	\$	<u>1,698,060</u>
Estimated Revenues, without Property Taxes:	\$	1,528,067
Add:Property Tax Levy		<u>169,993</u>
Total Estimated Revenues:		<u>1,698,060</u>

**MONTROSE IMPROVEMENT DISTRICT
DISTRICT INFORMATION
For Period Ending December 31, 2024**

3

The District performed routine maintenance, repairs to infrastructure and fire hydrants, and contracted out for the O'Connor Court Water Main Replacement Project.

In compliance with State and Federal regulations, the District took steps to assist consumers in complying with backflow prevention. Applications and forms for compliance were available to consumers on the District's page of the Northern Joint Water Works website www.nwjww.com. In addition, the District's Annual Water Quality Report is posted there.

Cash receipts exceeded cash disbursements. This is primarily due to consumer water consumption behavior and favorable market rates for interest earnings on time deposits.

The District continued to perform maintenance and repair of fire hydrants used by Montrose Fire District in accordance with the parties agreement to do so.



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

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

January 14, 2025

TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – DECEMBER 2024 - RECREATION

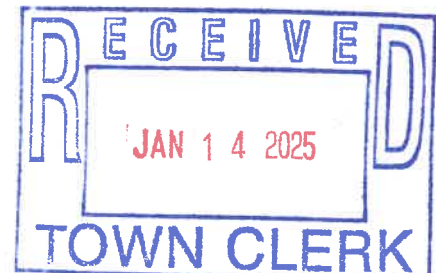
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

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 December 2024.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of December 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



MONTHLY ATTENDANCE REPORT

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
JANUARY	10,931	9,159	8,329	10,343	10,193	9,309	727	6,026	8,135	7,192
FEBRUARY	10,286	10,045	9,166	9,179	9,061	10,044	948	6,334	7,396	8,284
MARCH	6,559	7,620	6,787	6,087	7,046	3,500	1,092	4,420	6,163	6,034
APRIL	10,593	12,792	9,437	7,699	8,448	8,027	3,708	2,392	11,347	12,097
MAY	16,210	14,267	15,092	12,887	11,480	110	8,696	8,755	10,951	10,717
JUNE	15,038	18,065	18,196	15,840	12,541	54	13,769	10,754	12,700	13,932
JULY	37,604	21,151	31,056	29,060	38,686	3,003	20,742	29,166	33,781	41,938
AUGUST	18,773	16,242	14,485	14,944	17,904	5,196	10,445	14,751	14,322	22,543
SEPTEMBER	13,111	10,614	9,449	9,208	8,968	5,391	8,000	10,001	10,731	13,751
OCTOBER	16,108	15,129	12,515	13,401	12,183	7,237	10,056	10,899	18,401	20,238
NOVEMBER	8,502	7,764	7,645	6,793	7,084	1,866	4,441	6,601	7,032	8,721
DECEMBER	4,120	4,109	4,047	3,765	3,575	720	3,161	4,457	4,412	3,962
TOTAL	167,835	146,957	146,204	139,206	147,169	54,457	85,785	114,556	145,371	169,409

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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Art Explorers					0	#DIV/0!
Art Quest					0	#DIV/0!
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 - Boys	4	180	9	405	-225	45
Basketball - Travel Team Tryouts - Boys					0	#DIV/0!
Basketball - Travel Team Boys Prac.	8	92	9	90	2	10
Basketball - Girls Travel Team Game			1	45	-45	45
Basketball - Girls Travel Team Tryouts					0	#DIV/0!
Basketball - Girls Travel Team Prac.			3	30	-30	10
Basketball - League Meetings					0	#DIV/0!
Basketball - Midget Girls Games					0	#DIV/0!
Basketball - Midget Girls Practice	12	155	12	208	-53	17.333333
Basketball - Midget Girls Tryouts					0	#DIV/0!
Basketball - Pee Wee Games					0	#DIV/0!
Basketball - Pee Wee Practice	24	312	12	312	0	26
Basketball - Pee Wee Tryouts					0	#DIV/0!
Basketball - Cub Boys Games					0	#DIV/0!
Basketball - Cub Boys Practice	24	288	12	288	0	24
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	12	144	12	208	-64	17.333333
Basketball Camp - Sailors					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-11th/12th-Practice					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	#DIV/0!
Bowling - Bumper Bowl					0	#DIV/0!
Cheerleading Camp					0	#DIV/0!
CPR/ for Prof. Rescuer					0	#DIV/0!
Parents Night (Camp)					0	#DIV/0!
Camp Orientation					0	#DIV/0!
C.I.T. Seminar					0	#DIV/0!
Day Camp (1-4)					0	#DIV/0!
Day Camp (7,8)					0	#DIV/0!
Day Camp (5,6)					0	#DIV/0!
Day Camp - Day Play					0	#DIV/0!
Environ. Prog.-mommy, daddy & me					0	#DIV/0!

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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Environ. Prog.-Hidden Signs of Animals					0	#DIV/0!
Environ. Prog.-Pond Study					0	#DIV/0!
Environ. Prog.-Things, creep crawl & fly					0	#DIV/0!
Environ. Prog.-Trailblazers					0	#DIV/0!
Explorers					0	#DIV/0!
First Aid					0	#DIV/0!
Football - Clinic - Flag					0	#DIV/0!
Football - Punt, Pass & Kick					0	#DIV/0!
Football Coaches Meeting					0	#DIV/0!
Football Tryouts - Juniors					0	#DIV/0!
Football Tryouts - Seniors					0	#DIV/0!
Football League - Games					0	#DIV/0!
Football League - Practice					0	#DIV/0!
Football League - Uniforms					0	#DIV/0!
Football - Cranberry Bowl-Coach Wolff					0	#DIV/0!
Footbal - Dinner					0	#DIV/0!
Flute Choir					0	#DIV/0!
Golf					0	#DIV/0!
Guitar Lessons					0	#DIV/0!
Halloween - Parade					0	#DIV/0!
Halloween - Party					0	#DIV/0!
Ice Skating Rink	14	250	8	295	-45	36.875
Inline Skating Lessons					0	#DIV/0!
Junior Explorers					0	#DIV/0!
Karate					0	#DIV/0!
Karate-Advanced					0	#DIV/0!
Lacrosse Camp					0	#DIV/0!
Lacrosse Clinic					0	#DIV/0!
Lacrosse 5&6 Grade Team					0	#DIV/0!
Lacrosse Elem. League Practice					0	#DIV/0!
Lacrosse Elem. League Games					0	#DIV/0!
Lacrosse League - Summer League					0	#DIV/0!
Lacrosse League - Tryouts					0	#DIV/0!
Lacrosse Intramurals					0	#DIV/0!
Learn to Skateboard					0	#DIV/0!
Lego-Oh!					0	#DIV/0!
Lifeguard Test					0	#DIV/0!
Lifeguard Training					0	#DIV/0!
Mad Science					0	#DIV/0!
Moms & Toddlin Tots					0	#DIV/0!
Movie Night					0	#DIV/0!
Mini-Multi Sports Camp					0	#DIV/0!
Multi Sports Camp					0	#DIV/0!
Music, Movement & Crafts					0	#DIV/0!
Nor-West	13	99	9	53	46	5.8888889
National Youth Sports Coaches - Clinic					0	#DIV/0!
Painting/Drawing					0	#DIV/0!
Piano					0	#DIV/0!
Playgrounds - FG Lindsey					0	#DIV/0!
Playgrounds - Westbrook Drive					0	#DIV/0!
Playtime					0	#DIV/0!
Sailor Fitness					0	#DIV/0!
Sailor Softball Camp					0	#DIV/0!
Soccer Camp					0	#DIV/0!
Soccer Clinic 1st Grade					0	#DIV/0!
Soccer Clinic					0	#DIV/0!
Soccer Draft/Coaches Meeting					0	#DIV/0!
Soccer League - Evaluations					0	#DIV/0!

TOWN OF CORTLANDT RECREATION
MONTHLY ATTENDANCE REPORT
YOUTH ACTIVITY - 2024

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Soccer League - Midget Games - Boys					0	#DIV/0!
Soccer League - Midget Games - Girls					0	#DIV/0!
Soccer League - Junior Games - Boys					0	#DIV/0!
Soccer League - Junior Games - Girls					0	#DIV/0!
Soccer League - Pee Wee Games - Boys					0	#DIV/0!
Soccer League - Pee Wee Games - Girls					0	#DIV/0!
Soccer League - Midget Prac. - Boys					0	#DIV/0!
Soccer League - Midget Prac. - Girls					0	#DIV/0!
Soccer League - Junior Prac. - Boys					0	#DIV/0!
Soccer League - Junior Prac. - Girls					0	#DIV/0!
Soccer League - Pee Wee Prac. - Boys					0	#DIV/0!
Soccer League - Pee Wee Prac. - Girls					0	#DIV/0!
Soccer - Awards Night					0	#DIV/0!
Soccer - Parent & Me					0	#DIV/0!
Soccer Travel Tryouts					0	#DIV/0!
Soccer Travel Games - High School - Boys					0	#DIV/0!
Soccer Travel Games - U9 Boys					0	#DIV/0!
Soccer Travel Games - U10 Boys					0	#DIV/0!
Soccer Travel Games - U11 Boys					0	#DIV/0!
Soccer Travel Games - U12 Boys					0	#DIV/0!
Soccer Travel Games - U13 Boys					0	#DIV/0!
Soccer Travel Games - U14 Boys					0	#DIV/0!
Soccer Travel Games - U15 Boys					0	#DIV/0!
Soccer Travel Games - U11 Girls					0	#DIV/0!
Soccer Travel Games - U12 Girls					0	#DIV/0!
Soccer Travel Games - U13 Girls					0	#DIV/0!
Soccer Travel Games - U14 Girls					0	#DIV/0!
Soccer Travel Meetings					0	#DIV/0!
Soccer Travel Games - High School - Boys					0	#DIV/0!
Soccer Travel Practice - U9 Boys					0	#DIV/0!
Soccer Travel Practice - U10 Boys					0	#DIV/0!
Soccer Travel Practice - U11 Boys					0	#DIV/0!
Soccer Travel Practice - U12 Boys					0	#DIV/0!
Soccer Travel Practice - U13 Boys					0	#DIV/0!
Soccer Travel Practice - U14 Boys					0	#DIV/0!
Soccer Travel Practice - U15 Boys					0	#DIV/0!
Soccer Travel Practice - U11 Girls					0	#DIV/0!
Soccer Travel Practice - U12 Girls					0	#DIV/0!
Soccer Travel Practice - U13 Girls					0	#DIV/0!
Soccer Travel Practice - U14 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	1	39	3	126	-87	42
Swim - Cook Staff Orientation					0	#DIV/0!
Swim - PreSchool					0	#DIV/0!
Swim - Tiny Tot					0	#DIV/0!
Swim Team - Party					0	#DIV/0!
Swim Team - Swim Practice					0	#DIV/0!
Swim Team - Dive Practice					0	#DIV/0!
Swim Team - Dive Meet					0	#DIV/0!
Swim Team - Swim Meet					0	#DIV/0!
Swim & Dive Orientation					0	#DIV/0!
Swim & Dive Pictures					0	#DIV/0!
Swim Instr.-Registration-CJC					0	#DIV/0!
Swim Instr.-CJC Camp					0	#DIV/0!
Swim Instr.-Croton					0	#DIV/0!
Tennis Camp - 5-8 year olds					0	#DIV/0!

