



# TOWN OF CORTLANDT

## OFFICE OF THE TOWN CLERK

**Town Clerk**  
LAROUÉ R. SHATZKIN

**Deputy Town Clerk**  
AMANDA SHAFIULLAH

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

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





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

## NOTICE:

### Clickable Agenda from Town Clerk, Laroué Shatzkin

Dear Viewer,

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

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

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

Warmly,

Laroué Shatzkin



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## REGULAR MEETING

### TOWN BOARD AGENDA – JANUARY 14, 2025

**PLACE:**

**TOWN HALL**

**TIME:**

**7:00 PM**

## ORDER OF BUSINESS

### MEETING CALLED TO ORDER

### PLEDGE TO THE FLAG

### SUPERVISOR'S PROCLAMATIONS & REPORTS

### ROLL CALL

### TOWN BOARD REPORTS

### APPROVAL OF THE MINUTES

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

**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

**HEARING OF CITIZENS – AGENDA ITEMS ONLY**

**REPORTS**

**Receive and File the following:**

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

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

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

**OLD BUSINESS:**

**Receive and File the following:**

**NEW BUSINESS**

**Receive and File the following:**

**RESOLUTIONS**

1. Reappoint Jeffrey Rothfeder as Member of the Planning Board.
2. Reappoint Benito Martinez and Thomas Walsh as Members of the Zoning Board of Appeals.
3. Reappoint Jennifer Corrado, Paul Diroma, Joseph Minz and Nathan Palmer as members of the PRC Advisory Board.

4. Appoint Amanda Shafiullah to the title of Deputy Registrar of Vital Statistics, and Tina Toback to the title of Sub-Registrar of Vital Statistics.
5. Reappoint Members to the Continental Village Park District Joint Advisory Committee for the year 2025.
6. Adopt the Salary Resolution for Town Employees for the Year 2025.
7. Appoint or re-appoint members to the following:
  - a. Architectural Review Council
  - b. Alarm Appeals Board
8. Appoint the following:
  - a. Deputy Town Supervisor for the Year 2025.
  - 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 Liaison to the Cortlandt Quarry & Recreation.
  - g. Town Board Liaison to School Districts.
  - h. Town Board Liaison to Youth & Recreation.
  - i. Town Board Liaisons to Departments.
  - 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.
9. Adopt the following for 2025:
  - 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 2025.
  - 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.
10. Designate the Voting Delegate and Alternate for the Association of Towns Annual Business Session.
11. Authorize the Supervisor to execute the following 2025 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 and Northern Westchester Joint Water Works authorizing the Town Purchasing Director to advertise bids on their behalf.

- 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.
12. 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.
  13. Authorize Re-levy of Unpaid Water and Sewer Charges.
  14. Authorize Settlement of Tax Certiorari proceeding with South Riverside Croton LLC.
  15. Authorize Settlement of Tax Certiorari proceeding with Lore Gaetano.
  16. Authorize Bid 2024-19 for Coach Bus Transportation.
  17. Support Harriet Tubman Underground Railroad New York Scenic Byway Nomination and Corridor Management Plan Adoption.
  18. Agenda items for DOTS:
    - a. Authorize Purchase of Town Hall Digital Entrance Sign.
    - b. Authorize DOTS to Bid TE Contract 2025.01 – Montrose Pocket Park.
    - c. Authorize Change Order to TE Contract 2024.03 - Cortlandt Lake Dam Maintenance and Improvements.
  19. Agenda items for DES:
    - a. Authorize for Woodward and Curran Engineering to finalize the Town of Cortlandt Water Distribution Hydraulic Model.
    - b. Authorize Purchase and Installation of new Steel Doors for the Town Hall at the Westchester County Police Entrance.
  20. Appoint Edward McKay as Director of Nor-West Regional Special Services.

21. Appoint Lisa Bruederlein to the title of Senior Office Assistant – Automated Systems in the Office of the Town Clerk.
22. Appoint Josh DiNardo to the title of Assistant General Foreman in the Department of Environmental Services.
23. Appoint Jennifer Criollo to the title of Part-Time Office Assistant - Automated Systems (Spanish Speaking) in the Justice Court.
24. Appoint a Seasonal Employee in the Department of Environmental Services.
25. Schedule a Public hearing for February 11, 2024 for a Local Law pertaining to Hotel & Motel Occupancy Tax.

**ADDITIONS TO THE AGENDA**

**BUDGET TRANSFERS - NONE**

**REPORTS FROM VARIOUS DEPARTMENTS**

**REPORTS FROM STANDING & SPECIAL COMMITTEES**

**SECOND HEARING OF CITIZENS**

**ADJOURNMENT**

**NEXT TOWN BOARD MEETING**

**February 11, 2025 at 7:00 pm**  
**Town Hall Web Site address: [www.townofcortlandt.com](http://www.townofcortlandt.com)**



**DRAFT**

A **Regular Meeting** of the Town Board of the Town of Cortlandt was conducted on **December 10, 2024** with the following elected officials and appointed staff in attendance:

