



# TOWN OF CORTLANDT

## OFFICE OF THE TOWN CLERK

**Town Clerk**  
LAROUÉ R. SHATZKIN

**Deputy Town Clerk**  
CHRISTINE B. COTHREN

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

**Town Supervisor**  
RICHARD H. BECKER, MD

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

## NOTICE:

### Clickable Agenda from Town Clerk, Laroue Shatzkin

Dear Viewer,

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

1. From any device, click directly on the Agenda Item you wish to view, and you will be taken to that page of the packet.
2. If accessing from a computer, 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:

> AGENDA

- d. Click the arrow next to the word Agenda, and a fully clickable Table of Contents becomes available.

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

Warmly,

Laroue Shatzkin



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## REGULAR MEETING

### TOWN BOARD AGENDA – JANUARY 23, 2024

**PLACE:**

**TOWN HALL**

**TIME:**

**7:00 PM**

## ORDER OF BUSINESS

### MEETING CALLED TO ORDER

### PLEDGE TO THE FLAG

### SUPERVISOR'S PROCLAMATIONS & REPORTS

### ROLL CALL

### TOWN BOARD REPORTS

### APPROVAL OF THE MINUTES

Approve the Minutes for the December 4, 2023 Special Meeting, and the December 12, 2023 Regular Meeting

**DANGEROUS BUILDING PROCEEDINGS**

1. To consider evidence that 3275 Lexington Ave is a dangerous building.
  - a. Adjourn to February 13, 2024

**PUBLIC HEARINGS**

1. 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.)
  - a. Close Public Hearing
  - b. Adopt a Negative Declaration
  - c. Adopt Resolutions
  
2. Public Hearing to Consider a Local Law concerning the Senior Citizen Exemption.
  - a. Close Public Hearing
  - b. Adopt Negative Declaration
  - c. Adopt Resolution
  
3. Public Hearing to consider a Moratorium on Battery Storage in the Town of Cortlandt.
  - a. Close Public Hearing
  - b. Adopt Negative Declaration
  - c. Adopt Resolution

**HEARING OF CITIZENS – AGENDA ITEMS ONLY**

**REPORTS**

**Receive and File the following:**

For the months of October and November, 2023 from the Department of Recreation.

For the month of December 2023 from the Office of the Aging, Purchasing Department, Receiver of Taxes and the Town Clerk.

2023 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:**

1. Letter from Mayor Knickerbocker of Buchanan regarding crosswalk request on Kingsferry Rd.
2. Letter from the Peekskill Community Volunteer Ambulance Corps requesting increase for 2024 Agreement.

**RESOLUTIONS**

1. Appoint Steven Kessler as Chair, and Thomas Bianchi as Vice Chair of the Planning Board.
2. Reappoint Michael Fleming as a Member, and Reappoint Michael Fleming as Chair and Wai Man Chin as Vice Chair of the Zoning Board of Appeals.
3. Appoint MaryBeth Allen-Knecht as a member of the Conservation Advisory Council.
4. Adopt the Salary Resolution for Town Employees for the Year 2024.
5. Appoint or re-appoint members to the following:
  - a. Architectural Review Council
  - b. Alarm Appeals Board
6. Appoint the following:
  - a. Deputy Town Supervisor for the year 2024.
  - b. Town Board Liaison for Personnel Matters.
  - c. Town Board Liaison for Sustainability and Solar energy issues.
  - d. Town Board Liaison to Hudson Valley Chamber of Commerce.

- e. Town Board Liaison to Local Waterfront Revitalization Committee.
  - f. Town Board Liaisons to Departments
  - g. Purchasing Director.
  - h. Town Attorney, Deputy Town Attorney, Town Comptroller, and the Director of Technical Services as Town Officers; authorize employment contracts with respect to same.
  - i. Employment agreements with Non-Union Employees.
  - j. EFPR Group LLP (CPA's) as Town Auditors
  - k. Triad Group LLC as Manager of Town of Cortlandt Self-Insured Workers' Compensation Fund.
  - l. Midwest Employers Casualty as carrier for Excess Workers Compensation.
7. Adopt the following for 2024:
- a. Rules of Procedure for the Town Board Meetings
  - b. Designate the Official Newspaper and alternates.
  - c. Designate the Depositories
  - d. Master Fee Schedule for 2024
  - e. Designate the Supervisor and Human Resource Coordinator as authorizing authorities to execute all Civil Service Forms.
  - f. Set the mileage reimbursement for Town Officials and employees.
  - g. Purchasing Manual.
  - h. IT Security Policy.
  - i. Drug and Alcohol Policy.
  - j. Social Media Policy.
  - k. Sexual Harassment Policy.
  - l. Workplace Violence Prevention Policy.

8. Authorize Town Officials to attend the Association of Towns training sessions in February in NYC.
9. Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.
10. Authorize the Supervisor to execute the following 2024 Agreements and/or Contracts:
  - a. All contracts on behalf of the Town Awarded by the Purchasing Department.
  - b. Applications for pool permits
  - c. Agreement with the Town of Yorktown covering Nutrition Meals under Title 3C of the Older Americans Act.
  - d. Inter-Local Agreements for Nor-West Regional Services.
  - e. All nutrition contracts for the Senior Center.
  - f. Agreement with Westchester Jewish Community Services.
  - g. Agreements with respect to covering shared equipment.
  - h. Agreement with the Villages authorizing the Town Purchasing Director to advertise bids on behalf of the Villages.
  - i. Partners in Safety.
  - j. All Personal Service Contracts.
  - k. All contracts with various Libraries servicing the Town of Cortlandt.
  - l. Agreement with Fiscal Advisors & Marketing, Inc. for Financial Advisory/Bond Services.
  - m. Renewal of Concession Stand Services at Charles J. Cook Pool.
  - n. 2024 Recycle Right Contract with Sustainable Westchester.
11. 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.

12. Authorize the Supervisor to execute contracts with Westchester County with respect to CDBG projects for 2024.
13. Authorize Settlement of Outstanding Water Payment for Cortlandt Ridge.
14. Authorize increase for Part-Time workers at Nor West.
15. Agenda items for DES:
  - a. Award contract for Cook Pool Resurfacing Phase I
16. Authorize a Leave of Absence under FMLA for an employee in the Office of the Town Clerk.
17. Schedule a Public Hearing for February 13, 2024 regarding Omnibus Zoning Map & Text Amendments.

**ADDITIONS TO THE AGENDA**

**BUDGET TRANSFERS - YES**

**REPORTS FROM VARIOUS DEPARTMENTS**

**REPORTS FROM STANDING & SPECIAL COMMITTEES**

**SECOND HEARING OF CITIZENS**

**ADJOURNMENT**

**NEXT TOWN BOARD MEETING**

February 13, 2024 at 7:00 pm  
Town Hall Web Site address: [www.townofcortlandt.com](http://www.townofcortlandt.com)

A **Special Meeting** of the Town Board of the Town of Cortlandt was conducted on **December 4, 2023** with the following elected officials and appointed staff in attendance:

<b>RICHARD H. BECKER</b>	<b>Supervisor</b>
<b>FRANCIS X. FARRELL</b>	<b>Councilmember</b>
<b>CRISTIN JACOBY</b>	<b>Councilmember</b>
<b>ROBERT MAYES</b>	<b>Councilmember</b>
<b>JAMES CREIGHTON</b>	<b>Councilmember</b>

**Also present:**

<b>TOM WOOD</b>	<b>Town Attorney</b>
<b>MICHAEL CUNNINGHAM</b>	<b>Deputy Town Attorney</b>
<b>LAROUÉ ROSE SHATZKIN</b>	<b>Town Clerk</b>
<b>CHRISTINE B. COTHREN</b>	<b>Deputy Town Clerk - ABSENT</b>
<b>PATRICIA ROBCKE</b>	<b>Comptroller</b>
<b>MICHAEL PREZIOSI</b>	<b>Director, DOTS - ABSENT</b>
<b>CLAUDIA VAHEY</b>	<b>Human Resources Coordinator</b>
<b>STEPHEN FERREIRA</b>	<b>Director, DES</b>

\* \* \* \* \*

**MEETING CALLED TO ORDER**

The meeting was called to order at 6:30 p.m.

**PLEDGE TO THE FLAG**

**ROLL CALL**

Town Clerk Shatzkin took roll call, and all Town Board members were present.

**RESOLUTIONS**

Public Hearing to Consider the Adoption of the 2024 Budget.

The Public Hearing was opened at 6:32 P.M.

**RESOLUTION NO. 335A-23 RE:** Amend Preliminary Budget

The other 90% of property taxes are made up of School Taxes (72%), Westchester County Taxes (13%) and Special Districts (5%). The increase being proposed tonight maintains the over 30 years of 1% on average annual increase for Town Taxes.

The amendments being considered tonight include:

- Justice Court
- Adjusting for the PILOT agreement with Holtec
- Continental Village Fire District
- Library Fund
- New York State Health Insurance Plan (NYSHIP)

Supervisor Becker commented that one of the largest employee expenses for the Town is Health Insurance, and NYSHIP came out with an increase on November 27<sup>th</sup>, and despite the unfortunate timing, it has to be addressed.

Councilwoman Jacoby clarified with Comptroller Patricia Robcke that the 2.9% is the Overall Tax Levy, which includes all Operating Funds and Special Districts.

Councilperson Farrell made a motion to Close the Public Hearing, Amend the Preliminary Budget, Adopt the 2024 Town Budget and Authorize the Library Budget, seconded by Councilperson Creighton, with all voting **AYE**.

Councilman Farrell made a motion to Poll the Board to Adopt the Resolution Setting 2024 Salaries for Elected Officials, seconded by Councilman Creighton. The Board was polled as follows:

Councilperson Mayes	NAY
Councilperson Jacoby	AYE
Supervisor Becker	AYE
Councilperson Creighton	AYE
Councilperson Farrell	AYE

The motion passed 4-1.

**RESOLUTION NO. 338A-23 RE:** Adopt Resolution Setting 2024 Salaries for Elected Officials.

The Public Hearing was closed at 6:39 P.M.

Public Hearing to Consider the Benefit Unit Assessment Roll of the Town of Cortlandt.

The Public Hearing was opened at 6:39 P.M.

**RESOLUTION NO. 339A-23 RE:** Approve All Benefit Unit Assessment Rolls, including Cortlandt Boulevard Central and West Sewer Improvement Areas and Dickerson Pond Sewer District.

Town Attorney Tom Wood explained that Benefit Units are a system of measurement in water and sewer districts, and is a system of measurement regarding how much water is used or discharged from a particular unit. These units are set annually and a public hearing is held so property owners can contest the units assessed to their properties. Residential units are typically 1 Unit.

Councilperson Jacoby made a motion to Close the Public Hearing, and Approve All Benefit Unit Assessment Rolls, including Cortlandt Boulevard Central and West Sewer Improvement Areas and Dickerson Pond Sewer District, seconded by Councilperson Mayes, with all voting **AYE**.

The Public Hearing was closed at 6:42 P.M.

### **ADJOURNMENT**

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

The meeting was adjourned at 6:43 p.m.

### **NEXT TOWN BOARD MEETING**

**December 12, 2023 at 7:00 pm**  
Town Hall Web Site address: [www.townofcortlandt.com](http://www.townofcortlandt.com)

**Respectfully submitted,**

**Laroue Rose Shatzkin**  
Town Clerk

**Christine B. Cothren**  
Deputy Town Clerk

**RESOLUTION**

**NUMBER 369-23**

**(SCHEDULE A PUBLIC HEARING FOR JANUARY 23, 2024 REGARDING A DANGEROUS BUILDING AT 3275 LEXINGTON AVENUE)**

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

**WHEREAS**, the alleged dangerous building is located at 3275 Lexington Avenue (SBL 23.6-2-11); and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board Schedules a Public Hearing based on the Dangerous Building Evaluation report for January 23, 2024 at 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

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



# TOWN OF CORTLANDT

## DEPARTMENT OF TECHNICAL SERVICES

### CODE ENFORCEMENT DIVISION

**Michael Preziosi, P.E.**

*Director – D.O.T.S*

**Martin G. Rogers, P.E.**

*Director of Code  
Enforcement / D.O.T.S.*

**Holly Haight**

*Assistant Director of Code  
Enforcement / D.O.T.S.*

Town Hall, 1 Heady Street  
Cortlandt Manor, NY 10567

Main #: 914-734-1010

Fax #: 914-293-0991

**Town Supervisor**

Richard H. Becker

**Town Board**

James F. Creighton

Francis X. Farrell

Cristin Jacoby

Robert Mayes

### **DANGEROUS BUILDING EVALUATION**

3275 Lexington Avenue  
Town of Cortlandt, New York  
Tax ID 23.6-2-11

Prepared by:

Martin G. Rogers, P.E.,  
Director of Code Enforcement – Dept. of Technical Services  
November 22, 2023

Submitted to the Town Board December 2023

**Background:**

The property is zoned R-40 and is approximately 5.3 acres. There are a multiple residential structures on the property.

A Violation was issued on June 13, 2023 (Complaint CODE-23-169) for fire damage and structural issues; electrical and plumbing.

The property has remained in a state of disrepair. A recent site inspection was performed on November 7, 2023. The purpose of the inspection was to evaluate whether or not the structure can be deemed dangerous in accordance with Chapter 135 of the Town of Cortlandt Town Code.

**Dangerous Building Evaluation:**

The main residential building was deemed dangerous and an evaluation from the perimeter of the building was conducted. The lower level was secured and inaccessible. As taken from Chapter 135-1 Dangerous Buildings, all buildings or structures which have any or all of the following defects (responses in bold text) are dangerous.

*B. Those which, exclusive of the foundation, show thirty-three percent (33%) or more of damage or deterioration of the supporting member or members, or fifty percent (50%) of damage or deterioration of the non-supporting enclosing or outside walls or covering.*

**The roof shows signs of bowing and portions were damaged due to a tree falling on it.**

*C. Those which have improperly distributed loads upon the floors or roofs or in which the same are overloaded or which have insufficient strength to be reasonably safe for the purpose used.*

**The framing in the basement supporting upper level and roof are damaged or insufficient to support the imposed loads. The roof shows signs of bowing.**

*D. Those which have been damaged by fire, wind or other causes so as to have become dangerous to life, safety, morals or the general health and welfare of the occupants or the people of the Town of Cortlandt.*

**The structure has been damaged by fire and a tree falling on it.**

*G. Those which have parts thereof which are so attached that they may fall and injure members of the public or property.*

**The framing and roofing have been damaged and may collapse or fall.**

*I. Those which because of their condition are unsafe, insanitary or dangerous to the health, morals, safety or general welfare of the people of this town.*

**The main structure is in a state of disrepair. Access to the building is dangerous.**

*J. Those buildings existing in violation of any provision of the Building Code of this town or any provision of the Fire Prevention Code or other ordinance of this Town.*

As taken from the Property Maintenance Code of New York State (NYSPM):

- **301.3** *“All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.”*

**As outlined in the evaluation above the building and premises are unsafe.**

- **304.4 Structural members.** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

**As stated the building was damaged and is in a state of deterioration impacting the ability to safely support imposed loads.**

Refer to the Appendix for photograph evidence of the building.

**Conclusion:**

The main building meets the criteria set forth in Chapter 135 and should be demolished. All applicable local and state code for demolition procedures must be followed (i.e. lead and asbestos testing and abatement, pest management, property maintenance, etc....) and a demolition permit obtained through the Code Division.



Martin G. Rogers, P.E.  
Director of Code Enforcement – DOTS  
3275 Lexington Ave Dangerous Bldg Rpt.Docx



## APPENDIX













**RESOLUTION**

**NUMBER 368-23**

**(RE: SCHEDULE A PUBLIC HEARING FOR JANUARY 23, 2024 TO CONSIDER AGREEMENTS WITH VARIOUS FIRE DEPARTMENTS FOR FIRE PROTECTION SERVICES)**

**RESOLVED**, that the Town Board of the Town of Cortlandt, Westchester County, New York will conduct **PUBLIC HEARING** on the 23rd day of January, 2024 at 7:00 o'clock P.M., prevailing time, or as soon thereafter as possible, in the Vincent F. Nyberg General Meeting Room of the Town Hall located at One Heady Street, Cortlandt Manor, New York.

All persons interested in this proposed action will be heard at this time, date and place specified above, and written comments in regard thereto should be submitted to the Town Clerk no later than 4:00 pm, of the day of said Public Hearings to be included in the transcript of the proceedings of this hearing.

The Town Hall is a handicapped accessible facility.

**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**



**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.

<b>Part 1 – Project and Sponsor Information</b>				
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"/>	
	<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"/>	
	<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"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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)

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AN AGREEMENT WITH THE CONTINENTAL VILLAGE FIRE DEPARTMENT FOR FIRE PROTECTION IN THE CONSOLIDATED CONTINENTAL VILLAGE FIRE PROTECTION DISTRICT FOR THE YEAR 2024)**

**WHEREAS**, the Continental Village Fire Department has submitted the Town Board of the Town of Cortlandt a proposed contract price for the purpose of providing fire protection to the Consolidated Continental Village Fire Protection District located within the Town of Cortlandt for a ONE (1) year period; and

**WHEREAS**, on this date, the Town Board conducted a Public Hearing in regard to this proposed contract covering the period January 1, 2024 through December 31, 2024; and

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute an Agreement with the Continental Village Fire Department to provide that said Fire Department will give fire protection to the Consolidated Continental Village Fire Protection District located within the Town from January 1, 2024 through December 31, 2024 at a total contract price to the Town of \$190,500.

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

**Adopted on January 24, 2023  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AN AGREEMENT WITH THE  
MONTROSE FIRE DISTRICT FOR FIRE PROTECTION IN THE FURNACE DOCK  
FIRE PROTECTION DISTRICT FOR THE YEAR 2024)**

**WHEREAS**, the Montrose Fire District has submitted the Town Board of the Town of Cortlandt a proposed contract price for the purpose of providing fire protection to the Furnace Dock Fire Protection District located within the Town of Cortlandt for a ONE (1) year period; and

**WHEREAS**, on this date, the Town Board conducted a Public Hearing in regard to this proposed contract covering the period January 1, 2024 through December 31, 2024; and

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute an Agreement with the Montrose Fire District to provide that said Fire Department will give fire protection to the Furnace Dock Fire Protection District located within the Town from January 1, 2024 through December 31, 2024 at a total contract price to the Town of \$60,444.50.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AN AGREEMENT WITH THE VILLAGE OF CROTON FOR FIRE PROTECTION TO THE MT. AIRY/QUAKER BRIDGE FIRE PROTECTION DISTRICT FOR THE YEAR 2024)**

**WHEREAS**, the Village of Croton-on-Hudson has submitted the Town Board of the Town of Cortlandt a proposed contract price for the purpose of providing fire protection to the Mt. Airy/Quaker Bridge Fire Protection District located within the Town of Cortlandt for a ONE (1) year period; and

**WHEREAS**, on this date, the Town Board conducted a Public Hearing in regard to this proposed contract covering the period January 1, 2024 through December 31, 2024; and

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute an Agreement with the Village of Croton-on-Hudson to provide that said Fire Department will give fire protection to the Mt. Airy/Quaker Bridge Fire Protection District located within the Town from January 1, 2024 through December 31, 2024 at a total contract price to the Town of \$260,973.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 331-23**

**(SCHEDULE A PUBLIC HEARING FOR DECEMBER 12, 2023 TO CONSIDER  
INCREASING SENIOR TAX EXEMPTION)**

**WHEREAS**, periodically, the State updates permissible tax exemption limits for various groups; and

**WHEREAS**, to effectuate these changes, a local law must be passed by the Town Board; and

**WHEREAS**, the Supervisor and Town Board wish to schedule a public hearing to solicit feedback from the public on increasing the exemption for Senior Citizens as found in Article I of Chapter 275 of the Town Code;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board will schedule a Public Hearing for a local law concerning increasing the Senior exemption for qualifying residents for December 12, 2023 at 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

**Adopted November 14, 2023  
At a Regular Meeting  
Held at Town Hall**

Local Law No. \_\_\_ of 2024

**(A LOCAL LAW AMENDING THE TOWN CODE WITH RESPECT TO THE SENIOR TAX EXEMPTION)**

**Section 1. Legislative Intent**

The State of New York has updated exemption limits and other provisions pertaining to the Senior Tax Exemption. The Town has had provisions in place for the Senior Exemption for decades and now wishes to update its Code.

**Section 2. Amendments to Article I of Chapter 275: Senior Citizens Exemptions**

The current text of Article I of Chapter 275 shall be amended and replaced with the following:

**§ 275-1 Exemption established.**

**Real property owned by one or more persons, each of whom is 65 years of age or over, shall be exempt from taxation by the Town of Cortlandt to the extent of 50% of the assessed valuation thereof in accordance with the provisions in this Article.**

**§ 275-2 Disqualifications.**

**No exemption shall be granted:**

- A. If the income of the owner or the combined income of the owners of the property exceeds the sum of \$58,400 for the 12 consecutive months immediately preceding the date of making application for exemption. Where title is vested in either the husband, wife, or other legally authorized relation, their combined income may not exceed such sum. Such income shall include what is defined in Section 467 of the Real Property Tax Law. For purposes of income calculation, the Town opts in to include IRA distributions and opts to exclude unreimbursed medical expenses.**

- (1) Annual income for 2023. Said exemptions will take effect upon filing with the Secretary of State and shall apply to assessment rolls prepared on the basis of taxable status dates occurring on or after May 1, 2024.**

<b>Annual Income</b>	<b>Tax Exemption Allowed</b>
<b>Less than \$50,000.00</b>	<b>50%</b>
<b>\$50,000-\$50,999.99</b>	<b>45%</b>
<b>\$51,000-\$51,999.99</b>	<b>40%</b>
<b>\$52,000-\$52,999.99</b>	<b>35%</b>

\$53,000-\$53,899.99	30%
\$53,900.00-\$54,799.99	25%
\$54,800.00-\$55,699.99	20%
\$55,700.00-\$56,599.99	15%
\$56,600.00--\$57,499.99	10%
\$57,500.00-\$58,399.99	5%

**B. Unless the provisions of § 467 of the Real Property Tax Law have been satisfied.**

**C. If the property applied for is part of a cooperative apartment corporation.**

**§ 275-3 Application for Exemption**

Application for such exemption must be made by the owner or all of the owners of the property on forms to be furnished by the Town of Cortlandt Assessor's office, and said form shall furnish the information and be executed in the manner required or prescribed in such forms and shall be filed in such Assessor's office by the Taxable Status Date.

**§ 275-3.1 Automatic Renewal**

Any senior who has received the exemption for five (5) consecutive completed assessment rolls shall no longer be required to apply to the Assessor to receive the exemption. For the purposes of this provision, "five (5) consecutive assessment rolls" includes any years when the exemption was granted to a property owned by a spouse or married couple while both resided on the property.

**§ 275-3.2 Late Filing of Application**

Homeowners who failed to file a renewal application on or before the Taxable Status Date may submit a written request to the Assessor asking the Assessor to extend the filing deadline and to grant the exemption. The homeowner must be able to show good cause for the failure to timely file the renewal application, and must submit the written request to the Assessor no later than the last day for paying taxes without incurring interest or penalty. The request must contain an explanation of why the deadline was missed and a renewal application that reflects the facts and circumstances as they existed on Taxable Status Date. The Assessor may grant or deny this request and must mail notice of the determination to the owner.

**§ 275-4 Penalties for offenses.**

**Any conviction of having made any willful false statement in the application for such exemption shall be punishable by a fine not to exceed \$250 or up to 15 days in jail or by a civil penalty of not more than \$1,000 and shall disqualify the applicant or applicants from further exemption for a period of five years.**

**Section 3. Severability**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**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 January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 370-23**

**(SCHEDULE A PUBLIC HEARING ON A MORATORIUM FOR BATTERY ENERGY STORAGE SYSTEMS)**

**WHEREAS**, the Town has received numerous inquiries for Battery Energy Storage Systems; and

**WHEREAS**, some of these proposals are for areas which would not be appropriate; and

**WHEREAS**, to ensure the safety of the community, the Town Board is considering a nine (9) month moratorium on Battery Energy Storage Systems to allow a thorough analysis to take place;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board approves the scheduling of a public hearing for its Regular Meeting scheduled for January 23, 2024 at 7:00 PM in Town Hall, which is located at 1 Heady Street, Cortlandt Manor, New York 10567 for the proposed adoption of a moratorium for Battery Energy Storage Systems.

**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**



**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.

<b>Part 1 – Project and Sponsor Information</b>			
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?		NO	YES
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.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<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"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		



***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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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. \_\_\_ of 2024**

**(A Local Law Establishing a Moratorium for New Battery Energy Storage Systems)**

**Section 1: Legislative Intent**

The Town has received significant interest from Battery Energy Storage developers about potentially installing Battery Energy Storage infrastructure in Cortlandt. Currently, the Town Code is devoid of provisions directly related to Battery Energy Storage. This is a very important topic, and needs to be studied in depth in order to ensure the health, safety, and welfare of the residents. Enacting a moratorium would ensure the necessary pause to allow the Town’s staff to draft a comprehensive local law pertaining to Battery Energy Storage.

**Section 2: Moratorium**

No application shall be considered, nor approvals granted, by the Planning Board, Zoning Board of Appeals, or the Code Enforcement officials of the Town with respect to any applications for new Battery Energy Storage Systems,

**Section 3. Duration**

The moratorium herein shall be effective for nine (9) months from the effective date of this Local Law unless terminated earlier.

**Section 4. Hardship**

The Town Board retains unto itself the right to consider variances to this Local Law and to make all determinations with respect to its applicability and interpret and determine the same. Any issues with respect to the interpretation of and variances from this Law shall be determined by the Town Board upon written request of a property owner. This supersedes § 267 of the New York State Town Law as to variance process.

**Section 5. Severability**

If any section, subdivision, paragraph, clause, or phrase of this law shall be adjudged invalid or held unconstitutional by any court of competent jurisdiction, any judgment made thereby shall not affect the validity of this law as a whole or any part thereof other than the part or provision so adjudged to be invalid or unconstitutional.