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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Soccer League - Midget Games - Boys					0	#DIV/0!
Soccer League - Midget Games - Girls					0	#DIV/0!
Soccer League - Junior Games - Boys					0	#DIV/0!
Soccer League - Junior Games - Girls					0	#DIV/0!
Soccer League - Pee Wee Games - Boys					0	#DIV/0!
Soccer League - Pee Wee Games - Girls					0	#DIV/0!
Soccer League - Midget Prac. - Boys					0	#DIV/0!
Soccer League - Midget Prac. - Girls					0	#DIV/0!
Soccer League - Junior Prac. - Boys					0	#DIV/0!
Soccer League - Junior Prac. - Girls					0	#DIV/0!
Soccer League - Pee Wee Prac. - Boys					0	#DIV/0!
Soccer League - Pee Wee Prac. - Girls					0	#DIV/0!
Soccer - Awards Night					0	#DIV/0!
Soccer - Parent & Me					0	#DIV/0!
Soccer Travel Tryouts					0	#DIV/0!
Soccer Travel Games - High School - Boys					0	#DIV/0!
Soccer Travel Games - U9 Boys					0	#DIV/0!
Soccer Travel Games - U10 Boys					0	#DIV/0!
Soccer Travel Games - U11 Boys					0	#DIV/0!
Soccer Travel Games - U12 Boys					0	#DIV/0!
Soccer Travel Games - U13 Boys					0	#DIV/0!
Soccer Travel Games - U14 Boys					0	#DIV/0!
Soccer Travel Games - U15 Boys					0	#DIV/0!
Soccer Travel Games - U11 Girls					0	#DIV/0!
Soccer Travel Games - U12 Girls					0	#DIV/0!
Soccer Travel Games - U13 Girls					0	#DIV/0!
Soccer Travel Games - U14 Girls					0	#DIV/0!
Soccer Travel Meetings					0	#DIV/0!
Soccer Travel Games - High School - Boys					0	#DIV/0!
Soccer Travel Practice - U9 Boys					0	#DIV/0!
Soccer Travel Practice - U10 Boys					0	#DIV/0!
Soccer Travel Practice - U11 Boys					0	#DIV/0!
Soccer Travel Practice - U12 Boys					0	#DIV/0!
Soccer Travel Practice - U13 Boys					0	#DIV/0!
Soccer Travel Practice - U14 Boys					0	#DIV/0!
Soccer Travel Practice - U15 Boys					0	#DIV/0!
Soccer Travel Practice - U11 Girls					0	#DIV/0!
Soccer Travel Practice - U12 Girls					0	#DIV/0!
Soccer Travel Practice - U13 Girls					0	#DIV/0!
Soccer Travel Practice - U14 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	1	39	3	126	-87	42
Swim - Cook Staff Orientation					0	#DIV/0!
Swim - PreSchool					0	#DIV/0!
Swim - Tiny Tot					0	#DIV/0!
Swim Team - Party					0	#DIV/0!
Swim Team - Swim Practice					0	#DIV/0!
Swim Team - Dive Practice					0	#DIV/0!
Swim Team - Dive Meet					0	#DIV/0!
Swim Team - Swim Meet					0	#DIV/0!
Swim & Dive Orientation					0	#DIV/0!
Swim & Dive Pictures					0	#DIV/0!
Swim Instr.-Registration-CJC					0	#DIV/0!
Swim Instr.-CJC Camp					0	#DIV/0!
Swim Instr.-Croton					0	#DIV/0!
Tennis Camp - 5-8 year olds					0	#DIV/0!

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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Tennis Camp - 9-14 year olds					0	#DIV/0!
Tennis Camp - Advanced					0	#DIV/0!
Tennis Camp - Jr. Aces					0	#DIV/0!
Tennis Camp - Mini Mites					0	#DIV/0!
Tennis Instruction - Premier					0	#DIV/0!
Tennis Instruction - Youth Indoor					0	#DIV/0!
Tennis Instruction - Youth Outdoor					0	#DIV/0!
Town Hall Tours					0	#DIV/0!
Track Meet					0	#DIV/0!
VolleyBall Camp - 3 camps					0	#DIV/0!
Volleyball Development					0	#DIV/0!
Youth Employment- Hen Hud	31	365	31	313	52	10.096774
Youth Employment - Walter Panas	31	380	31	373	7	12.032258
Youth Center	20	420	21	373	47	17.761905
YCS - Meet Santa & Holiday Performance					0	#DIV/0!
YCS - Canteens	7	140	8	49	91	6.125
YCS - Courses & Trips	1	55	1	65	-10	65
YCS - Ice Skating	3	38			38	#DIV/0!
YCS - 5th Grade Fun Club After School			5	110	-110	22
YCS - Rock Wall & Weight Training	21	149			149	#DIV/0!
YCS - Too Good for Violence-6th grade			21	105	-105	5
YCS - Too Good for Violence-6th grade make ups	2	7			7	#DIV/0!
YCS - Too Good for Violence-7th grade					0	#DIV/0!
YCS - Too Good for Violence- friendsgiving					0	#DIV/0!
YCS - Special Event Programs					0	#DIV/0!
YCS - Sports Activities					0	#DIV/0!
YCS - Life Skills Middle School Program			1	10	-10	10
YCS - DJ Nights, Karaoke, YC Got Talent	1	12			12	#DIV/0!
YCS - Open Gym	2	12	2	44	-32	22
YCS - Gaming for Senior Citizens			2	21	-21	10.5
YCS - Zoom Courses			4	0	0	0
YCS - Healthy Snack Club					0	#DIV/0!
YCS - Birthday Parties/Rental	3	30			30	#DIV/0!
			3	85		
Total	234	3167	220	3608	-441	59.201923

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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Dec. '24	Dec. '24	Dec. '23	Dec. '23	Dec. '24-Dec. '23	Average
Awareness Through Movement					0	#DIV/0!
Badminton	2	36	1	14	22	14
Basketball - 30 & Older	2	38	3	57	-19	19
Basketball - 18 & Older	2	46	3	71	-25	23.666667
Boating & Seamanship					0	#DIV/0!
Body Sculpting					0	#DIV/0!
Choosing a College Major					0	#DIV/0!
CPR Review					0	#DIV/0!
CPR/AED for the Professional Rescuer					0	#DIV/0!
Defensive Driving					0	#DIV/0!
Environmental Programs					0	#DIV/0!
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!
Healthy Nutrition					0	#DIV/0!
International Folk Dance					0	#DIV/0!
Introduction to Japanese	1	3			3	#DIV/0!
Karate-Advanced					0	#DIV/0!
Karate	3	30	4	32	-2	8
Kick Boxing					0	#DIV/0!
Light Saber Training					0	#DIV/0!
Navigating College Admission Process					0	#DIV/0!
Navigating College Financial Aid Process					0	#DIV/0!
Nor-West	20	397	15	448	-51	29.866667
Oxygen Administration					0	#DIV/0!
Piano					0	#DIV/0!
Pickleball	4	40			40	#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 Arc Ball					0	#DIV/0!
Softball - Men's Games					0	#DIV/0!
Softball - Mens/Tournament					0	#DIV/0!
Softball - Women's Games					0	#DIV/0!
Special Events/Supervisor					0	#DIV/0!
Summer Staff - Directors Meeting					0	#DIV/0!
Swim - Adult Beginner					0	#DIV/0!
Swim Facilities - CJC					0	#DIV/0!
Swordsmanship	1	14	1	16	-2	16
Tai Chi	1	15			15	#DIV/0!
Tai-Kwon-Do					0	#DIV/0!
Tennis Instruction-Premier					0	#DIV/0!
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!
Water for a City					0	#DIV/0!
Yoga - Gentle			2	26		
Yoga - Lite	2	26	2	22	4	11
Yoga 2.0	2	42	2	34	8	17
Yoga Anyone					0	#DIV/0!
Yoga-Core & Stretch	2	38	2	32	6	16
Woga	4	72	4	52	20	13
TOTAL	46	797	39	804	-7	20.615385

ATTENDANCE - FIGURE COMPARISONS

Dec-24

2024 3,962

2023 4,412

DIFFERENCE (450)

PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE

basketball-travel team boys games	5 less sessions held	-225
basketball-midget girls practice	decrease in program participation	-53
basketball-cub girls practice	decrease in program participation	-64
swim instruction 1,2,3	2 less sessions held	-87
YCS-5th grade fun club after school	not held in 2024	-110
Norwest-adult	decrease in program participation	-51

PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE

youth employment-Hen Hud	increase in program participation	52
YCS-canteens	increase in program participation	91
YCS-rock wall & weight training	not held in 2023	149

TOTAL

-590

TOTAL 292



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



Town Supervisor
RICHARD H. BECKER, MD

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

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

January 31, 2025

To: Town Clerk Laroue Rose Shatzkin

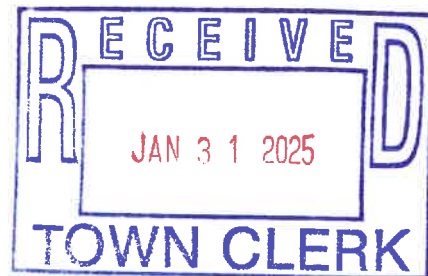
Re: Senior Citizen Monthly Attendance

Enclosed are the statistics related to the programs conducted at the Muriel Morabito Community Center, during the month of January, 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 4 large club meetings this month with an average of 120 in attendance at each. Attendance is at its highest point in recent years. Verplanck Seniors continue to meet at the Schoolhouse each week.