<b>RICHARD H. BECKER</b>	<b>Supervisor</b>
<b>JOYCE WHITE</b>	<b>Councilmember- ASBENT</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>Assistant Town Attorney</b>
<b>LAROUÉ ROSE SHATZKIN</b>	<b>Town Clerk- ABSENT</b>
<b>AMANDA SHAFIULLAH</b>	<b>Deputy Town Clerk</b>
<b>PATRICIA ROBCKE</b>	<b>Comptroller</b>
<b>MICHAEL PREZIOSI</b>	<b>Director, DOTS</b>
<b>CLAUDIA VAHEY</b>	<b>Human Resources Coordinator</b>
<b>STEPHEN FERREIRA</b>	<b>Director, DES</b>
<b>JOE BASSELL</b>	<b>Junior Network Specialist</b>

**MEETING CALLED TO ORDER**

The meeting was called to order at 7:02 P.M.

**PLEDGE TO THE FLAG**

Supervisor Becker started the meeting with the Pledge of Allegiance with Cub Scout Troop 134 leading.

**SUPERVISOR’S PROCLAMATIONS & REPORTS**

Supervisor Becker remarked, on November 25<sup>th</sup>, 2024 The Town Board and Supervisor Becker attend the Youth Soccer Awards at the Community Center with over 354 youth who participated and received a trophy. The travel basketball team is currently in session. The Indian Point Decommission Oversight Board met on December 5<sup>th</sup>, 2024 to discuss the progress going on with the decommissioning process. The Superintendent representing the school board and PTA spoke about some financial issues occurring now and moving forward and the Town will help



them anyway that they can. The Town Board attended the Pearl Harbor Ceremony in Peekskill and it was very moving because there were many residents who served during Pearl Harbor. On December 7<sup>th</sup>, 2024 The Youth Center hosted a “Meet Santa” and the Town Board and youth of the Town were able to take pictures with Santa.

In upcoming events, On December 14<sup>th</sup>, 2024, the Youth Center is hosting Winter Wonderland at 3pm. Residents can enjoy inflatable rides, ice-skating, meeting Santa Clause, seasonal carolers, and Alpacas from Binnewater Farm. The Town’s Tree-Lighting ceremony will occur at 5:45pm. The Recreation Department also has Santa Mailbox available until December 15<sup>th</sup>, 2024 at Town Hall. Letters may be dropped off or mailed to 1 Heady Street, Cortlandt Manor, NY 10567. The Town is hosting Westchester County Police Operation Blue Santa which is a toy drive to donate new and unwrapped toys to Town Hall by December 12<sup>th</sup>, 2024.

Supervisor Becker congratulated and said goodbye to Town Justice, Maritza Fugaro-Norton, who was elected in November to the Westchester County Family Court. She has been with Cortlandt’s Town Justice since 2019 and established the town’s first night court, and volunteered as an accessible magistrate of the town. The Town hosted a small ceremony to congratulate her, and presented Maritza with a plaque, clock, and flowers.

Supervisor Becker remarked on tonight’s agenda because it includes the 2025 Agenda which came in under the tax cap. The Town of Cortlandt’s tax bill is about 10 percent of the bill, 90 percent goes to the schools and county, and only 10 percent goes to the town. The town concentrates on keeping the overall taxes low, the town budget called for a 3.6 percent tax increase which is less than the 3.83 percent New York State tax cap. The town has been under the tax cap since 2011 when the tax cap was established. Neighboring towns such as Yorktown increased by 6.6 percent and Peekskill increased 4.65 percent. Residents in the water district will see a \$15 increase, the towns outside the villages will have a \$75 increase, and Buchanan and Croton will have a \$25-\$35 increase. Overall, less than a dollar a week for most residents in the Town of Cortlandt.

Supervisor Becker thanked The Town Comptroller, Patty Robcke, and Town Board who were able to make the budget the most efficient. It was difficult to keep the budget under due to the increase in labor costs, the cost of living, energy costs, fuel, electricity, asphalt and other oil-based materials. The healthcare premiums, throughout all municipalities, were a challenge because the Town employs over 200 employees and 200 retirees that receive benefits. The Town is currently negotiating salaries for the Town employees for next year because they deserve a raise. The Town Board has voluntarily stipulated that no elected officials will receive a raise due to the challenging times. The budget overall is extremely conservative with a small increase to town taxes, all services will be maintained, the town will continue to grow, and our new local policing efforts will continue to be expanded. Overall the Town of Cortlandt is in an excellent state. We are maintaining an excellent AA1 Moody’s Bond Rating which allows the Town to borrow money when needed at a low rate.