**Section 6. Effective Date**

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

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

DRAFT



**TOWN OF CORTLANDT**  
**DEPARTMENT OF RECREATION AND CONSERVATION**



**Town Supervisor**  
RICHARD H. BECKER, MD

**Town Board Members**  
JAMES F. CREIGHTON  
FRANCIS X. FARRELL  
CRISTIN JACOBY  
ROBERT E. MAYES

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

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

December 13, 2023

TO: Supervisor Richard H. Becker

RE: ATTENDANCE - REGISTRATION - RECREATION

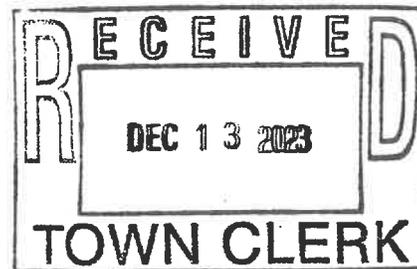
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

1. Indicates the total monthly attendance in our programs beginning January 2014.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of October 2023.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of October 2023.
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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JANUARY	10,382	10,931	9,159	8,329	10,343	10,193	9,309	727	6,026	2,016
FEBRUARY	10,663	10,286	10,045	9,166	9,179	9,061	10,044	948	6,334	7,396
MARCH	9,210	6,559	7,620	6,787	6,087	7,046	3,500	1,092	4,420	6,163
APRIL	8,846	10,593	12,792	9,437	7,699	8,448	8,027	3,708	2,392	11,347
MAY	13,593	16,210	14,267	15,092	12,887	11,480	110	8,696	8,755	10,951
JUNE	17,252	15,038	18,065	18,196	15,840	12,541	54	13,769	10,754	12,700
JULY	39,148	37,604	21,151	31,056	29,060	38,686	3,003	20,742	29,166	33,781
AUGUST	15,939	18,773	16,242	14,485	14,944	17,904	5,196	10,445	14,751	14,322
SEPTEMBER	12,197	13,111	10,614	9,449	9,208	8,968	5,391	8,000	10,001	10,731
OCTOBER	16,452	16,108	15,129	12,515	13,401	12,183	7,237	10,056	10,899	18,401
NOVEMBER	9,074	8,502	7,764	7,645	6,793	7,084	1,866	4,441	6,601	
DECEMBER	3,926	4,120	4,109	4,047	3,765	3,575	720	3,161	4,457	
TOTAL	166,982	167,835	146,957	146,204	139,206	147,169	54,457	85,785	114,556	127,808

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDACE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
					0	#DIV/0!
Art Explorers-Little Hands	3	24	2	10	14	5
Art Quest-Cool Vibes	3	18	2	10	8	5
Bowling-After School	4	8	4	16	-8	4
Bowling-Bumper	4	12	4	16	-4	4
Babysitting Skills					0	#DIV/0!
Baseball Camp					0	#DIV/0!
Baseball - Travel Tryout					0	#DIV/0!
Baseball - Travel Practice					0	#DIV/0!
Baseball - Travel Games					0	#DIV/0!
Basketball - Travel Scrimmage					0	#DIV/0!
Basketball - Travel Team Games					0	#DIV/0!
Basketball - Travel Team Tryouts - Boys	4	45	4	50	-5	12.5
Basketball - Travel Team Boys Prac.	9	96			96	#DIV/0!
Basketball - Girls Travel Team Game					0	#DIV/0!
Basketball - Girls Travel Team Tryouts	1	9	2	16	-7	8
Basketball - Girls Travel Team Prac.	3	27			27	#DIV/0!
Basketball - League Meetings					0	#DIV/0!
Basketball - Midget Girls Games					0	#DIV/0!
Basketball - Midget Girls Practice					0	#DIV/0!
Basketball - Midget Girls Tryouts					0	#DIV/0!
Basketball - Pee Wee Games					0	#DIV/0!
Basketball - Pee Wee Practice					0	#DIV/0!
Basketball - Pee Wee Tryouts					0	#DIV/0!
Basketball - Cub Boys Games					0	#DIV/0!
Basketball - Cub Boys Practice					0	#DIV/0!
Basketball - Cub Boys Tryouts					0	#DIV/0!
Basketball - Jr Boys Games					0	#DIV/0!
Basketball - Jr Boys Practice					0	#DIV/0!
Basketball - Jr Boys Tryouts					0	#DIV/0!
Basketball - Cub Girls Games					0	#DIV/0!
Basketball - Cub Girls Tryouts					0	#DIV/0!
Basketball - Cub Girls Practice					0	#DIV/0!
Basketball Camp - 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 - 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!
Cheerleading Camp					0	#DIV/0!
CPR/ for Prof. Rescuer					0	#DIV/0!
Game Café at the CUE			0	0	0	#DIV/0!

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDANCE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
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!
Drive-In Movie					0	#DIV/0!
Enviro Program-Hiding in Plain Sight			1	7	-7	7
Enviro Program-Hidden Signs of Animals	0	0	1	2	-2	2
Enviro Program-Living Like a Lenape	1	4			4	#DIV/0!
Enviro Program-Pond Study	1	3			3	#DIV/0!
Family Fun Day	1	2500			2500	#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!
Football - Dinner					0	#DIV/0!
Flute Choir					0	#DIV/0!
Golf					0	#DIV/0!
Guitar Lessons					0	#DIV/0!
Halloween - Parade			1	200	-200	200
Halloween - Party	1	250	1	250	0	250
Ice Skating - Lake Meahagh					0	#DIV/0!
Inline Skating Lessons					0	#DIV/0!
Junior Ballers					0	#DIV/0!
Junior Explorers					0	#DIV/0!
Karate Basics	4	20			20	#DIV/0!
Karate-Focused	4	4			4	#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!
Lacrosse Workouts					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!

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDANCE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
Music, Movement & Crafts					0	#DIV/0!
Nor-West	10	78			78	#DIV/0!
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!
Skyhawks Baseball	4	48			48	#DIV/0!
Skyhawks Volleyball	0	0			0	#DIV/0!
Skyhawks Basketball	4	60			60	#DIV/0!
Skyhawks Soccer Tots-Little Cubs	4	104			104	#DIV/0!
Skyhawks Soccer Tots-Cubs	4	84			84	#DIV/0!
Skyhawks Soccer Tots-Bears	4	56			56	#DIV/0!
Skyhawks Soccer Tots-Grizzlies	4	40			40	#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!
Soccer League - Midget Games - Boys	5	360	5	375	-15	75
Soccer League - Midget Games - Girls	5	300	5	400	-100	80
Soccer League - Junior Games - Boys					0	#DIV/0!
Soccer League - Junior Games - Girls	5	200			200	#DIV/0!
Soccer League - Pee Wee Games - Boys	5	375	5	400	-25	80
Soccer League - Pee Wee Games - Girls	5	220	5	225	-5	45
Soccer League - Pee Wee Co-Ed Clinic					0	#DIV/0!
Soccer League - Midget Prac. - Boys	20	1500	12	180	1320	15
Soccer League - Midget Prac. - Girls	20	200	12	300	-100	25
Soccer League - Junior Prac. - Boys					0	#DIV/0!
Soccer League - Junior Prac. - Girls	20	800			800	#DIV/0!
Soccer League - Pee Wee Prac. - Boys	20	1500	17	390	1110	22.941176
Soccer League - Pee Wee Prac. - Girls	20	880	13	135	745	10.384615
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	4	150	5	150	0	30
Soccer Travel Games - U12 Boys	4	200	5	200	0	40
Soccer Travel Games - U13 Boys	4	160			160	#DIV/0!
Soccer Travel Games - U14 Boys					0	#DIV/0!
Soccer Travel Games - U15 Boys	4	180			180	#DIV/0!
Soccer Travel Games - U10 Girls					0	#DIV/0!
Soccer Travel Games - U11 Girls	4	160	5	150	10	30
Soccer Travel Games - U12 Girls	4	200			200	#DIV/0!
Soccer Travel Games - U13 Girls			5	200	-200	40
Soccer Travel Games - U14 Girls			5	200	-200	40
Soccer Travel Games - U15 Girls					0	#DIV/0!
Soccer Travel Meetings					0	#DIV/0!

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDANCE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
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	9	135	9	135	0	15
Soccer Travel Practice - U12 Boys	9	180	9	180	0	20
Soccer Travel Practice - U13 Boys	9	144			144	#DIV/0!
Soccer Travel Practice - U14 Boys					0	#DIV/0!
Soccer Travel Practice - U15 Boys	9	162			162	#DIV/0!
Soccer Travel Practice - U10 Girls					0	#DIV/0!
Soccer Travel Practice - U11 Girls	9	144	9	135	9	15
Soccer Travel Practice - U12 Girls	9	180			180	#DIV/0!
Soccer Travel Practice - U13 Girls			9	180	-180	20
Soccer Travel Practice - U14 Girls			9	180	-180	20
Soccer Travel Practice - U15 Girls					0	#DIV/0!
Sports Squirts			4	460	-460	115
Super Hero Camp					0	#DIV/0!
Swim - Competitive Swim Clinic					0	#DIV/0!
Swim Instruction - 1,2,3	9	378	9	150	228	16.666667
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!
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	0	4	48	-48	12
Town Hall Tours					0	#DIV/0!
Track Meet					0	#DIV/0!
VolleyBall Camp - 3 camps					0	#DIV/0!
Volleyball Development					0	#DIV/0!

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDACE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
Youth Employment- Hen Hud	31	290	31	267	23	8.6129032
Youth Employment - Walter Panas	31	352	31	314	38	10.129032
Youth Center	24	590	26	602	-12	23.153846
YCS - Canteens	8	87	8	25	62	3.125
YCS - Classes & Trips			0	0	0	#DIV/0!
YCS - 5th Grade Fun Club After School					0	#DIV/0!
YCS - Rock Wall	25	215	15	122	93	8.1333333
YCS - DJ Nights, Karaoke, YC Got Talent	2	100	2	67	33	33.5
YCS - Halloween Party-Comm. Cntr	1	430			430	#DIV/0!
YCS - Sports Activities					0	#DIV/0!
YCS - Too Good for Violence 6th grade	4	64	7	144	-80	20.571429
YCS - Too Good for Violence 7th grade			7	15	-15	2.1428571
YCS - Too Good for Violence 8th grade					0	#DIV/0!
YCS - Open Gym	4	20	3	3	17	1
YCS - Gaming for Senior Citizens	5	0	4	0	0	0
YCS - After Camp Program					0	#DIV/0!
YCS - Healthy Snack Club					0	#DIV/0!
YCS - Birthday Parties/Rental	4	32	1	12	20	12
					0	#DIV/0!
<b>Total</b>	<b>428</b>	<b>14378</b>	<b>318</b>	<b>6921</b>	<b>7457</b>	<b>21.764151</b>

**TOWN OF CORTLANDT RECREATION  
MONTHLY ATTENDACE REPORT  
ADULT ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Oct. '23	Oct. '23	Oct. '22	Oct. '22	Oct. '23-Oct. '22	Average
					0	#DIV/0!
5K Road Race	1	100	1	107	-7	107
Badminton	3	42	2	26	16	13
Basketball - 30 & Older	4	93	5	122	-29	24.4
Basketball - 18 & Older	4	90	4	97	-7	24.25
Boating & Seamanship					0	#DIV/0!
Choosing a College Major					0	#DIV/0!
CPR - Town Employees					0	#DIV/0!
CPR/AED for the Professional Rescuer					0	#DIV/0!
Defensive Driving	2	20	2	34	-14	17
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			5	20	-20	4
Healthy Nutrition					0	#DIV/0!
Hip Hop					0	#DIV/0!
International Folk Dance					0	#DIV/0!
Introduction to Japanese	5	15	0	0	15	#DIV/0!
Karate	4	20	4	39	-19	9.75
Karate-Advanced					0	#DIV/0!
Light Saber Training	5	40	5	55	-15	11
Line Dancing					0	#DIV/0!
Meditation					0	#DIV/0!
Navigating College Admission Process					0	#DIV/0!
Navigating College Financial Aid Process					0	#DIV/0!
Nor-West	27	625			625	#DIV/0!
Oxygen Administration					0	#DIV/0!
Piano					0	#DIV/0!
Pickleball					0	#DIV/0!
Pilates					0	#DIV/0!
Run, Jog, Walk					0	#DIV/0!
Soccer-Referee Course					0	#DIV/0!
Softball League - Meeting					0	#DIV/0!
Softball League - Umpires Meeting					0	#DIV/0!
Softball - Men Fall Ball	13	2600	13	2600	0	200
Softball - Men Games					0	#DIV/0!
Softball - Mens/Tournament					0	#DIV/0!
Softball - Women's Games					0	#DIV/0!
Special Event/Supervisor					0	#DIV/0!
Summer Staff - Directors Meeting					0	#DIV/0!
Swim - Adult Beginner					0	#DIV/0!
Swim Facilities - CJC					0	#DIV/0!
Tai Chi					0	#DIV/0!
Tai-Kwon-Do					0	#DIV/0!
Tennis Instruction -Outdoor	0	0	4	96	-96	24
Tennis Team (Men's League)					0	#DIV/0!
Tennis Team (Women's League)					0	#DIV/0!
Track & Field Meets					0	#DIV/0!
Volleyball - Adv.	4	64			64	#DIV/0!
Yoga - Core & Stretch	4	46	4	56	-10	14
Yoga - Lite	4	44	3	51	-7	17
Yoga 2.0	4	68			68	#DIV/0!
Yoga Anyone					0	#DIV/0!
Yoga - Gentle	4	52	5	55	-3	11
Yoga & More					0	#DIV/0!
Waterfront Yoga					0	#DIV/0!
Woga	8	104	5	60	44	12
<b>TOTAL</b>	<b>96</b>	<b>4023</b>	<b>62</b>	<b>3418</b>	<b>605</b>	<b>55.129032</b>

ATTENDANCE - FIGURE COMPARISONS

Oct-23

2023 18,401  
 2022 10,339  
 DIFFERENCE 8,062

PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE

soccer league-midget games-girls	decrease in program participation	-100
soccer league-midget practice-girls	decrease in program participation	-100
Soccer Travel Games-GU13	not held in 2023	-200
Soccer Travel Games-GU14	not held in 2023	-200
Soccer Travel Practice-GU13	not held in 2023	-180
Soccer Travel Practice-GU14	not held in 2023	-180
Sports Squirts	not held in 2023	-460
YCS-too good for violence-6th grade	3 less sessions held	-80
Tennis Instruction-outdoor	not held in 2023	-96

PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE

basketball.travel team boys practice	not held in 2022	96
family fun day	not held in 2022	2500
skyhawks basketball	not held in 2022	60
skyhawks soccer tots-little cubs	not held in 2022	104
skyhawks soccer tots-cubs	not held in 2022	84
skyhawks soccer tots-bears	not held in 2022	56
soccer league-junior games-girls	not held in 2022	200
soccer league-midget practice-boys	8 additional sessions held	1320
soccer league-junior practice-girls	not held in 2022	800
soccer league-pee wee practice-boys	increase in program participation	1110
soccer league-pee wee practice-girls	7 additional sessions held	745
Soccer Travel Games-BU13	not held in 2022	160
Soccer Travel Games-BU15	not held in 2022	180
Soccer Travel Games-GU12	not held in 2022	200
Soccer Travel Practice-BU13	not held in 2022	144
Soccer Travel Practice-BU15	not held in 2022	162
Soccer Travel Practice-GU12	not held in 2022	180
Swim instruction-1,2,3	increase in program participation	228
YCS-canteens	increase in program participation	62
YCS-rock wall	10 additional sessions held	93
YCS-halloween party-comm. Cntr	not held in 2022	430
Norwest-adult	not held in 2022	625
volleyball advanced	not held in 2022	64
yoga 2.0	not held in 2022	68

TOTAL

-1596

TOTAL 9671



**TOWN OF CORTLANDT**  
**DEPARTMENT OF RECREATION AND CONSERVATION**



**Town Supervisor**  
RICHARD H. BECKER, MD

**Town Board Members**  
JAMES F. CREIGHTON  
FRANCIS X. FARRELL  
CRISTIN JACOBY  
ROBERT E. MAYES

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

December 19, 2023

TO: Supervisor Richard H. Becker

RE: ATTENDANCE - REGISTRATION - RECREATION

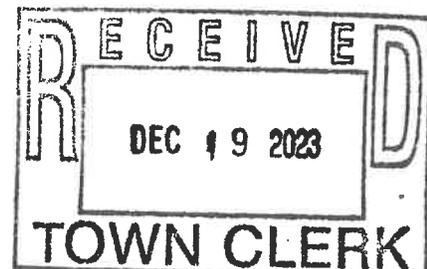
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

1. Indicates the total monthly attendance in our programs beginning January 2014.
2. Provides a detailed attendance report for our YOUTH recreation programs conducted during the month of November 2023.
3. Provides a detailed attendance report for our ADULT recreation programs conducted during the month of November 2023.
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

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
JANUARY	10,382	10,931	9,159	8,329	10,343	10,193	9,309	727	6,026	2,016
FEBRUARY	10,663	10,286	10,045	9,166	9,179	9,061	10,044	948	6,334	7,396
MARCH	9,210	6,559	7,620	6,787	6,087	7,046	3,500	1,092	4,420	6,163
APRIL	8,846	10,593	12,792	9,437	7,699	8,448	8,027	3,708	2,392	11,347
MAY	13,893	16,210	14,267	15,092	12,887	11,480	110	8,696	8,755	10,951
JUNE	17,252	15,038	18,065	18,196	15,840	12,541	54	13,769	10,754	12,700
JULY	39,148	37,604	21,151	31,056	29,060	38,686	3,003	20,742	29,166	33,781
AUGUST	15,939	18,773	16,242	14,485	14,944	17,904	5,196	10,445	14,751	14,322
SEPTEMBER	12,197	13,111	10,614	9,449	9,208	8,968	5,391	8,000	10,001	10,731
OCTOBER	16,452	16,108	15,129	12,515	13,401	12,183	7,237	10,056	10,899	18,401
NOVEMBER	9,074	8,502	7,764	7,645	6,793	7,084	1,866	4,441	6,601	7,032
DECEMBER	3,926	4,120	4,109	4,047	3,765	3,575	720	3,161	4,457	
TOTAL	166,982	167,835	146,957	146,204	139,206	147,169	54,457	85,785	114,556	134,840

DEC 1 2023

**TOWN OF CORTLANDT RECREATION  
MONTHLY ATTENDANCE REPORT  
YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Nov. '23	Nov. '23	Nov. '22	Nov. '22	Nov. '23-Nov. '22	Average
					0	#DIV/0!
Art Explorers-Little Hands	3	24	3	15	9	5
Art Quest-Cool Vibes	3	18	3	15	3	5
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	0	0	1	35	-35	35
Basketball - Travel Team Tryouts - Boys					0	#DIV/0!
Basketball - Travel Team Boys Prac.	9	135	12	160	-25	13.333333
Basketball - Girls Travel Team Game					0	#DIV/0!
Basketball - Girls Travel Team Tryouts					0	#DIV/0!
Basketball - Girls Travel Team Prac.	3	45	8	80	-35	10
Basketball - League Meetings					0	#DIV/0!
Basketball - Cub Girls Games					0	#DIV/0!
Basketball - Cub Girls Tryouts	1	20	1	20	0	20
Basketball - Cub Girls Practice	12	144	7	167	-23	23.857143
Basketball - Cub/Midget Girls Practice					0	#DIV/0!
Basketball - Cub/Midget Girls Games					0	#DIV/0!
Basketball - Midget Girls Games					0	#DIV/0!
Basketball - Midget Girls Practice	12	156	11	195	-39	17.727273
Basketball - Midget Girls Tryouts	1	22	1	20	2	20
Basketball - Pee Wee Games					0	#DIV/0!
Basketball - Pee Wee Practice	12	144	13	325	-181	25
Basketball - Pee Wee Tryouts	1	44	1	60	-16	60
Basketball - Cub Boys Games					0	#DIV/0!
Basketball - Cub Boys Practice	12	156	9	252	-96	28
Basketball - Cub Boys Tryouts	1	42	1	36	6	36
Basketball - Jr Boys Games					0	#DIV/0!
Basketball - Jr Boys Practice					0	#DIV/0!
Basketball - Jr Boys Tryouts					0	#DIV/0!
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-Tryouts					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	4	8	4	16	-8	4
Bowling-Bumper	4	12	4	16	-4	4
Cheerleading Camp					0	#DIV/0!
CPR/ for Prof. Rescuer					0	#DIV/0!
Game Café at the CUE			0	0	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!

**TOWN OF CORTLANDT RECREATION  
MONTHLY ATTENDANCE REPORT  
YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Nov. '23	Nov. '23	Nov. '22	Nov. '22	Nov. '23-Nov. '22	Average
Day Camp (7,8)					0	#DIV/0!
Day Camp (5,6)					0	#DIV/0!
Day Camp - Day Play					0	#DIV/0!
Environ. Prog.- Fun w/Seeds			1	3	-3	3
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/Awards					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	4	72	8	170	-98	21.25
Inline Skating Lessons					0	#DIV/0!
Junior Ballers					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	8	65			65	#DIV/0!
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!

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDANCE REPORT**

**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Nov. '23	Nov. '23	Nov. '22	Nov. '22	Nov. '23-Nov. '22	Average
Sailor Fitness					0	#DIV/0!
Sailor Softball Camp					0	#DIV/0!
Skyhawks Baseball	1	16			16	#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!
Soccer League - Midget Games - Boys	2	150	2	150	0	75
Soccer League - Midget Games - Girls	2	120	2	160	-40	80
Soccer League - Junior Games - Boys					0	#DIV/0!
Soccer League - Junior Games - Girls	2	80			80	#DIV/0!
Soccer League - Pee Wee Games - Boys	2	180	2	160	20	80
Soccer League - Pee Wee Games - Girls	2	80	2	90	-10	45
Soccer League - Pee Wee Co-Ed Clinic					0	#DIV/0!
Soccer League - Midget Prac. - Boys	10	150	6	90	60	15
Soccer League - Midget Prac. - Girls	10	150	6	150	0	25
Soccer League - Junior Prac. - Boys					0	#DIV/0!
Soccer League - Junior Prac. - Girls	10	100			100	#DIV/0!
Soccer League - Pee Wee Prac. - Boys	10	150	7	150	0	21.428571
Soccer League - Pee Wee Prac. - Girls	10	100	5	105	-5	21
Soccer - Awards Night	1	300	1	300	0	300
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	3	98	3	90	8	30
Soccer Travel Games - U12 Boys	3	135	3	120	15	40
Soccer Travel Games - U13 Boys	3	112			112	#DIV/0!
Soccer Travel Games - U14 Boys					0	#DIV/0!
Soccer Travel Games - U15 Boys	3	120			120	#DIV/0!
Soccer Travel Games - U10 Girls					0	#DIV/0!
Soccer Travel Games - U11 Girls	3	105	3	90	15	30
Soccer Travel Games - U12 Girls	3	135			135	#DIV/0!
Soccer Travel Games - U13 Girls			3	120	-120	40
Soccer Travel Games - U14 Girls			3	120	-120	40
Soccer Travel Games - U15 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	6	90	6	90	0	15
Soccer Travel Practice - U12 Boys	6	120	6	120	0	20
Soccer Travel Practice - U13 Boys	6	96			96	#DIV/0!
Soccer Travel Practice - U14 Boys					0	#DIV/0!
Soccer Travel Practice - U15 Boys	6	108			108	#DIV/0!
Soccer Travel Practice - U10 Girls					0	#DIV/0!
Soccer Travel Practice - U11 Girls	6	96	6	90	6	15
Soccer Travel Practice - U12 Girls	6	120			120	#DIV/0!
Soccer Travel Practice - U13 Girls			6	120	-120	20
Soccer Travel Practice - U14 Girls			6	120	-120	20
Soccer Travel Practice - U15 Girls					0	#DIV/0!
Sports Squirts					0	#DIV/0!
Super Hero Camp					0	#DIV/0!

**TOWN OF CORTLANDT RECREATION**  
**MONTHLY ATTENDANCE REPORT**  
**YOUTH ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Nov. '23	Nov. '23	Nov. '22	Nov. '22	Nov. '23-Nov. '22	Average
Swim - Competitive Swim Clinic					0	#DIV/0!
Swim Instruction - 1,2,3	2	84	9	150	-66	16.666667
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!
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	30	316	30	270	46	9
Youth Employment - Walter Panas	30	369	30	320	49	10.666667
Youth Center	25	509	25	622	-113	24.88
YCS - Canteens	6	49	6	57	-8	9.5
YCS - Courses & Trips					0	#DIV/0!
YCS - 5th Grade Fun Club After School					0	#DIV/0!
YCS - Rock Wall & Weight Training	25	109	25	162	-53	6.48
YCS - Too Good for Violence 6th grade	4	72	3	64	8	21.333333
YCS - Too Good for Violence 7th grade			3	9	-9	3
YCS - Special Event					0	#DIV/0!
YCS - Sports Activities			3	19	-19	6.333333
YCS - DJ Nights, Karaoke, YC Got Talent	2	19	1	18	1	18
YCS - Open Gym	4	46	4	17	29	4.25
YCS - Healthy Snack Club					0	#DIV/0!
YCS - After Camp Program					0	#DIV/0!
YCS - Gaming for Senior Citizens	4	0	5	0	0	0
YCS - Birthday Parties/Rental	4	52	0	0	52	#DIV/0!
YCS - Lifeskills: booster	1	8	0	0	8	#DIV/0!
					0	#DIV/0!
<b>Total</b>	<b>343</b>	<b>5651</b>	<b>310</b>	<b>5728</b>	<b>-77</b>	<b>18.477419</b>

**TOWN OF CORTLANDT RECREATION**

**MONTHLY ATTENDANCE REPORT**

**ADULT ACTIVITY - 2023**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2023 Daily
	Nov. '23	Nov. '23	Nov. '22	Nov. '22	Nov. '23-Nov. '22	Average
					0	#DIV/0!
Badminton	4	52	4	52	0	13
Basketball - 30 & Older	3	69			69	#DIV/0!
Basketball - 18 & Older	4	85			85	#DIV/0!
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!
Golf Outing					0	#DIV/0!
Golf Instruction					0	#DIV/0!
Guitar Lessons					0	#DIV/0!
International Folk Dance					0	#DIV/0!
Introduction to Japanese	4	12			12	#DIV/0!
Karate-Advanced					0	#DIV/0!
Karate	4	32	3	30	2	10
Light Saber Training	4	64	4	44	20	11
Line Dancing					0	#DIV/0!
Navigating College Admission Process					0	#DIV/0!
Navigating College Financial Aid Process					0	#DIV/0!
Nor-West	18	431			431	#DIV/0!
Oxygen Administration					0	#DIV/0!
Piano					0	#DIV/0!
Pickleball					0	#DIV/0!
Pilates					0	#DIV/0!
Piloxing					0	#DIV/0!
Run, Jog, Walk					0	#DIV/0!
Soccer-Referee Course					0	#DIV/0!
Softball League - Meeting					0	#DIV/0!
Softball League - Umpires Meeting					0	#DIV/0!
Softball - Men Fall Ball					0	#DIV/0!
Softball - Men 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!
Tai Chi	4	60	4	72	-12	18
Tai Chi Advances	4	16			16	#DIV/0!
Tennis Instruction-Outdoor					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.	3	48			48	#DIV/0!
Yoga - Core & Stretch	4	64	5	70	-6	14
Yoga - Lite	4	44	1	17	27	17
Yoga 2.0	4	68	3	97	-29	32.333333
Yoga Anyone					0	#DIV/0!
Yoga - Gentle	4	52	4	44	8	11
Westchester Women's Chorus	3	180			180	#DIV/0!
Woga	8	104	7	72	32	10.285714
<b>TOTAL</b>	<b>79</b>	<b>1381</b>	<b>35</b>	<b>498</b>	<b>883</b>	<b>14.228571</b>

ATTENDANCE - FIGURE COMPARISONS

Nov-23

2023 7,032

2022 6,226

DIFFERENCE 806

PRINCIPLE PROGRAMS AFFECTING DECREASE IN PROGRAM ATTENDANCE

basketball-pee wee practice	decrease in program participation	-181
basketball-cub boy practice	decrease in program participation	-96
ice skating rink	4 less sessions held	-98
soccer travel games-GU13	not held in 2023	-120
soccer travel games-GU14	not held in 2023	-120
soccer travel practice-GU13	not held in 2023	-120
soccer travel practice-GU14	not held in 2023	-120
swim instruction-1,2,3	7 less sessions held	-66
youth center	decrease in program participation	-113
YCS-rock wall & weight training	decrease in program participation	-53

PRINCIPLE PROGRAM AFFECTING INCREASE IN PROGRAM ATTENDANCE

Norwest-youth	not held in 2022	65
soccer league-junior games-girls	not held in 2022	80
soccer league-midget practice-boys	4 additional sessions held	60
soccer league-junior practice-girls	not held in 2022	100
soccer travel games-BU13	not held in 2022	112
soccer travel games-BU15	not held in 2022	120
soccer travel games-GU12	not held in 2022	120
soccer travel practice-BU13	not held in 2022	135
soccer travel practice-BU15	not held in 2022	96
soccer travel practice-GU12	not held in 2022	108
YCS-birthday party rentals	not held in 2022	120
basketball 30 & over	4 additional sessions held	52
basketball 18 & over	not held in 2022	69
Norwest-adult	not held in 2022	85
Westchester Womens chorus	not held in 2022	431
	not held in 2022	180

TOTAL

-1087

TOTAL 1813



Town Supervisor  
RICHARD H. BECKER, MD

Town Board Members  
JAMES F. CREIGHTON  
FRANCIS X. FARRELL  
CRISTIN JACOBY  
ROBERT E. MAYES

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

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



DAWN J. MAHONEY  
Director  
OFFICE FOR SENIOR SERVICES  
[DAWNM@TOWNOFCORTLANDT.COM](mailto:DAWNM@TOWNOFCORTLANDT.COM)

December 29, 2023

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 December, 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



2023-DECEMBER

Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	2	205	102.5
VERPLANCK CLUB	1	40	40
PARTIES	2	215	107.5
EXERCISE	12	500	41.66
Acts, Cards, Ceram.	11	321	29.18
SPECIALS	9	357	39.66
BUS TRANS.	7	41	5.86
TRIPS	n/a	n/a	n/a
HOME VISITS	0	0	0
WJCS/REFERRAL	17	68	4.00
SHOPPING	4	19	4.75
MEDICAL CAR	12	32	2.67
CONGREGRATE	18	104	5.78
HDM / SNAP	18	1077	59.83

**Senior Citizen Clubs:**

We had 2 large club meetings this month with an average of 103 in attendance at each. There were 2 less meetings this month due to the club party and the holiday week. Verplanck Seniors continue to meet at the Schoolhouse each week.