Nutrition Program:

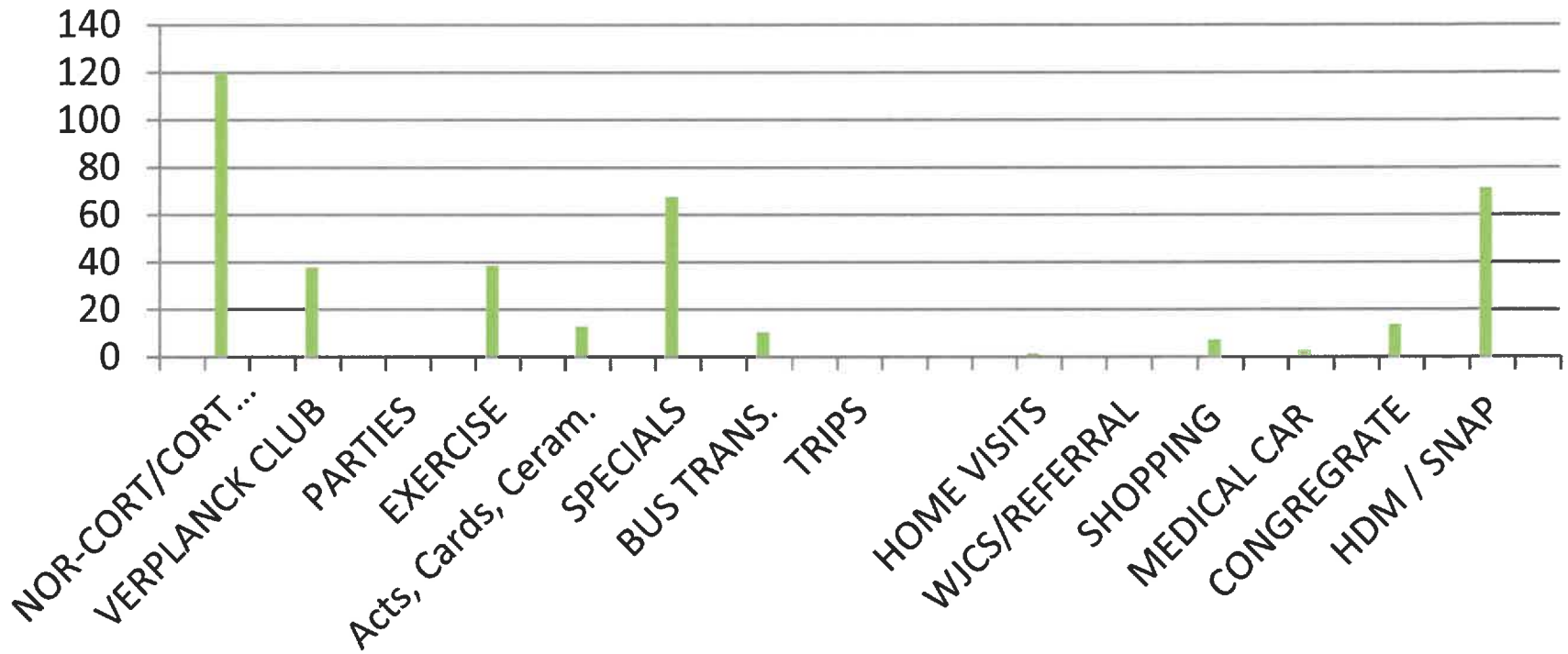
The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. January yielded a few new additions to the program.

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 January calendar so you can reference all the programs at the Center. In addition, to our regularly scheduled programs, we offered a few new offerings called Gentle Movement and Fit and Functional class. Our indoor Pickleball times have increased in participation, now with an average of 15 players each session. The men's discussion group has grown in numbers to 20 each week. We have our regular scheduled programs that continue year around and are very successful.

Senior Citizen Activities for January 2025



2025-JANUARY

Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	4	480	120
VERPLANCK CLUB	5	190	38
PARTIES	n/a	n/a	n/a
EXERCISE	22	850	38.6
Acts, Cards, Ceram.	31	400	12.9
SPECIALS	2	135	67.5
BUS TRANS.	4	42	10.5
TRIPS	n/a	n/a	n/a
HOME VISITS	2	3	1.5
WJCS/REFERRAL	21	80	3.8
SHOPPING	7	50	7.14
MEDICAL CAR	16	46	2.88
CONGREGATE	21	286	13.62
HDM / SNAP	21	1495	71.19

TOWN OF CORTLANDT - THE GOLDEN CONNECTION



January 2025



Monday	Tuesday	Wednesday	Thursday	Friday
<p>NOTICE: CALENDARS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE!</p> <p>29 Westbrook Dr., Cortlandt Manor, NY 914-528-1572</p>	<p>Program Information On Reverse Side</p>	<p>1</p>	<p>2 Chair Yoga 10:30am (Sub) Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Bereavement 12:00pm</p> <p>Verplanck Mtg. 10:00am @Schoolhouse</p>	<p>3 Low Impact 10:15am Zumba 12:15pm Pizza & Movie 1:00 pm "Murder on the Orient Express"</p>
<p>6 Line Dancing 10:30am-11:30am Poker Group 1:00pm-3:00pm Drop in Pickleball 1:30pm-3:00pm</p> <p>Shopping Trip to Uncle G's & Trader Joe's</p>	<p>7 Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>8 Trip Open 10:00am, Hunterdon Hills Playhouse Men's Discussion Group 12:00pm Coffee Hour 12:00pm Special Play w/Pickleball Paul 1:30-3:00pm</p>	<p>9. Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm</p> <p>Verplanck Mtg.10:00am @Schoolhouse</p>	<p>10 Low Impact 10:15am Zumba 12:15pm Disco Night 6:00-8:00pm</p>
<p>13 Line Dancing 10:30-11:30am Gentle Movement 12:00-1:00pm Poker Group 1:30pm-3:00pm Drop in Pickleball 1:30-3:00pm</p>	<p>14 Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>15 Fit & Functional Class 10:00-11:00am Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm</p>	<p>16 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm Bereavement Group 12:00pm Verplanck Mtg. 10:00am @Schoolhouse</p>	<p>17 Low Impact 10:15am Zumba 12:15pm</p>
<p>20 CENTER CLOSED</p>	<p>21 Nor-Cort/Cortlandt Mtg. 10:30am Lunch Bingo</p>	<p>22 Fit & Functional Class 10:00-11:00am Men's Discussion Group 12:00pm Coffee Hour 12:00pm Pot Luck Lunch 12:00pm</p> <p><u>NO</u> Drop in Pickleball</p>	<p>23 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm</p> <p>Verplanck Mtg.10:00am @Schoolhouse Guest Speaker - Desiree Alston</p>	<p>24 NO LOW IMPACT Zumba 12:15pm</p>
<p>27 Line Dancing 10:30am-11:30am Gentle Movement 12:00-1:00pm Poker Group 1:30pm-3:00pm Drop in Pickleball 1:30pm-3:00pm JV Mall Trip</p>	<p>28 Nor Cort/Cortlandt Mtg. 10:30am Lunch</p> <p>BIG BINGO 12:30pm</p>	<p>29 Fit & Functional Class 10:00-11:00am Men's Discussion Group 12:00pm Coffee Hour 12:00pm Drop in Pickleball 1:00-3:00pm</p>	<p>30 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm</p> <p>Verplanck Mtg.10:00am @Schoolhouse</p>	<p>31 Low Impact 10:15am Zumba 12:15pm Color Yourself Calm 1:15-3:00pm</p>

TOWN OF CORTLANDT - THE GOLDEN CONNECTION

Schedule of Events

Pizza & Movie: Friday, January 3rd at 1:00pm. "Murder on the Orient Express". When a murder occurs on this train which he is riding, celebrated Detective Hercule Poirot is recruited to solve the case. Pre-registration is required, one week prior, with payment of \$6.00 for 2 slices of pizza, beverage, and dessert.

Disco Night: Friday, January 10th from 6:00-8:00pm. Grab your love beads, dust off your bell bottoms, strap on your boogie shoes and hustle on over. You don't want to miss this groovy night full of fun, friends and all the funky stuff. Dress to impress. Light refreshments will be available. Pre-registration required one week in advance with payment of \$8.00 or \$10.00 at the door.

Gentle Movement Class: Barbara Burns, Instructor. Barbara weaves gentle movement, simple dance moves, stretching and breathing together to provide a fun but relaxing class. Guided meditation at the end of class to settle and ground the energy created. No yoga or dance experience is necessary. Pre-registration no later than one week before. Class starts on Monday, January 13th from 12:00-1:00pm, cost is \$20.00 for the total sessions.

Fit and Functional Class: Starts January 15th for 7 sessions from 10:00-11:00am. Class will focus on burning fat, building balance, strength and better function. Each participant is encouraged to wear proper training attire, bring water and a light post training snack. Come burn some calories and have some fun. All levels are welcome. Pre-registration is required with payment of \$20.00 for all sessions. Payment due by January 3th.

Potluck Afternoon: Join the center staff and warm up this winter with a potluck Afternoon. Please bring a dish to share - it can be an appetizer, main dish, side or dessert. Feel free to bring your favorite dish or try a new recipe. The center will provide plates, utensils and non-alcoholic beverages. Looking forward to a fun afternoon of great food and company! Wednesday, January 22nd at 12:00pm. Pre-register no later than one week before.

Verplanck Meeting on January 23rd at 11:00 will welcome Guest, Desiree Alston, Assistant Director of Victim Assistance Services. All invited to attend, Please call Gloria Boyd 914-737-7626 to let her know if you will be attending.

Big Bingo: Tuesday, January 28th at 12:30pm. Entrance fee is \$7.00 paid in advance includes card for each game or \$10.00 at the door. Additional cards, daubers and bonus games will be available for purchase. Pre-registration is required with payment to reserve your spot.

Color Yourself Calm: Join us for a selection of calming patterns to color. Bring your own coloring tools or use ours. Feel free to bring a snack and drink.

Trips 2025:

- NYC Musical opened December 11th, Trip date: April 16th
- Space Available on the Lancaster Trip, May 19th-21st See Flyer for more details
- Opening: Wednesday, January 8, 2025 at 10:00am Hunterdon Hills Playhouse for the show "Swing". \$84.00/pp includes tax and gratuities. See Flyer for more information. Trip date is: May 1, 2025

Coming in February:

1. Lunch & Learn— Join us on February 12th at 12:00pm for a discussion on how to prevent falls in the home environment .Laura Anderson, of the Neurological Rehabilitation Program at North Westchester Restorative Therapy Nursing Center will lead the discussion regarding home modifications and exercises to implement to decrease the risk of falls. Please register in advance for food count.
2. Creative Collages - Let your creativity flow during this afternoon of collage creating Friday, February 14th at 1:15pm
3. 12th Annual "Cortlandt Senior Academy Awards" Tuesday, February 25th at 11:00am. Walk the Red Carpet"...Vote on you Fav's...Be voted Best Dressed...Enjoy a Catered Lunch.
4. Senior Craft Afternoon - Join Staff from Hendrick Hudson Library for a fun afternoon creating crafts and memories. Friday, February 28th at 1:30-3:00pm. Please register in advance.