## **TOWN BOARD REPORTS**

### **Councilperson Cristin Jacoby gave her report**

#### **OF NOTE:**

Councilperson Jacoby is excited to attend all the Town events in the upcoming weeks. Councilperson Jacoby also congratulated Maritza Fugaro-Norton on her election to the Westchester County Family Court. In the past few years Judge Maritza has been a very important part of Town Hall and the community. Judge Maritza's dream was to be in family court so it is very exciting to see her accomplish this. Councilperson Jacoby commented, she hopes she never ends up in family court but if she were too she hopes it would be in front of Judge Maritza because she is fair, has an enormous heart, and she believes in doing the best for families. Councilperson Jacoby also thanked the Town Comptroller, Patty Robcke, for her hard work she has accomplished. Councilperson commented on the budget and stated a lot of the costs in the budget were fixed costs, like the healthcare premiums, that are determined by New York State, which does not allow the Town to cut costs like most people think the Town is able too. The numbers on road paving have also increased in the past few years and the Town is trying to continue to pave the roads at the rate the Town has in the past. The Town Board is continuing to be responsible to match revenues and expenditures and also keeping residents' taxes low although it is challenging. Councilperson Jacoby thanked Dr. Becker, Patty Robcke, and the Town Board for coming together and putting in the best effort for the residents of the Town in Cortlandt. Councilperson Jacoby also announced the Cortlandt Softball Little League registration is now open and they are also looking for parent volunteers.

Supervisor Becker commented, he enjoys watching the Softball League play outside of Town Hall when he leaves for the day.

### **Councilperson James Creighton gave his report**

#### **OF NOTE:**

Councilperson Creighton thanked the Cub Scouts from Pack 134 who were able to sit up on the dais and pretend to be the Supervisor and Councilpersons. He thanked the parents and leaders for teaching young people how to be leaders. Councilperson spoke about how he enjoyed the past events such as the soccer awards, the tree-lighting ceremonies in Buchanan and Peekskill. He asked the public to join the Town during the Winter Wonderful on Saturday. Councilperson Creighton also attended a ribbon-cutting ceremony at the Kings & Queens Fun Zone and a Turkey Trot in Peekskill for the CHHOP Shelter. Some of the important events such as the Indian Point Decommissioning meeting, a conference in the County regarding battery storage systems which is significant as the Town of Cortlandt works through its new codes regarding

battery storage. He also thanked the Supervisor and Patty Robcke for leading us in a difficult year with the Town's budget.

Councilperson also spoke about the Quaker Bridge closure and about a meeting with stakeholders in the county, state representatives, the Village of Croton, and the Town of Cortlandt to understand the time frame for the opening of the bridge. He was able to receive a report of the two red flags for the closure of the bridge and it is available for all residents at their request. He expressed the safety concerns from Westchester County Department of Public Works were real and the bridge was required to be closed immediately. The county was working on a design prior to the red flag report and it was submitted to the capital improvement project and was approved \$20 million for the replacement of the Quaker Bridge. The process will be lengthy that require different approvals but the county has agreed to add in the bid documents for the completion of the bridge in June 2026 or there will be significant penalties for the contractors. The Town understands how difficult the bridge closure is for our residents in that area of the town so the Town will continue to follow this project and keep the public informed as well. Councilperson Creighton also wished everyone a Happy Holiday.

**Councilperson Joyce White gave his report**  
**OF NOTE:**

**ABSENT**

**Councilperson Robert Mayes gave his report**  
**OF NOTE:**

Councilperson Mayes read a report from Councilperson White who was unable to attend tonight's Town Board Meeting. Councilperson White's statement is below:

“Please accept this notice that I am unable to attend the Town Board meeting tonight, December 10<sup>th</sup> 2024 due to a pre-schedule family commitment. I have attended previous work sessions leading up to tonight's Town Board meeting. I have thoroughly looked over the Proposed Budget, the Benefit Assessment Roll of the Town of Cortlandt, and the proposed Amendments to the Zoning Ordinance for Self-Storage Facilities.

I am in favor of the following being voted on tonight, all Public Hearings to consider to adopt, reports to receive and file, old business, new business to receive and file, resolutions to adopt and, additional resolution to confirm Insurance for Paramedics Program

I ensure you all that I will be fully briefed on the meeting's key discussions afterwards. Happy Holidays you and yours! Councilwoman Joyce White”

Councilperson Mayes commented on the budget stating it is not a simple or short process but a process that the Town Board takes very seriously because, all members of the Town Board live and pay taxes in the Town. The budget is a balancing act to maintain top-quality services to the residents, stay under the tax-cap, and keep all costs low overall. Councilperson Mayes stated although the majority of the Town's tax bill is not for the town, since the Town is an independent tax agency and the Town tries to keep everything under a certain level of the budget. This year's health insurance premiums did not increase as much as the Board anticipated so there were some cost savings there but there were other cost increases in other areas to cover those increases. He commented with this budget the Town Board really did a great job to stay under the tax cap and continue to keep the services residents deserve and with the management of the budget through The Supervisors office we will have a bright financial future to look forward to.

Councilperson Mayes congratulated Judge Figueroa-Norton on her election to Westchester County Family Court. He stated Judge Figueroa- Norton serve the Town's court very honorably with a great judicial temperament, understood the community and, could relate to the litigants, and is very smart individual. He also stated he is excited to attend Winter Wonderland this weekend and wished everyone a happy, safe, and joyous holiday season.

Supervisor Becker thanked Councilperson Mayes for reading Councilperson White's statement and for adding his professional component to Maritza. Supervisor Becker announced the Town Board has advertised for applicants to fill Judge Figueroa-Norton seat until the end of 2025. November 2025 there will be an election for the seat.