**Nutrition Program:**

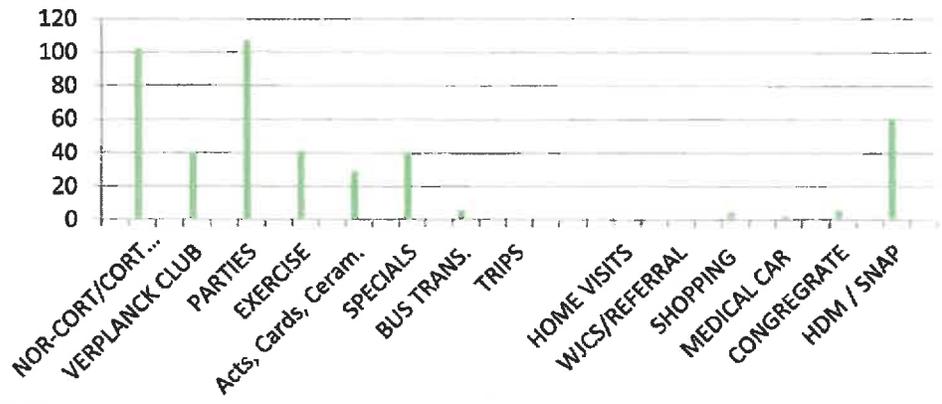
The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. December yielded a few new additions to the program.

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 December calendar so you can reference all the other offerings at the Center. In addition, to our regularly scheduled programs, we had a special visit by Blue Santa, Reindeer Races, and a Blood Pressure Speaker.

### Senior Citizen Activities for December 2023





# 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 DECEMBER 2023*

<b><i>PURCHASE ORDERS PROCESSED</i></b>	<b><i>190</i></b>
<b><i>APPROXIMATE PURCHASING VOLUME</i></b>	<b><i>\$98,020.</i></b>

### ***AWARDED BIDS/RFP***

*#23-15 Installation of New Water Meter Register Heads and Water Service Line Lead Testing - Completed*

### **SCHEDULED BIDS/RFP'S**

*RFB#24-01 Cook Pool Resurfacing Phase 1 – Town Clerk Opening 1/17/2024*  
*RFB – Hardware Supplies – NEW '24*  
*RFB -- Fuel Oil Delivery New '24*  
*RFB – Electric Services – month to month extension.*  
*RFB – Equipment Services -NEW'24*  
*RFB – Tree Work -NEW '24*  
*RFP – Cemetery NEW '24*  
*RFB – Grass Cutting NEW '24*

*Respectfully yours,*

*Jennifer S. Glasheen*  
*Director of Purchasing*





# TOWN OF CORTLANDT

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

**DEBRA A CARTER**  
RECEIVER OF TAXES

January 2, 2024

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

Dear Supervisor Becker:

Pursuant to Chapter 283, Section 281 of the Westchester County Administrative Code 1948, I herewith submit this statement of all monies collected by the Tax Office for the month of December 2023.

Sincerely,

*Debra A. Carter*

Debra A Carter  
Receiver of Taxer



TOWN OF CORTLANDT  
RECEIVER OF TAXES

December 1, 2023 to December 31, 2023

COLLECTION	OPENING BALANCE	COLLECTION	UNAPPLIED	CREDIT CARD FEES	MEMO/CHK FEES	MISC	OVER/SHORT	CLOSING BALANCE
School Taxes 2023-24 *								
Croton Harmon	15,727,859.91	4,863,041.96						10,864,817.95
Hendrick Hudson	20,372,723.81	6,910,163.06						13,462,560.75
Lakeland	22,799,462.72	8,755,226.05						14,044,236.67
Putnam	1,838,080.64	749,833.46						1,088,247.18
Yorktown	763,299.69	240,293.22						523,006.47
Total School Taxes	61,501,426.77	21,518,557.75						39,982,869.02
School Penalty 2023-2024		11,330.97						
Town & County 2023	311,010.11	23822.18						287,187.93
Town & County 2023 Penalty	-	2,382.23						
Total		21,556,093.13						
Liens	2,140,058.36	25,209.36						2,114,849.00
Lien Interest		1,512.56						
Installation Plan	31,369.73							31,369.73
Installation Plan Interest								
Total Lien & Interest		26,721.92						
TOTALS Base & Interest	-	21,582,815.05	5,217.87	1,817.55	225.00		(1.21)	21,590,074.26

Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	11	192.50
	TOWN CLERK FEES	Birth Certificates	74	740.00
		Carting License	3	750.00
		Death Certificates	246	2,460.00
		EZPass	3	75.00
		Genealogy	3	66.00
		Marriage Copy	4	40.00
		Marriage Officiant	2	50.00
		<b>Sub-Total:</b>		<b>\$4,373.50</b>
A2544	Dog Licensing	Female, Spayed	13	117.00
		Female, Unspayed	4	60.00
		Male, Neutered	11	99.00
		Male, Unneutered	6	90.00
		Replacement Tags	1	5.00
		<b>Sub-Total:</b>		<b>\$371.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$4,744.50</b>
Amount paid to: NYS Ag. & Markets for spay/neuter program				54.00
Amount paid to: Nystatedept. For Marriage Lic.				247.50
<b>Total State, County &amp; Local Revenues:</b>		<b>\$5,046.00</b>	<b>Total Non-Local Revenues: \$301.50</b>	

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.

R. Clifton Buel      1/2/2024      JR Shatzkin      01/02/2024  
 Supervisor                      Date                      Town Clerk                      Date



# TOWN OF CORTLANDT

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

DEBRA A CARTER  
RECEIVER OF TAXES

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

From: Debra Carter  
Receiver of Taxes

RE: Annual Collection Report 2023  
Date: January 5, 2024

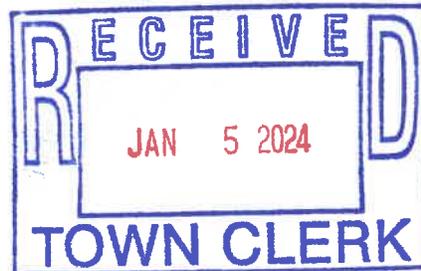
Happy New Year!

2023 Was a productive and busy year for the Tax Department. Attached is the 2023 Annual Collection Report.

Highlights include:

- 99.5% Town collection rate
- Processed over \$194 Million Dollars for the Town/County and 5 School Districts. 3% increase over last year
- Received over \$700k in Lien Payoffs which is an increase of 24.4% over last year.
- \$396k in penalties collected- a decrease of close to \$100k due to better outreach to our homeowners

We are looking forward to a great year in 2024 with many new initiatives to roll out so stay tuned!  
If you have any questions, please don't hesitate to contact me.



TOWN OF CORTLANDT  
 RECEIVER OF TAXES  
 2023 ANNUAL REPORT

MONTH	TOWN		AND		COUNTY		SCHOOL		LIENS			PAYMENT PLAN		UN-		CREDIT CARD		MEMO		OVER/		MISC		TOTAL	
	2022	2022 Penalty	2022	2023	2023	2023 Penalty	2022-2023	2023-2024	Penalty	Face	Interest	Base	Interest	APPLIED	FEEES	FEEES	FEEES	SHORT	FEEES	SHORT	FEEES	COLLECTION			
JAN	38,514.20	4,515.97					35,884,491.12		9,863.74	25,334.81	6,133.75	3,690.08	984.77	9,615.37	16,310.03	690.00	690.00	(1.39)	1,800.00		36,000,442.45				
FEB	26,471.03	3,176.53					2,397,033.17		65,029.38	46,077.64	6,228.78	1,872.76	427.20	5,587.86	957.69	285.00	285.00	0.35	1.00		2,550,848.43				
MAR	10,325.38	1,239.05					365,500.41		36,550.07	29,050.14	5,787.10	1,872.76	427.20	5,587.86	2,700.82	65.00	65.00	0.85	113.13		3,213,108.63				
APR	7,524.20	902.90					189,577.39		21,788.50	21,501.79	3,240.44			39,710.07	15,578.08	720.00	720.00	(0.98)			49,910,251.34				
MAY	27,176.26	3,552.90					218,665.56		28,426.53	59,971.95	17,208.48	1,891.49	446.67		1,781.96	235.00	85.00	1.44	113.13		494,403.75				
JUN	12,483.26	1,746.82					134,641.03		18,820.21	13,023.56	1,561.29	1,910.40	428.52		883.87	85.00	85.00	(0.01)	113.13		2,276,830.86				
JUL									136,720.87	100,044.82	3,706.22	1,910.40	428.52		201.43	40.00	40.00	0.07	113.13		250,001.48				
AUG									100,473.44	73,377.73	11,705.67	1,910.40	428.52		1,862.41	60.00	60.00	0.08	1,800.00		1,660,514.41				
SEP									38,226.10	24,630.97	2,675.83	1,910.40	428.52		21,703.37	20.00	20.00	(1.97)	600.00		63,691,650.58				
OCT									24,630.97	11,845,409.68	5,805.12	1,929.51	468.06		3,391.00	445.00	445.00	0.80	273.30		11,947,580.68				
NOV									14,644.41	436,140.10	5,805.12	1,929.51	468.06		68.10	34.99	34.99	(0.67)	273.30		569,121.83				
DEC									23,822.18	21,518,557.75	11,330.97	1,929.51	468.06		1,817.55	225.00	225.00	(1.21)	273.30		21,990,074.26				
TOTAL	122,494.33	15,114.17					39,055,267.65		214,641.77	704,230.73	112,258.88	11,294.24	2,755.22	124,310.73	67,056.31	2,904.99		(2.64)	3,013.69		194,154,498.70				

Account#	Account Description	Fee Description	Qty	Local Share
		Special Permit	4	400.00
	Marriage License	marriage license	160	2,730.00
	TOWN CLERK FEES	Birth Certificates	1199	11,990.00
		Carting License	20	5,000.00
		Death Certificates	4135	41,350.00
		Dog Release Fee	4	100.00
		EZPass	48	1,200.00
		Fireworks License	3	750.00
		FOIL	1	57.00
		Genealogy	38	812.00
		Marriage Copy	81	810.00
		Marriage Officiant	14	350.00
		Misc. Cash	6	105.00
		<b>Sub-Total:</b>		<b>\$65,654.00</b>
A2530	WAGERING FEES	Games Chance Permits	9	90.00
		Games Chance Proceed	1	49.00
		<b>Sub-Total:</b>		<b>\$139.00</b>
A2544	Dog Licensing	Exempt Dogs	10	0.00
		Female, Spayed	254	2,286.00
		Female, Unspayed	30	450.00
		Male, Neutered	244	2,196.00
		Male, Unneutered	49	735.00
		Replacement Tags	12	60.00
		<b>Sub-Total:</b>		<b>\$5,727.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$71,520.00</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			735.00
Amount paid to:	Nystatedept. For Marriage Lic.			3,510.00
Amount paid to:	State Comptroller for Games of Chance			135.00
<b>Total State, County &amp; Local Revenues:</b>				<b>\$75,900.00</b>
<b>Total Non-Local Revenues:</b>				<b>\$4,380.00</b>

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.

Rochelle Beel 1/1/24  
Supervisor Date

JR Shatzkin 01/01/24  
Town Clerk Date

**From:** Theresa Knickerbocker <[TheresaK@villageofbuchanan.com](mailto:TheresaK@villageofbuchanan.com)>

**Sent:** Friday, December 29, 2023 10:03 AM

**To:** Richard Becker <[RichardB@townofcortlandt.com](mailto:RichardB@townofcortlandt.com)>

**Subject:** Crosswalks

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

Hello Rich

We recently had a request from a Town Resident to install a crosswalk on Bannon Ave/Kings Ferry and Tate Ave/Kings Ferry. They stated that those intersections were dangerous and that they had almost gotten hit while crossing the road

Since the Town had originally installed those sidewalks when the Library opened, we were wondering if the Town could also install Crosswalks at the Bannon Ave/Kings Ferry and Tate/Kings Ferry intersections along with the ADA curb cuts

Thank you  
Happy New Year  
Theresa





Organized July 1964  
Peekskill Community Volunteer Ambulance Corps.  
1427 Main Street, Peekskill, New York 10566

---

*For Emergencies  
Dial 911*

*Business Phone  
(914)737-5310*

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December 21, 2023

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

Patricia Robcke  
Town Comptroller  
Town of Cortlandt  
1 Heady Street  
Cortlandt Manor, NY 10567

Re: Increase of our Annual Fee

Dear Dr. Becker & Ms. Robcke:

We have been assisting your town for many years and are requesting an increase of \$10,000.00 to the amount of \$30,000.00 annually.

By assisting your town, we double our mileage, as we cover calls at all the following:

Continental Village  
½ the Bear Mountain Bridge  
Anthony's Nose

Bear Mountain Bridge Road (The Goat Trail)  
Camp Smith  
Part of 9D

We would appreciate this subject being brought up at your next Town Board meeting and advising us of the outcome. We have included our Certificate of Liability so we can at least start the process for the 2024 agreement.

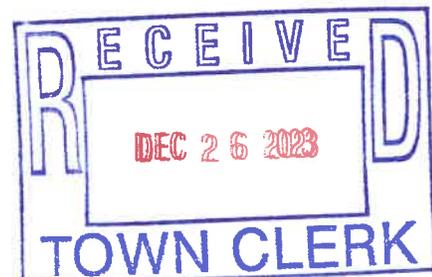
Should you have any questions or concerns, please feel free to contact me at bagosto@pcvac.org.

Sincerely,

A handwritten signature in cursive script that reads "Betty Agosto".

Betty Agosto  
Treasurer

cc: Laroue Rose Shatzkin  
Town Clerk



**RESOLUTION**

**DRAFT**

NUMBER ~~24~~

**(RE: REAPPOINT KEVIN KOBASA AS A MEMBER AND APPOINT STEVEN KESSLER AS CHAIR AND THOMAS BIANCHI AS VICE CHAIR OF THE PLANNING BOARD)**

**WHEREAS**, it is the desire of the Town Board to reappoint Kevin Kobasa as a Member of the Planning Board for a full term commencing January 1, 2024 and ending December 31, 2030;

**WHEREAS**, it is the desire of the Town Board to reappoint Steven Kessler and Thomas Bianchi as Chair and Vice Chair, respectively, for two year terms commencing on January 1, 2024 and ending on December 31, 2025; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby reappoint Kevin Kobasa as a Member for a full term commencing on January 1, 2024 and ending on December 31, 2030, and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Cortlandt does hereby reappoint Steven Kessler and Thomas Bianchi as Chair and Vice Chair, respectively, for two year terms commencing on January 1, 2024 and ending on December 31, 2025, and

**BE IT FURTHER RESOLVED**, that all said appointees shall be compensated at a salary as outlined in the annual salary resolution to be paid on the same payroll as other Town of Cortlandt Planning Board members; and the above appointed members shall serve along with the following previously appointed members whose terms are outlined below:

**7 MEMBERS/7 YEAR TERMS – 1 ALTERNATE/2 YEAR TERM**

**JEFFREY ROTHFEDER**

1426 Washington Street  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2024

**NORA HILDINGER**

One James Street  
Verplanck, NY 10596

TERM EXPIRES 12/31/2027

**DAVID DOUGLAS**

36 Wood Dale Ave  
Croton-on-Hudson, New York 10520

TERM EXPIRES 12/31/2028

**PETER McKINLEY**

29 Montrose Point Rd  
Montrose, NY 10548

TERM EXPIRES 12/31/2029

**VACANT (Alternate)**

TERM EXPIRES 12/31/2023

**APPOINTED ABOVE:**

**STEVEN KESSLER**

1515 Lower Washington Street  
Cortlandt Manor, New York 10567

**(Chair 12/31/2025)**

TERM EXPIRES 12/31/2025

**THOMAS BIANCHI**

2 Fairgreen Court  
Cortlandt Manor, New York 10567

**(Vice Chair 12/31/2025)**

TERM EXPIRES 12/31/2026

**KEVIN KOBASA**

15 Maple Moor Lane  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2030

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

NUMBER

**DRAFT**

**(RE: REAPPOINT MICHAEL FLEMING AS A MEMBER AND CHAIR, AND REAPPOINT WAI MAN CHIN AS VICE CHAIR OF THE ZONING BOARD OF APPEALS)**

**WHEREAS**, it is the desire of the Town Board to reappoint Michael Fleming, as a member of the Zoning Board of Appeals, for a term commencing on January 1, 2024 and ending December 31, 2030; and

**WHEREAS**, it is the desire of the Town Board to reappoint Michael Fleming as Chair, and reappoint Wai Main Chin as Vice Chair of the Zoning Board of Appeals, for terms commencing on January 1, 2024 and ending December 31, 2025;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Cortlandt does hereby reappoint Michael Fleming as a member of the Zoning Board of Appeals for a term ending December 31, 2030; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Cortlandt does hereby reappoint Michael Fleming as Chair and Wai Man Chin as Vice Chair of the Zoning Board of Appeals for terms ending December 31, 2025; and

**BE IT FURTHER RESOLVED**, that said appointees are to be compensated at an annual salary as outlined in the annual salary resolution to be paid on the same payroll as other ZBA members; and the above appointed member shall serve along with the following previously appointed members whose terms are outlined below;

**7 MEMBERS - 7 YEAR TERM  
1 ALTERNATE - 2 YEAR TERM  
CHAIRS - 2 YEAR TERM**

**Chairs:**

<b>CHAIR – MICHAEL FLEMING</b>	<b>to 12/31/2025</b>
<b>VICE CHAIR – WAI MAN CHIN</b>	<b>to 12/31/2025</b>

**WAI MAN CHIN (Vice Chair)**  
77 East Mt. Airy Road  
Croton-on-Hudson, New York 10520

**TERM EXPIRES 12/31/2025**

**THOMAS WALSH**  
260 Buttonwood Ave  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2024

**FRANK FRANCO**  
1059 Quaker Bridge Road E  
Croton-on-Hudson, NY 10520

TERM EXPIRES 12/31/2027

**BENITO MARTINEZ**  
164 Frederick Street  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2024

**CHRISTOPHER BELOFF**  
178 Seward Street  
Buchanan, NY 10511

TERM EXPIRES 12/31/2026

**MICHELLE PICCOLO-HILL**  
125 16<sup>th</sup> Street  
Verplanck, N.Y. 10596

TERM EXPIRES 12/31/2025

**VACANT (Alternate)**

TERM EXPIRES 12/31/2021

**Appointed Above:**

**CHAIR – MICHAEL FLEMING**  
**VICE CHAIR – WAI MAN CHIN**

**to 12/31/2025**  
**to 12/31/2025**

**MICHAEL FLEMING (Chair)**  
24 Knollwood Rd.  
Cortlandt Manor, NY 10567

TERM EXPIRES 12/31/2030

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**



**(RE: APPOINT MARYBETH ALLEN-KNECHT AS A MEMBER OF THE CONSERVATION ADVISORY COUNCIL)**

**WHEREAS**, the Town Board of the Town of Cortlandt did by Resolution 126-13 approve joining the activities of the Conservation Advisory Council and the Open Space Committee; and

**WHEREAS**, at this time the Town Board wishes to appoint MaryBeth Allen-Knecht as a Member effective immediately and ending May 31, 2024 in conjunction with the rest of the appointees; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Town Board of the Town of Cortlandt does hereby appoint MaryBeth Allen-Knecht to the Conservation Advisory Council for a term effective immediately and ending May 31, 2024.:

**NINE MEMBERS//TWO YEAR TERMS**

**WENDY TALIO (Chair)** Term Expires May 31, 2024  
3 Watson Street, Cortlandt Manor

**PAUL BUCKOUT (Vice Chairman)** Term Expires May 31, 2024  
McGregor Lane, Crompond

**ANTHONY CARBONE** Term Expires May 31, 2024  
3 Trolley Road, Cortlandt Manor

**MARK BARTH** Term Expires May 31, 2024  
8 Quaker Hill Court E, Croton-on Hudson

**JOSEPH MINTZ** Term Expires May 31, 2024  
10 Langeloth Drive, Cortlandt Manor

**RAMSEY SALCEDO** Term Expires May 31, 2024  
10 Lakeview Ave, Cortlandt Manor

**PATRICK THOMAS** Term Expires May 31, 2024  
37 Andover Court, Cortlandt Manor

**CHRISTOPHER VARGO** Term Expires May 31, 2024  
26 Hardie Street, Verplanck

**APPOINTED ABOVE:**

**MARYBETH ALLEN-KNECHT**  
32 Edgewood Road, Cortlandt Manor

Term Expires May 31, 2024

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

**Adopted on January 24, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: APPOINT MEMBERS TO THE CORTLANDT ARCHITECTURAL  
REVIEW COUNCIL FOR THE YEAR 2024)**

**RESOLVED**, that the following be, and hereby are, **appointed as members of the Town of Cortlandt Architectural Review Council** to serve for the year 2024; and that **Arthur Clements** is hereby designated as the Chairperson of same.

**Arthur Clements, Chairperson**

176 Dogwood Road

Cortlandt Manor, NY 10567

Tele. 737-8099

**Kimberly Miller**

28 Henning Drive

Montrose, NY 10548

Tele. 382-9370

**Christopher Borchardt**

205 Furnace Dock Road

Cortlandt Manor, NY 10567

Tele. 736-1356

**Michael Lenihan, RA**

1869 Jacob Street

Cortlandt Manor, NY 10567

Tele. 734-9127

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

NUMBER 24

**DRAFT**

**(RE: APPOINT MEMBERS OF THE ALARM APPEALS BOARD FOR THE YEAR 2024)**

**WHEREAS**, on February 11, 1992, the Town Board adopted Local Law No. 2-92 which amended Local Law No. 5 of 1990 entitled "Alarm Devices and Systems"; and

**WHEREAS**, pursuant to Paragraph G of said Local Law No. 2-92, the Town Board must appoint members to serve on the Alarm Appeals Board, who after filing an Oath of Office with the Town Clerk as such members, may conduct hearings as required under said Local Law; and

**WHEREAS**, it is the desire of the Town Board to appoint said Board for the year 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the following be, and hereby are, re-appointed to serve as members of the **Alarm Appeals Board**; said terminate on December 31, 2024:

**MICHAEL PREZIOSI, Director DOTS  
(Or his designated representative)  
Town Hall, One Heady Street, Cortlandt Manor, N.Y.  
Telephone: 734-1060**

**Chairman of Fire Advisory Board**

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: DESIGNATE DEPUTY SUPERVISOR)**

**WHEREAS**, the Supervisor has, pursuant to Town Law designated Councilman Jim Creighton Deputy Supervisor,

**NOW, THEREFORE, BE IT RESOLVED**, that Councilman Jim Creighton be, and hereby is, acknowledged Deputy Supervisor for the year 2024;

**BE IT FURTHER RESOLVED**, that said appointee is to be compensated by stipend as outlined in the annual salary resolution.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT TOWN BOARD LIAISON FOR PERSONNEL MATTERS)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for Personnel Matters,

**NOW, THEREFORE, BE IT RESOLVED**, that Supervisor Richard Becker be and hereby is, appointed as Town Board Liaison for Personnel Matters for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT TOWN BOARD LIAISON FOR SUSTAINABILITY AND SOLAR ENERGY ISSUES)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for Sustainability and Solar Energy Issues,

**THEREFORE, NOW, BE IT RESOLVED**, that Councilman James Creighton be, and hereby is, appointed as Town Board Liaison for Solar Energy Issues for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT TOWN BOARD LIAISON TO THE HUDSON VALLEY  
CHAMBER OF COMMERCE)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison to the Hudson Valley Chamber of Commerce,

**THEREFORE, NOW, BE IT RESOLVED**, that Councilman James Creighton be and hereby is, appointed as Town Board Liaison to the Hudson Valley Chamber of Commerce for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT TOWN BOARD LIAISON FOR LOCAL WATERFRONT  
REVITALIZATION COMMITTEE)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for The Local Waterfront Revitalization Committee,

**NOW, THEREFORE, BE IT RESOLVED**, that Councilman Robert Mayes be and hereby is, appointed as Town Board Liaison for the Local Waterfront Revitalization Committee for 2024; and

**BE IT FURTHER RESOLVED**, that said appointee is to be compensated by stipend as outlined in the annual salary resolution.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: RESOLUTION DESIGNATING TOWN BOARD LIAISONS TO THE VARIOUS TOWN DEPARTMENTS FOR 2024)**

**WHEREAS**, the members of the Town Board are desirous of having various members of the Board be responsible as liaisons to various Departments of the Town; and

**WHEREAS**, it is the desire of the Board that the Department Head report on a regular basis to the Town Board liaison for his or her Department, and keep said liaison fully and completely informed of all matters pertaining to the affairs of his or her Department; and

**WHEREAS**, the Town Board directs that the Department Heads have full and complete access to their Town Board liaison member, and are authorized to communicate fully and completely with respect to any matter pending in their Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the following Departmental liaisons are hereby designated:

<b><u>DEPARTMENT</u></b>	<b><u>LIAISON</u></b>	<b><u>ALTERNATE</u></b>
ASSESSOR	Cristin Jacoby	Robert Mayes
CODE ENFORCEMENT	Robert Mayes	Jim Creighton
COMPTRROLLER	Cristin Jacoby	Joyce White
ENGINEERING/WATER	Joyce White	Jim Creighton
ENVIRONMENTAL SERVICES	Jim Creighton	Joyce White
HISTORIAN	Joyce White	Cristin Jacoby
HIGHWAY	Joyce White	Jim Creighton
JUSTICE COURT	Robert Mayes	Joyce White
LEGAL	Jim Creighton	Robert Mayes
PARKS	Robert Mayes	Jim Creighton
PLANNING	Jim Creighton	Robert Mayes
PURCHASING/CENT.SUPPLY	Joyce White	Cristin Jacoby
RECEIVER OF TAXES	Cristin Jacoby	Robert Mayes
RECREATION	Joyce White	Cristin Jacoby
SANITATION	Robert Mayes	Jim Creighton
SUPERVISOR	Richard Becker	Jim Creighton
TOWN CLERK	Cristin Jacoby	Robert Mayes

**AND, BE IT FURTHER RESOLVED**, that in accordance with the desire of the Town Board, all Department Heads are to report regularly the affairs of their Departments to the Town Board liaison designated above; and