SNOW CANCELLATION POLICY: If the Lakeland School District is DELAYED OR CLOSED for the day **ALL** Programs, meals & transportation Services at the Community Center are **CANCELLED**.

TOWN OF CORTLANDT



RICHARD H. BECKER
Town Supervisor

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 JANUARY 2025***

PURCHASE ORDERS PROCESSED **212**
APPROXIMATE PURCHASING VOLUME **\$251,095**

AWARDED BIDS/RFP

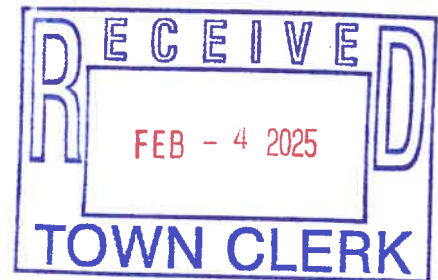
- 24-19 Coach Bus Transportation 1/15/2025***
- Renewal 22-24 Uniforms DES – Month to Month***
- Renewal 22-26 Fencing Repairs – Month to Month***
- Expected Renewal Bid#24-02 Grass Cutting***
- Expected Renewal – Bid#23-01 Network Cabling***
- Expected Renewal – Bid# 23-03 Asphalt Concrete – Gentile***
- Expected Renewed – Bid#23-04 Heating and AC -Clean Air***
- Expected Renewal -Bid#23-07 Nutrition Bus***

OPEN BIDS/RFP'S

- ***Recreation Planner***
- ***Digital Sign***
- ***Townwide Small Signs***

Other:

Purchasing presentation to departments 1/13/25 & 1/27/2025 10-11am Conf Room 1
New vendors available via NYS Contract & Electronic Request to Purchase



Respectfully,

Jennifer Glasheen
Purchasing Director



TOWN OF CORTLANDT

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

DEBRA A CARTER
RECEIVER OF TAXES

February 3, 2025

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 January 2025.

Sincerely,

Debra A Carter
Receiver of Taxer



TOWN OF CORTLANDT
RECEIVER OF TAXES
January 1, 2025 to January 31, 2025

COLLECTION	OPENING BALANCE	COLLECTION	UNAPPLIED	CREDIT CARD FEES	MEMO/ CHK FEES	MISC	OVER/ SHORT	CLOSING BALANCE
School Taxes 2024-2025								
Croton Harmon	9,882,700.23	8,991,398.49						891,301.74
Hendrick Hudson	13,095,337.37	11,973,247.19						1,122,090.18
Lakeland	13,119,433.84	12,072,087.72						1,047,346.12
Putnam	984,249.06	846,665.89						137,583.17
Yorktown	490,766.10	433,422.34						57,343.76
Total School Taxes	37,572,486.60	34,316,821.63						3,255,664.97
School Penalty 2024-2025		13,562.43						
Town & County 2024	276,596.09	38,631.09						237,965.00
Town & County Penalty 2024		4,635.73						
Total Town, School, County, Pen		34,373,650.88						
Liens	1,865,406.44	82,631.66						1,782,774.78
Lien Interest		14,776.06						
Installment Plan	27,452.64							27,452.64
Installment Plan Interest								
Total Lien & Interest		97,407.72						
TOTALS Base & Interest	-	34,471,058.60	2,309.19	23,629.82	565.00		18.68	34,497,581.29

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	13	227.50
	TOWN CLERK FEES	Birth Certificates	143	1,430.00
		Carting License	6	1,500.00
		Death Certificates	450	4,500.00
		Dog Release Fee	1	25.00
		EZPass	2	50.00
		Marriage Copy	16	160.00
		Marriage Officiant	1	25.00
		Sub-Total:		\$7,917.50
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	12	108.00
		Female, Unspayed	3	45.00
		Male, Neutered	19	171.00
		Male, Unneutered	1	15.00
		Replacement Tags	2	10.00
		Sub-Total:		\$349.00
Total Local Shares Remitted:				\$8,266.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			43.00
Amount paid to:	Nystatedept. For Marriage Lic.			292.50
Total State, County & Local Revenues:		\$8,602.00	Total Non-Local Revenues:	
			\$335.50	

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.




_____ Date 02/03/2025 _____ Town Clerk _____ Date 02/03/2025

BAKER, LESHKO, SALINE & DRAPEAU, LLP
ATTORNEYS AT LAW
ONE NORTH LEXINGTON AVENUE
WHITE PLAINS, NEW YORK 10601-1712
TEL - 914.681.9500
FAX - 914.681.9505
www.bakerleshko.com

MITCHELL J. BAKER
mbaker@bakerleshko.com

DIRECT DIAL:
914.681.9527

January 16, 2025

Via Email

Thomas Wood, Esq.
Michael Cunningham, Esq.
Town of Cortlandt
One Heady Street
Cortlandt Manor, New York 10567

***Re: Application for Rate Increase Pursuant to Transportation Corporation
Law Section 121 of Jonas Bastys, Inc.***

Dear Tom and Michael:

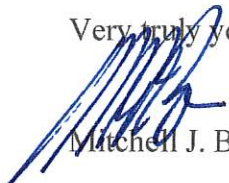
Annexed please find a copy of the Petition of Jonas Bastys, Inc. for a rate increase for its sewer charges pursuant to Transportation Corporations Law §121. I will have the Clerk of the Town formally served with the same shortly.

After reviewing the Petition with the Town officials responsible, if you wish to discuss the application, or if you need any further information or substantiation, please contact me.

I also ask that any communications, informal or otherwise, regarding this matter be directed to my attention. In addition, the contact information listed above, please feel free to contact me at any time on my cell phone - 914.907.4112.

I trust we will be able to come to an amicable resolution of this matter.

Very truly yours,



Mitchell J. Baker

MJB:ww
Attachment
cc. Mr. Richard Bartzick

STATE OF NEW YORK
COUNTY OF WESTCHESTER
TOWN OF CORTLANDT

----- X
IN THE MATIER OF THE PETITION :
OF JONAS BASTYS, INC. FOR CONSENT :
TO INCREASE SEWER RATES PURSUANT :
TO ARTICLE 10 OF THE TRANSPORTATION :
CORPORATIONS LAW :
----- X

JB The Petition of Jonas Bastys, Inc. ("JB Inc.") for its application herein states as follows:

1. JB Inc. is a New York Corporation incorporated in 1969 pursuant to the Transportation Corporations Law of the State of New York with an address of 1 Baltic Place, Suite 205, Croton-on-Hudson, NY 10520.

2. JB Inc. owns and operates the Baltic Estates Wastewater Treatment Facility (the "Facility") located in the Town of Cortlandt, New York, pursuant to Article 10 of the Transportation Corporations Law and in accordance with the rules and regulations of the New York State Department of Environmental Conservation ("DEC") and New York City Department of Environmental Protection ("DEP").

3. The Facility currently serves various co-op associations, condominiums, single family homes, pools, and commercial buildings.¹

4. JB Inc. seeks in this Petition an increase of the sewer rate and the sludge charge as permitted by Transportation Corporations Law §121 to allow for the charge of \$33.18 per one thousand (1,000) gallons of water usage.²

5. The Transportation Corporations Law §121 provides in its entirety:

A sewage-works corporation shall supply each city, town, village or other municipal area or district wherein such corporation operates, and the inhabitants therein, with facilities or make provision for the collection, treatment and disposal of sewage at fair, reasonable and adequate rates agreed to between the corporation and the local governing body or bodies, and, in addition, in the county of Suffolk, the county sewer agency, notwithstanding the provisions of any general, special or local law. Rates shall be reviewable at intervals of not more than five years or at any time by petition of the corporation or motion by the local governing body on written notice after a period of ninety days. The petition of a corporation shall be determined within ninety days of its filing, and in the event a determination is not rendered within such period of time, the petition shall be deemed approved. The local governing body of a city or village, or of a county or town on behalf of a sewer district or for a special sewer improvement shall have the power to contract with a sewage-works corporation for collection, treatment or disposal of sewage. No

¹ An affiliate of JB Inc. did own an apartment complex which was serviced by the Facility. However, it the complex has been sold to a third party.

² For purposes here, JB Inc. is not seeking an increase in the sludge fee at the present time.

contract for such services shall be executed for a period greater than ten years.

Prior Rate History

6. The Facility has been operated continuously since its inception. The owner thereof has obtained loans throughout the years to fund necessary improvements to the Facility. The borrowing of money was necessitated, in part, due to the fact that the Town has until recently rejected the numerous applications regarding rate increases.

7. In fact, not until the December 12, 2023 resolution (which is discussed below) which granted a conditional increase (which was initiated by the Town), the Town has consistently denied the requests of JB Inc. for rate increases.

8. Specifically, requests were denied in 2019, 2020 and 2022, and the rate allowed prior to then, \$9.74 was imposed many years prior thereto.

9. At the present time, JB, Inc. is not asking for any rate increase to fund needed capital improvements and/or repairs; however, it wishes to point out to the Board that the facility will need upgrades for the electrical system, the cost of which will approximate One Million (\$1,000,000.00) Dollars. Necessary work to the natural gas delivery system will also necessitate Fifty Thousand (\$50,000.00) Dollars in the near future.

Current Rates

10. The current sewer rate that has been authorized by the Town is based on Resolution Number 348-23 of the Town of Cortlandt which was adopted on December 12, 2023. (A copy of this Resolution is annexed hereto as Exhibit "1").

11. Pursuant to Resolution 348-23 the Facility was allowed to charge \$14.17 Per 1,000 gallons effective January 1, 2024 and a sludge fee of \$19.00 per household per quarter in 2024 and \$20.00 per household per quarter in 2025 and thereafter.

12. However, Resolution 348-23 provided that the Facility had to refund rates which the Town believed to be "illegal".

13. The Resolution set forth what it believed the Facility was allowed to charge as follows:

2019: \$9.40 per 1,000 gallons of water used

2020: \$9.57 per 1,000 gallons of water used

2021: \$9.57 per 1,000 gallons of water used

2022: \$9.74 per 1,000 gallons of water used

2023: \$9.74 per 1,000 gallons of water used

14. The Town then held that it could not charge the \$14.17 per 1,000 gallons until it provided a "credit to all customers who have previously paid more than the water rate per 1,000 gallons consumption and Jonas Bastys, Inc., must clear out any remaining

balances for residents who have not paid the unauthorized previously charged rates.” (See Resolution No. 348-23, p. 3.)