### **APPROVAL OF THE MINUTES**

Approve the Minutes for the November 4<sup>th</sup>, 2024 Special Meeting and the November 19, 2024 Regular Meeting.

Councilperson Mayes made a motion to approve the above Minutes, seconded by Councilperson Jacoby.

### **PUBLIC HEARINGS**

#### **Public Hearing to consider the adoption of the 2025 Budget**

The Public Hearing was opened at 7:29 P.M

- a. Close Public Hearing.  
**RESOLUTION NO. 374-24 RE**: Adopt 2025 Town Budget.  
**RESOLUTION NO. 375-24 RE**: Authorize the Library Budget.

The Public Hearing was adjourned at 7:29 P.M.

Councilperson Mayes made a motion to close the public hearing, and adopt the Resolutions, seconded by Councilperson Jacoby, with all voting **AYE**.

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

The Public Hearing was opened at 7:30 P.M

- b. Close Public Hearing.
- c. Receive Memorandums Outlining Draft Benefit Unit Assessment Rolls for Cortlandt Boulevard Central, West, and East Sewer Improvement Areas and Dickerson Pond Sewer District.  
**RESOLUTION NO. 376-24 RE:** Approve All Benefit Unit Assessment Rolls.

Councilperson Creighton made a motion to close the public hearing, and adopt the Resolutions, seconded by Councilperson Mayes, with all voting **AYE**.

Supervisor Becker thanked DES Superintendent, Steve Ferreria and DOTS Director, Michael Preziosi to keep Valeria up and running and to the Legal Department for drafting the paperwork for this Public Hearing.

Deputy Town Attorney, Michael Cunningham, clarified this motion is to close the public hearing and to Receive Memorandums Outlining Draft Benefit Unit Assessment Rolls for Cortlandt Boulevard Central, West, and East Sewer Improvement Areas and Dickerson Pond Sewer District and to approve all benefit unit assessment rolls.

The Public Hearing was adjourned at 7:31 P.M.

**Public Hearing to consider Proposed Amendments to the Zoning Ordinance for Self-Storage Facilities.**

The Public Hearing was opened at 7:31 P.M

- d. Close Public Hearing.  
**RESOLUTION NO. 377-24 RE:** Adopt Negative Declaration.  
**RESOLUTION NO. 378-24 RE:** Adopt Resolution for Local Law.

Supervisor Becker commented the Town has received an avalanche of applications for self-storage facilities and the Town would like to have some control over the zoning for developers to follow.

Councilperson Mayes made a motion to close the public hearing, adopt the Negative Declarations, and adopt the Resolutions, seconded by Councilperson Jacoby, with all voting **AYE**.

The Public Hearing was adjourned at 7:32 P.M.

## **HEARING OF CITIZENS – AGENDA ITEMS ONLY**

### **REPORTS**

#### **Receive and File the following:**

For the month of October 2024 from the Recreation Department.

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

### **OLD BUSINESS:**

#### **Receive and File the following:**

1. Memorandum from DOTS summarizing 2024 Water Quality Assessments for Wallace Pond/Westchester Lake.
2. Memorandum from DOTS summarizing 2024 Water Quality Assessments for Spy Pond.

### **NEW BUSINESS**

#### **Receive and File the following:**

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

### **RESOLUTIONS**

**RESOLUTION NO. 379-24 RE:** Adopt the Capital Improvement Plan for 2025-2029.

**RESOLUTION NO. 380-24 RE:** Authorize the Comptroller to Amend the 2024 Budget for the Use of Funds from the American Rescue Plan Act (ARPA).

**RESOLUTION NO. 381-24 RE:** Confirm M&T Bank for Lease Financing for DES Vehicles.

**RESOLUTION NO. 382-24 RE:** Authorize Settlement with Henry Gallagher for 13 Frances Drive.

**RESOLUTION NO. 383-24 RE:** Authorize a Contract with CAI Technologies for Tax Map Maintenance Services.

**RESOLUTION NO. 384-24 RE:** Authorize a License Agreement with the Owner of 1 Field Place.

Agenda Items for DOTS:

**RESOLUTION NO. 385-24 RE:** Authorize Service Contract with Creighton Manning for Community Gateway Signs at the updated Annsville Circle.

Agenda Items for Department of Environmental Services:

**RESOLUTION NO. 386-24 RE:** Authorize the Auction of Surplus Vehicles and Equipment.

**RESOLUTION NO. 387-24 RE** Authorize a Stop Sign on The Oval at Eton Downs.

**RESOLUTION NO. 388-24 RE** Authorize a Stop Sign on Lockwood Road at Wheeler

**RESOLUTION NO. 389-24 RE:** Appoint Seasonal Employees in Town Hall.

**RESOLUTION NO. 390-24 RE:** Schedule a Public Hearing for January 14, 2025 to consider Agreements with Various Fire Departments pertaining to Fire Protection Services. (Continental Village Fire Department, Montrose Fire Department and the Village of Croton)

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

Supervisor Becker commented that the Capital Improvement Plan for 2025-2029 is a list of improvements throughout the Town. He also thanked every department in Town of Cortlandt for putting this Capital Improvement Plan together. He also commented on various resolutions above such as the ARPA, explaining these funds were received post-COVID and must be allocated by the end of 2024 so the Town is able to use it in 2025 towards the Capital Improvement and other various projects. The settlement with Henry Gallagher is good news because it was an abandoned home which will now be occupied and back on the town's tax roll. The seasonal employees are a few interns who are helping out in the Town Government during their winter break.