**BE IT FURTHER RESOLVED**, that the Department Heads are hereby directed to have full and complete access to their liaisons with respect to the operations and affairs of their Departments.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER -24

**(RE: APPOINT THE PURCHASING DIRECTOR FOR 2024)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby appoint Jennifer Glasheen the Director of the Purchasing Department for a term commencing on January 1, 2024 and expiring on December 31, 2025.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT TOWN OFFICERS OF THE TOWN OF CORTLANDT FOR THE  
CALENDAR YEARS 2024-2025)**

**WHEREAS**, the Town Board meeting on January 23, 2024 is the re-organizational meeting of the Town Board of the Town of Cortlandt in accordance with the provisions of New York State Law; and

**WHEREAS**, it is the desire of the Town Board in accordance with State and Local Law to appoint the Town Offices of Town Attorney, Town Comptroller, and Director of the Department of Technical Services and the Deputy Town Attorney; and

**WHEREAS**, in appointing said Officials this Board also would seek to grant authorization to the Supervisor to execute agreements reflecting the terms and conditions of employment;

**NOW, THEREFORE, BE IT RESOLVED**, that **THOMAS F. WOOD** be, and hereby is appointed in accordance with Local Law No. 9 of 1997 as the Town Attorney of the Town of Cortlandt; and

**BE IT FURTHER RESOLVED**, that **PATRICIA ROBCKE** be, and hereby is, appointed as Town Comptroller of the Town of Cortlandt in accordance with the provisions of New York State Law; and

**BE IT FURTHER RESOLVED**, that **MICHAEL PREZIOSI** be, and hereby is, appointed in accordance with local Law No. 3 of 1996 as the Director of Technical Services of the Town of Cortlandt; and

**BE IT FURTHER RESOLVED**, that **MICHAEL CUNNINGHAM** be, and hereby is, appointed as the Deputy Town Attorney of the Town of Cortlandt; and

**BE IT FURTHER RESOLVED**, that the Supervisor be, and hereby is, authorized to execute Terms and Conditions of Employment Agreements with the Town Attorney, the Town Comptroller, and the Director of Technical Services and the Deputy Town Attorney for the years 2024-2025 and said Terms and Conditions of Employment Agreements shall be filed in the office of the Town Clerk.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NO.**

**(AUTHORIZE THE SUPERVISOR TO EXECUTE EMPLOYMENT AGREEMENTS  
WITH NON-UNION EMPLOYEES)**

**WHEREAS**, the majority of the Town's full-time employees are members of a union and subject to Collective Bargaining Agreements; and

**WHEREAS**, for non-union employees, the Town has historically entered into new agreements with terms and conditions of employment after the start of the new term of the Town Supervisor;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to execute agreements with non-union employees subject to the approval of the agreements by the Town Attorney's office.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: APPOINT EFPR Group LLP (CPA's) AS TOWN AUDITORS)**

**BE IT RESOLVED**, that the firm of EFPR Group LLP (CPA's) be, and they hereby are, appointed as Auditors for Audit Engagement to review financial statements for the Town of Cortlandt and the Town of Cortlandt Justice Court for three years at the following cost schedule:

Year ending December 31, 2022	Not to exceed \$89,550.
Year ending December 31, 2023	Not to exceed \$92,600.
Year ending December 31, 2024	Not to exceed \$95,650.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE A RENEWAL CONTRACT WITH TRIAD GROUP, LLC OF MILLWOOD, NEW YORK AS THE MANAGER OF THE TOWN OF CORTLANDT SELF-INSURED WORKERS' COMPENSATION FUND)**

**WHEREAS**, the current Agreement with the Triad Group, LLC covering Workers' Compensation will expire on December 31, 2023; and

**WHEREAS**, the Triad Group, LLC is desirous of renewing said contract; and

**WHEREAS**, said renewal proposal has been reviewed by the Town Attorney and the Comptroller and they find the renewal proposal to be acceptable.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board does hereby authorize a (1) one year Agreement with Triad Group, LLC of 400 Jordan Road, Troy, New York (12180) as the Manager of the Town of Cortlandt Self-Insured Workers' Compensation Fund at a cost of **\$33,000.00 (THIRTY THREE THOUSAND DOLLARS and 00/100)** plus additional services geared toward cost savings per contract agreement, covering a one year period commencing on January 1, 2024; and

**BE IT FURTHER RESOLVED**, that the Supervisor be, and hereby is, authorized to execute said Agreement which has been reviewed by the Town Attorney.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE AN AGREEMENT WITH MIDWEST EMPLOYERS CASUALTY COMPANY AS INSURANCE AGENT FOR EXCESS LIABILITY ON WORKERS' COMPENSATION CLAIMS)**

**RESOLVED**, that the Town of Cortlandt Town Board does hereby authorize an Agreement with Midwest Employers Casualty Company as its Insurance Agent for excess Liability on Workers' Compensation claims for December 31, 2023 through December 31, 2024 at a total contract price to the Town not to exceed \$110,000.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**NUMBER -24**(RE: RULES OF PROCEDURES FOR TOWN BOARD MEETINGS IN 2024)**

**WHEREAS**, pursuant to Town Law 63, as amended, provides that the Town Board may prescribe rules to govern its proceedings;

**NOW THEREFORE, BE IT RESOLVED**, that the following be, and they hereby are, adopted as the Rules that shall govern the proceedings of the Town Board of the Town of Cortlandt.

**RULE #1** (a) Stated meetings shall be set in the first meeting of each year, and held in accordance therewith except as changed by a **MAJORITY** vote of the Town Board.

**RULE #2 ORDER OF THE TOWN BOARD MEETING AGENDA**

- (a) Meeting called to Order
- (b) Pledge to the Flag
- (c) Supervisor's Proclamations & Reports
- (d) Town Board Reports
- (e) Roll Call
- (f) Public Hearings
- (g) Approval of Minutes
- (h) Hearing of Citizens (Agenda Items Only)
- (i) Monthly Reports
- (j) Old Business
- (k) New Business
- (l) Add and Adopt Additions
- (m) Budget Transfers
- (n) Reports from various departments
- (o) Reports from standing committees
- (p) Reports from special committees
- (q) Second Hearing of Citizens
- (r) Adjournment

**RULE #3:** When a question, motion or resolution is before the Town Board, the following motion shall be received and such motion shall have precedence in the order here stated, viz:

- (a) For an adjournment
- (b) To lay on the table
- (c) To postpone to a certain date
- (d) To commit to a standing committee
- (e) To commit to a special committee
- (f) To commit to the Committee of the Whole
- (g) To amend
- (h) To reconsider
- (i) To postpone indefinitely

(Except as herein provided, the proceedings of the Town will be governed by Roberts Rules of Order.)

**RULES of PROCEDURE 2024**  
**Page Two.**

**RULE #4:** The Supervisor and the Town Board shall constitute the Committee of the Whole and shall be considered a standing committee.

**RULE #5:** Special Advisory Committees may be appointed by the Supervisor or may be appointed by resolution of the Town Board. The resolution may designate the members of the Special Advisory Committee or may request the Supervisor to do so. Special Advisory Committees shall consist of not more than three (3) members.

**RULE #6:** The call for a Special Meeting of the Town Board may be issued either by the Supervisor or by any two (2) Council members. The notice shall be subscribed by the members at whose instance the meeting is called and shall contain a brief statement of the matters to be brought before the special meeting. The original notice shall be filed with the Town Clerk and thereafter a copy shall be served by the Supervisor upon each member who has not subscribed to the notice by delivering the same personally, or by certified mail, return receipt requested, to said member at his or her residence at least two (2) days prior to the date fixed for the meeting.

**RULE #7:** AGENDA – The Agenda for all Town Board meetings shall be prepared by the Town Clerk. The Town Clerk shall place upon the Agenda for the Town Board meeting, all items received by the Town Clerk prior to the first work session of the Town Board for that month's regularly scheduled meeting. The Town Clerk must place upon the agenda any items submitted to the Town Clerk by any member of the Town Board or Supervisor. Any additions to a Town Board agenda shall only be made upon a motion duly made and seconded by a majority vote.

**RULE #8:** ADDING to the AGENDA – No resolution or business shall be transacted at the regular meeting of the Town Board unless such resolution or business appears upon the agenda of the meeting and members of the Town Board have received the agenda of the meeting. By majority consent of the members of the Town Board present, this provision may be considered and acted upon at such meeting even though not appearing on the agenda.

**RULE #9:** AGENDA for the COMMITTEE of the WHOLE – The Supervisor shall prepare or cause to be prepared an agenda for all meetings of the Committee of the Whole. On this agenda shall appear all matters which have been referred by the Town Board to the Committee of the Whole, and the matters referred shall be set up on the agenda in the order and priority of the date on which the matter was referred to the Committee of the Whole. No matter shall appear on the agenda of the Committee of the Whole by the Town Board. This agenda shall be mailed or phoned to the members of the Town Board at least two (2) days before the meeting of the Committee of the Whole, when practical.

**RULE#10:** APPOINTMENTS by SUPERVISOR – Whenever the Supervisor shall make an appointment which she is authorized to make under the Town Law, Ordinances of the Town and otherwise by law, the Town Clerk shall thereafter place or cause to be placed on the agenda of the next meeting held after the Certificate of Appointment has been filed in the Office of the Town Clerk in accordance with law, the name, address, title, and position of the appointment made by the Supervisor.

**RULE#11:** WORK SESSION – All work sessions of the Town Board shall be scheduled by the majority vote of the Town Board. Said work sessions shall be scheduled and the topics to be discussed shall be determined from time to time by the Town Board. All work sessions are public meetings and the public and press are to be notified by the Supervisor in accordance with law, and the public shall be authorized to attend all work sessions of the Town Board. No member of the public shall be authorized to speak at any work session unless they are invited to appear before the Town Board on a particular subject or unless they are part of any group which have previously had an item placed upon the Agenda of any Work Session; and

**IT IS FURTHER RESOLVED,** that all rules and amendments heretofore adopted are hereby repealed; and

**IT IS FURTHER RESOLVED,** that these Rules shall take effect on January 1, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: DESIGNATE OFFICIAL NEWSPAPERS FOR 2024)**

**RESOLVED**, that the following newspapers be, and hereby are, designated as the OFFICIAL NEWSPAPERS for the Town of Cortlandt for the year 2024.

**THE OFFICIAL NEWSPAPER FOR ALL LEGAL NOTICES OF THE TOWN SHALL BE THE GAZETTE OF P.O. Box 810, Croton-on-Hudson, New York 10520.**

**THE ALTERNATE NEWSPAPERS FOR GENERAL CIRCULATION WHEN VERY IMPORTANT ISSUES ARE TO BE PUBLISHED SHALL BE THE FOLLOWING:**

**THE EXAMINER**, Northern Westchester Examiner of  
P.O. BOX 611, Mount Kisco, New York 10549

**THE JOURNAL NEWS**, Westchester-Rockland Newspapers of  
1 Gannett Drive, White Plains, New York 10604

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

**Adopted on January 23, 2024  
At a Special Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: DESIGNATION OF TOWN DEPOSITORIES FOR 2024)**

**WHEREAS**, under Section 64 of the Town Law, it is provided that the Town Board designate, by written resolution, the Banks or Trust Companies in which the Town Officials shall deposit the monies coming into their offices:

**NOW, THEREFORE, BE IT RESOLVED**, that the following banks be, and the same hereby are, designated as **DEPOSITORIES** in which the Supervisor, Comptroller, Town Clerk and Receiver of Taxes of this Town shall deposit monies coming into their hands by virtue of their offices:

**CHASE BANK – CORTLANDT MANOR, AMBERLANDS -CROTON-ON-HUDSON, PEEKSKILL, N.Y.**

**BANK OF AMERICA - YORKTOWN, N.Y.**

**KEY BANK– 3000 EAST MAIN ST., CORTLANDT MNR., N.Y.**

**WELLS FARGO - CROTON-ON-HUDSON, NY**

**PUTNAM COUNTY SAVINGS BANK – JEFFERSON VALLEY, N.Y.**

**TOMPKINS COMMUNITY BANK – PUTNAM VALLEY OR OSSINING, N.Y.**

**ORANGE BANK & TRUST – CORTLANDT MANOR, NY**

**AND, BE IT FURTHER RESOLVED**, that this resolution be entered in full in the official proceedings of this meeting and said resolution shall become effective January 1, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(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 Master Fee List for the Town of Cortlandt for 2024, 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 January 23, 2024  
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)	\$ 500.00	
	Add'l Private Property (Per Day)	\$ 200.00	
	Public Property (Minimum)	\$ 800.00	
	Public Property (Use Fee)	Set by Town Board	
FOIL			
	Hard Copies 8x11 - 11x17 per page	\$ 0.25	
	Hard Copies larger than 11x17	\$ 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	\$ 150.00	
Commercial	\$ 500.00	
Residential Building Permit	\$ 100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
Commercial Building Permit	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Building Permit Renewal Residential	\$ 200.00	every 12 months plus adjustment to permit fee based on final construction cost
Building Permit Renewal Commercial	\$ 500.00	every 12 months plus 50% of accepted permit fee adjusted based on actual construction cost
Work Performed without Approval and Permit	2x's	all fees; penalty fee may be waived by Town Board provided sufficient hardship.

### Demolition Permit

Residential Single Family	\$ 100.00	
Residential Accessory Structure	\$ 25.00	for each structure.

	Multi-Family	\$ 250.00	for primary dwelling structure \$50 for each accessory structure
	Commercial	\$ 500.00	for main structure; \$50 for each accessory structure
	In Event of Fire Damage and Rebuild In-Kind	WAIVED	for residential properties
<b>Blasting Permit</b>			
	Application Fee & Renewal	\$ 500.00	per application; plus \$10 per blast
<b>Gas Test (Standalone)</b>			
	Residential	\$ 100.00	
	Commercial	\$ 100.00	
<b>Plumbing Permit</b>			
	Residential	\$ 100.00	
	Commercial	\$ 200.00	
<b>Electrical Permit</b>			
	Residential w/ Building Permit	\$ 50.00	
	Residential Standalone	\$ 50.00	
	Commercial w/ Building Permit	\$ 150.00	
	Commercial Standalone	\$ 150.00	
<b>HVAC Permit</b>			
	Residential w/ Building Permit		included with Res. Building Permit
	Residential Standalone	\$ 200.00	Per System
	Commercial w/ Building Permit		included with Com. Building Permit
	Commercial Standalone	\$ 400.00	Per System
<b>Wetland Permit</b>			
	Residential (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts		refer to Town Code Ch. 179 plus 10% Town Administration Fee
<b>Steep Slope Permit</b>			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee
<b>Topographical Alteration</b>			
	Residential Permit (DOTS) w/ Building Permit	\$ 250.00	all approving authorities
	Residential Permit (DOTS) Standalone	\$ 250.00	all approving authorities
	Commercial Permit (DOTS) w/ Building Permit	\$ 500.00	all approving authorities
	Commercial Permit (DOTS) w/o Standalone	\$ 500.00	all approving authorities
	Escrow Accounts	-	refer to Town Code Ch. 307 plus 10% Town Administration Fee

Tree Removal Permit			
	Residential	\$ 50.00	3 or more trees, non-diseased
	Commercial	\$ 100.00	plus \$10 per tree
	Escrow Accounts		refer to Town Code Ch. 283
	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			
	Residential	\$ 25.00	
	Commercial	\$ 100.00	
	Duplicate Certicates	\$ 50.00	
	Prior to Zoning Inspection	\$ 150.00	
	Dupl. Prior to Zoning Certs.	\$ 50.00	
Alarm Permits			
	Residential	\$ 30.00	
	Multi-Family Res. w/BP	\$ -	included with Building Permit
	Multi-Family Res. Standalone	\$ 100.00	up to \$10,000 in value; plus \$10 per \$1,000 over \$10,000
	Commercial w/ BP	\$ -	included with Com. Building Permit
	Commercial Standalone	\$ 200.00	up to \$10,000 in value; plus \$12 per \$1,000 over \$10,000
Operating Permits			
	Public Assembly (100 or greater occupants)	\$ 200.00	yearly
	Hazard Uses (defined in NYS Uniform Code)	\$ 350.00	yearly
	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
	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			

	Each Certified Copy	\$	50.00	
<b>Driveway Permits</b>				
	Residential Standalone	\$	100.00	
	Commercial Standalone	\$	200.00	
<b>Sign Permits</b>				
	Window Signs	\$	150.00	Per Sign
	Wall / Awning / Free Standing	\$	250.00	Per Sign and/or Awning
<b>Backflow Devices</b>				
	Residential	\$	-	
	Commercial	\$	350.00	
<b>Water Main and Sanitary Sewer Extensions</b>				
	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
<b>Copies and Digital Scans</b>				
	Up to 11"x17"	\$	0.25	
	Greater than 11"x17"	\$	5.00	per sheet (includes a scan)
<b>Stop Work Order</b>				
	1st Offence for a Property	No Charge		Necessary Permits and Approvals must be obtained
	2nd 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
<b>Department of Planning and Community Development -Planning</b>				
<b>Planning Notes:</b>				
	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	
<b>Subdivision</b>				
	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	
<b>Site Plan</b>				

	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.
<b>Site Plan Amendment</b>			
	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
<b>Time Extension Final Approval - 90 day extensions (unlimited by State Law)</b>			
	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)
<b>Telecommunication</b>			
	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
<b>Escrow Account Deposits</b>			
	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
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## 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+)	\$ 7.00	Valid For 3 Years
Recreation Photo ID Card (Ages 60+)	\$ 3.50	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)	\$ 310.00	Summer 2023
Family Season Pass (Each Additional Child Beyond Regular Season Pass)	\$ 59.00	Summer 2023
Adult Season Pass	\$ 139.00	Summer 2023
Senior Season Pass	\$ 74.00	Summer 2023
Youth Season Pass	\$ 109.00	Summer 2023
Adult Daily Fee (Before 4 PM)	\$ 10.75	Summer 2023
Adult Daily Fee (After 4 PM)	\$ 5.50	Summer 2023
Senior Daily Fee (Before 4 PM)	\$ 5.75	Summer 2023
Senior Daily Fee (After 4 PM)	\$ 2.75	Summer 2023

Youth Daily Fee (Before 4 PM)	\$ 8.75	Summer 2023
Youth Daily Fee (After 4 PM)	\$ 4.50	Summer 2023
Guest Daily Fee (Without TOC Photo ID)	\$ 13.50	Summer 2023
Mini Golf	FREE	Summer 2023

**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

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: DESIGNATE THE SUPERVISOR AND HUMAN RESOURCE COORDINATOR AS AUTHORIZING AUTHORITIES TO EXECUTE CIVIL SERVICE PERSONNEL FORMS)**

**RESOLVED**, that the Supervisor be, and hereby is, designated by the Town Board of the Town of Cortlandt, Westchester County, as the authorizing authority to sign all payrolls for the Town of Cortlandt; and does further authorize Claudia Vahey, Human Resource Coordinator, to execute and sign all letters and other personnel forms to appoint, extend the probationary period, or terminate any employee in the service of the Town.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE MILEAGE RATES FOR TOWN OFFICIALS and  
EMPLOYEES)**

**RESOLVED**, that all Town Officials and employees be compensated at the rate of sixty-five point five cents (\$.655) per mile for use of their private automobiles when on official Town business; said mileage rate to become effective on January 1, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: ADOPT THE PURCHASING MANUAL FOR 2024)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby Adopt the 2024 Purchasing Manual as prepared by the Purchasing Director.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**Town of Cortlandt**  
**1 Heady Street**  
**Cortlandt Manor, New York 10567**  
**(914) 734-1046**



**PURCHASING/CENTRAL SUPPLIES**  
**POLICY AND PROCEDURE**  
**MANUAL**

*Revised 12/21/2023*

# **PROCEDURES MANUAL**

## **Section I – Purchasing Procedures Section II – Central Supplies Office Procedures**

### **INTRODUCTION**

**This manual has been prepared and is presented here as a working document; a tool to be used to assist you with your purchasing requirements. While this document has been prepared by, and describes the procedures of the Purchasing and Central Supplies Offices, it should be stressed that this manual is NOT about either department, but IS about purchasing; how you should go about the business of securing the necessary goods and services that you need for the effective operations of your areas of responsibility. It is suggested that you read this document closely, ask any questions that you feel necessary to increase your understanding of the purchasing process, and refer to it as frequently as you need to in the course of carrying out your daily responsibilities.**

**This manual is intended to both establish and familiarize you with the standards and procedures of the Purchasing Department and Central Supplies Office. Cooperatively, we can provide you with quick, efficient and reliable service.**

**As always, the staff of the Purchasing Department and Central Supplies Office are available and stand ready to assist you in any way possible.**

# **INDEX**

## **SECTION I – PURCHASING PROCEDURES**

### **I. Purpose**

### **II. Scope**

### **III. Purchasing Policy – General**

#### A. Responsibility for Purchasing

- Purpose of a requisition
- When to requisition
- Payment of vendor claims
- Purchasing Procedures and various forms

#### B. Goal (Page 1)

#### C. Supplier Selections and Solicitation (Page 2)

### **IV. Commodities Covered**

### **V. Approval and Purchasing Authority**

#### A. Request to Purchase Form

#### B. Receipt and Processing of Request to Purchase Form

#### C. Instructions for the Issuance of a Request to Purchase

#### D. Purchase Order

### **VI. Blanket Purchase Orders**

#### A. General

#### B. Procedure – Purchasing Department

#### C. User Department

### **VII. Charge Accounts**

### **VIII. Bid Procedure**

#### A. Solicitation of Bids, General/Informal

#### B. Solicitation of Bids, Sealed

#### C. State Division of Purchasing

#### D. Exceptions to the Policy

## **INDEX (CONTINUED)**

### **IX. Vouchers**

### **X. Supplier Relationship Policies**

- A. Supplier Guidelines
- B. Vendor File
- C. Conflicts of Interest

### **APPENDIX – PURCHASING EXHIBITS**

- Exhibit A – Purchase Requisition Form
- Distribution A1 – Mail Distribution of Purchasing Order
- Exhibit B – Authorized Request Form
- Exhibit C – Purchase Order Form
- Exhibit D – Green Vendor Copy Conditions
- Exhibit E – Request for Quotation
- Exhibit F – Oral Telephone Quotation on Requisition Form

### **SECTION II – CENTRAL SUPPLIES**

#### **I. General Information**

#### **II. Receiving Policies and Procedures**

#### **III. Inventory and Supplies at the Central Supplies Office**

#### **IV. Shipping Procedures**

#### **V. Scrap and Surplus**

**EXHIBIT 1 – Receiving Log Sheet**

**EXHIBIT 2 – Supplies Requisition Form**

**EXHIBIT 3 – Central Supplies Inventory List**

**EXHIBIT 4 – Department Monthly Totals**

**EXHIBIT 5 – Scrap/Surplus Forms**

# **TOWN OF CORTLANDT PURCHASING POLICIES AND PROCEDURE MODEL**

## **I. Purpose**

The purpose of this manual is to set forth the policies, principles and practices of the Town of Cortlandt, with regard to Purchasing and to define its responsibilities. Departments can also purchase items from the Central Supplies Office which operates under the jurisdiction of the Purchasing Department. All Central Supplies Office procedures are outlined in Section II.

## **II. Scope**

These policies and practices apply to all Departments and Agencies of the Town of Cortlandt

## **III. Purchasing Policy – General**

### **A. Responsibility for Purchasing**

1. The responsibility for purchasing of commodities in the Town of Cortlandt has been delegated to the Purchasing Department and the following names & Titles.

Director of Purchasing – Jennifer Glasheen

Additional staff may be directed under appropriate circumstances by the  
Director of Purchasing

2. Certain purchasing functions (such as solicitation of information regarding product specifications), may be obtained from the requesting Department Head. This will not relieve Purchasing of its primary responsibility.
3. Material Orders are not to be placed directly with Vendors by operating departments without first having submitted Requests to Purchase form (unless previously authorized by the people listed above and verifying availability of funds). Approval must be in the form of a purchase order, contract or agreements.
4. It is the responsibility of the Comptroller's Office to make the Purchasing Director aware of any violations of the procedures enumerated above.

The Purchasing Department tries to make available information of interest to the various Departments. On many occasions a using department will acquire information or knowledge that will be of general interest to other departments. On such occasions it will be appreciated if this information is passed on to the

Purchasing Department. The Purchasing Department will then be able to act on it for the general benefit of the Town operation and be in a position to disseminate this information to the various Town departments. While the Purchasing Department does endeavor to keep abreast of new developments and conditions in the market place, on many occasions personnel in the using departments will receive information not readily available to the Purchasing Department. It would be considered of tremendous assistance if this information were shared with the Purchasing Department.

Occasionally, an item or service of a very special value will be brought to the attention of the department by suppliers of some agencies of government. On such occasions, quick checks will be made with departments that might be interested in such purchases. The cooperation of the departments in making prompt decisions and perhaps altering slightly their requirements in the products or services which they need will enable the Town to incur substantial monetary savings for the departments.

The operation of the Purchasing Department is regulated by various Federal, State and Town laws and regulations. It is always the intention to comply with both the letter and the spirit of these laws in the conduct of the purchasing functions and whenever possible, to simplify, clarify and modernize the laws governing purchasing.

## **PURPOSE OF A PURCHASE REQUISITION**

When goods and supplies are needed by a department, a requisition is not only the first step in the procurement process but it's a requirement of Town Law. The purpose of a requisition is to give the Purchasing Department proper notification and authorization to secure necessary goods and supplies in accordance with both your needs and established purchasing procedures.

## **WHEN TO REQUISITION**

You should always anticipate, as soon as possible, your requirements for supplies and submit appropriate requisitions far enough in advance so that the normal established purchasing procedures can be adhered to, and at the same time comply with the appropriate legal requirements governing this activity. Purchases of over \$20,000 require formal sealed bids that, generally speaking, require a minimum of twenty working days to complete the process from the time the bid document leaves the department to the respective vendors. For purchases under \$20,000 the time necessary to complete the bid process can range from the same day that the requisition reaches the department (via the telephone bid process) to up to eight working days.

It should be noted that in addition to the time required to complete the bid award process, you must take into consideration the time required for the vendor to deliver the item to your respective department.

## **PAYMENT OF VENDOR CLAIMS**

Timely payment of vendor claims is extremely important in maintaining the credit standing of the Town of Cortlandt. The most significant factor that prevents the Comptroller's Department from making such payments is the lack of a receiving copy of the purchase order from the departments and any packing slips or invoices the departments may have. It should be clearly understood by all personnel that receiving copies of purchase orders **MUST** be forwarded to the Purchasing Department within two (2) days upon receipt of the goods or services. There should be no exceptions to this rule. Any invoices should be attached to the receiving copy and processed to Purchasing.

If you receive an invoice and no white purchase order receiving copy is received within two weeks, a call should be placed to Purchasing. We may not be aware of the purchase and we can then begin the process of issuing the proper paperwork.

NOTE: NO orders should be placed without a Purchase Order Number. This is to ensure that the vendor will be paid. (Exception monthly accounts where a number has been assigned to use for the specified month).

## **PURCHASING PROCEDURES AND VARIOUS FORMS**

On the pages that follow our outline, in a step by step manner, the procedures and steps in the purchasing process from instructions on how to complete Request to Purchase through the actual receipt of the goods or services by you. Samples of the various forms used by the Purchasing Department are also included for your assistance.