15. The JB Inc. has done as the Town directed in Resolution 348-23.

Present Requested Rate

16. Annexed hereto as Exhibit “2” are the Financial Statements of Jonas Bastys, Inc. for the ten (10) months ending October 31, 2024, prepared by Fine, Ciliberti and Di Pietro, Ltd. It reveals that the current operating expenses (on a ten-month basis) of the Facility is \$651,378.00.

17. The total interest expenses (on a ten-month basis) is \$307,658.00.

18. On an annualized basis that would result in a total expense of \$1,150,843.00 calculated as follows: Expenses for 10 months: Operating Expense \$651,378.00 plus Interest Expense \$307,658.00 equals Total 10 Month Expenses of \$959,036

19. On an annualized basis the Total Expenses would be \$959,036 divided by 10 times 12 equals \$1,150,843.00.

20. For the facility to simply breakeven it would have to have to charge a rate per thousand gallons of \$33.18. ³ This is calculated using the annualized total annual expense of \$1,150,843.00 divided by 34,675 1,000-gallon units which equals \$33.18

³ In the event that the Board requires any additional information or support for the various charges in the financial statements, it is requested that they contact counsel for the Petitioner to obtain such information.

21. This does not consider any amortization of the outstanding loans of JB Inc., nor take it allow for any return on its investment in the Facility. *See Matter of Shellard v. Twon of Queensbury*, 70A.d.3d 1288, 895 N.Y.S.2d 595 (3rd Dept. 2010) (“considering the lack of increases for over 20 years, plus financial data showing that respondent would be operating the sewer system at a loss even after the rate increase, the new rate appears fair, reasonable and adequate.”).

22. In addition, as previously noted, the figure requested does not provide any funds for repairs and replacements which will be required in the near future.

23. In determining this matter, this Board should consider the evidence submitted herein and should not be swayed by “outrage of customers” and unsubstantiated suggestions. *See Matter of Heritage Hills v. Town Board*, 189 A.D.2d 816, 592 N.Y.S.2d 439 (2nd Dept. 1991).

24. Section 121 of the Transportation Corporation Law provides that sewer rates are to be agreed to between the Sewage Works Corporation and the local governing body. We believe that the increase requested herein is reasonable and adequate and we hereby request that the increase be agreed to in its entirety by the Town of Cortlandt. Your prompt consideration of this request would be appreciated, as time is of the essence to maintain the integrity of the Facility.

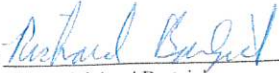
25. Wherefore, your petitioner requests that the Town Board of the Town of Cortlandt approve the proposed increase in sewer rates proposed herein in the amount of

\$33.18 per 1,000 gallons, and as authorized by the Transportation Corporations Law of the State of New York.

Dated: January 13, 2025

Respectfully Submitted,

Jonas Bastys, Inc.

By: 
Name: Richard Bartzick
Title: President

Counsel to the Petitioner:

Mitchell J. Baker
Baker, Leshko, Saline & Drapeau, LLP
One North Lexington Avenue
White Plains, New York 10601
Direct Line – 914.681.9527
Cellular Line – 914.907.4112
mbaker@bakerleshko.com

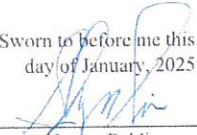
VERIFICATION

STATE OF *Florida*)
) ss:
COUNTY OF *Palm Beach*)

Richard Bartzick, being duly sworn, deposes and says that he is the President of JONAS BASTYS, INC. and has read the foregoing Petition and knows the contents thereof, and that the same is true to his own knowledge, except as to the matters therein stated to be alleged on information and belief, and as to those matters, he believes them to be true.


Richard Bartzick

Sworn to before me this
day of January, 2025


Notary Public



SHERRY M. RIENAS
Commission # HH 338031
Expires December 4, 2026

Exhibit "1"

Resolution No. 348-23

RESOLUTION

NUMBER 348-23

**(APPROVE UPDATED RATE AND SLUDGE FEE FOR THE SEWER DISTRICT
OPERATED BY JONAS BASTYS, INC.)**

WHEREAS, Jonas Bastys, Inc. is a Sewage Works Corporation that operates a private treatment plant; and

WHEREAS, its area of operation has been referred to as Joint Sewer District Number 4; and

WHEREAS, under the Transportation Corporations Law, the Town Board has the power to set the rates for the District; and

WHEREAS, upon information and belief, Jonas Bastys, Inc. services approximately 850 dwelling units; and

WHEREAS, residents of the Amberlands and other nearby communities are connected to this Sewer Plant; and

WHEREAS, upon information and belief, the Amberlands also has the same beneficial owner as the owner of Jonas Bastys, Inc. and consists of approximately 144 residential apartments; and

WHEREAS, Resolution Number 225-89 states for the 1992 Rate, "[t]he rate to be charged shall be equal to that of the current 1992 water rate per 1,000 gallons of water consumption"; and

WHEREAS, there is an agreement dated September 22, 1989 executed by both the Town of Cortlandt on behalf of Joint Sewer District Number 4 and Jonas Bastys, Inc. agreeing to these rates and specifically stating that "during the fourth year of this Agreement, and ensuing years thereafter, JONAS BASTYS, INC. be and hereby is authorized to charge the current rate per thousand gallons of metered water consumption as the sewer rate"; and

WHEREAS, pursuant to Resolution Number 130-91, Jonas Bastys, Inc. was authorized to charge a sludge disposal fee of "\$14.00 per quarter per household..."; and

WHEREAS, the Sewer Plant in recent years had failing infrastructure, which required upgrades; and

WHEREAS, during the same period that Jonas Bastys, Inc. upgraded the infrastructure, it submitted documents to the Town Board for a sewer rate increase; and

WHEREAS, the Town had requested certain documentation that it did not receive, so it was unable to grant Jonas Bastys, Inc.'s requests; and

WHEREAS, the Town specifically denied Jonas Bastys, Inc.'s requests for rate increases pursuant to Resolutions 327-19, 327-20, 130-22; and

WHEREAS, despite these denying resolutions, Jonas Bastys, Inc. has continued to illegally charge residents increasing rates that were not approved by the Town Board; and

WHEREAS, Jonas Bastys, Inc. was directed to stop this behavior as evidenced by the Cease and Desist letter from Town Attorney, Thomas F. Wood, Esq., dated August 1, 2022; and

WHEREAS, Jonas Bastys, Inc. has continued arbitrarily and illegally increasing rates; and

WHEREAS, representatives of Jonas Bastys, Inc. subsequently submitted documents to the Town detailing its operational costs; and

WHEREAS, per the Town's understanding, these were unaudited figures; and

WHEREAS, the documents provided included charges for things such as salaries, but residents have reported to the Town that whenever they call the Jonas Batys, Inc. office, they either are unable to speak with someone or are spoken to rudely; and

WHEREAS, there are large, reported interest costs on loans; and

WHEREAS, Jonas Bastys, Inc. requested to make a presentation to the Town Board and was scheduled to present at the Town Board's Work Session on November 13, 2023; and

WHEREAS, representatives from Jonas Bastys, Inc. failed to appear at this Work Session, and did not provide prior notice or an explanation for their failure to appear; and

WHEREAS, the current situation is untenable; and

WHEREAS, the water rates per 1,000 gallons of consumption which should have been charged for the past five years are as follows:

2019: \$9.40
2020: \$9.57
2021: \$9.57
2022: \$9.74
2023: \$9.74

WHEREAS, upon information and belief, the last rate charged by Jonas Bastys, Inc. was \$18.59 per 1,000 gallons plus a sludge removal fee of \$18.00; and

WHEREAS, given Jonas Bastys, Inc's failure to present at its scheduled meeting and the unending nature of their actions, the Supervisor and Town Board feel it is incumbent on them to act to clarify rates beginning January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Town approves a sewer rate per 1,000 gallons used of \$14.17 beginning on January 1, 2024, which is the average of the current water rate of \$9.74 and Jonas Bastys' proposed rate of \$18.59.

BE IT FURTHER RESOLVED, that the Town Board is reviewing and setting the rates based upon its own Motion.

BE IT FURTHER RESOLVED that to charge this rate of \$14.17 per 1,000 gallons, Jonas Bastys Inc. must provide a credit to all customers who have previously paid more than the water rate per 1,000 gallons of consumption and Jonas Bastys, Inc. must clear out any remaining balances for residents who have not paid the unauthorized, previously charged rates.

BE IT FURTHER RESOLVED that the sludge fee shall be \$19.00 per household per quarter in 2024 and \$20.00 per household per quarter in 2025 and thereafter.

BE IT FURTHER RESOLVED that the rates and sludge fees set by this Resolution shall remain constant until Jonas Bastys, Inc. submits a future petition with audited financial information and new rates are approved by the Town Board.

BE IT FURTHER RESOLVED that the Town Attorney's Office is authorized to bring a legal proceeding should Jonas Bastys, Inc. violate any of the terms of this Resolution.

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

**Adopted December 12, 2023
At a Regular Meeting
Held at Town Hall**

Exhibit “2”

Independent Accountant’s Report

FINE, CILIBERTI AND DI PIETRO, LTD.

Accountants and Tax Consultants

520 Bedford Road
Pleasantville, NY 10570

Tel. 914-747-2733

Fax. 914-747-2774

Eli B. Fine- Deceased

Independent Accountant's Report

Jonas Bastys Inc.
1 Baltic Place, Suite 201
Croton-on-Hudson, N.Y. 10520

Dear Members:

Management is responsible for the accompanying financial statements of Jonas Bastys Inc., which comprise the statement of assets, liabilities, and retained earnings as of October 31, 2024, and the related statements of revenues, expenses for the ten (10) months then ended, and the related notes to the financial statements in accordance with the tax basis of accounting, and for determining that the tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provided any form of assurance on these financial statements.

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the tax basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Respectfully yours,

FINE, CILIBERTI AND DI PIETRO, LTD.

Fine, Ciliberti and Di Pietro Ltd.