**ADDITIONS TO THE AGENDA – YES**

**RESOLUTIONS**

**RESOLUTION NO. 391-24 RE: Confirm Insurance for Paramedics Program**

Supervisor Becker commented the Paramedics Program is a joint venture between City of Peekskill and the Town of Cortlandt new Paramedics Program. He thanked the Town Comptroller, Patty Robcke and the two Town Attorney's for completing majority of the work.

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

**BUDGET TRANSFERS – NONE**

**REPORTS FROM VARIOUS DEPARTMENTS**

**REPORTS FROM STANDING & SPECIAL COMMITTEES**

**SECOND HEARING OF CITIZENS**

**ADJOURNMENT**

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

The meeting was adjourned at 7:39 P.M.

**NEXT TOWN BOARD MEETING**

January 14, 2025 at 7:00 P.M  
Town Hall Web Site address: [www.townofcortlandt.com](http://www.townofcortlandt.com)

Respectfully submitted,

Laroue Rose Shatzkin  
Town Clerk



**RESOLUTION**

**NUMBER 390-24**

**(RE: SCHEDULE A PUBLIC HEARING FOR JANUARY 14, 2025 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 14th day of January, 2025 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 10, 2024  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(RE: NEGATIVE DECLARATION RE: FIRE PROTECTION SERVICES)**

**WHEREAS**, the Town Board of the Town of Cortlandt has expressed its intent to consider, after conducting a Public Hearing hereon, Fire Protection Services; and

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

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

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

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

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

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

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

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**Reasons Supporting This Determination:**

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

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

**For Further Information:**

Contact Person:

Address:

Telephone Number:

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

Chief Executive Officer , Town / City / Village of

Other involved agencies (If any)

Applicant (If any)

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

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

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

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

<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"/>	
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: _____		

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 X-25**

**(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 2025)**

**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, 2025 through December 31, 2025; 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, 2025 through December 31, 2025 at a total contract price to the Town of \$200,370.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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 2025)**

**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, 2025 through December 31, 2025; 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, 2025 through December 31, 2025 at a total contract price to the Town of \$65,445.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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 2025)**

**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, 2025 through December 31, 2025; 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, 2025 through December 31, 2025 at a total contract price to the Town of \$287,704.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**



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



Town Supervisor  
RICHARD H. BECKER, MD

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

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

December 10, 2024

TO: Supervisor Richard H. Becker

RE: ATTENDANCE REPORT – NOVEMBER 2024 - RECREATION

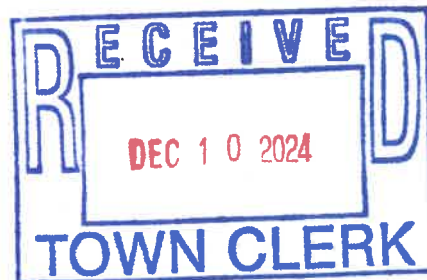
Attached for your information are various reports compiled by the Cortlandt Recreation Division.