The Purchasing Department is charged with the responsibility of purchasing all commodities for the Town of Cortlandt. Among others, some of the chief areas of responsibility of the Purchasing Department in carrying out the functions are:

- Solicit bids through competitive bidding and establish prices
- Issue Purchase Orders
- Sale of surplus properties and equipment (Central Supplies Office)
- Assist in all aspects of materials management (Central Supplies Office)
- Streamline methods and procedures on an on-going basis
- Search for new markets and sources of supply
- Working hand in hand with the departments to assist with their purchasing requirements. The Department is not responsible for the receipt of materials ordered for departments with the exception of the

Central Supplies Receiving location. (see receiving policies and procedure of Central Supplies Garage).

- Manage Town Hall mail system
- Administration for the Cortlandt Heating Oil Plan (CHOP)

## **A. GOAL**

The goal of the Purchasing Department is to provide increased economies in Town procurement activities and to maximize to the fullest extent possible the purchasing value of the Public procurement.

In evaluating and selecting vendors, consideration is given to quality, price, past performance, ability to meet scheduled deliveries and guarantees of the various vendors and to ensure the fair and equitable treatment of all persons, firms, corporations, etc, who deal with the Town's purchasing procedures. Adhering to the philosophy that it is good to have more than one source of supply, the Department actively solicits competitive bidding and encourages new vendors to offer their sources of supply to the Town. This fosters effective broad based competition within the free enterprise system.

With respect to new ideas or materials, the Department always welcomes any and all constructive ideas, and is continually interested in securing new materials, equipment, services, and the like, which will result in efficient operations and/or dollar savings to the Town.

## **B. SUPPLIER SELECTION AND SOLICITATION**

- Supplier selection is a function of the Purchasing Department. Suggestions as to potential supplies are welcomed from users, but the commitment of any purchase is the responsibility of Purchasing. Any disagreement in this area between the Requisitioner and Purchasing, shall be brought to the attention of the Comptroller.
- Non-Purchasing personnel are to obtain the approval of the Purchasing Department prior to discussing potential purchases with suppliers. These discussions should not include price, nor shall bids be requested. The results of such meetings should be reported to the Purchasing Department. The reasons for this policy are many but designed to protect the Town's interest by:
  - a. Screening suppliers for financial and production capabilities and other appropriate reasons.
  - b. Preventing unauthorized expenditures of funds.
  - c. Preventing unauthorized roaming-at-will through Town premises by the peddlers, solicitors and other supplier representatives.

## **V. Commodities Covered**

All commodities should be included through the Purchasing Department unless agreed upon between the Purchasing Director and Comptroller.

## **VI. Approval and Purchasing Authority**

### **A. Request to Purchase Form**

1. Approval authority is required for all Request to Purchase Forms (Exhibit A). Request to Purchase Forms must be signed by the originator and approval by the Department Head or his authorized representative (as indicated in writing to the Purchasing Department.) Approval authority is recorded on the Authorized Request Form (Exhibit B).

### **B. Receipt and Processing of Request to Purchase Form**

1. All Request to Purchase forms are to be dated the day they arrive in the Purchasing Department.
2. After buyer has obtained all pertinent data (e.g., price, shipping point, payment, and discount). Request to Purchase forms will be distributed for preparation of the Purchase Order.
3. Purchase Order will then be signed by the Director of Purchasing as outlined in Appendix A-1.
4. Once a Request to Purchase form has been received in Purchasing, an item thereon may not be changed unless it has been approved in writing by the requisitioner. The Purchasing Department has the responsibility to request reconsideration of specification or quantity of material if it appears that the interest of the Town may be more beneficially served.
5. A pink copy of the Request to Purchase form will be filed with the Purchasing copy of the corresponding Purchase Order, when the order is placed.

### **C. Instructions for the Issuance of a Request to Purchase**

A Request to Purchase form (see Exhibit A) for all departments consist of three (3) parts.

The pink and 2<sup>nd</sup> white copy are to be sent to the Purchasing Department and the third white copy is to be retained by the department.

1. Date of Requisition – this is to be the date on which the Request to Purchase forms are prepared by the requesting agency/department.

2. Purchase Order # - this number will be assigned by the Purchasing Department when received from the issuing department.
3. Requesting Dept. – The Department or Division of where the goods or materials are to be used.
4. Deliver to – the complete address to which the materials are to be shipped must appear along with any special remarks such as, to the attention of.
5. Account Number – account numbers must be shown as outlined in the department budget.
6. Quantity/Units – the quantity must be clearly stated in standard package units of dozen, pounds, hundreds, each. Approximate amounts Are Not To Be Used.
7. Description- the material or services should be clearly itemized, as well as described and where possible, the manufacturer and catalog number should be shown. Details such as size, color, weight, voltages, and whether installation is required must be given. Where equipment such as office machined, projectors, recorders, etc., are purchased for replacement, the old equipment should be listed as a trade-in. The make model and serial numbers of the trade-in must be detailed, also the fixed asset tag number (Inventory Number).
8. Unit Price- Costs per single quantity of item. Do not extend.
9. Total/Extension – this column is to reflect the new total cost of each item and grand total or all items listed, to be completed by Purchasing Department.
10. Authorized Signature – the signature of the Department Head or authorized representative should appear in this block. The date the Request to Purchase form is signed appears in block.
11. Delivery Date Requested- the normal delivery required under the terms of the Purchase order is 30 calendar days. Any special delivery is required fill in the calendar date by which delivery is needed.
12. Vendor- the name and address of the vendor to be utilized will be filled in by the Purchasing Department except in cases where the Request to Purchase form is a “confirmation”, in which case it is the department’s responsibility to fill in the vendor’s name.
13. Bid #- if known should be filled in by Requesting Dept. or purchasing will complete it.

#### **D. Purchase Order**

1. A Purchase Order (Exhibit C) to be valid, must be signed by the Purchasing Director or his authorized representative as outline in the Approval Authority (Exhibit B).
2. Conditions of Purchase are shown on the front of the Purchase Order Green Form (Exhibit D), Vendor Copy.
3. Any deviation from these standard Terms and Conditions must be agreed to in writing by both the Town and the Supplier.
4. Purchases exceeding \$100.00 must be approved by the Town Supervisor with the exception of: Purchases pertaining to safety, automotive parts, general supplies to maintain Town operations and items authorized by resolution.
5. The current Purchase Order system notifies staff if funds are not available at the Time a purchase order is generated. The Comptroller should be kept informed, whenever possible, so that the appropriate action can be taken. However, the Purchasing Director does have the authority to proceed with appropriate purchases to ensure the ongoing operations and safety of the government.

## **Blanket Purchase Orders**

### **A. General**

Blanket Purchase Orders are used for those few merchants from whom many repetitive purchases are made as supplies are required. Rather than issue a Purchase Order for each purchase, one Purchase Order is issued for a month to cover all purchases during that month.

### **B. Procedure-Purchasing Department**

1. Identify the need to have a Blanket Purchase Order through examination of past purchasing records.
2. Solicit bids form qualified local Suppliers if there is more than one accessible Supplier.
3. Place the order with the selected vendor by issuing a pre-numbered Purchase Order. In the description section, write:  
“THE USE OF THIS PURCHASE ORDER IS AUTHORIZED BY THE UNDERSIGNED FOR SALE OF MERCHANDISE TO THE TOWN OF CORTLANDT UP TO A LIMIT OF \$..... PER MONTH.”

4. Inform authorized employees of the types of item covered by Blanket Purchase Orders, Vendors name and expiration date. Each Authorized employee should obtain approval form the Purchasing Department before making a purchase under the Blanket Purchase Order.
5. Close the Blanket Purchase Order monthly and issue a new Purchase Order for the coming month

**C. User Department**

Monthly, forward the original delivery tickets received from authorized employees, to the Purchasing Department. Keep a photo copy of same in your department file.

**VII. Charge Accounts:**

There will be no charge accounts without the prior issuance of a purchase order and the approval of the Purchasing Director with the Comptroller’s concurrence.

**VIII. Bid and Quotation Procedure**

**UNDER NO CIRCUMSTANCES CAN A QUOTE THAT EXCEEDS THE BID LIMIT BE AWARDED.**

**A. Solicitation of Bids and Quotations, General/Informal**

Bid requests (Requests or Quotation are to be submitted to equally qualified sources When properly prepared, this form offers bidders all the information needed to prepare a carefully considered, complete quotation. When necessary, appropriate samples, “dummies” or specifications in greater detail will be attached to the Bid/Quotation.

**PURCHASES OF COMMODITIES, EQUIPMENT OR GOODS:**

<b>ESTIMATED AMOUNT OF PURCHASE ORDER</b>	<b>PROCEDURE</b>
A. Up to \$1,500	a. At the discretion of the Purchasing Department*
B. \$1,501 – 5,000	b. Documented telephone/web site quotes from at least two (2) separate vendors (if available) *
C. \$5,001 – 9,999	c. Formal written quotes from at least two (2) separate vendors (if available)*
D. \$9,999-\$19,999	d. Formal written/web site quotes form at least three (3) separate vendors (if available)*
E. \$20,000 and up	e. Sealed bids in conformance with Municipal Law, Section 103.

On bids for labor and materials or service contracts (with the exception of public work\*) the same bid requirements as listed for Purchase Contracts/Orders in a, b, and c sill apply. In addition the following schedule will apply.

**DOLLAR LIMIT**

**PROCEDURE**

- |                      |  |
|----------------------|--|
| a. Up to \$1,500     | <i>a. At the discretion of the Comptroller</i>   |
| b. \$1,501 – 5,000   | <i>b. Telephone quotes from at least two (2) separate vendors (if available)</i>       |
| c. \$5,001-7,000     | <i>c. Formal written quotes from at least (2) separate vendors (if available)</i>      |
| d. \$7,001 – 9,999   | <i>d. Formal written quotes from at least four (4) separate vendors (if available)</i> |
| e. \$10,000-19,999   | <i>e. Formal Request for Proposal (RFP) response From at least three (3) vendors</i>   |
| f. \$20,000 – and up | <i>f. Formal sealed bids in conformance with Municipal Law, Section 104</i>            |

In all circumstances, whenever other than the lowest quote is awarded, there must be written documentation of the reason for the award.

**Professional Service and Consultants**

Whereas the intent of 104-b also included the hiring of consultants and professionals, the following policy shall apply.

- |                    |  |
|--------------------|--|
| a. Up to \$5,000   | Annual charge will be at the discretion of the Department Head and with the approval of the Town Supervisor.   |
| b. \$5,001-15,000  | Prices should be obtained by formal written quotes from at least (2) sources and the award will be made at the discretion of the Department and with the approval of the Town Supervisor |
| c. \$15,001-19,999 | Prices will be obtained by formal written quotes from at least three (3) sources and the award will be made by the Department Head/Supervisor and the Town Board                         |
| d. \$20,000-and up | Prices will be obtained by RFP with the award of contract being made by a committee possibly consisting of Supervisor, Town Board, Comptroller, Purchasing Director and Department Head. |

Exceptions to these limits/procedures can be in accordance with Town Board resolution.

Proper documentation, acceptable to the Town Comptroller must be given if the required number of quotes cannot be accommodated.

Awards to other than the lowest propose must be properly documented with the rationale/reason for rejection of the lowest price.

Any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

*\*Note – See top Page 6 to denote Public Works (Example \*\*, \*\*\*, \*\*\*\*\*)*

**\*\*With the increase in the bidding limits effective 2009, it is important to distinguish between contacts for public work and purchase contracts, as there terms are not defined in the General Municipal Law. This distinction is especially important because there is a \$15,000 difference between the bidding thresholds and because**

**the board must now establish procedures for procurements below the bidding thresholds.**

In general, purchase contracts involve the acquisition of commodities, materials, supplies or equipment, while contracts for public work involve services, labor or construction. Many times contracts for public work involve both goods and services, and it's difficult to determine which bid limit to apply. Each procurement must be reviewed on a case-by-case basis and a determination made as to what kind of contract is involved. \*\*\*As a central rule, if the contract involves a substantial amount of services such that it is the focal point and the acquisition of goods is incidental, it will be considered a contract for public work. Conversely, if services or labor are only minimal or incidental to the acquisition of goods, it is considered a purchase contract.

\*\*\*\* For example, a contract for interior painting of a public building involved both material (paint) and labor (painting). In most instances the labor component of the contract will be predominant making it a contract for public work. In contrast, replacing a boiler or furnace while involving both equipment (the boiler) and labor will in most instances consist primarily of a charge for the equipment, making it a purchase contract.

1. Manufacturer- wherever feasible and economically advantageous, requests for quotation will be directed to manufacturers rather than distributors.
2. Preparation of Requests for Quotations- Written and electronic quotations are solicited, the Request for Quotation shall:
  - a. Be prepared on a "Request for Quotation"
  - b. Contain an adequate description of the item requested, including specifications, quantities, delivery date, etc.
  - c. Require vendor to furnish price, terms of payment, delivery time and F.O.B point.
  - d. Request vendor to suggest in addition to his response to the bid request, and alternate proposal if it will represent an economic advantage to the Town.
  - e. Request a response within a stipulated time.
  - f. Whenever feasible, quotations should be posted on the **Empire State Group** electronic bid/quote distribution site. This is up to the discretion of the Purchasing Director
  - g. Attached or noted with the associated Requisition/purchase order
3. Telephone Response to Request for Quotation
  - A. All responses should be documented on the Request to Purchase. (Upon receipt of responses the envelope and its contents will be date stamped.)
    - Check the returned quotations against the original solicited and record the quotation responses on the summary section of the Request for Quotation form.
    - Follow-up non-responders to quotation requests, at least once.

- Submit the Summary of the Requests for Quotation together with all the quotation responses to the buyer for action.

B. When a telephone or oral quotations are secured, in lieu of a written quotation, an appropriate written record of the quotation shall appear on the requisition form (Exhibit F)

*\*Purchasing Department Only Number 3*

*\*\* , \*\*\*, \*\*\*\* Examples Public Works*

C. If the vendor selected is not the low bidder, an explanation as to the reason why the low bidder was not selected should be made on the request to purchase or by memorandum-as per the recommendation and approval of the bid award committee.

\*5. Appropriate Number of Bid/Quote Responses-sufficient care must be taken to assure receipt of a representative number of responses.

\*6. Bid Award Committee may consist of the following:

- a. Purchasing Director
- b. Comptroller
- c. Town Attorney
- d. Appropriate Department Head

**6. Contract Authority**

**At the regular Town Board Meeting in January, the Town Board should adopt a resolution authorizing the Supervisor to execute all contracts awarded by the Purchasing Director.**

The authority should also be extended to the Supervisor to enter into contracts with New York State of Office of General Services and other appropriate agencies during their applicable contract period.

Contracts that require a substantial Budget transfer for the upcoming fiscal year should be awarded by the Town Board.

**B. Solicitation of Sealed Bids:**

All “sealed bid” requests will be handled in accordance with the requirements as set forth in General Municipal Law Section #103 and 104.

## **C. Piggybacking/Best Value**

### **Piggybacking**

A new subdivision 16 has been added to General Municipal Law (GML) § 103 to authorize political subdivisions to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein.

### **Best Value**

The Purchasing Department may exercise the local option set forth in § 103, Subdivision 1, of the New York State General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of 2012, which amendment authorizes the Town to award purchase contracts and contracts for services subject to competitive bidding under General Municipal Law § 103 on the basis of either lowest responsible bidder or “best value” as defined in § 163 of the New York State Finance Law. The “best value” option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder if factors such as lower cost of maintenance, durability, higher quality and longer product life.

The Town may utilize purchase contracts and service contracts that have been procured pursuant to competitive bidding under General Municipal Law § 103 by either lowest responsible bidder or best value.

The provisions of this chapter apply to Town Purchase contracts involving an expenditure of more than \$20,000.00 and Town contracts for services involving an expenditure of more than \$35,000.00 but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law and excluding any other contract that may in the future be excluded under state law from the best value option. If the dollar thresholds of General Municipal Law § 103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

Goods and services procured and awarded on the basis of best value are those that the Town Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; and longer product life; product performance criteria; and quality of craftsmanship.

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

As passed by local law dated May 12, 2015.

**D. Exceptions to Policy - Emergency:**

1. An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality, or more important the individual tax payer, then the procurement of goods and services will be at the discretion of the proper department head with documentation as to the nature of the emergency. Accordingly, there are three basic statutory criteria to be met in order to fall within this exception: (1) the situation must arise out of an accident or unforeseen occurrence or condition; (2) the circumstances must affect public buildings, public property or the life, health, safety or property of the political subdivision's residents; and (3) the situation must require immediate action which cannot await competitive bidding.
2. Immediate notification and documentation of said emergency shall be copied to Town Supervisor, Town Attorney, Comptroller and Purchasing Department. An appropriate Town Resolution should be later authorized reflecting such purchase with a copy sent to Purchasing. A resolution is required for any emergency purchase exceeding bid limits.

**Sole Source:**

1. Competitive bidding is not required under section 103 of the General Municipal Law in those limited situations when a political subdivision, in the public interest, requires particular goods or services which uniquely serve the public interest, for which there is no substantial equivalent and which, in fact, are available from only one source. In making such determinations, the department head should document, at a minimum, the unique benefits to the agency as compared to other products available in the marketplace; that no other product provide substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the items is reasonable, in comparison to other products in the marketplace. Such documentation must be prepared and reviewed by the Town Attorney, Town Comptroller and Director of Purchasing. The Purchasing Office currently has a form that must be completed by the appropriate official at a minimum.

*\*Purchasing Department Only Numbers 5 & 6*

Requests for Proposals - Please contact the Purchasing Office for guidelines.

Prevailing Wage:

When you employ laborers, workman or mechanics the Town needs to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. If required under the Law, certified payrolls are required to be kept at the Comptrollers office and monitored by using agency.

Contract Extensions:

Formal bids/quotes may contain a renewal clause that can be for a term of 12 –24 months and must be included in the original specifications. The determination to extend should include the using department, Purchasing, Comptroller and under some circumstances the Supervisor and Town Board.

Expenses Pertaining to Service Contract: The Purchasing Office puts out term bids that reflect costs based on use per unit. Since these invoices are processed on vouchers it is the responsibility of the using agency to notify all applicable departments, including the Comptroller, of any substantial expenses.

### **Town Procurement Card – Procedures**

1. Appropriate staff completes a request to purchase form and submit to purchasing.
2. Purchasing determines if procurement card is appropriate.
  - a. Only appropriate for business who will not accept a purchase order and will take designated Procurement Card.
  - b. Emergency (as determined by the purchasing department), low cost, items. Lack of planning does not constitute an emergency.
  - c. Total amount of purchase must be under the available balance on credit card.
  - d. Recommended for pickups only. Exceptions require the approval of the Purchasing Director. Any returns must be done within (24) hours of purchase. Immediate content inspections required.
3. Purchasing determines best source and gets estimated cost. Supervisor approval must be included when appropriate.
4. Requisitioning staff should then be contacted and notified of approval and procedure.
  - a. Staff should go to purchasing and pickup the card and tax exempt certificate.
  - b. Staff should proceed to business and purchase accordingly. Tax exempt number MUST be presented!
  - c. Staff must get a receipt for their purchase. This receipt should be returned to purchasing with the card immediately after the purchase. We will provide staff with a copy of this receipt for your records.

5. Purchasing will receive a bill from Procurement Card vendor that will verify all information and submit a voucher to the comptroller's office payment.

## **IX. Vouchers**

1. Vouchers will be used for all areas of payment or purchases that do not meet the criteria for issuance of Purchase Orders.
  - a. General Examples:  
Dues/Publication/Subscriptions, etc.
  - b. Services and repairs performed by outside contractors- Example:  
First Aid/CPR Training courses, contractual obligations with or without bidding, cleaning, etc.

## **XI. Supplier Relationship Policies**

### **A. Supplier Guidelines**

1. As a municipality, we contact many companies and individuals. Similarly, the salesmen of corporations constantly contact the Town in their efforts to sell goods and services. The only lasting personal contact or image of the Town many of these firms retain is that of the Purchasing Department. It is, therefore, of paramount importance, that all Purchasing personnel conduct themselves in accordance with the highest ethical and professional standards. It will be our objective to treat the sales representatives of other firms as we would wish our employees to be treated.
2. All current Suppliers, as well as those who seek to sell their goods and services to the Town, will be treated equally. Evaluation of all bids or contractual arrangements will be made on their specific merits alone.
3. Request for bids will be sent only to qualified suppliers for whom the Town can expect satisfactory quotation and performance. All suppliers asked to quote will receive identical information and specification and will be afforded full opportunity to quote with a comparable understanding of the requirements. Only designated Buyers in the Town Purchasing Department are authorized to seek out price information from suppliers or request bid.
4. Suppliers to the town are expected to be financially solvent. The town cannot be expected to do business with any firm whose financial condition may jeopardize delivery of an order, or possibly lead to a bankruptcy. Suppliers could be asked to provide a certified financial statement and/or a performance bond.

5. No reliable supplier will be barred from doing business with the Town unless good and sufficient reason has been provided and unsubstantiated, to the Director of Purchasing by a using department, the auditing, accounting or legal personnel.
6. ALL SOLICITATIONS BY VENDORS (SALESPERSON) MUST BE REFERRED TO THE PURCHASING DIRECTOR

## **B. Vendor Files**

Vendor files are usually kept with the applicable bid package and/or purchase order and will include all pertinent data to assist the Buyers in evaluating the selection of vendors for inclusion on the bid list.

### 1. Performance Evaluations

The Purchasing Department should satisfy itself that the vendor is able to perform under terms of the Purchasing Order. Any unsatisfactory or outstanding performances of each vendor should be noted by the Purchasing Department and placed appropriately (with paperwork from the department detailing problems).

## **C. Conflicts Of Interest**

### **The town has a firm policy on this subject.**

Conflict of Interest Policy. *“If any employee is in a position in which he may influence:*

PURCHASES—the placement of Town purchase orders with suppliers or the prices or terms and conditions at which supplies are purchased ...*then it is contrary to the intent of this Statement of Policy of the employee to:*

1. Have a direct or indirect financial interest in the business of those ... suppliers...or
2. Accept directly or indirectly from those ...suppliers..., (a) salaries, fees, commissions or other compensation, or (b) loans or other credit facilities, or (C) gift or favors or more than nominal value

This policy is applicable to all employees of the Town, and with respect to financial interest, their families.

***APPENDIX A***

***EXHIBITS***

## **MAIL DISTRIBUTION**

### **PURCHASE ORDERS**

1. Comptroller/Receiving copy (White) to department for authorized signature when goods are received. Then sent back to Purchasing.
2. Purchasing copy (pink) attach to requisition (pink) and retain in purchasing along with department copy (gold), remittance copy (yellow) and numerical copy (white).
3. Vendor copy (green) sent to vendor immediately.
4. When Comptroller/Receiving copy (white) is received back from department with authorized signature, it, along with the requisition (pink) and remittance (yellow) is sent to the Comptrollers office with any packing slips and an invoice billing us for materials.
5. Purchasing copy (pink) is retained in Purchasing and filed alphabetically.
6. Department copy (gold) is sent to the department for their records.
7. Numerical (white) is kept in Purchasing and filed numerically.

## **I – GENERAL INFORMATION**

### **1. LOCATION**

The Town of Cortlandt Shipping/Receiving and Central Supplies Garage is located adjacent to the Town Hall on 1 Heady Street in Cortlandt Manor. The Central Supplies Garage, Office and Purchasing Department are all housed in the same building.

### **2. ORGANIZATIONAL STRUCTURE**

The Central Inventory and Supplies Manager is responsible for all aspects of Shipping/Receiving in the Central Garage. He reports directly to the Purchasing Director. Support staff include Town Hall Maintenance Staff and Purchasing Department clerical staff.

## **II – RECEIVING POLICIES AND PROCEDURES**

### **DETERMINATION OF DELIVERY POINT**

The receiving procedure begins when the Department Head first completes a Request to Purchase. Based on the item which is ordered he makes a determination of where the item is to be delivered.

(This is also reviewed by the Purchasing Director prior to ordering). Most deliveries go to Central Receiving. Exceptions include large, bulky items, automotive parts or special requests. He notes delivery location directly on the Request to Purchase.

### **RECEIVING PROCEDURES**

1. All Central Garage Receiving must be done between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. Special deliveries during non-office hours must be pre-arranged through the Central Supplies Manager and/or Director of Purchasing.
2. All receiving for Central Supplies is restricted to either the Central Supplies Manager or a Purchasing Department representative. Exceptions to this should be coordinated through the Central Supplies Manager.
3. Deliveries will be inspected as follows:

#### **A. Basic Visual Package Inspection**

- Evaluate the package in terms of letter and parcel bomb recognition points.\*
- Damage to a package will be brought to the driver's attention and noted immediately on the freight bill. If there is damage, and Receiving decides to still keep the package, the respective department should be notified immediately to decide on the next course of action.
- A visual count should be done and matched with delivery records.

#### **B. All deliveries will be logged in with the following information;**

Vendor's name, method and name of delivery company, purchase order number, name of Receiving department, packing slip information and condition of package. (See exhibit 1)

\*Instructions are in the front of Receiving Garage.

#### **C. Unidentifiable Deliveries:**

In the event that a delivery comes from an unfamiliar source, with no P.O. number noted on the package, the respective department will be called to validate expecting the delivery. If they are unfamiliar with the delivery, or if the respective Department cannot be identified, Receiving will attempt to track and identify the package through the Vendors return address or the shipping company. Opening the package to help identify the department is up to the sole discretion of the Central Garage Manager. Purchases made directly by departments (No Purchase Order Number) going to the Central Supplies garage must be noted to the Central Supplies Manager prior to delivery.

- D. If the contents of the package are still unidentifiable at this time, and the Central Garage Manager Has reasonable suspicion for not opening the package, the Westchester County Police should be notified.

#### **4. Technical Inspection – (Inspection of Contents)**

Central Receiving will delegate most technical inspection tasks to users, but will assist in such an inspection if requested. Departments must complete a technical inspection immediately and notify the vendor and then Purchasing of discrepancies or damages. Technical inspection will include qualitative and quantitative (suitability and/or effectiveness) evaluations.

#### **5. Late Deliveries**

If a respective department has not received a delivery in a reasonable amount of time it is their responsibility to contact the vendor and notify the Purchasing Department and Central Receiving to determine a course of action.

- 6. Once Central Receiving has determined the user and logged in all the necessary information, arrangements for shipping must be made. All Town Hall package deliveries are made by Town Hall maintenance staff on a daily basis. Smaller, light deliveries are delivered through the Interoffice mail system. The original log sheet stays with Central Receiving . The delivery person takes a copy of the log sheet and has a staff member from each department sign for any respective orders. The sheet is then sent to Central Receiving for documentation.
- 7. The Department of Environmental Services, Water Department and Highway Department are all contacted by telephone and are responsible for arranging their own pickup. As a general rule, departments are requested to pickup orders within 24 hours. Other arrangements can be made through the Central Supplies Manager if space permits. If a respective department has not picked up their delivery in 48 hours, a written reminder is sent interoffice.

8. Deliveries which are designed as stock items will be logged and added to Central Supplies computerized inventory. These items may be requisitioned with a Central Supplies requisition form.
9. Layover – Departments may request to have supplies stay at Central Supply for short period of time. All procedures will be the same as they are for stock items and will only be stored if room is available. Departments must validate all aspects of the delivery which may include inspection.