December 17, 2024
Pleasantville, New York

JONAS BASTYS INC.
 STATEMENT OF ASSETS, LIABILITIES & RETAINED EARNINGS
 FOR THE TEN MONTHS ENDED OCTOBER 31

ASSETS

<u>Current Assets</u>	
Cash - Checking	\$ 174,550
Accounts Receivable	355,285
<u>Total Current Assets</u>	<u>529,835</u>
<u>Fixed Assets</u>	
Building and Improvements	3,897,384
Less: Accumulated Depreciation	996,486
<u>Net Depreciable Assets</u>	<u>2,900,898</u>
 <u>Total Assets</u>	 <u>\$ 3,430,733</u>

LIABILITIES AND SHAREHOLDERS' EQUITY

<u>Current Liabilities</u>	
Accountants Payable	\$ 187,239
Due to Credit Card	47
Sales Tax Payable	851
Interest Payable	254,359
<u>Total Current Liabilities</u>	<u>\$ 442,496</u>
<u>Other Liabilities</u>	
Due to Old Customers	\$ 142,816
Loans Payable - Other	4,070,000
<u>Total Other Liabilities</u>	<u>\$ 4,212,816</u>
<u>Long Term Liabilities</u>	
Due to Shareholder	\$ 459,569
Due to SBA	500,000
<u>Total Long Term Liabilities</u>	<u>\$ 959,569</u>
<u>Shareholders Equity</u>	
Additional Paid in Capital	\$ 247,150
Common Stock	2,000
Retained Earnings Deficit	(2,433,298)
<u>Total Stockholders Equity</u>	<u>\$ (2,184,148)</u>
 <u>Total Liabilities and Shareholders' Equity</u>	 <u>\$ 3,430,733</u>

See Independent Accountant's Compilation Report and Accompanying Notes to Financial Statement

FINE, CILIBERTI AND DI PIETRO, L.T.D.
Accountants and Tax Consultants

JONAS BASTYS INC.
 STATEMENT OF REVENUES, EXPENSES
 FOR THE TEN MONTHS ENDED OCTOBER 31

Sewer Revenue	\$ 374,625
<u>Expenses</u>	
Real Estate Taxes	18,833
Repairs	23,083
Sewer Maintenance	16,057
Professional Fees	63,681
Equipment Rental	25,689
Operational Monitoring	53,984
Outside Services	32,100
Insurance	50,125
Office Expense	4,921
Gas, Electric, Water & Propane	61,840
Payroll - Other	17,100
Payroll - Officer	46,300
Payroll Taxes	30,204
Storage and Rent Expenses	22,703
Laboratory Testing	9,149
Engineer Expenses	10,300
Equipment Maintenance	5,139
Travel Expenses	3,358
Chemicals	31,081
Refuse Removal	2,146
Sludge Hauling	59,060
Supplies	59,250
Other Operating Expenses	5,275
<u>Total Expenses</u>	<u>651,378</u>
Deficit Before Loan Interest	(276,753)
Less: Loan Interest Expense	<u>307,656</u>
<u>Net (Loss) for the Period</u>	(584,411)
Retained Earnings - Beginning of Period	<u>(1,848,887)</u>
<u>Retained Earnings - End of Period</u>	<u>\$ (2,433,298)</u>

See Independent Accountant's Compilation Report and Accompanying Notes to Financial Statement

FINE, CILIBERTI AND DI PIETRO, LTD.
Accountants and Tax Consultants

JONAS BASTYS INC.
NOTES TO FINANCIAL STATEMENTS - TAX BASIS
FOR THE TEN MONTHS ENDED OCTOBER 31

Note A - Summary of Significant Accounting Policies

1. Organization

Jonas Bastys Inc. is a New York corporation formed in September, 1969, pursuant to the transportation corporation laws of the State of New York. The corporation owns and operates the Baltic Estates waste water treatment facility located in the Town of Cortlandt, New York.

2. Basis of Accounting

The Company prepares its financial statements on the income tax basis of accounting. That basis differs from accounting principles generally accepted in the United States of America primarily because certain revenues and the related assets are recognized when received rather than when earned and certain expenses and the related liabilities are recognized when paid rather than when the obligation is incurred. Consequently, accounts receivable and trade accounts payable are not reflected in the accompanying financial statements.

3. Cash

At October 31, 2024, cash consists of monies held in the checking account.

4. Fixed Assets

Fixed assets are recorded at cost. Depreciation is computed over their estimated useful lives using the straight-line method as prescribed under applicable Internal Revenue Service Tax Codes.

The cost of assets sold or otherwise disposed of and the accumulated depreciation thereon are eliminated from the accounts and the resulting gain or loss is reflected in income. Expenditures for maintenance and repairs are charged to income as incurred; replacements and betterments that extend the useful lives are capitalized.

The current fixed assets reflect improvements of \$494,188.00 that have been capitalized but no depreciation has been deducted for 2024. As a matter of fact no depreciation has been computed for the purpose of these financials.

5. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates. This difference may be material.

6. Income Taxes

The Company files its income tax return on the cash basis as a partnership for federal income tax purposes, and thus no income tax expense has been recorded in the statements. Income from the partnership is taxed to the members on their individual returns on their share of the Company's earnings. The Company's net income or loss is allocated among the members in accordance with the Operating Agreement of the Company.

The Company does not have any uncertain tax positions which must be considered for disclosure. Penalties and interest assessed by income taxing authorities would be included in operating expenses. The federal income tax returns of the Company for 2023, 2022, 2021 and 2020 are subject to examination by the IRS, generally for three years after they are filed. There are no tax examinations currently in process.

FINE, CILIBERTI AND DI PIETRO, LTD.

Accountants and Tax Consultants

JONAS BASTYS INC.
NOTES TO FINANCIAL STATEMENTS - TAX BASIS
FOR THE TEN MONTHS ENDED OCTOBER 31

7. Revenue Recognition

Sewer Revenue is reported when billed to the customers.

Note B - Concentration of Credit Risk

The Company may be subject to credit risk to its cash and cash equivalent investments. The Federal Deposit Insurance Corporation ("FDIC") covers up to \$250,000 for substantially all depository accounts. From time to time, the Company may have amounts on deposit in excess of FDIC limits. Management believes the Company is not exposed to any significant credit risk on cash and cash equivalents.

Note C - Loans Payable

The loans payable other totaling \$4,070,000.00 are comprised of three different amounts as follows:

Loan Payable - SKJB LLC	\$ 3,710,000.00
Loan Payable - D. Cretera	320,000.00
Loan Payable - NCP Builders	<u>40,000.00</u>
Total	\$ 4,070,000.00

The above loans were made at various times as needed. The loan from SKJB LLC has had interest paid through December 31, 2023 and the other two loans have had no interest paid from inception as described on the signed notes. All above notes bear an interest rate of 9%. Current financials reflect accrued interest through October 31, 2024.

The due to shareholder of \$459,569.00 has never had interest paid since its inception.

The small business administration loan is currently up to date. The loan has an interest rate of 3.75%.

FINE, CILIBERTI AND DI PIETRO, LTD.

Accountants and Tax Consultants

DRAFT

RESOLUTION

NUMBER X-25

(AUTHORIZE PAYMENT TO THE WESTCHESTER COUNTY POLICE WITH RESPECT TO PARK RANGERS IN AN AMOUNT NOT TO EXCEED \$35,000)

WHEREAS, the Westchester County Police do a terrific job serving the Town's residents;
and

WHEREAS, the Town has received positive feedback from residents in past years about having park rangers patrol the Town's various parks; and

WHEREAS, the Town believes that renewing the patrols from park rangers would be beneficial to the residents;

NOW, THEREFORE, BE IT RESOLVED that Comptroller is authorized to pay an amount not to exceed \$35,000 to the Westchester County Police for Park Rangers.

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

**Adopted February 11, 2025
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

(ADOPTING A MASTER FEE LIST FOR THE TOWN OF CORTLANDT)

BE IT RESOLVED that the Town Board of the Town of Cortlandt does hereby adopt the updated Master Fee List for the Town of Cortlandt for 2025, encompassing all fees for the various departments; and

BE IT FURTHER RESOLVED, this Master Fee List shall be posted on the Town's website.

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

**Adopted February 11, 2025
At a Regular Meeting
Held at Town Hall.**

DRAFT

Town of Cortlandt Master Fee List

Office of the Town Clerk

Vital Records			
	Birth Certificate	\$ 10.00	As set by NYS
	Death Certificate	\$ 10.00	As set by NYS
	Marriage Certificate	\$ 10.00	As set by NYS
	Genealogy Record	\$ 22.00	As set by NYS
	Marriage License	\$ 40.00	As set by NYS
	Marriage Officer	\$ 25.00	As set by NYS
Dog Licensing			
	Annual Fee Spayed	\$ 10.00	
	Annual Fee Unspayed	\$ 18.00	
	Dog Tag Replacement	\$ 5.00	
	Dog Release Fee	\$ 25.00	
Filming			
	1st Private Property (Per Day)	\$ 1,000.00	
	Add'l Private Property (Per Day)	\$ 300.00	
	Public Property (Minimum)	\$ 1,500.00	
	Public Property (Use Fee)	Set by Town Board	
FOIL			
	Hard Copies up to 9"X14" per page	\$ 0.25	
	Hard Copies larger than 9"X14"	\$ 5.00	
	Staff production time over 2 hours	Hourly Staff Wage	
Gaming			
	Bingo	Set by NYS Gaming	
	Games of Chance	Set by NYS Gaming	
	Raffles	Set by NYS Gaming	
Misc			
	E-Zpass	\$ 25.00	
	Fireworks Permit	\$ 350.00	Entities that are not municipal, not-for-profit, or tax-exempt in nature will also reimburse hourly Code Enf. Fee.

Annual Boat Launch Tag Motorized	\$	100.00
Annual Boat Launch Tag Unmotorized	\$	50.00
Hunting and Fishing		Set by DEC
Bid Copies	\$	50.00
Return Check Fee	\$	20.00

Department of Environmental Services

Highway

Road Opening	\$	150.00	Plus Security set by Director of DES
Tie into Catchbasin	\$	150.00	Plus Security set by Director of DES

Water Department

New Sewer Service	\$	275.00	
New Water Service	\$	425.00	Per Tap

Sanitation

Special Bulk Pickup	\$	30.00	
Refrigerator or Freezer	\$	10.00	
Air Conditioner	\$	10.00	
Dehumidifier	\$	10.00	
Television	\$	10.00	
Item containing Freon	\$	10.00	
E-Waste	\$	5.00	
Tires with Rims	\$	10.00	Per Tire. Max of 8 tires total per year.
Tires without Rims	\$	5.00	Per Tire. Max of 8 tires total per year.

Department of Technical Services - Code Enforcement

DOTS Fee Notes:

- 1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency).
- 2) The Town Collects a 10% Town Administration and Review Fee for consultant escrow accounts.
- 3) Applicant responsible for any e-check / ETF fee / bank fee / credit card processing fee, etc...