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

Sincerely,

Kenneth Sherman  
Director, Recreation & Conservation

attend/cover-jl



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

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Nov. '24	Nov. '24	Nov. '23	Nov. '23	Nov. '24-Nov. '23	Average
					0	#DIV/0!
Art Explorers-Little Hands	2	14	3	24	-10	8
Art Quest-Cool Vibes	2	10	3	18	-8	6
Babysitting Skills					0	#DIV/0!
Baseball Camp					0	#DIV/0!
Baseball - Travel Tryout					0	#DIV/0!
Baseball - Travel Practice					0	#DIV/0!
Baseball - Travel Games					0	#DIV/0!
Basketball - Travel Scrimmage					0	#DIV/0!
Basketball - Travel Team Games-Boys	0	0	0	0	0	#DIV/0!
Basketball - Travel Team Tryouts - Boys					0	#DIV/0!
Basketball - Travel Team Boys Prac.	8	80	9	135	-55	15
Basketball - Girls Travel Team Game					0	#DIV/0!
Basketball - Girls Travel Team Tryouts					0	#DIV/0!
Basketball - Girls Travel Team Prac.	0	0	3	45	-45	15
Basketball - League Meetings					0	#DIV/0!
Basketball - Cub Girls Games					0	#DIV/0!
Basketball - Cub Girls Tryouts			1	20	-20	20
Basketball - Cub Girls Practice	12	144	12	144	0	12
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	13	168	12	156	12	13
Basketball - Midget Girls Tryouts			1	22	-22	22
Basketball - Pee Wee Games					0	#DIV/0!
Basketball - Pee Wee Practice	24	288	12	144	144	12
Basketball - Pee Wee Tryouts	1	40	1	44	-4	44
Basketball - Cub Boys Games					0	#DIV/0!
Basketball - Cub Boys Practice	24	312	12	156	156	13
Basketball - Cub Boys Tryouts	1	44	1	42	2	42
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	8	0	2
Bowling-Bumper	4	40	4	12	28	3
Cheerleading Camp					0	#DIV/0!
CPR/ for Prof. Rescuer					0	#DIV/0!
Game Café at the CUE					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 - 2024**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Nov. '24	Nov. '24	Nov. '23	Nov. '23	Nov. '24-Nov. '23	Average
Sailor Fitness					0	#DIV/0!
Sailor Softball Camp					0	#DIV/0!
Skyhawks Baseball			1	16	-16	16
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	3	225	2	150	75	75
Soccer League - Midget Games - Girls	3	120	2	120	0	60
Soccer League - Junior Games - Boys	3	150			150	#DIV/0!
Soccer League - Junior Games - Girls	3	150	2	80	70	40
Soccer League - Pee Wee Games - Boys	3	210	2	180	30	90
Soccer League - Pee Wee Games - Girls	3	120	2	80	40	40
Soccer League - Pee Wee Co-Ed Clinic					0	#DIV/0!
Soccer League - Midget Prac. - Boys	10	150	10	150	0	15
Soccer League - Midget Prac. - Girls	10	150	10	150	0	15
Soccer League - Junior Prac. - Boys	10	150			150	#DIV/0!
Soccer League - Junior Prac. - Girls	10	100	10	100	0	10
Soccer League - Pee Wee Prac. - Boys	10	150	10	150	0	15
Soccer League - Pee Wee Prac. - Girls	10	100	10	100	0	10
Soccer - Awards Night	1	350	1	300	50	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	135	3	98	37	32.666667
Soccer Travel Games - U12 Boys	3	129	3	135	-6	45
Soccer Travel Games - U13 Boys	3	150	3	112	38	37.333333
Soccer Travel Games - U14 Boys	2	86			86	#DIV/0!
Soccer Travel Games - U15 Boys			3	120	-120	40
Soccer Travel Games - U10 Girls					0	#DIV/0!
Soccer Travel Games - U11 Girls	2	90	3	105	-15	35
Soccer Travel Games - U12 Girls	3	135	3	135	0	45
Soccer Travel Games - U13 Girls	3	150			150	#DIV/0!
Soccer Travel Games - U14 Girls					0	#DIV/0!
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	8	144	6	90	54	15
Soccer Travel Practice - U12 Boys	8	136	6	120	16	20
Soccer Travel Practice - U13 Boys	8	400	6	96	304	16
Soccer Travel Practice - U14 Boys	8	136			136	#DIV/0!
Soccer Travel Practice - U15 Boys			6	108	-108	18
Soccer Travel Practice - U10 Girls					0	#DIV/0!
Soccer Travel Practice - U11 Girls	8	144	6	96	48	16
Soccer Travel Practice - U12 Girls	8	144	6	120	24	20
Soccer Travel Practice - U13 Girls	8	160			160	#DIV/0!
Soccer Travel Practice - U14 Girls					0	#DIV/0!
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  
ADULT ACTIVITY - 2024**

Activity	# of Sessions	Totals	# of Sessions	Totals	Difference	2024 Daily
	Nov. '24	Nov. '24	Nov. '23	Nov. '23	Nov. '24-Nov. '23	Average
					0	#DIV/0!
Badminton	3	54	4	52	2	13
Basketball - 30 & Older	5	96	3	69	27	23
Basketball - 18 & Older	3	69	4	85	-16	21.25
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	3	9	4	12	-3	3
Karate-Advanced					0	#DIV/0!
Karate	3	27	4	32	-5	8
Light Saber Training			4	64	-64	16
Line Dancing					0	#DIV/0!
Navigating College Admission Process					0	#DIV/0!
Navigating College Financial Aid Process					0	#DIV/0!
Nor-West	24	401	18	431	-30	23.944444
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	3	45	4	60	-15	15
Tai Chi Advances			4	16	-16	4
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	45	3	48	-3	16
Yoga - Core & Stretch	4	76	4	64	12	16
Yoga - Lite	4	52	4	44	8	11
Yoga 2.0	4	84	4	68	16	17
Yoga Anyone					0	#DIV/0!
Yoga - Gentle	0	0	4	52	-52	13
Westchester Women's Chorus			3	180	-180	60
Woga	8	144	8	104	40	13
<b>TOTAL</b>	<b>67</b>	<b>1102</b>	<b>79</b>	<b>1381</b>	<b>-279</b>	<b>17.481013</b>





Town Supervisor  
RICHARD H. BECKER, MD

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

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

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



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

December 31, 2024

To: Town Clerk Laroue Rose Shatzkin

Re: Senior Citizen Monthly Attendance

Enclosed are the statistics related to the programs conducted at the Muriel Morabito Community Center, during the month of 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,

A handwritten signature in blue ink that reads "Dawn Mahoney".