### **III. CENTRAL SUPPLY**

*The core objective of inventory management in Central Supply is to minimize inventory investment and risks while ensuring adequate supplies to meet departmental needs.*

*All Departments may utilize the Central Supply Garage but additions and subtractions must be pre-approved by the Central Supply Manager.*

#### **THE FOLLOWING PROCEDURES HAVE BEEN ESTABLISHED TO ASSIST DEPARTMENTS WITH STOCKED SUPPLIES REQUISITION.**

1. Department Heads must determine who can or cannot pickup supplies. Restrictions must be noted to the Central Supply Manager.
2. All pickups must be between the hours of 8:30 a.m. and 4:00 p.m. on working days only.
3. Central Supplies requisitions submitted via interoffice mail/electronic mail will be processed as quickly as possible. Town Hall deliveries are made on a daily basis and contain a packing slip for content verification. Note: No deliveries are made outside Town Hall.
4. A supplies requisition form must be completed at the time of **pickup** if not previously submitted. (See exhibit 2)
5. The Central Supplies Manager will subtract all requisitions from its existing database daily. (See exhibit 3)
6. Accounting: Departments will receive monthly notices reflecting their purchases with all applicable details. (See exhibit 4)
7. Central Supplies Reordering
  - A. The Central Supply Manager will be responsible for restocking all Central Supplies materials. A periodic memo to departments is required which will update them on changes made in the products carried in Central Supplies.

**Departments must call or submit orders at least one week ahead for larger quantities.**

- B. A periodic meeting should be conducted with respective departments to review products, procedures and upcoming stock projections. Departments are encouraged to suggest additional Central Supplies products that would assist in their operations.
- C. General Town Hall stock items (Items which are not charged to departments)

Copier paper, computer paper and tax forms may be obtained by any office by call the Central Supply Office at extension 1037. If your department has materials that are not available to other departments, you must notify the Central Supplies Manager. Reordering is your responsibility. (Excluding copier paper)

8. General Central Supplies Practices

- A. Physical Inventory Counts to monitor inventory a physical count will be completed a minimum of every six months to match computer records. Occasionally spot checks must be completed. If a count is in error, it should be scheduled for a recount in the next cycle. All errors should be documented and accompanied by an error analysis. This should be included in a comprehensive report to the Purchasing Director.
- B. Appropriate stock must be monitored and rotated on a timely basis.

**SECTION IV – SHIPPING PROCEDURES**

A primary function of Town of Cortlandt Shipping/Receiving and Central Supplies Office is to provide assistance to departments with their shipping needs. This assistance may come in the form of materials, knowledge of procedures, cost analysis and to serve as a central shipping point.

**PRIORITY OR US MAIL**

The most economical method of shipping available to the Town is Priority, or US Mail. Departments should confirm all shipping arrangements with both Vendors and the Mail Messenger if appropriate. All packaging must be done by each respective department with the assistance of materials that are available at the Shipping and Receiving Office.

**FEDERAL EXPRESS**

In the event that a shipment needs to be tracked, insured, or absolutely has to be at a location in a specified amount of time, the Town has an account with Federal Express.

Again, it is the responsibility of each department to make sure that all items are packaged correctly for shipping. If necessary, Federal Express boxes and/or forms are may be obtained by calling Central Supplies at (914) 734-1037.

First, departments must determine who is covering the shipping costs. If a vendor is covering the costs they should provide the department with a RA (Return Authorization) number which should appear clearly on the package. Vendors may use whatever shipping carrier that they prefer, but the responsibility of issuing a “call tag” or making arrangements should be the Vendors. Departments should document all details if a vendor is covering shipping.

If a respective department is covering the costs of shipment, they should call Shipping & Receiving and request a Federal Express form. The form should be completed and attached to your package accordingly. Once the package is ready for shipment, please send it over to Shipping & Receiving via interoffice mail or our maintenance service.

Shipping and Receiving will contact Federal Express and arrange for a pickup. If a department needs a package to go out the same day, arrangements for the pickup must be made prior to 12:00 Noon. Otherwise, departments can drop off their package to the nearest Federal Express box. Federal Express will send a bill to the Comptrollers Office accordingly.

## **OTHER CARRIERS**

Extremely, large, costly orders, which are not time sensitive, can be accumulated at Central Supplies and sent UPS with a pickup order. This must be coordinated with the approval of the Comptrollers Office because the UPS driver must be presented with a check at the time of the pickup.

Vendors may use whatever shipping carrier that they prefer, but the responsibility of issuing a “call tag” or making arrangements should be the Vendors. Departments should document all details if a vendor is covering shipping. Departments should then communicate all information to Central Receiving.

## SECTION V

### SCRAP AND SURPLUS

Every item is a potential source for salvage. Every department should be responsible for reviewing and recommending items for salvage when the items become excess to the department's needs.

All surplus, obsolete or unused supplies, materials and equipment shall be identified and reported to the Purchasing Office. He will, in turn, require that a Notification of Scrap/Surplus form be completed and sent accordingly with recommendations. The Central Supplies Manager, the reporting Department Head and other appropriate Town personnel shall make a recommendation to the Director of Purchasing whether the items shall be sold, transferred, donated or disposed of.

**1. Transfer for holding at Central Supplies for future Town use (Requires the approval of the Purchasing Office):**

The Purchasing Office will keep an ongoing list of all accumulated items that will include the following:

- Town of Cortlandt Identification Number
- Description of item including condition
- Location it came from.
- Recommendation of department head
- Course of action taken by department and/or Central Supplies Manager\*

*This list will be available to all departments on an "as needed basis" under the title "Available Used Equipment". With no demand, the material will be included in the next "Scrap & Surplus Bid."*

- 2. Transfer to another Department** - Upon completion of the form the Purchasing Office will make the appropriate adjustment and transfer in the fixed asset database.
- 3. Hold at department for future course of action** - The Purchasing Office will add this to the respective surplus inventory list pending future departmental requests or the next scrap and surplus bid.

4. **Donated** – Any donations to organizations must be approved through an official Town Board resolution.
5. **Disposal** – Please make sure that the form has been completed and approved, with all T.O.C. documentation taken off and discarded accordingly. Contact D.E.S. for proper disposal. Any computer/electronic equipment that might have sensitive data should be reported to the IT Department for sanitizing.

### **IMPLEMENTATION OF A SCRAP AND SURPLUS BID**

DES, in conjunction with the Purchasing Director, will make a determination as to the time to proceed with a Scrap & Surplus Bid/auction or e-bay sale. A general memo shall go out to each department notifying them of the impending bid and establishing a working list of materials. The bid will not be open to any Town employees.

A list of “usable” items should then be circulated to departments for their possible use. Each department will be given the opportunity to review the list and request a surplus transfer if desired. Transfers must be noted to the Comptrollers Office.

Prior to awarding items, DES, the Town Supervisor, the Comptrollers Office, the Clerks Office and the respective Department Head will receive notification of the following:

1. Successful vendor and their Bid
2. Revenue allocation per Department
3. Total Number of Bidders.

Once the bid/auction/sale has been completed the “Award of Sale” must be approved and signed by the Town Supervisor. Once signed, DES should request a Resolution pertaining to an award. Once the resolution is completed DES is authorized to proceed with award notices. Payment should be made to the Town Clerks Office with administrative procedures coordinated by DES.

### **SPOT BIDS**

If items are few in number, present a safety risk and/or become available on an irregular schedule, the spot bid/auction/e-bay sale may be used for selling the items. This procedure is simply a matter of contacting buyers on an informal basis to determine the “highest informal price quote” for these particular items.

## ADDITIONS TO TOWN PROCUREMENT POLICY

### Green Procurement

Green Procurement, also known as environmentally preferable purchasing (EPP), is an effort to purchase products and services that have a reduced negative impact or increased positive impact on the environment and human health compared to traditional products. Green products or services may be recycled, consume fewer natural resources, last longer or include or produce less toxic substances or solid waste. Considerations for green procurement may also include the environmental cost of raw materials, manufacturing, packaging, transporting, distribution, storing, handling, using, maintaining and disposing of the product. Pollution prevention is at the core of green procurement, which strives to reduce or eliminate the use and generation of toxic substances, pollution or waste. As with any purchase, the products form, function and utility is the final evaluator.

The Town of Cortlandt Purchasing Office recognizes the economic and environmental value of environmentally preferable purchasing and will explore green procurement options for certain commodities and services in conjunction with the end user. The Central Supplies Office will also assist departments with exploring options pertaining to Green Cleaning Products.

Certain purchasing functions (such as solicitation of information regarding product specifications), may be obtained from the requesting Department Head. This will not relieve Purchasing of its primary responsibility.

The Purchasing Department tries to make available information of interest to the various Departments. On many occasions a using department will acquire information or knowledge that will be of general interest to other departments. On such occasions it will be appreciated if this information is passed on to the Purchasing Department. This pertains to all Green Products.

The Purchasing Department will then be able to act on it for the general benefit of the Town operation and be in a position to disseminate this information to the various Town departments. While the Purchasing Department does endeavor to keep abreast of new developments and conditions in the market place, on many occasions personnel in the using departments will receive information not readily available to the Purchasing Department. It would be considered of tremendous assistance if this information were shared with the Purchasing Department.

### DECISION TO PURCHASE GREEN

The decision to purchase “green” involves many decision makers. The end user, department head, purchasing official, Comptroller and Town Supervisor can all participate in the process that may involve many steps. These include:

**Needs Assessment:** Based on our current scope of work does a Green Product accomplish our performance goals and meet our needs.

**Product Research:** Does a Green Product exist on the market that would meet the spirit of the intent of this policy.

The New York State Office of General Services is a recommended starting place for energy efficient products and alternative fueled vehicles.

Products available on State contract:

**Energy Efficient Products** – The attached table list contracts that include energy efficient products.  
<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/EnergyRecycled.pdf>

**Cleaned Fuel Vehicles and Fueling Equipment Contracts –**  
[www.ogs.state.ny.us/supportServices/vehicles/defaultCFV.html](http://www.ogs.state.ny.us/supportServices/vehicles/defaultCFV.html)

**Green Cleaning approved products from OGS**  
<http://www.ogs.state.ny.us/purchase/GreenCleaningProducts.asp>

**New York State Green Cleaning Program**  
<https://greencleaning.ny.gov/Entry.asp>

**Information about Environmental Purchasing**  
<http://www.ogs.state.ny.us/purchase/EnvironmentPurchasing.asp>

**NYSERDA - New York State Energy and Research Development Authority**  
Executive Order No. 111 "Green and Clean" State Buildings and Vehicle Guidelines  
[www.nyserderda.org/programs/State\\_Government/exorder111guidelines.pdf](http://www.nyserderda.org/programs/State_Government/exorder111guidelines.pdf) 

**Energy Star**

A government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

[www.energystar.gov](http://www.energystar.gov)

**Cost consideration:** As a general rule the Purchasing Director should not consider purchasing Green Products over comparable conventional products if the cost of the Green Product exceeds by over 25% the cost of comparable Conventional Product. When evaluating the cost of a Green Product and a comparable product, Purchasing shall compare total costs over the life of an item, including, but not limited to: the costs of maintenance, insurance, disposal, replacement, safety and health, training, material management and potential liability costs.

**RESOLUTION**



**(RE: ADOPT UPDATED INFORMATION TECHNOLOGY POLICY FOR 2024)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the updated Information Technology Policy.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

# INFORMATION TECHNOLOGY SECURITY POLICY

- SECTION I TECHNOLOGY USE
- SECTION II SECURITY
- SECTION III LOCAL NETWORK
- SECTION IV E-MAIL
- SECTION V INTERNET
- SECTION VI WEBSITE

Matt Logerfo –Director of Information Technology

## Technology Use

- a. **Overview** - The purpose of this policy is to provide the following requirements for the use of Town-owned computer systems, phones and Internet / E-mail service, and other technology.
- b. **Guidelines** – This policy is a written notice to all users that the unauthorized use of the Town’s technology and/or using the system in excess of authorization may be a cause for criminal penalties and/or disciplinary action.
- c. **Users /Employee** – Employees should understand that they should have no expectation of privacy in connection with the use of these systems or with transmission, use, or storage of information via these systems and equipment. This includes stored voice mail or e-mail messages, word processing, internet browsing, pictures and other digital files.
- d. **Department Heads** - Make sure that all personnel are aware and comply with this policy.

Make sure that staff members are aware of proper options and procedures so that essential, legal information is handled appropriately as it pertains to FOIL.

- e. **IT** – Review and maintain policy and report to applicable officials to note lack of compliance. This includes appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.
- f. **HR** –Work closely with IT to ensure that all policies are followed and all employees are aware of these policies. This includes all interns and/or temporary employees.

## II. Security

- a. **Overview** -The Town maintains at great expense an integrated structure consisting of hardware, software and data and goes to great lengths to protect this structure from a variety of threats.
- b. **Guidelines** – While this policy serves as basic guidelines for network security, IT staff can take any appropriate action to secure the safety of the network at any time if deemed necessary.
- c. **Users** – Each town staff member has a responsibility to not only follow all guidelines set forth in the manual, but to show due diligence performing any technology task. All town user/email accounts are protected with Multi-Factor Authentication.

- d. **Department Heads** – Make sure that employees take the following precautions for effective continuity of operations planning:
- i. Make backup copies at a minimum of every four months of all Outlook “contacts” to keep at an appropriate offsite location.
  - ii. Review with all applicable personnel their respective IT Emergency procedures and test accordingly. This should be done at a minimum once per year. IT will work with department heads at their request to facilitate this important testing.
  - iii. Department heads should arrange for additional backups and verification of backups where necessary. The end user should be familiar with the restoration process.
  - iv. Mission Critical (Emergency) Go-Kits: It has been determined that each Department will develop and utilize Emergency Go-Kits that will support the Departments response to an emergency. Each department is to maintain at least one Go-Kit that will help support the needs of any mission critical functions.
- e. **IT** – In the event that IT observes a violation of any form of this policy that jeopardizes the safety/reliability of the network, the Town reserves the right to act immediately.
- i. Install and maintain appropriate anti-virus software on all computers.
  - ii. Respond to all malware, virus, ransomware, etc. attacks, and remediate the situation post haste.
  - iii. Responsible for all basic Town backups located in the **Town server** room. This includes periodic off-site storage of tapes and primary Town backup process.
  - iv. Assist, at the direction of the Department Head, with any continuity exercises that pertain to IT.
- f. **HR** – Keep IT informed of any potential abuses and notify IT of any terminations.
- g. **Vendor Use** - With advanced permission from IT, vendors may be given remote access to relevant network resources. They are **never** allowed server console access. Vendors **MUST** notify the IT department in advance of any updates, major upgrades, or new installs.
- h. **Dedicated Remote Access** - Remote access is the ability to access the Town’s computer system from outside of the Town’s Network and is controlled, monitored, and tracked so that only authorized individuals are allowed access to the computer system.  
In some circumstances, with prior approval, software vendors and approved Town staff may have access to their applicable part of the Network from remote locations.

### III. Network

- a. **Overview** – Access to the Town’s Network / Resources is provided to the employees for the benefit of the Town of Cortlandt and its citizens.
- b. **Guidelines** - Every user on the Town’s network has access to a folder or folders on Town maintained servers in which Town related documents and data should be stored. This ensures that these documents and data are backed up on a daily basis.
- c. **Users** - All users should practice the following:
  - i. Only save Town of Cortlandt related data / documents on the server(s).
  - ii. No personal information (including but not limited to; data, documents, pictures, emails) should be stored on Town equipment.
  - iii. Users should not attempt to install any software or connect any devices, including but not limited to flash drives, thumb drives, cameras, smart phones, etc. to the Town’s computers or network.
  - iv. Users must not allow Non-Town of Cortlandt employees access to the Town’s computers or network.
  - v. Any employee who suspects that his/her workstation has been infected by a virus or other malware must IMMEDIATELY contact IT.
  - vi. Notify IT for all major equipment installations, disconnections, modifications and relocations, including but not limited to scanners, printers, monitors or computers. Employees are not permitted to perform these activities unless approved by Technical Support. This does NOT apply to temporary moves of **portable** computers for which an initial connection has been set up by IT.
  - vii. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
  - viii. Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor/protector.
  - ix. Any software or files downloaded via the internet into the Town’s network become the property of the Town. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
- d. **Department / Division Heads** - Must make sure that all staff are aware and follow all guidelines stated above.
- e. **IT department** – Must provide appropriate support and guidance to assist employees and department heads to fulfill their responsibilities under this directive. Since IT is responsible for all major equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities unless approved by Technical Support. This does NOT apply to temporary moves of portable computers for which an initial connection has been set up by IT.

The Town reserves the right to inspect any and all files stored in all areas of the network in order to assure compliance with policy.

- f. **HR** - Ensures all policies are distributed to all employees. Ensures all employees have signed “The **IT Security Policy**” and notify the IT Department of new employees, transfers, and terminations. Involuntary terminations must be reported concurrent with the termination.
- g. **Security** - No person who has not been given personal login credentials may access any local computer or network resources. No one is allowed physical access to servers without express permission of the IT department. In some rare cases when access must be granted, the IT department monitors every keystroke and mouse move. This includes servers located in any and all offices and buildings.
- h. **Password Protection** - Users are responsible for any and all activity initiated from their accounts. Therefore, users should protect their passwords, not reveal them to others, and not leave their computers on and open for non-authorized users to access. Users are also responsible for protecting their own files (e-mail, word processing, spreadsheets, etc.). If a user inadvertently accesses another user's files, the user must immediately discontinue access and refrain from revealing any personal information discovered. Passwords should not be given to anyone other than the IT department. The password policy applies not only to the Windows login and email account, but also to department specific programs that require such passwords.

#### IV. E-Mail

- a. **Overview** - All messages created, sent, or retrieved over the Internet are the property of the Town of Cortlandt and *may be regarded as public information*. The Town of Cortlandt reserves the right to access the contents of any messages sent over its facilities if the Town believes, in its sole judgment, that it has a business need to do so.

As a result, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver despite any information to the contrary in literature or instructions that describe the Town's network. Please note that e-mails are subject to FOIL (Freedom of Information Law) and can be requested by the public.

- b. **Guidelines** – The Town's e-mail system must be used in full accordance with all Town policies.
- c. **Users** – Must maintain a working knowledge and understanding of accessing work related e-mail from alternate locations. They also avoid transmission of nonpublic Town information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for legitimate use. Be aware of unfamiliar e-mails with or without attachments. Users must not use personal email accounts for town business.

- d. **Department Heads** – Must make sure that employees recognize proper e-mail storage as it pertains to possible FOIL documents. Make sure that employees properly check spam filters on a regular basis.
- e. **IT** – Maintains system functions in an efficient manner and notes any policy violations to the proper officials.
- f. **HR** – Must notify IT of any staff changes so that all systems can be modified accordingly.
- g. **Security**- If PII (Personally identifiable information is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PII.) must be sent via email it should be either password protected, or encrypted.

## V. Internet

- a. **Overview**-Employees using the Internet are representing the Town of Cortlandt. Employees are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner.
- b. **Guidelines** – The Town has software and systems in place that can monitor and record most Internet usage. No employee should have any expectation of privacy as to his or her internet use. As per Town Board Resolution certain staff are authorized to post on the Town’s Facebook page. For all other staff unless the use of social media is pertinent to Town business and authorized by a Department Head, employees are prohibited from using social media during working hours. This applies regardless of whether or not such usage occurs on Town-owned devices or a device personally owned by the employee.
- c. **Users** - Any users who access the internet must ensure that all communications are for professional reasons and that they do not interfere with his/her productivity. Excessive use of home e-mail or inappropriate web browsing may be brought to the attention of the department head, Human Resources and the Town Supervisor. All staff must know and abide by all applicable Town of Cortlandt policies that deal with security and confidentiality of Town records. This access may be denied at any time, for any reason.
- d. **Department Heads** – Any internet access by non-Town personnel must be arranged with IT. If a Department Head views an inappropriate use of the Internet, it should be reported to the applicable officials immediately.
- e. **IT** – Monitors Internet usage for all town computers. They review reports prior to submission for any network security risks and acts accordingly.
- f. **Non-Town Use** –Use of the internet for guests (non Town of Cortlandt employees) is strictly prohibited through the Town’s network. The IT department

maintains a guest WiFi connection to the internet only that is not connected to the town's network. If the IT department is given reasonable advanced knowledge of guest needs, access to the internet can be setup.

## **VI. Website**

- a. **Overview** - The Town website is considered an essential tool for communicating to the Public. Overall management is done by the IT Department with some delegated authority distributed to specific department representatives.
- b. **Guidelines** – All posted information must be approved by the appropriate department head. Questionable material should first be approved by the Town Supervisor.
- c. **General Overview**- The town has designated certain employees as web content managers. Any and all changes to the website should be coordinated through this group.
  - i. These users must be trained by IT or a representative from the website hosting company.
  - ii. Website users should also maintain a working knowledge and understanding of accessing the website to make changes from an alternate location.
- d. **HR** – Communicates Supervisor needs to appropriate staff and maintains administrative rights to all sections.

## **Acknowledgment of Information Technology Security Policy**

This form is used to acknowledge receipt of, and compliance with, the Town of Cortlandt Information Security Policy.

### **Procedure**

Complete the following steps:

1. Read the Information Security Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to Human Resources.

### **Signature**

By signing below, I agree to the following terms:

- i. I have received and read a copy of the “**IT Security Policy**” and understand the same;
- ii. I understand and agree that any computers, software, and storage media provided to me by the Town contains proprietary and confidential information about the Town of Cortlandt and its citizens or its vendors, and that this is and remains the property of the Town at all times;
- iii. I agree that, if I leave the Town of Cortlandt for any reason, I shall immediately return to the Town the original and copies of any and all software, computer materials, computer equipment, cell phones, smart phones, etc that I may have received from the Town that is either in my possession or otherwise directly or indirectly under my control.

Employee signature: \_\_\_\_\_

Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE : ADOPT 2024 DRUG AND ALCOHOL POLICY FOR THE TOWN OF  
CORTLANDT)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the 2024 Drug and Alcohol Policy, also known as the Substance Abuse Testing Policy.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**TOWN OF CORTLANDT  
SUBSTANCE ABUSE TESTING POLICY**

**DRAFT**

**Introduction**

1. The U.S. Department of Transportation (D.O.T.) has issued regulations (49 CFR 40.382.391 and 395) pursuant to Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) (Omnibus Act) which govern the use of drugs and alcohol by commercial motor vehicle drivers and safety sensitive employees and which also requires the Town of Cortlandt government to conduct mandatory drug and alcohol testing of covered employees. The regulations required the testing to begin on January 1, 1996. This policy includes all applicants seeking employment with the Town of Cortlandt government, including seasonal and part-time employees.
2. The Town government fully complies with the Omnibus Act and the D.O.T.'s regulations governing drug and alcohol use and testing, and the requirements of the D.O.T.'s regulations are incorporated into this policy. In the event D.O.T.'s Regulations are amended, this policy and the applicable term(s) condition(s) and or requirement(s) of this policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be consistent with D.O.T.'s regulations. In such case, the Town reserves the right to apply the amended requirements immediately, and without giving prior notice to affected employees, unless such notice is required by D.O.T. or other applicable laws.
3. The Town has arranged for training of all supervisors who may be called upon to determine whether reasonable suspicion exists to test a driver for alcohol misuse or controlled substance abuse.
4. Any violation of this policy, The Drug and Alcohol Testing Educational Material Act, or DOT regulations by a covered employee shall be grounds for disciplinary action, up to and including discharge, in a manner consistent with the Town's pre-existing policies, practices and the terms of any other applicable other collective bargaining agreement.
5. The Town also has the right to test all other employees, this will be done in the same manner and under the same conditions as those required to be tested under the U.S. Department of Transportation issued guidelines.
6. The Town shall also provide for an informal administrative appeal process whereby a covered employee may appeal a positive alcohol test and/or controlled substance test. Said process shall not interfere with DOT mandated actions (e.g.: removal from safety-sensitive functions.)

**Section 1 – Prohibited Substances:**

**A. Controlled Substances:**

The presences, as evidenced by the results of an initial screening test, and subsequent confirmatory test, of the following substances is prohibited for any employee.

Marijuana (cannabinoids)

Cocaine

Opium or Opiates

Phencyclidine

Amphetamines or Methamphetamines.

**New Change – January 1, 2018-07-30**

In order to be in compliance with the Department Transportation Regulations for CDL holders effective January 1, 2018 the DOT drug testing program will now include testing for expanded opiates – including hydrocodone, hydromorphone, oxymorphone, and oxycodone. Common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. This regulation will now become part of the Town of Cortlandt policy.

Possible impacts of these panel changes to motor carriers include an increase in positive test results and more safety concerns raised by the Medical Review Officer (MRO). As before, if a legitimate medical explanation like a valid prescription is established, the MRO will report the result to you as a 'negative'. However, if the MRO identifies a potential safety risk, you will be notified. Under the new changes to Part 40, the MRO must allow your drivers up to five days to have their prescribing physician contact the MRO to discuss whether the safety risk can be mitigated. If the MRO believes there is still a safety risk after talking to the doctor or after 5 business days (whichever is shorter), the MRO will report the potential safety issue. Due to the changes in Part 40, it may take an extra week to receive certain results. It may even be possible that you receive a negative test result, but receive a safety warning one week later.

Drivers will not be permitted to work in a safety sensitive position until the employee has been referred for a fitness for duty exam and receive the results.

This change will also be applicable to all Town employees regardless of CDL status.

**B. Alcohol Testing:**

Any employee who performs safety sensitive functions as defined below or who is required to obtain a Commercial Drivers License (CDL), will be subject to discipline, up to and including discharge, and the Town and its contractors may risk losing its federal funding, if he/she:

1. Uses alcohol on the job:
2. Uses alcohol during the four (4) hours before performing a safety sensitive function even if the alcohol is contained in prescription medication (If a driver is called to duty by the Company less than four (4) hours before their regular sign on time, they must indicate that they are unable to perform a safety sensitive function, and no disciplinary action will result).
3. Has prohibited concentrations of alcohol in his/her system while performing safety sensitive functions, as evidenced by the results of an initial test and subsequent confirmation test, through the use of testing devices as approved by the National Highway Traffic Safety Administration.
4. Uses alcohol during the eight (8) hours following an accident if the employees involvement has not been discounted as the contributing factor in the accident or until the employee(s) has been tested: or
5. Refuses to submit to a required alcohol test.

**C. Federal Transit Administration (FTA):**

For purposes of alcohol testing for employees who perform safety sensitive functions where the Town or its contractors receive federal funding under sub sec 3.9 or 18 of the Federal Transit Act of 23 U.S.C. sub sec 103 (e) (4), the FTA defines the term "safety sensitive function" to include:

1. All time spent at the terminal, facility or other public property, waiting to be dispatched, unless the driver has been relieved from duty:
  2. All time inspecting equipment or otherwise servicing or commissioning any commercial vehicle at any time:
  3. All driving time:
  4. All time, other than driving time, in any commercial motor vehicle:
  5. All time spent performing post accident procedures:
  6. All time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- D.** In addition to the FHWA's and FTA's definition of the term "safety sensitive function", The Town defines "safety sensitive function" to include the following positions:
1. All drivers of Town vehicles and motor/construction equipment
  2. Dispatchers
  3. Vehicle maintenance work of any kind
  4. Driver development and safety personnel
  5. Employees holding CDL's
  6. "Safety Sensitive Functions" as defined by the FHWA and the FTA
- E.** In addition, the Town and the AFSCME Union have agreed that all employees covered by the terms and conditions of the AFSCME Contract shall be subject to random testing in accordance herewith.

## Section 2 – Categories of Testing

- A. Pre-employment:**  
Any applicant or a current employee being considered for a promotional position or a position requiring a CDL or transfer into such position, shall be required to pass a drug urine test as defined in Federal D.O.T. regulations prior to being hired for that position or performing any functions of the position. In addition, pre-employment testing will be conducted on all new hires including seasonal and part-time employees.
- B. Reasonable Cause:**
1. Post Accident:
    - a. Control Substances  
Defined by Federal D.O.T. regulations as the involvement by an employee in a motor vehicle accident while operating a Town owned or operated vehicle, when such accident results in the fatality and/or his/her performance contributed to the accident as evidenced by the issuance of a citation. It is required that such post-accident controlled substance testing take place no later than 32 hours after the incident. Town policy is that all employees shall be tested when involved in any motor vehicle accident. The Department Head shall exercise discretion when an accident occurs

during periods of emergency response.