Building Permits

Application Fee		
Residential	\$	200.00

Commercial	\$	550.00	
Residential Building Permit	\$	150.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial Building Permit	\$	300.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Renewal Residential (All Permit Types)			
1st Renewal	\$	200.00	at 12 months from date of initial permit
Subsequent Renewal	\$	200.00	plus 50% of original permit fee not to exceed \$2000; every 6 months thereafter
Renewal Commercial (All permit types)			
1st Renewal	\$	550.00	plus 50% of original permit fee not to exceed \$2000; at 12 months from date of initial permit
2nd Renewal	\$	550.00	plus 50% of original permit fee not to exceed \$3500; at 12 months from date of initial permit
Subsequent Renewals	\$	550.00	plus 50% of original permit fee not to exceed \$5000; at 12 months from date of initial permit
Permits Issued (No Activity within first 12 months)			131-3.D Permit shall be deemed null and void and require new application and fee
Residential Plan Amendment	\$	200.00	plus revised permit fee based on additional construction cost
Commercial Plan Amendment	\$	550.00	plus revised permit fee based on additional construction cost
Work Performed without Approval and Permit		double all fees	penalty fee may be waived by Town Board (declared emergency, fire damage)
Demolition Permit			
Residential Single Family	\$	200.00	main dwelling
Residential Accessory Structure	\$	50.00	each additional structure
Multi-Family	\$	250.00	each structure
Commercial	\$	500.00	each structure
Blasting Permit			
Residential	\$	500.00	valid for 30 days
Commerical	\$	1,500.00	valid for 30 days
Renewals	\$	250.00	each occurrence
Gas Line Insp. / Test			
Residential	\$	200.00	each occurrence
Commercial	\$	200.00	
Plumbing Permit			
Residential	\$	200.00	plus cost of plumbing work shall be included in building permit fee;
Commercial	\$	200.00	
Electrical Permit			
Residential	\$	200.00	plus cost of electrical work shall be included in building permit fee;
Commercial	\$	200.00	
HVAC Permit			
Residential	\$	200.00	plus cost of HVAC work shall be included in building permit fee;

	Commercial	\$ 200.00	plus cost of HVAC work shall be included in building permit fee;
Wetland Permit			
	Residential	\$ 250.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts		refer to Town Code Ch. 179; as determined by approving authority; plus 10% Town Administration Fee
Steep Slope Permit			
	Residential	\$ 200.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	refer to Town Code Ch. 259; as determined by approving authority; plus 10% Town Administration Fee
Flood Damage Prevention			
	Residential	\$ 200.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
Topographical Alteration			
	Residential	\$ 500.00	plus cost of work shall be included in building permit fee;
	Commercial	\$ 500.00	
	Escrow / Securities Accounts	-	refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
Tree Removal Permit (Stand-alone)			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	plus \$10 per tree
	Escrow / Securities Accounts		refer to Town Code Ch. 283; as determined by approving authority; plus 10% Town Administration Fee
	Security Deposit	2x	cost of plant material including labor
Trees in Lieu of Plantings			
	Tree	\$ 150.00	Per Tree
	Specimen Tree	\$ 200.00	Per Tree
	Protected Tree	\$ 300.00	Per Tree
Certificate of Completion / Compliance			
	Temporary Residential (90 days)	\$ 50.00	
	Temporary Commercial - (90 days)	\$ 300.00	
	Failure to close-out within 90 days		all types, building permit must be renewed and permit will be re-opened.
	Residential	\$ 50.00	
	Commercial	\$ 200.00	
	Duplicate Certicates	\$ 25.00	
	Prior to Zoning Inspection Residential	\$ 250.00	
	Prior to Zoning Inspection Commercial	\$ 500.00	

	Dupl. Prior to Zoning Certs.	\$	50.00	
Reinspection Fees				
	Reinspection Fee Residential	\$	50.00	After 2nd Failure - All Permit types
	Reinspection Fee Commercial	\$	150.00	After 2nd Failure - All Permit types
Expired Permit Close-Out				
	Applicable to all open permits that have expired and have not been renewed in which there is no active construction and all work had been inspected.			Permits issued prior to Jan. 1, 2024 will be required to be pay the current permit renewal application fee once to close-out the permit. Permits issued subsequent to Jan. 1, 2024 shall be required to renew permits and are responsible for all cumulative amounts of prior years renewal.
Alarm Permits				
	Residential	\$	50.00	
	Existing Multi-Family or Commercial	\$	250.00	
	New Multi-Family or Commercial	\$	250.00	plus cost of work shall be included in building permit fee
Operating Permits (Includes Fire Inspections)				
	Public Assembly (100 or greater occupants)	\$	200.00	yearly renewal
	Hazard Uses (defined in NYS Uniform Code)	\$	350.00	yearly renewal
	Tents	\$	100.00	per tent, each occurrence
	Parking Garages	\$	500.00	as required by NY State
	Home Occupancy	\$	-	every 3rd year; included with Planning Board renewal fee
	Religious and Recognized non for profits	\$	-	frequency as required by Uniform Code; fee exempt
	Cell Tower Re-Certification	\$	5,000.00	Tower and Site; 5-years from date of initial approval
	Co-location Re-Certification	\$	3,500.00	each carrier; 5-years from date of initial building permit
	Other	\$	350.00	any other use requiring an operating permit from any other authority having jurisdiction
Heating Oil Tank				
	Remove / Install / Abandon	\$	200.00	
LP Gas Tanks				
	Install or Relocate Res.	\$	100.00	
	Install or Relocate Comm.	\$	200.00	
Sprinkler, Stand Pipe & Supression Systems				
	Res. Multi-Familyw/ Bldg. Permit			included with Res. Building Permit
	Res. Multi-FamilyStandalone	\$	100.00	up to \$10,000 in value; plus\$10 per \$1,000 over \$10,000
	Commercial w/ Building Permit			included with Com. Building Permit
	Commercial Standalone	\$	200.00	up to \$10,000 in value; plus\$12 per \$1,000 over \$10,000

Title Searches			
	Request Fee	\$ 150.00	plus \$20 per certified copy of BP, CO or CC
Driveway Permits (Standalone)			
	Residential Standalone	\$ 100.00	the cost of all work otherwise, shall be included with associated building permit.
	Commercial Standalone	\$ 200.00	
Sign Permits			
	Window Signs	\$ 150.00	Per Sign
	Wall / Awning / Free Standing	\$ 250.00	Per Sign and/or Awning
Backflow Devices			
	Residential (irrigation or pool autofill)	\$ 200.00	Per Each Device
	Non-compliance Residential	\$ 100.00	Per Each Device
	Commercial	\$ 350.00	Per Each Device
	Non-compliance Commercial	\$ 150.00	Per Each Device
	Residential Dwelling	\$ -	1, 2 Family Homes Exempt
Water Main and Sanitary Sewer Extensions			
	Water Main Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Water Main Extension Commercial	\$ 4,000.00	per application plus \$2 per gallon of estimated consumption
	Sanitary Sewer Extension Residential	\$ 4,000.00	per application plus \$350/lot for subdivisions
	Sanitary Sewer Extension Commercial	\$ 5,000.00	per application plus \$2 per gallon of estimated consumption
Copies and Digital Scans			
	Up to 9"x14"	\$ 0.25	
	Greater than 9"x14"	\$ 5.00	per sheet (includes a scan)
Stop Work Order			
	1st Offence for a Property		Necessary Permits and Approvals must be obtained within timeframe specified
	2nd and Subsequent Offence for a Property	\$ 1,000.00	base fee to lift order, plus \$250 per day that work is found to be performed in violation of stop work order
Peddler Permits			
	Up to 11"x17"	\$ 200.00	
Utility and Agency Permits			
	Initial Meeting	\$ 200.00	
	Pre-Application Review Fee	\$ 500.00	plus escrow as determined by DOTS Director; 10% admin fee
	Subsequent Meeting (virtual or in-person)	\$ 150.00	each occurrence
	Permit Fee	\$ 500.00	plus \$12 per \$1,000 of estimated construction cost
	Inspection Fee	\$ 100.00	each occurrence
	Final Compliance Inspection	\$ 250.00	

	Securities		As set forth by various Chapters of Town Code or as determined by the Director of DOTS to function as a restoration security for public infrastructure
Department of Planning and Community Development -Planning			
Planning Notes:			
	1) All consultant fees shall be paid for by the applicant and placed in escrow (trusted agency). Escrow accounts to be replenished by Applicant as required to 50% of initial value when depleted.		
	2) The Town Collects a 10% Town Administration and Review Fees for consultant escrow accounts.		
	3) Construction inspection fees includes all earthwork, site work, paving, drainage, landscaping and utilities required to complete construction. Decorative ammenities (i.e. benches, bicycle racks, etc...) are exempt.		
	Lot Line Adjustment	\$ 300.00	
Subdivision			
	Pre-Application Meeting	\$ 250.00	first free; subsequent meeting
	Preliminary Major Plat	\$ 750.00	plus \$750 for each building lot
	Preliminary Minor Plat	\$ 500.00	plus \$500 for each building lot
	Final Approval	\$ 1,000.00	
Site Plan			
	Application Fee	\$ 150.00	for each 1,000 sf of proposed floor area plus \$5 for each parking space(minimum of \$500.00)
	Time Extension	\$ 250.00	at time of extension; maximum two (2) 1-year time ext. allowed.
Site Plan Amendment			
	Application Fee	\$ 250.00	for each 1,000 sf of proposed floor area;plus \$5 for each parking space(minimum of \$250.00)
	Time Extension	\$ 250.00	per request
	Special Permit	\$ 500.00	plus Application Fee
	Accessory Apartment	\$ 250.00	initial application fee
	Home Occupancy	\$ 500.00	initial application;\$150 at time of renewal (every 3 years)
	Time Extension Preliminary Approval	\$ 100.00	per lot; six (6) 6-month approvals allowed

Time Extension Final Approval - 90 day extensions (unlimited by State Law)			
	0-2 requests	Free	per request
	2-8 requests	\$ 100.00	plus \$25 per lot; per request
	8-15 requests	\$ 150.00	plus \$50 per lot; per request
	more than 15 requests	\$ 300.00	plus \$100 per lot; per request
	Inspection fee	\$ 0.05	of estimated cost of construction improvements based on Engineer's Estimate (excludes lot & buildings)
Telecommunication			
	New Tower	\$ 15,000.00	
	Escrow Deposit	\$ 7,500.00	per Town Code Chapter 277
	Re-Certification	\$ 2,500.00	every 5 years
	Co-Location	\$ 5,000.00	
	Small Cell Wireless Facility	\$ 10,000.00	
	Recreation Fee	\$ 6,000.00	per lot
	Bond Reduction Request	\$ 150.00	per request
Escrow Account Deposits			
	0 to 2 lots or dwelling units	\$ 2,500.00	
	3 to 10 lots or dwelling units	\$ 1,500.00	per proposed lot
	11 to 35 lots or dwelling units	\$ 1,200.00	per proposed lot
	More than 35 lots or dwelling units	\$ 1,000.00	per proposed lot
Site Plan / Amendment/Special Permit Escrow Accounts			
	0 to 5,000 square feet	\$ 5,000.00	
	5,000 to 20,000 square feet	\$ 15,000.00	
	20,000 to 50,000 square feet	\$ 25,000.00	
	Greater than 50,000 square feet	\$ 50,000.00	plus \$350 for each additional 1,000 sf. Above 50,000 sf
	Penalties	2x regular fee	Referrals to rectify Town Code Violations 3 times regular fees