Dawn Mahoney  
Director of Senior Services



### **Senior Citizen Clubs:**

We had 2 large club meetings this month with an average of 138 in attendance at each. Attendance is at its highest point in recent years. Verplanck Seniors continue to meet at the Schoolhouse each week.

### **Nutrition Program:**

The Home Delivered Meal Program is sporadic in nature, due in part to the fragile health of those involved. 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 offered an educational 6 week course, called HeLP, from Westchester County, two holiday parties, Westchester County Hall of Fame, a visit from Blue Santa, Tai Chi series, special Zumba offering, Run, Run Rudolph, amongst other ongoing activities.

## 2024-DECEMBER





Activity	# of sessions	Totals	Avg/ session
NOR-CORT/CORT CLUB	2	279	138.5
VERPLANCK CLUB	3	120	40
PARTIES	2	200	100
EXERCISE	15	605	40.33
Acts, Cards, Ceram.	8	264	33
SPECIALS	9	326	36.22
BUS TRANS.	3	27	9
TRIPS	n/a	n/a	n/a
HOME VISITS	2	4	2
WJCS/REFERRAL	16	90	5.63
SHOPPING	5	34	6.8
MEDICAL CAR	12	33	2.75
CONGREGATE	18	188	10.44
HDM / SNAP	18	1094	60.78

# TOWN OF CORTLANDT - THE GOLDEN CONNECTION



## DECEMBER 2024



Monday	Tuesday	Wednesday	Thursday	Friday
<p>2 NO Line Dancing Poker Group 1:00-3:00pm Gingerbread House Making 12:00pm Drop in Pickleball 1:30-3:00pm Bus to Uncle G's &amp; Trader Joe's</p>	<p>3 Nor-Cort/Cortlandt Meeting 10:30am Lunch Bingo</p>	<p>4 Tai Chi 11:30am-12:30pm Coffee Hour 12:30pm Men's Discussion Group 12:30pm HeLP For Life Program 12:30pm- 3:00pm Special Play w/Pickleball Paul 1:30 -3:00pm</p>	<p>5 Chair Yoga 10:30am Wii Bowling 11:45pm Mahjong, Chinese Mahjong, Cards, and Board Games 12:00pm Bereavement Support 12 Noon <b>Verplanck Mtg. 10:00am @Scholhouse</b> <b>Guest : Karen McCarthy NYPHC</b></p>	<p>6 Low Impact 10:15am Zumba 12:15  Pizza &amp; Movie 1:00 pm "Elf"</p>
<p>9 NO Line Dancing Run Rudolph Run Races 12:30pm NO Poker Group NO Drop In Pickleball</p>	<p>10 Nor-Cort/ Cortlandt Holiday Party@ Cortlandt Colonial 12:00pm</p>	<p>11 Tai Chi 11:30am-12:30pm Men's Discussion Group 12:30pm Coffee Hour 12:30pm HeLP class 12:30-3:00pm Drop in Pickleball 1:00pm-3:00pm</p>	<p>12 Chair Yoga 10:30am Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm  <b>NO Verplanck Mtg.</b></p>	<p>13 Low Impact 10:15am Zumba 12:15pm (Sub. Freddie) <b>Verplanck Holiday Party @Cortlandt Colonial 12:00pm</b></p>
<p>16 Line Dancing 10:30am-11:30am Poker Group 1:00-3:00pm Drop In Pickleball 1:30-300pm</p>	<p>17 Nor-Cort/Cortlandt Meeting 10:30am Lunch Blue Santa 11:30am BIG BINGO 12:30pm</p>	<p>18 Tai Chi 11:30am-12:30pm Coffee Hour 12:30pm Men's Discussion Group 12:30pm HeLP Class 12:30-3:00pm Swing Dance 1:30pm-3:00pm NO Drop in Pickleball</p>	<p>19 Chair Yoga 10:30am Wii Bowling 11:45am Bereavement Support 12 Noon Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm <b>Verplanck Mtg. 10:00am @Schoolhouse</b></p>	<p>20 Low Impact 10:15am  Zumba 12:15pm</p>
<p>23 Line Dancing 10:30am-11:30am Poker Group 1:00-3:00pm Drop in Pickleball 1:30-3:00pm</p>	<p>24 <b>NO PROGRAMS CENTER CLOSED @ NOON</b></p> 	<p>25</p> 	<p>26 Chair Yoga 10:30 (Sub.- Patricia) Wii Bowling 11:45am Mahjong/Chinese Mahjong, Cards, Canasta and Board Games 12:00pm <b>Verplanck Mtg. 10:00am @Schoolhouse</b></p>	<p>27 Low Impact 10:15  Zumba 12:15pm</p>
<p>30 NO Line Dancing Poker Group 1:00-3:00pm Drop in Pickleball 1:30-3:00pm</p>	<p>31 <b>NO PROGRAMS CENTER CLOSED @ Noon</b></p> 	<p><b>Muriel H. Morabito Community Center 29 Westbrook Drive Cortlandt Manor, NY 914-528-1572</b></p>		<p><b>NOTICE: CALENDARS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE! Program Information On reverse side</b></p> 

# TOWN OF CORTLANDT - THE GOLDEN CONNECTION

## Schedule of Events



**Gingerbread House Making:** December 2nd at 12 Noon. \$10 in advance. Take a break from Holiday Shopping and get messy with us! All supplies will be provided. Must register by 11/25 with payment in cash.