In the event a driver is seriously injured and cannot provide a urine specimen at the time of the accident, the driver must provide the necessary authorization to obtain hospital reports or document that would indicate whether there was a controlled substance in the driver's system.

**b. Alcohol Testing**

Town policy is that an alcohol test will be conducted as soon as practicable after an accident involving disabling damage to a Town vehicle, or when there is a fatality, or bodily injury requiring medical treatment away from the scene of the accident. The Town will test every employee whose performance could have contributed to the accident. Any Town Employee involved in a vehicle accident will be subject to a post accident test.

A driver who leaves the scene of an accident or otherwise fails to remain readily available for testing will be deemed to have refused to submit to an alcohol test and will be discharged. Neither the Town's policy nor federal regulation prohibits an employee from leaving the scene of an accident to secure emergency medical care or to obtain assistance in responding to the accident.

**C. Random Screening:**

1. Any employee subject to random testing or holders of CDL licenses and all Town employees performing "safety sensitive" functions, as defined by federal regulation or the Town, will be required to submit to a drug and/or alcohol screen pursuant to a DOT approved random method of selection. The total number of covered employees for drugs and 25% of the number covered employees for alcohol, or as may be further required by FWHA or the FTA. Some drivers may be tested more than once each year, and some may not be tested at all depending on random selection. The random method of selection shall be conducted by an organization outside the Town, preferably the organization performing the drug and/or alcohol screening.
2. For the purpose of alcohol testing only, a random test will be conducted just before, during or after all employees' performance of safety duties.

**D. Return to Duty/Follow-up Testing:**

Drivers who have previously failed an alcohol test with a positive result of 0.02 – 0.039, or who have taken medical leave for voluntary rehabilitation, must undergo a return to duty test before they are permitted to perform safety sensitive functions. Pursuant to Town policy, a driver whose retest establishes a positive result of 0.02 or greater will be discharged.

**Section 3 – Compliance with Screening Requirement:**

An employee required by the town to submit to a drug and/or alcohol screen must proceed immediately to the designated facility to accomplish the urine specimen and/or alcohol test. Current employees shall be paid for all time spent in submitting to screening.

An employee who refuses to submit to any substance abuse test as provided in Section 2 will be discharged.

If an employee or applicant claims that he or she is unable to provide a sufficient breath sample for an alcohol test, then that employee must obtain a physician's statement confirming the employee's inability to provide a sufficient breath sample.

**Section 4 – Specimen:**

The normal screening methodology for drug screens will be urinalysis. For alcohol testing, devices approved by the National Highway Traffic Safety Administration (NHTSA) will be used, and may include saliva sampling and will include Evidential Breath Testing ("EBT") for confirmation of initial testing.

**Section 5 – Employee's Privacy vs. Security:**

Employees and applicants shall be required to comply with the procedures of the collection facility, unless such procedures violate the DOT testing laws and regulations.

**Section 6 – Witness:**

An employee or applicant required to submit to a drug and/or alcohol screen may request that another employee be allowed to accompany him/her throughout the process, except when a urine specimen is being provided. Such time spent by such witness shall not be paid for by the Town

**Section 7 – Designated Collection Facility:**

The Town shall designate the medical facility to be used for the collection of the urine specimen and/or the alcohol test; provided, however, that the designated facility shall possess all required licenses and permits and shall have written procedures for ensuring employees/applicants privacy, health, safety and the security and chain-of-possession of samples. Such written procedures shall be made available to an affected employee or applicant, and the Town shall discontinue use of any facility it learns has materially violated its written procedures so that an employees or applicant's health is threatened or the accuracy of the screening is compromised.

**Section 8 – Designated Screening Facility:**

The Town shall designate the laboratory for drug and/or alcohol tests, provided, however, that such designated laboratory shall possess any required relevant licenses and permits and shall have a written procedure for insuring the security and Chain-of-Possession of samples, the accuracy of its

work, and for the confidentiality of its records and results. Further, such designated screening laboratory must be approved by the Department of Health and Human Services ("DHHS").

**Section 9 – Screening Procedure:**

B. Controlled Substances

1. All positive results of initial screening tests for controlled substance shall be subjected to a Gas Chromatography/mass spectrometry GC/MS Confirmatory test.
2. For controlled substances testing, each urine specimen (45ml.) is to be subdivided into two (2) bottles labeled "primary" (30ml.) and "split" (15ml.) specimen. If the analysis of the primary specimen confirms the presence of illegal controlled substances, the employee has seventy-two (72) hours to request that the split specimen be sent to another DHHS certified laboratory for analysis, from the time he/she is notified of such result **at the employee's expense.**

C. Alcohol Testing:

1. All initial alcohol testing showing an alcohol concentration of 0.02 or greater will be subject to a second confirmatory test using an EBT device approved by NHTSA. The Town will record the results between 0.00 and 0.019, but no confirmation test will be conducted.
2. Only a result that is positive, (i.e., 0.02 or greater) which is following both the initial and confirmatory analysis shall be reported to the Town as a positive result.

**Section 10 – Employee Status Pending Receipt of Results:**

- A. An Employee who is required to submit to a drug and/or alcohol screen as provided in Section 2 (A) (pre-employment) and (B) (post-accident) of this Policy shall not be assigned to operate any Town vehicle and/or perform safety sensitive function pending the outcome of such screening. The Town may, at its option, assign such an employee to available non-safety sensitive duties or place him/her on temporary suspension.
- B. An employee whose drug and/or alcohol screen produces a negative result shall be promptly returned to his/her former work. Under no circumstances will an employee be made whole for any lost wages on negative result if he/she is suspended for any additional purpose.
- C. An employee whose drug and/or alcohol screening test produces a positive result (0.02 or greater) shall not be made whole for any wages lost while assigned as provided in this Section and will be subject to discipline, up to and including discharge

**Section 11 – Record of Negative Screening:**

An employee required to submit to a drug and/or alcohol screening as provided in this Policy and whose screening results are negative (i.e., less than 0.02) shall have his/her personnel file documented to reflect the negative result.

**Section 12 – Positive Drug Screening:**

An employee who is required to undergo a drug screening and whose screening and confirmation produces a positive result for prohibited substance as defined in Section 1 of this policy will be discharged.

**Section 13 – Positive Alcohol Screening:**

Pursuant to Town policy, an employee whose confirmation alcohol test registers a positive result of 0.02-0.039 will be removed from at least 24 hours or until his/her next regularly scheduled shift, whichever is longer. Any employee who tests positive on more than one occasion between 0.02 and 0.039 will be discharged.

Pursuant to Town policy, an employee whose confirmation alcohol test result is equal to 0.04 or greater will be discharged.

**Section 14 – Voluntary Rehabilitation:**

An employee who voluntarily (not in response to a Town request to take a drug/alcohol test or the positive result of a drug/alcohol test) admits to management he/she has a drug problem, and who wishes to submit to a Rehabilitation Program, must sign Appendix "A" of this Policy, and will be subject to the following:

- A. The employee shall be placed on unpaid medical leave until:
  1. He/she presents evidence of having enrolled in and successfully completed, **at his/her own expense**, a rehabilitation program approved by the Town:  
and
  2. He/she submits to return-to-duty drug and alcohol screening to his/her own expense which produces a negative result, and:

3. He/she signs the Town's Post Rehabilitation Return to Work Agreement that is attached to and expressly made part of this Policy (Appendix "A").
- B. An employee placed on rehabilitation leave as provided in paragraph (A) of this Section must satisfy the provisions of sub-paragraphs (1), (2) and (3) of that paragraph nor later than twelve (12) weeks from his/her commencement of this personal leave. An employee failing to do so shall be deemed to have abandoned his/her job.
  - C. The Town agrees that once an employee has commenced a medical leave, the employee will be entitled to use any accrued time due to the employee in the form of sick, vacation or personal time in order to continue to receive salary during the above time period. Should the employee not have sufficient accruals, the Town agrees to advance time to the employee of personal or sick time which will be repaid by the employee upon their resumption of regular employment by the Town.

**Section 15 – Return to Work Agreement:**

- A. An employee who has returned to work as provided in Section 1-4 of this policy and who fails with any terms of the Post-Rehabilitation Return-to-Work Agreement will be discharged.

**Section 16 – Post-Rehabilitation Return to Work Agreement:**

- A. I understand that my previous job performance warrants close supervision for an extended period of time upon my return to work and I will accept such supervision as a constructive part of my recovery.
- B. I understand that upon my return to work, I must meet all established standards of conduct and job performance and that I will be subject to the Town's disciplinary procedures for failure to meet those standards.
- C. For a period of one (1) calendar year after the date of reinstatement to my position, I will be subject to random drug and alcohol testing at the sole discretion of the Town. The Town shall pay the cost of such tests as well as all time spent by me in submitting to such examination.
- D. I agree that I shall cooperate fully with any and all request to submit to any random drug and alcohol tests. I further acknowledge and understand that if I fail to

cooperate fully or to submit to such drug tests when requested, such failure will be cause for discipline up to and including discharge under this policy.

- E. In the event that any of my drug or alcohol tests indicate a positive reading which discloses that I have used any of the prohibited substances or alcohol identified in Section 1 of this Policy, I will be discharged.
- F. I understand that I will be subject to the above stated rules and conditions for twelve (12) calendar months from the date of this agreement.
- G. I understand that I will continue to work through EAP program of the Town to follow-up on any treatment or rehabilitation and aftercare programs scheduled by them.

**I UNDERSTAND AND AGREE THAT MY LEAVE OF ABSENCE, REINSTATEMENT AND CONTINUED EMPLOYMENT ARE CONTINGENT UPON MY SATISFYING ALL OF THE ABOVE RULES AND CONDITIONS OF EMPLOYMENT AND THAT MY FAILURE TO DO SO SUBJECTS ME TO DISCIPLINE, UP TO AND INCLUDING DISCHARGE.**

**Section 17 – Receipt of Policy**

All employees shall sign a receipt signifying their receipt of the Town's Substance Abuse Testing Policy.

**Section 18 – Record Retention of Test Results:**

The Town must, pursuant to Federal Regulations, retain its alcohol testing records in a secure location with controlled access to such information. Records of positive test results of 0.02 and greater, refusals to submit to testing, annual testing summaries, driver evaluations and referrals must be maintained for a minimum of five (5) YEARS. Records relating to the testing collection process (except calibration) and training must be maintained for a minimum of two (2) years. Records of negative results and results of less than 0.02 must be maintained for a minimum of one year

**Section 19 – Restrictions on the Release of Alcohol Testing Information:**

The Town is prohibited, by federal regulation, from releasing a driver's alcohol testing records unless required by law or otherwise authorized by federal regulations. Under federal regulations, drivers are entitled to copies of their alcohol testing records and may consent to a third party obtaining them.

The Town may obtain, pursuant to a driver's consent, information on the driver's positive alcohol test results with a positive result of 0.04 or greater, and refusals to be tested within the previous two years. As a result of their requirement, the Town may condition any offer of employment on an applicant's release of his or her prior records from a previous employer.

If the Town receives information regarding impermissible alcohol levels or refusals to be tested: then the Town cannot permit that driver to perform a safety sensitive function until that driver has been certified as qualified by a substance abuse professional and passes a pre-employment alcohol test.

## DRUG AND ALCOHOL POLICY

This Policy is adopted in accordance with the obligation of the Town Board to appropriately implement a Drug and Alcohol Testing Policy for all of the employees of the Town. This policy is intended to be adopted pursuant to the Collective Bargaining Agreements of the Town for the random drug testing of employees of the Town, and it is with this in mind that this policy was adopted.

1. The use of illegal controlled substances or alcohol by employees adversely affects the Town's ability to safely deliver services, impairs the efficiency of the work force, endangers the safety of employees and the public, and undermines public trust. The Town and the Union therefore, agree that the use, sale, distribution or possession of illegal controlled substances or alcohol while on duty is prohibited. Employees in violation of this policy are subject to disciplinary action, up to and including discharge.
2. Unless otherwise noted, all discipline under this policy shall be in accordance with applicable provisions of the Collective Bargaining Agreement or Civil Service Law.
3. Random testing provided for herein shall be to test fifty percent (50%) for drug and twenty five percent (25%) for alcohol at all times.
4. Based on reasonable suspicion, members of the bargaining unit shall be subject to urinalysis for illegal controlled substance use or breathalyzer testing for alcohol use. Any employee who refuses to submit to testing or who refuses to cooperate with the testing procedures may be subject discipline, including discharge. Attempt to alter or substitute the testing specimen will be deemed refusal to take the test.
  - A. The order to submit to testing must be justified by a reasonable suspicion that the employee is or may be under the influence of illegal controlled substances or alcohol while on duty, or is engaging in the use, sale, distribution or possession of illegal controlled substances or alcohol while on duty.
  - B. While the "reasonable suspicion" standard does not lend itself to precise definition or mechanical application, vague or unparticularized or unspecified or rudimentary hunches or intuitive feelings do not meet the standard.

- C. Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinarily prudent and cautious person to act under the circumstances. Reasonable suspicion must be directed at the specific person and be based on specific and articulate facts and the logical inferences and deductions that can be drawn on those facts.
- D. Reasonable suspicion may be based, among other things, on the following:
- i. Observable phenomena, such as direct observation of drug or alcohol use or possession  
  
and/or physical symptoms of being under the influence of drugs or alcohol; or
  - ii. A pattern of unusual or abnormal conduct or erratic behavior (e.g. unexplained excessive  
  
absenteeism, lateness or early leave)
  - iii. Arrest or conviction for drug-related offense or the identification by law enforcement personnel of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; or
  - iv. Information provided by a reliable and credible source.
  - v. Newly discovered evidence the employee has tampered with a previous drug or alcohol test.
  - vi. Post accident of vehicle or any other equipment.
- E. Disputes concerning the matter of reasonable suspicion to order a test shall be subject to review by way of the contract grievance procedure. Such dispute shall be incorporated with any grievance filed, concerning discipline resulting from such testing.
- F. The decision to test an employee may be made by the Department Supervisor for all other employees, or in his or her absence, his or her designee, in accordance with the standards discussed below after consultation with the Program Coordinator.
- G. It is intended that when a decision is made to test, the employee will be given a direct order to submit to the test and advised of his/her right to have a Union representative present for such testing, but the test shall not be delayed more than one (1) hour to accommodate the presence of a Union official, and the Union shall be notified in such order. The test shall be conducted immediately thereafter. The employee shall be given a brief verbal statement of the basis for reasonable suspicion.
- H. For purposes of reasonable suspicion only, where reasonable suspicion is based on information provided by a confidential informant (defined as an employee or agent of a governmental law enforcement agency of the employee's department) the identity of the source need not be disclosed at the time of the test, except for the name of the governmental law enforcement agency involved.

5. Insofar as practical, the sample collection process shall be confidential with due regard for the dignity of the employee. There shall be no direct observation of giving of urine specimens, unless there is reason to believe that the specimen may be tampered with, in which event direct observation shall be made by a person of the same gender as the employee giving the specimen. The employee shall cooperate with requests for information concerning use of medications and acknowledgment of giving of the specimen.
6. For drug testing, initial urinalysis testing shall be conducted by means of an enzyme multiplied immunoassay test (EMIT). All specimens identified as positive on the initial test shall be confirmed using a gas chromatography/mass spectrometry test (GC/MS). For those drugs for which NIDA standards exist, a test shall be deemed positive for the presence of drugs in accordance with such NIDA standards. The laboratory shall report as negative on either the initial test or the confirmatory test. Only specimens which test positive on both the initial test and the confirmatory test shall be reported as positive. All tests conducted pursuant to this procedure will be paid for by the Town

**New Change – January 1, 2018-07-30**

**In order to be in compliance with the Department Transportation Regulations for CDL holders effective January 1, 2018 the DOT drug testing program will now include testing for expanded opiates – including hydrocodone, hydromorphone, oxymorphone, and oxycodone. Common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. This regulation will now become part of the Town of Cortlandt policy.**

**Possible impacts of these panel changes to motor carriers include an increase in positive test results and more safety concerns raised by the Medical Review Officer (MRO). As before, if a legitimate medical explanation like a valid prescription is established, the MRO will report the result to you as a 'negative'. However, if the MRO identifies a potential safety risk, you will be notified. Under the new changes to Part 40, the MRO must allow your drivers up to five days to have their prescribing physician contact the MRO to discuss whether the safety risk can be mitigated. If the MRO believes there is still a safety risk after talking to the doctor or after 5 business days (whichever is shorter), the MRO will report the potential safety issue. Due to the changes in Part 40, it may take an extra week to receive certain results. It may even be possible that you receive a negative test result, but receive a safety warning one week later.**

**Drivers will not be permitted to work in a safety sensitive position until the employee has been referred for a fitness for duty exam and receive the results.**

**This change will also be applicable to all Town employees regardless of CDL status.**

7. For alcohol testing, the employee shall submit to an intoxilyzer test to be administered by an agent. Such test results shall be given to same weight as provided under applicable provisions of the New York State Vehicle and Traffic Law.
8. Drug testing results shall be forwarded from the testing laboratory to a Medical Review Officer (MRO) or the staff of the MRO. The MRO shall be designated by the Town and must be a licensed physician

with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate test results.

9. The MRO shall analyze the test results. If the MRO receives a positive test result, he shall interview the individual in question, review the individual's medical history, and review other relevant biomedical information. The MRO will evaluate these factors to determine whether a justification exists for the positive test result. Evidence to justify a positive test result may include, but is not limited to, a valid prescription or verification from the individual's physician verifying a valid prescription. If the MRO determines that justification exists, the test result will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. The MRO shall then forward all test results.
10. Urine samples shall be maintained by the designated laboratory in accordance with appropriate procedures for a period of six (6) months following the test.
11. After an employee receives notice of a positive test result, the employee may make a written request to the Supervisor within fourteen (14) calendar days to have the second sample tested at a different laboratory duly licensed with the NIDA. The employee shall be responsible for all costs related to transportation and testing for the preservation of the chain of custody. The test results shall be delivered by the laboratory to the Department Supervisor. Testing and positive results will be in accordance with Paragraph 6 above.
12. In the event the test procedure reveals the presence of illegal controlled substances or their metabolites or alcohol level of 0.02 or greater, such employee may be subject to discipline, including discharge. However, in the first instance of such positive drug or alcohol test any disciplinary charges may be suspended at the Town's sole discretion if the employee agrees, in writing, to complete counseling and treatment on his/her own time for such illegal controlled substance use or alcohol use in a program jointly agreed to by the Town and the Union. The employee shall agree, as a condition to the suspension of the disciplinary charge or in lieu of firing, that for a period of one year following the completion of treatment, he/she shall be subject to periodic random testing for illegal controlled substances and/or alcohol, and that if he/she completes counseling and treatment and does not test positive for illegal controlled substances or alcohol during such one year period, the original disciplinary charge or penalty shall be considered resolved. The record of such charges and their resolution shall remain in the employee's file unless the parties agree otherwise. Should the employee test positive, then the employee shall be terminated.

**Sample**

**STIPULATION OF AGREEMENT**

I, \_\_\_\_\_, understand that because I had a confirmed positive random drug test and/or alcohol test, I am about to be brought up on charges. In lieu of being brought up on charges, I agree to the following stipulations for my employment:

1. I hereby agree to participate in any program recommended by the Substance Abuse Professional I will be seeing as required by Federal Law for holders of Commercial Drivers Licenses and those whose jobs are considered safety sensitive who have a positive test result.

2. I agree to provide the Town with proof of such participation. If I withdraw from the recommended program without approval from said program, I will be terminated by the Town.

3. I understand that prior to my returning to work as a \_\_\_\_\_, I must take and pass a drug and/or alcohol test.

4. I am aware that under Federal Regulations, I will be randomly tested for drugs at least six (6) times over the next year. I will also be randomly tested over the next five (5) years at intervals other than the normal CDL testing.

5. I understand that if I test positive for drug use again, I will be terminated.

By agreeing to these stipulations I hereby waive any due process afforded me under Section 75 of the Civil Service Law and I furthermore realize that the penalty for violation of this stipulation shall be nothing less than termination.

\_\_\_\_\_

EMPLOYEE

\_\_\_\_\_

RICHARD H. BECKER, Supervisor

\_\_\_\_\_

AFSCME President

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**RE: (ADOPT SOCIAL MEDIA POLICY FOR 2024)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Social Media Policy for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**TOWN OF CORTLANDT  
SOCIAL MEDIA POLICY**

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**Policy Statement** – The purpose of the policy is to provide the framework for employee usage of Social Media, both inside and outside of the workplace. Social Media in general refers to internet based applications that allow for the creation and exchange of user generated content. Examples of Social Media include, but are not limited to: Facebook, Twitter, Instagram, LinkedIn, YouTube, web blogs, and web based wikis whereby users can add, modify, or delete its content via a web browser. The Town’s right to monitor communication systems and equipment also applies to the use of Social Media if employees are using Town computers or communications systems.

**Usage During Working Hours** – Unless the use of Social Media is pertinent to Town business or authorized by a Department Head, employees are prohibited from using Social Media during working hours. At no time, including on a rest or meal break, shall employees use Town-owned computers or communication equipment to access social media sites.

**Posting Content on Social Media (regardless of point of access)** – The following uses of Social Media are prohibited. These terms pertain to content posted from computers or communication systems that are not Town owned, as well as those that are Town property.

This list is meant to be illustrative, and not exhaustive.

- Disclosing confidential or proprietary information pertaining to matters of the Town that is not otherwise deemed accessible to the general public under the Freedom of Information Law (Public Officers Law Article 6, §§ 84-90).
- Matters which will imperil the public safety if disclosed.
- Promoting or endorsing any illegal activities.
- Threatening, promoting, or endorsing violence.
- Directing comments, or sharing images that are discriminatory or insensitive to any individual or group based on race, religion, gender, disability, sexual orientation, national origin, or any other characteristic protected by law.
- Knowingly making false or misleading statements about the Town, or its employees, services or Elected Officials.
- Posting, uploading, or sharing images that have been taken while performing duties as an agent of the Town, or while wearing Town uniforms – the only exception to this rule is when it is directly pertinent to Town business and such posting, uploading, or sharing of images is authorized in advance by the appropriate Department Head.
- Representing that an opinion or statement is the policy or view of the Town, or of any individual acting in their capacity as a Town employee or official, or otherwise on behalf of the Town, when that is not the case.
- Posting anything in the name of the Town or in a manner that could reasonably be attributed to the Town without prior written authorization from the applicable Department Head.
- Using the name of the Town or a Town e-mail address in conjunction with a personal blog or Social Media account.

An employee's Social Media usage must comply with Town policies pertaining to but not limited to Non-Discrimination and Harassment, Confidentiality, Violence in the Workplace, and Substance Abuse. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, outside of the workplace, using computers or communication systems that are not Town-owned.

Notwithstanding the above, nothing in this policy is meant to imply any restriction or diminishment of an employee's right to appropriately engage in protected concerted activity under law.

**Reporting of Violations** – Anyone with information as to a violation of this policy is to report said information to the appropriate Department Head. Once the Department Head is informed of the violation, a formal process, consistent with this Employee Handbook and/or applicable law, will begin.

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**RE: (ADOPT SEXUAL HARRASSMENT POLICY FOR 2024)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Sexual Harassment Policy for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

### Introduction

The Town of Cortlandt is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Town of Cortlandt has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of Cortlandt's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Town of Cortlandt, or with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. The Town of Cortlandt's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Town.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Cortlandt has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the Town of Cortlandt who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or **Director of Operations**. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Town of Cortlandt to liability for harm to victims of sexual harassment. Harassers may also be

<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. The Town of Cortlandt will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of Cortlandt will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the **Director of Operations**.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

## Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

## What is “Retaliation”?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

## Reporting Sexual Harassment

**Preventing sexual harassment is everyone’s responsibility.** The Town of Cortlandt cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or **Director of Operations**. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or **Director of Operations**.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the **Director of Operations**.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint And Investigation Of Sexual Harassment**

**All** complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the **Director of Operations** will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

### **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by the Town of Cortlandt but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Cortlandt, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

#### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Cortlandt does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

### **Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

# Model Complaint Form for Reporting Sexual Harassment



## Town of Cortlandt

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to *Director of Operations, Claudia Vahey at Town Hall, 1 Heady Street or ClaudiaV@townofcortlandt.com*. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

### COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email  Phone  In person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

*Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

## COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**RE: (ADOPT WORKPLACE VIOLENCE PREVENTION POLICY FOR 2024)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Workplace Violence Prevention Policy for 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

## **TOWN OF CORTLANDT WORKPLACE VIOLENCE PREVENTION PROGRAM**

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The Town of Cortlandt Town Board is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority to responsible parties so that our goals and responsibilities can be met.

All managers and supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and our WPVP Program is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of the Town of Cortlandt government is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Our program will be reviewed and updated annually.

### **Introduction**

#### **What Is Workplace Violence?**

The National Institute of Occupational Safety and Health (NIOSH) defines workplace violence as the violent acts, including physical assaults and threats of assault, directed toward persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. These incidents could take place on the Town property, or in the community where municipal services are delivered. Example, an angry argument between co-workers, in a employee vehicle parking area before or after work hours is included.

Workplace violence is not just the potential physical assault or threat of assault between a Town employee and a non-employee, but also between Town co-workers. It is possible that various factors in the employees personal lives can be brought into the workplace environment that could result in workplace violence. The root causes of workplace violence incidents are often NOT conflicts or disputes about the work itself or work assignments.

#### **WPV Types of Incidents**

- A) Non –specific threats of violence by an employee to another employee or non-employee
- B) Specific threats of violence by an employee to another employee or non-employee
- C) Threats of violence directed against an employee or non-employee

- D) Violent confrontation by a spouse or significant other/domestic partner with an employee over a non-workplace personal/domestic dispute that occurs at the workplace
- E) Threats or threatening conduct by disgruntled or former employees
- F) Violent altercations between co-workers or employee(s) and supervisory staff
- G) Assaults of any type by intruder
- H) Employee bullying of other employees
- I) Verbal abuse and threats directed at or by employees or non-employees
- J) Forms of harassment
- K) Emotional abuse
- L) Other as defined by the situation

**2. Workplace Violence Prevention Program (WPVP) Threat Team**  
 Town Safety Committee will function as the Workplace Violence Prevention Program (WPVP) Threat Team in making an assessment of the potential WPV incident. Department of Environmental Services and Department of Technical Services will assign personnel in each operating office to make this determination.

**3. Hazard Assessment**

The Town has identified three tier groups of potential workplace violence exposure. Tier 1 represents the higher level of exposure, Tier 2 having less exposure, and Tier 3 having little or no potential workplace violence exposure.

**Tier 1 – Assessment:**

- Exchanging money with the public
- Municipal court justice system
- Issuance of building permits, certificates of occupancy, and other Town code violations enforcement, parking, zoning, inspections
- Traveling alone with cash or checks to make bank deposits
- Other

**Tier 2 - Assessment:**

- Working alone, site visits, land development, off site meetings, etc.
- Working in high crime areas( not identified as frequent for Cortlandt)
- Working late at night, early morning hours
- Working away from Town Hall or other offices in scheduled routes of delivery or collection, mail delivery, refuse collection, snow and ice control etc.
- Guarding valuable sites or property
- Town Hall office staff who interface with the public.
- Other

**Tier 3 – Assessment:**

- All others not listed in Tier 1 or Tier 2
- All staff in this Tier would require a basic Workplace Violence Program Awareness course
- Other

These Hazard Assessments are further reviewed for the degree of vulnerability into these additional categories;

- Violence by strangers

- Violence by customers, residents, clients, and the public where there is legitimate and purposeful interaction intended
- Violence by co-workers and other personal relationships
- Other

Hazard Assessment will also further identify and list specific Town of Cortlandt job position and titles into one of the three Tiers listed above, in addition, coupled with a short job hazard assessment duty.