Department of Planning and Community Development -Zoning

Application Fee

Area Variance	\$	200.00
Intrepretation	\$	300.00
Use Variance	\$	400.00
Special Permit	\$	500.00

Recreation Department

ID Cards

Recreation Photo ID Card (Ages 4+)	\$	8.00	Valid For 3 Years
Recreation Photo ID Card (Ages 60+)	\$	4.00	Valid For 3 Years
Replacement Recreation Photo ID Card	\$	5.00	

Hollowbrook Golf

1 Year Club Membership	\$	12.00
1 Year Club Membership (60+)	\$	6.00

Charles J. Cook Pool

Family Season Pass (2 Adults & 1 Child or 1 Adult & 2 Children)	\$	320.00	Summer 2025
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$	65.00	Summer 2025
Adult Season Pass	\$	145.00	Summer 2025
Senior Season Pass	\$	78.00	Summer 2025
Youth Season Pass	\$	115.00	Summer 2025
Adult Daily Fee (Before 4 PM)	\$	12.00	Summer 2025
Adult Daily Fee (After 4 PM)	\$	6.00	Summer 2025
Senior Daily Fee (Before 4 PM)	\$	6.50	Summer 2025
Senior Daily Fee (After 4 PM)	\$	3.25	Summer 2025
Youth Daily Fee (Before 4 PM)	\$	9.50	Summer 2025
Youth Daily Fee (Aftreer 4 PM)	\$	4.75	Summer 2025

	Guest Daily Fee (Without TOC Photo ID)	\$ 15.00	Summer 2025
	Immediate Family Members of Active Military	\$ 6.50	Summer 2025
	Immediate Family Members of Active Military (After 4 PM)	\$ 3.25	Summer 2025
	Mini Golf	FREE	Summer 2025
Spout Brook Pavilion Rental (May - September)			
	25 to 100 People (Monday- Friday)	\$ 75.00	Per Event
	101 to 200 People (Monday- Friday)	\$ 150.00	Per Event
	25 to 100 People (Saturday, Sunday, & Holidays)	\$ 150.00	Per Event
	101 to 200 People (Saturday, Sunday, & Holidays)	\$ 200.00	Per Event
CUE Rental			
	Town Resident + \$300.00 Cash Deposit	\$ 150.00	Per Event
	Profit Groups + Liability Insurance	\$ 250.00	Per Event
	Non-Profit Groups + Liability Insurance	\$ 25.00	Per Event
Office of the Receiver of Taxes			
Tax Payment Fees			
	Check in Person	FREE	
	E-Check Online	\$ 1.00	
	Credit Card Online	1.8% of total	
	Bounced Check	\$ 20.00	
Late Fees			
	School Taxes	SET BY NYS	
	Real Property Taxes	SET BY NYS	
Purchasing Department			
Misc			
	EV Charging Stations 7am-9pm	\$ 3.00	Per Hour
	EV Charging Stations 9pm-7am	\$ 20.00	Per Hour
	EV Charging Stations Per Kilowatt Hour	Set by Comptroller	Subject to market fluctuations

Water & Sewer

Water			
	Rates	Set by Town Board	
	Late Fee	10%	Percent of total amount billed after due date listed on bill.
Sewer			
	Rates	Set by Town Board	
	Late Fee	10%	Percent of total amount billed after due date listed on bill.

RESOLUTION

DRAFT

NUMBER X-25

(RE: ADOPT ELECTRONIC RECORDS POLICY)

BE IT RESOLVED, the Town of Cortlandt shall maintain all digitally created records in their native digital format for at least the legally proscribed retention period of the record; and

BE IT FURTHER RESOLVED, the Town of Cortlandt shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education Part 185.8; and

BE IT FURTHER RESOLVED, that where digital standards are met for programs such as Laserfiche, copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes; and

BE IT FURTHER RESOLVED, that where no digital copy exists, or where digital copies do not meet the above guidelines, the paper record shall continue as the Official Record; and

BE IT FURTHER RESOLVED, that effective February 11, 2025, all appropriately maintained electronic records as described above shall be deemed to be the Official Record.

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

**Adopted on February 11, 2025
At a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

**RE: (AUTHORIZE DOTS TO BID CONTRACT CCWD 2025.01 – ROOT ST. AND
HOLLOWBROOK WATER MAIN REPLACEMENT)**

NOW THEREFORE BE IT RESOLVED, the Department of Technical Services (DOTS) is hereby authorized to bid Contract CCWD 2025.01 – Root St. and Hollowbrook Water Main Replacement

BE IT FURTHER RESOLVED, the DOTS may bid this project in multiple phases over a multiple year period.

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
LAROE ROSE SHATZKIN
TOWN CLERK**

**Adopted on February 11, 2025
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

**RE: (AUTHORIZE LIGHTING SERVICE CONTRACT FOR THE CORTLANDT
WATERFRONT PERFORMANCE STAGE)**

WHEREAS, the Department of Technical Services (DOTS) obtained a proposal from ARC Sound, Stage and Lighting, P.O. Box 604 Norwalk, CT 06852 dated 11/15/2024 to provide services to add lighting to the Cortlandt Waterfront Performance Stage in the amount of Forty-Three Thousand Three Hundred and Seventy-Eight Dollars (\$46,378.00).

NOW THEREFORE BE IT RESOLVED, the Town Supervisor and/or the Director of Technical Services may authorize the service contract with ARC in the amount shown above.

BE IT FURTHER RESOLVED, that the total cost of the project shall not exceed Fifty Thousand Dollars (\$50,000) with contingency.

BE IT FURTHER RESOLVED, that ARC Sound has provided a preliminary estimate of Thirteen Thousand Dollars (\$13,000) to maintain equipment and store offsite when not in use.

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
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on February 11, 2025
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

RE: (AUTHORIZE SITE IMPROVEMENTS AT DICKERSON POND WASTEWATER TREATMENT PLANT “VALERIA”)

WHEREAS, the current Operator has requested incidental site storage for materials and supplies necessary to run the treatment plant; and

WHEREAS, the Director of Technical Services agrees with their assessment and proposes a small storage shed or container to be constructed onsite.

NOW THEREFORE BE IT RESOLVED, that the Department of Technical Services (DOTS) is hereby authorized to purchase and install a storage shed / container at a cost not to exceed Fifteen Thousand Dollars (\$15,000).

BE IT FURTHER RESOLVED, that a contingency of Five Thousand Dollars (\$5,000) is approved for incidental work if necessary.

BE IT FURTHER RESOLVED, that the Department of Environmental Services shall assist by prepping the site as required by the DOTS.

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
LAROUÉ ROSE SHATZKIN
TOWN CLERK**

**Adopted on February 11, 2025
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

**RE: (APPOINT STEPHAN ROTHSTEIN TO THE TITLE OF PROGRAM
COORDINATOR AT NOR-WEST)**

WHEREAS, a position has become available at Nor-West through the promotion of Ed McKay to Director; and

WHEREAS, Ed McKay has recommended that Stephan Rothstein be promoted to the position of Program Coordinator; and

WHEREAS, the Members of the Town Board have agreed to this recommendation;

NOW, THEREFORE, BE IT RESOLVED, that Mr. Stephan Rothstein of 235 Willis Avenue, Hawthorne, NY 10532 be and hereby is Provisionally appointed to the title of Program Coordinator - Nor-West. Mr. Rothstein will be paid an annual salary at 8WC – Step 1 (\$74,380). This is a provisional appointment as per Westchester County Civil Service, and is effective February 12, 2025.

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

**Adopted on February 11, 2025
at a Regular Meeting
Held at Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

RE: (AUTHORIZE A STUDENT INTERN FOR THE DEPARTMENT OF TECHNICAL SERVICES)

WHEREAS, a Work Place Learning Coordinator from the Tech Center at PNW Boces inquired about a high school student intern to shadow engineering as part of their curriculum; and

WHEREAS, the Director of Technical Services supports student initiatives related to math and sciences.

NOW THEREFORE BE IT RESOLVED, that Antonia Supino may shadow engineering staff in the Department of Technical Services in accordance with her curriculum through the remaining school year.

BE IT FURTHER RESOLVED, that this is a volunteer internship with no salary.

BE IT FURTHER RESOLVED, PNW Boces will submit the program curriculum and all insurances necessary.

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

**Adopted on February 11, 2025
at a Town Board Meeting
Held at the Town Hall**

DRAFT

RESOLUTION

NUMBER X-25

(RE: APPOINT 2025 WINTER SEASONALS)

RESOLVED, pursuant to Town Board Policy adopted on February 11, 1997, that the following be and hereby are appointed as seasonal employees in the Town of Cortlandt Government to work in various departments and divisions with a start date of February 11, 2025 and an end date of June 30, 2025.

TOWN HALL	NAME	DEPARTMENT
	Patrick Abel	Planning

BE IT FURTHER RESOLVED, all temporary seasonal employees in Town Hall shall be compensated at an hourly rate of pay of \$18.00.

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

**Adopted on February 11, 2025
at a Regular Meeting
Held at Town Hall**

RESOLUTION

DRAFT

NUMBER X-25

**(RE: AUTHORIZE A LEAVE OF ABSENCE FOR AN EMPLOYEE IN DES –
HIGHWAY EFFECTIVE JANUARY 2, 2025)**

RESOLVED, that the following employee is authorized a Leave of Absence:

Employee ID # 099590 – Effective January 2, 2025 – March 3, 2025

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

**Adopted on February 11, 2025
at a Regular Meeting
Held at Town Hall**

RESOLUTION

DRAFT

NUMBER X-25

**(RE: AUTHORIZE A LEAVE OF ABSENCE FOR AN EMPLOYEE IN DES –
HIGHWAY EFFECTIVE FEBRUARY 10, 2025)**

RESOLVED, that the following employee is authorized a Leave of Absence:

Employee ID # 559230 – Effective February 10, 2025 – February 24, 2025

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

**Adopted on February 11, 2025
at a Regular Meeting
Held at Town Hall**