#### 4. Workplace violence Hazard Control and Prevention

- a) Town Hall – Panic buttons, silent alarms were installed in each department and are monitored by a central alarm system. Once an alarm has been activated, Westchester County Police are dispatched and respond to Town Hall.
- b) Town municipal justice court – Two court officers are assigned to the Town Hall during court days to check in and conduct metal detection screening of individuals needing to access the Court.
- c) Department of Technical Services – Code Enforcement Office has a counter entry sign-in book.

#### Training and Education

The Town Board will authorize training to be done semi-annually for all Town employees who must be trained as per the exposure Tiers listed in section 3 Hazard Assessment.

Any new employees will be trained upon hiring.

Town Policy and the WPV Program will be included in the Employee Manual.

#### Incident Reporting, Investigation,, WPV Program follow-up and Evaluation

The Town would develop and implement a WPV reporting and investigation procedure. This would involve the employee completing the **WORK PLACE VIOLENCE POLICY INCIDENT REPORT FORM** (see attached), whether or not medical services beyond first aid were provided. **The employee's department head would be responsible for the initial receiving the report and initial WPV incident investigation to further determine the required course of action according to the Town's procedures.**

The Town WPV program would be reviewed annually and changes made accordingly.

#### WPV Recordkeeping

The Personnel Manager will be responsible for all record keeping:

1. Initial report by the employee
2. Follow up training and sign-in sheets
3. Course rosters, course outline, instructor qualifications
4. Incident reports and incident investigations.
5. Each Department/Division will also maintain a set of records for each employee making a report of an incident.

**Adopted by the Town Board on March 10, 2009  
Resolution Number 88-09**

**WORK PLACE VIOLENCE POLICY  
INCIDENT REPORT FORM**

1. EMPLOYEE NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_
2. EMPLOYEE ADDRESS: \_\_\_\_\_
3. HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_
4. EMPLOYERS NAME AND ADDRESS: \_\_\_\_\_
5. DEPARTMENT/SECTION: \_\_\_\_\_
6. INCIDENT DATE AND TIME: \_\_\_\_\_
7. INCIDENT LOCATION: \_\_\_\_\_
8. WORK LOCATION (if different): \_\_\_\_\_
9. TYPE OF INCIDENT: (circle one): Assault, Robbery, Harassment, Disorderly Conduct, Sex Offense, Other. (Please Specify)

\_\_\_\_\_  
(See attached - DEFINITION OF INCIDENTS WORKSHEET)

10. WERE YOU INJURED: (circle):

Yes No

If yes, please specify your injuries and the location of any treatment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. DID POLICE RESPOND TO INCIDENT:

Yes No

12. WHAT POLICE DEPARTMENT: \_\_\_\_\_

13. POLICE REPORT FILED:

Yes No

REPORT NUMBER: \_\_\_\_\_

14. WAS YOUR SUPERVISOR NOTIFIED:

Yes No

15. SUPERVISORS NAME: \_\_\_\_\_

16. WAS THE LOCAL UNION/EMPLOYEE REPRESENTATIVE NOTIFIED:

Yes No

Who should be notified \_\_\_\_\_

17. WAS ANY ACTION TAKEN BY EMPLOYER: (specify)

\_\_\_\_\_

18. ASSAILANT/PERPETRATOR: (circle one): Intruder, Customer, Patient, Resident, Client, Visitor, Student, Co-Worker, Former, Employee, Supervisor, Family/Friend, Other, (specify):

\_\_\_\_\_

19. ASSAILANT/PERPETRATOR - NAME/ADDRESS/AGE (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. PLEASE BRIEFLY DESCRIBE THE INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. INCIDENT DISPOSITION: (Circle all that apply): No action taken, Arrest, Warning, Suspension, Reprimand, Other: \_\_\_\_\_

\_\_\_\_\_

22. DID THE INCIDENT INVOLVE A WEAPON: Yes/no Specify \_\_\_\_\_

\_\_\_\_\_

23. DID YOU LOSE ANY WORK DAYS:

Yes No

Specify \_\_\_\_\_

24. WERE YOU SINGLED OUT OR WAS THE VIOLENCE DIRECTED AT MORE THAN ONE INDIVIDUAL: \_\_\_\_\_

25. WERE YOU ALONE WHEN THE INCIDENT OCCURRED: \_\_\_\_\_

26. DID YOU HAVE ANY REASON TO BELIEVE THAT AN INCIDENT MIGHT OCCUR:

Yes No

Why: \_\_\_\_\_

27. HAS THIS TYPE OR SIMILAR INCIDENT(S) HAPPENED TO YOU OR YOUR CO-WORKERS:

Yes No

Specify: \_\_\_\_\_

28. HAVE YOU HAD ANY COUNSELING OR SUPPORT SINCE THE INCIDENT:

Yes No

Specify: \_\_\_\_\_

29. WHAT DO YOU FEEL CAN BE DONE IN THE FUTURE TO AVOID SUCH AN INCIDENT:

\_\_\_\_\_

30. WAS THIS ASSAILANT INVOLVED IN PREVIOUS INCIDENTS:

\_\_\_\_\_

31. ARE THERE ANY MEASURES IN PLACE TO PREVENT SIMILAR INCIDENTS:

Yes No

Specify: \_\_\_\_\_

32. HAS CORRECTIVE ACTION BEEN TAKEN:

Specify: \_\_\_\_\_

33. COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RETURN COMPLETED FORM TO:**

**Department Head:** \_\_\_\_\_

**CC:** Claudia Vahey, Personnel Manager  
Thomas Wood, Town Attorney

## **DEFINITION OF INCIDENTS**

- 1. ASSAULT:**  
The intentional use of physical injury, (impairment of physical condition or substantial pain) to another person, with or without a weapon or dangerous instrument.
- 2. CRIMINAL MISCHIEF:**  
Intentional or reckless damaging of the property of another person without permission.
- 3. DISORDERLY CONDUCT:**  
Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent numinous or threatening behavior or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting or persons or creating hazardous conditions by an act which serves no legitimate purpose.
- 4. HARASSMENT:**  
Intentionally striking, shoving or kicking another or subjecting another person to physical contact, or threatening to do the same (without physical injury). ALSO, using abusive or obscene language or following a person in about a public place, or engaging in a course of conduct which alarms or seriously annoys another person.
- 5. LARCENY:**  
Wrongful taking, depriving or withholding property from another (no force involved). Victim may or may not be present.
- 6. MENACING:**  
Intentionally places or attempts to place another person in fear of imminent serious physical injury.
- 7. RECKLESS ENDANGERMENT:**  
  
Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.
- 8. ROBBERY:**  
Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft).
- 9. SEX OFFENSE:**  
Public Lewdness: Exposure of sexual organs to others.  
Sexual Abuse: Subjecting another to sexual contact without consent.  
Sodomy: A deviant sexual act committed as in rape.  
Rape: Sexual intercourse without consent.

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE TOWN OFFICIALS WHO SO DESIRE TO ATTEND THE ASSOCIATION OF TOWN'S TRAINING SESSION FROM FEBRUARY 18, 2024 THROUGH FEBRUARY 21, 2024)**

**RESOLVED**, that Town Officials who so desire, be and they hereby are, authorized to attend the Annual Association of Town's Training Session and Conference being held February 18 through February 21, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: DESIGNATE REPRESENTATIVE AND ALTERNATE TO ATTEND THE ASSOCIATION OF TOWN'S BUSINESS SESSION FOR 2024)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby duly designate the following named person to attend the Annual Business Session of the Association of Town's of the State of New York, to be February 21, 2024, and to cast the vote of the Town of Cortlandt, pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association:

**NAME OF VOTING DELEGATE:                   Richard Becker  
Town Councilmember**

**AND, BE IT FURTHER RESOLVED**, that in the absence of the above person so designated, the following named person be, and hereby is, designated to cast the vote of the Town of Cortlandt:

**NAME OF ALTERNATE:                       James Creighton  
Town Supervisor**

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE ALL CONTRACTS  
AWARDED BY THE PURCHASING DIRECTOR IN THE YEAR 2024)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized and directed to execute all contracts on behalf of the Town of Cortlandt awarded by the Purchasing Director as a result of the competitive bidding process during the year 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE APPLICATIONS FOR POOL  
PERMITS FOR THE YEAR 2024)**

**RESOLVED**, that the Town Board of the Town of Cortlandt, with offices at the Town Hall, One Heady Street, Cortlandt Manor, New York (10567), hereby authorizes Ken Sherman, Director of Recreation and Conservation Department to execute and deliver to the Westchester County Department of Health, for and on behalf of said Town Board, an application for a Permit to operate Swimming Pool Facilities at Charles J. Cook Park for the year 2024; and to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE AGREEMENT WITH THE TOWN OF YORTOWN FOR THE YEAR 2023 COVERING NUTRITION MEALS UNDER TITLE 3C OF THE OLDER AMERICANS ACT)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute an Inter-Municipal Agreement with the Town of Yorktown on behalf of the Town of Cortlandt; which Agreement authorizes the Town of Yorktown to provide meals to the Town of Cortlandt Nutrition Program at \$6.25. per meal under Title 3C of the Older Americans Act; said Agreement to be effective for the period January 1, 2024 to December 31, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE INTER-LOCAL AGREEMENTS FOR NOR-WEST REGIONAL SPECIAL SERVICES FOR THE YEAR 2024)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute an **INTER-LOCAL AGREEMENT** between the Town of Cortlandt, Town of Ossining, Town of Yorktown, and the City of Peekskill, for the provision of a collective program of special recreational services for developmentally disabled individuals to be known as the **NOR-WEST REGIONAL SPECIAL SERVICES PROGRAM**; and

**BE IT FURTHER RESOLVED**, that this Agreement shall be effective for the calendar year 2024 and the Town of Cortlandt's contribution amount for the Calendar year is \$63,177.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE EXECUTION OF ALL NUTRITION CONTRACTS FOR SENIORS  
FOR THE YEAR 2024)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute all **NUTRITION CONTRACTS** for seniors for the year 2024 between the Town of Cortlandt, and the County of Westchester; subject to approval thereof by the Town Attorney prior to signature by the Supervisor.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE AN AGREEMENT WITH WESTCHESTER JEWISH COMMUNITY SERVICES)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby Authorize an agreement with Westchester Jewish Community Services for social service consultation services for the Community and Youth Centers.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER 44-23**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AN AGREEMENT OF COOPERATION WITH THE VILLAGES OF BUCHANAN & CROTON AND THE TOWN OF PHILLIPSTOWN AND THE CITY OF PEEKSKILL COVERING SHARED EQUIPMENT FOR 2024)**

**WHEREAS**, the various operating departments of the Village of Croton, Village of Buchanan, and the Town of Phillipstown, and the City of Peekskill and the Town of Cortlandt, have, on an informal basis over the years, borrowed each other's equipment, including but not limited to, trucks, buses, and other vehicles and equipment; and

**WHEREAS**, it is the desire of the Municipalities to formalize the process by which this sharing of equipment and vehicles is carried out; and

**WHEREAS**, it is the desire of the Town Board to provide for indemnification for liability purposes;

**NOW, THEREFORE, BE IT RESOLVED**, that once the referenced Inter-Municipal Agreement is executed, the Town's operating department heads and managers are hereby authorized to allow the use of Town equipment and vehicles by the Villages of Croton, and Buchanan the Town of Phillipstown, and the City of Peekskill in accordance with said Agreement covering the period from the date of the executed Agreement to December 31, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AGREEMENTS OF COOPERATION WITH THE VILLAGES OF BUCHANAN & CROTON TO PROVIDE THAT THE TOWN'S PURCHASING DIRECTOR WILL ADVERTISE FOR BIDS ON BEHALF OF SAID VILLAGES)**

**WHEREAS**, it is the desire of the Town Board to cooperate, share, and coordinate expenses, and costs with the Villages with the Town as much as possible; and

**WHEREAS**, the Village of Croton-on-Hudson has utilized the Town's purchasing services over many years by using Town bids to purchase supplies and materials for similar purposes as the Town; and

**WHEREAS**, it is the desire of the Village of Croton-on-Hudson, and the Village of Buchanan, to authorize the Town's Purchasing Director, when advertising for bids on behalf of the Town, to include the Village of Croton-on-Hudson, and the Village of Buchanan as parties who may utilize the bids; and

**WHEREAS**, it is required by law that the **TOWN** have an agreement with the Villages to designate the Town Director of Purchasing as Purchasing Agent for the Villages;

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute Agreements of Inter-Municipal Cooperation pursuant to the provisions of the General Municipal Law; and

**BE IT FURTHER RESOLVED**, that upon execution of the referenced Agreements by the parties thereto, the Town's Director of Purchasing be, and hereby is, authorized to advertise for bids in the name of the **TOWN OF CORTLANDT, THE VILLAGE OF CROTON-ON-HUDSON, and THE VILLAGE OF BUCHANAN**; said Agreements to commence and become effective from the date of execution, and to remain in effect through December 31, 2024.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**RE: (AUTHORIZE CONTRACT WITH PARTNERS IN SAFETY FOR SERVICES PERFORMED TO COMPLY WITH NEW DEPARTMENT OF TRANSPORTATION REGULATIONS)**

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is authorized to enter into a contract with Partners in Safety to provide services related to the Federal Drug and Alcohol Clearing House and the new Department of Transportation Regulations for Commercial Driver License (CDL) drivers in the Town of Cortlandt government.

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

**Adopted on January 23, 2024  
at a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE ALL PERSONAL SERVICE AGREEMENTS COVERING THE YEAR 2024)**

**WHEREAS**, throughout the course of the year, the Town Supervisor needs to execute various agreements for employees and contractors providing services to the Town; and

**WHEREAS**, this includes, but is not limited to, part-time and seasonal employees in recreation and independent contractors who lead programs;

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute all Personal Service Agreements and/or Contracts for the fiscal year 2024 for services provided to the various departments of the Town of Cortlandt; with an original or scanned copy of every such contract to be filed with the Town Clerk, and a copy thereof to be filed with the Town Comptroller by the Department receiving said services.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE THE SUPERVISOR TO EXECUTE CONTRACTS WITH VARIOUS LIBRARIES SERVICING THE TOWN OF CORTLANDT)**

**WHEREAS**, the Town Board, as a general appropriation within the Town Outside Village Fund, appropriates monies on an annual basis for a contribution to Libraries within the Westchester Library System which are utilized by the residents of the Town of Cortlandt; and

**WHEREAS**, the funds are normally distributed on an annual basis in accordance with the usage numbers and circulation numbers provided by the Libraries; and

**WHEREAS**, the Libraries in the Westchester Library System have a standardized method of calculating the number of users of the Libraries; and

**WHEREAS**, it is desirous of renewing Agreements with the Libraries who are members of the Westchester Library System in accordance with the same formula previously utilized by them:

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor be, and hereby is, authorized to execute a Contract for library services with the Hendrick Hudson Free Library, the Croton Free Library, the John C. Hart Library (Shrub Oak), and the Field Library (Peekskill) for payment of the amounts listed below for the year 2024:

HENDRICK HUDSON FREE LIBRARY	\$ 171,672.00
CROTON FREE LIBRARY	17,875.00
JOHN C. HART LIBRARY	434,412.00
PEEKSKILL FIELD LIBRARY	76,404.00

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE RENEWAL OF AN AGREEMENT WITH FISCAL ADVISORS  
AND MARKETING INC. WITH RESPECT TO BOND ISSUES AND FINANCIAL  
ADVISORY SERVICES)**

**RESOLVED**, that the Town of Cortlandt does hereby authorize the renewal of an Agreement with Fiscal Advisors and Marketing, Inc. of 120 Walton Street, Syracuse NY 13202 on an as needed basis.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(AUTHORIZE RENEWAL OF CONCESSION SERVICES FOR CHARLES J. COOK  
POOL)**

**WHEREAS**, the Town approved Costa Foods as its food service vendor at the Charles J. Cook Pool pursuant to Resolution number 68-17; and

**WHEREAS**, the Town has been satisfied with Costa Foods' performance and wishes to renew its services; and

**WHEREAS**, Costa Foods has offered to pay the Town \$4,500 per season to be the food vendor; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Supervisor is authorized to execute a renewal contract with Costa foods for one year with an option to renew the agreement for an additional year; and

**BE IT FURTHER RESOLVED**, that the contract is subject to all health and safety requirements.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE AN AMENDMENT AND RENEWAL OF RECYCLE RIGHT - THE SHARED SERVICE AGREEMENT WITH WESTCHESTER COUNTY FOR WASTE AND RECYCLING COMMUNICATIONS PLATFORM)**

**RESOLVED**, That the Town Board of the Town of Cortlandt does hereby authorize an amendment and renewal of Recycle Right, the shared service agreement with Westchester County for waste and recycling communications platform, at a cost of \$6,665.24.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE AGREEMENTS WITH THE CORTLANDT AMBULANCE  
CORP, INC., CITY OF PEEKSKILL AND VILLAGE OF CROTON WITH  
RESPECT TO CALLS WITHIN THE TOWN OF CORTLANDT)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby authorize the Supervisor to execute Agreements with the Cortlandt Ambulance Corp, Inc. (not to exceed \$105,000.), the City of Peekskill Ambulance (not to exceed \$30,000.) and the Village of Croton (not to exceed \$211,315.) with respect to calls within the Town of Cortlandt.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

NUMBER -24

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AGREEMENTS WITH  
WESTCHESTER COUNTY WITH RESPECT TO CDBG PROJECTS FOR THE  
YEAR 2024)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute Contracts/  
Agreements with Westchester County for the fiscal year 2024 with respect to all CDBG  
projects.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER \_\_\_\_\_

**(AUTHORIZE THE TOWN STAFF AND NWJWW TO SETTLE OUTSTANDING WATER PAYMENT FOR THE PROPERTY LOCATED AT CORTLANDT RIDGE)**

**WHEREAS**, the water bill to the Tax Lot 34.014.001.011 “Cortlandt Ridge Homeowners” with a location on Croton Avenue, Cortlandt Manor, was incorrectly metered resulting in an outstanding water balance due between the periods of April 2021 through September 2023; and

**WHEREAS**, after review by the Town Comptroller Office and Departments of Technical and Environmental Services the error in billing, due to a non-working meter, was noticed and Northern Westchester Joint Water Works “NWJWW” was notified; and

**WHEREAS**, NWJWW reviewed its’ billing reports and is authorized to adjust the outstanding water bill, resulting in a net payment due to the Town of Cortlandt in the amount of Forty One Thousand Seven Hundred and Thirty Dollar and Forty-Nine Cents (\$41,730.49); and

**WHEREAS**, the subject premises bills from Oct. 2023 forward shall be based on actual water meter reads and billed monthly.

**NOW, THEREFORE, BE IT RESOLVED**, NWJWW is authorized to adjust the water bill to the amount identified above and offer a payment plan for up to two years.

**BE IT FURTHER RESOLVED** that the Receiver of Taxes is authorized to eliminate any existing liens resulting from nonpayment of excess water billing charges if applicable.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**RE: (AUTHORIZE A SALARY INCREASE FOR PART-TIME EMPLOYEES AT NOR-WEST)**

**WHEREAS**, Wendy Greenfield, Director of Nor-West has asked the Town Board to consider a salary increase for part-time employees at Nor-West; and

**WHEREAS**, the Town Board has agreed to this request; and

**NOW, THEREFORE, BE IT RESOLVED**, all Part-Time employees at Nor-West are authorized an increase in accordance with the request of the Director of Nor-West, effective January 1, 2024; and

**BE IT FURTHER RESOLVED**, The Town Comptroller is hereby authorized to amend the budget as necessary.

<b>Name</b>	<b>Position</b>	<b>2024 Rate</b>
Aftyka, Rosa	Rec. Aide	19.25
Balestra--Rowlands, Cheryl	Supervisor	28.08
BelCastro, Cindy	Supervisor	23.92
Coronel, Ashely	Rec. Aide	16.00
Cuti, Elif	Supervisor	28.00
DeGrazia, Jenna	Rec. Aide	18.00
Doty, Dianne	Office Asst.	20.25
Doyle, Frank	Bus Driver	20.98
Dwyer, Alana	Rec. Aide	16.00
Gelfand, Sharon	Rec. Aide	19.59
Greenfield, Jeff	Supervisor	33.76
Kilmer, Kelly	Rec. Aide	19.76
Madden, Michael	LG/WSI	20.02
Maffettone, Angie	Bus Driver	30.01
Papa, Richard	Rec. Aide	19.26
Stewart, Irene	Medicaid Comp. Officer	45.00
Welch, Linda	Rec. Aide	22.54
Wilson, Randy	Bus Driver	23.72
Zicca, Pam	Supervisor	29.27

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

**Adopted on January 23, 2024  
at a Regular Meeting  
held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER -24**

**(RE: AUTHORIZE A LEAVE OF ABSENCE FOR AN EMPLOYEE IN THE OFFICE  
OF THE TOWN CLERK)**

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

Employee ID # 848600 – Effective 02/08/2024 – 05/02/2024

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

**Adopted on January 23, 2024  
at a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(SCHEDULE A PUBLIC HEARING FOR OMNIBUS ZONING TEXT AND MAP  
AMENDMENTS FOR FEBRUARY 13, 2024)**

**WHEREAS**, periodically, the Town Board approves zoning text amendments in order to make necessary clarifications; and

**WHEREAS**, there are various amendments that the Town Board will consider including, but not limited to, lighting standards, height of accessory structures, and zoning map changes;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board schedules a Public Hearing for February 13, 2024 at 7:00 PM at Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567 for Omnibus Zoning Text Amendments.

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

**Adopted January 23, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER -24**

**(RE: AUTHORIZE BUDGET AMENDMENT)**

**RESOLVED**, that the Town Board does hereby adopt Budget Amendment # 2, 3, 4, 5, and 6 and does hereby Authorize the Town Comptroller to implement same.

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

**Adopted on January 23, 2024  
At a Regular Meeting  
Held at the Town Hall**



# TOWN OF CORTLANDT

## COMPTROLLER'S OFFICE

**Richard H. Becker, MD**  
Town Supervisor

Town Hall  
1 Heady Street, Cortlandt Manor, NY 10567  
914-734-1070  
FAX 914-734-1077

**Patricia Robcke**  
Town Comptroller

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

<u>BUDGET AMENDMENT 2-2023</u>			
<u>2023 Adopted Budget</u>			
<b>FUND/ELEMENT : 10</b>	<b>General Fund Town-Wide</b>		
<b>DEPARTMENT:</b>	<b>Town Board</b>		
<b>INCREASE APPROPS.</b>	010.1010.0110	Salaries	\$ 5,269.76
	010.1010.0413	Suplies and Misc	6,000.00
	<b>Supervisor</b>		
	010.1220.0110	Salaires	4,872.80
	010.1220.0199	Overtime	8,224.51
	010.1220.0413	Supplies & Misc	7,078.53
	<b>Celebrations</b>		
	010.7550.0469	Celebrations	85,000.00
 <b>INCREASE REVENUES:</b>	010.0010.9000	Appropriated Fund Balance	 116,445.60
 <u>EXPLANATION/JUSTIFICATION</u>			
Amend 2023 Budget budget to cover various line items over-budget for expenses per TB Res #322-23.			



# TOWN OF CORTLANDT

## COMPTROLLER'S OFFICE

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Town Supervisor

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FAX 914-734-1077

Patricia Robcke  
Town Comptroller

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

### BUDGET AMENDMENT 3-2023

#### 2024 Preliminary Budget

<b>FUND/ELEMENT : 10</b>	<b>General Fund Town-Wide</b>		
<b>DEPARTMENT:</b>	<b>Justice Court</b>		
INCREASE REVENUES:	010.0010.9000	Appropriated Fund Balance	\$ 24,500
INCREASE APPROPS.	010.1110.0440	Service Contracts	23,000
	010.1110.0468	Court Stenographer	20,000
INCREASE REVENUES:	010.0010.9000	Appropriated Fund Balance	\$ 67,500

#### EXPLANATION/JUSTIFICATION

Amend 2023 Budget budget to cover various line items over-budget for expenses per TB Res #322-23.



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<u>BUDGET AMENDMENT 4-2023</u>			
<u>2023 Adopted Budget</u>			
<b>FUND/ELEMENT : 10</b>	<b>General Fund Town-Wide</b>		
<b>DEPARTMENT:</b>	<b>Tax Receiver</b>		
<b>INCREASE APPROPS.</b>	010.1330.0114	Temporary Services	\$ 9,523.21
	<b>Purchasing</b>		
	010.1345.0114	Temporary Services	27,867.12
	<b>Central Operations</b>		
	010.1490.0114	Temporary Services	13,815.00
	010.1490.0413	Supplies & Misc	3,125.68
	010.1490.0429	Homeland Security	2,550.00
	010.1900.0482	Taxes on Town Owned Property	38,863.25
	<b>Recreation</b>		
	010.7020.0110	Salaries	33,728.08
<b>INCREASE REVENUES:</b>	010.0010.9000	Appropriated Fund Balance	129,472.34
<u>EXPLANATION/JUSTIFICATION</u>			
Amend 2023 Budget budget to cover various line items over-budget for expenses per TB Res #322-23.			



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<u>BUDGET AMENDMENT 5-2023</u>			
<u>2023 Adopted Budget</u>			
<b>FUND/ELEMENT : 20</b>	<b>General Fund Town Outside Villages (TOV)</b>		
<b>DEPARTMENT:</b>	<b>Camps</b>		
<b>INCREASE APPROPS.</b>	020.7140.0440	Outside Contracts	\$30,295.00
	<b>Cook Pool</b>		
	020.7180.0423	Water	21,456.60
	020.7180.0440	Outside Contracts	60,455.85 *
	020.7180.0443	Building Maintenance	11,273.58
	<b>Sprout Brook Park</b>		
	020.7181.0422	Light & Power	5,398.48
	<b>Planning</b>		
	020.8020.0440	Outside Contracts	3,037.50
	<b>Leases</b>		
	020.9785.0610	Principal	16,026.58
	020.9785.0710	Interest	4,002.02
<b>INCREASE REVENUES:</b>	020.0020.9000	Appropriated Fund Balance	151,945.61
<u>EXPLANATION/JUSTIFICATION</u>			
Amend 2023 Budget budget to cover various line items over-budget for expenses per TB Res #322-23.			
* Ray Palmer pool repairs TB Res #255-22 and 256-22.			



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<u>BUDGET AMENDMENT 6-2023</u>			
<u>2023 Adopted Budget</u>			
<b>FUND/ELEMENT : 20</b>	<b>General Fund Town Outside Villages (TOV)</b>		
<b>DEPARTMENT:</b>	<b>Parks</b>		
<b>INCREASE APPROPS.</b>	020.7110.0413	Supplies & Misc	\$60,000.00
	020.7110.0414	Auto Parts	12,500.00
	020.7110.0418	Sand & Clay	22,405.56 *
	020.7110.0420	Maintenance Materials	7,200.00
	020.7110.0440	Outside Contracts	37,897.00
	020.7110.0443	Office Building Maintenance	20,000.00
<b>INCREASE REVENUES:</b>	020.0020.9000	Appropriated Fund Balance	160,002.56
<u>EXPLANATION/JUSTIFICATION</u>			
Amend 2023 Budget budget to cover various line items over-budget for expenses per TB Res #322-23.			
* Little League Field Repairs per TB Res #286-23 and #324-23.			