**Play Pickleball w/Paul:** Immerse yourself in gameplay with a veteran player as your forth. Paul will give advice and feedback throughout games on things like technique, shot selection, court positioning, strategy and more on Wednesday, December 4th between 1:30-3pm. This is not a clinic or one on one lesson. Free!

**Bereavement Support:** Available to those who are grieving a recent death and provide a safe and supportive environment where people can verbalize feelings associated with a loss. Susan Loomis, LMSW will be available for support. Next meeting scheduled on Thursday, December 5th & 19th from 12-1pm. Office hours available upon request.

**Verplanck Seniors:** Thursday, December 5 at 10:30am at the Schoolhouse, with a speaker, Karen McCarthy from NYPHC on the topic of Volunteering. Please call Barbara at 914-737-6404 to register.

**Pizza & Movie:** "Elf" ", a comedy, playing on Friday, December 6th at 1:00pm with Will Farrell, James Caan & Zoey Deschanel. The story of a young orphan child who crawls into Santa's gift bag on Christmas Eve and is transported to the North Pole and raised as an Elf. Pre-registration is required, one week prior, with payment of \$6.00 for 2 slices of pizza, beverage, and dessert.

**Run Rudolph Run:** Monday, December 9th at 12:30pm, head over to the Racetrack for an afternoon at Cortlandt Downs! Entrance fee of \$5.00 prior to event. Includes one bet and light refreshment. Fee at the door is \$8.00. This exciting horse themed game is an active race towards the finish line. Six races in total. 50/50 and additional betting tickets will be available the day of the event,

**Big Bingo:** Tuesday, December 17th at 12:30pm. Entrance fee is \$7.00 paid in advance includes card for each game. Additional cards, daubers and bonus Games will be available for purchase. Pre-registration is required with payment to reserve your spot. Payment at the door will be \$10.00 instead of \$7.

**Swing Dance w/Cameron:** If you always wanted to learn to Swing Dance join in on Wednesday, December 18th from 1:30-3:00pm where Cameron puts you through the steps to the oldies. Free!

### Upcoming Events in January

1. Friday, January 10th - Disco Night for the Town Community from 6-8pm Cost is \$8.00 in advance, \$10 at door. Grap your love beads, dust off your bell bottoms, strap on your boogie shoes and hustle on over! Light refreshments will be available.

2. Gentle Movement Class with instructor, Barbara Burns. Mondays starting January 13th for 8 sessions. Barbara weaves gentle movement, simple dance moves, stretching and breathing together to provide a fun but relaxing class. Guided meditation and stillness at the end of class to settle and ground the energy created. No yoga or dance experience is necessary. Pre-registration no later than one week before. Class is held from 12-1 and cost is \$20 for all Sessions.

3. Fit and Functional Class starts January 15th. Join M2 Speed, Strength & Performance on Wednesdays from 10am-11am, 7 sessions during the months of January and February 2025, The class will focus on overall human movement, burning fat, building balance, strength and better function. Each participant is encouraged to wear proper training attire. Come burn some calories and have some fun. Checkout their website to learn more about them at [www.mmscny.com](http://www.mmscny.com). Pre-registration is required w/payment of \$20.00 for all sessions. Payment due by January 3rd, Minimum number to run program is 20. All levels are welcome.

4. Color Yourself Calm: Join us for a selection of calming patterns to color, bring your own coloring book or use ours. Bring a snack and drink, Friday, January 31st from 1:15-3:15pm.

# 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 2024***

<b><i>PURCHASE ORDERS PROCESSED</i></b>	<b>235</b>
<b><i>APPROXIMATE PURCHASING VOLUME</i></b>	<b>\$239,653</b>

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

### ***OPEN BIDS/RFP'S***

***2024-19 Coach Bus Transportation – JAN 6, 2025***

### ***BOARD APPROVAL***

***Purchasing Manual 2025***

***Respectfully,***

***Jennifer Glasheen***  
***Purchasing Director***





# TOWN OF CORTLANDT

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

DEBRA A CARTER  
RECEIVER OF TAXES

January 2, 2025

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

Dear Supervisor Becker:

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

Sincerely,

Debra A Carter

Receiver of Taxer



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

COLLECTION	OPENING BALANCE	COLLECTION	UNAPPLIED	CREDIT CARD FEES	MEMO/ CHK FEES	MISC	OVER/ SHORT	CLOSING BALANCE
School Taxes 2023-2024								
Croton Harmon*	16,153,226.49	6,270,526.26						9,882,700.23
Hendrick Hudson	21,483,211.67	8,387,874.30						13,095,337.37
Lakeland	23,906,313.79	10,786,879.95						13,119,433.84
Putnam	1,964,284.19	980,035.13						984,249.06
Yorktown	780,634.92	289,868.82						490,766.10
Total School Taxes	64,287,671.06	26,715,184.46						37,572,486.60
School Penalty 2024- 25		7,679.13						
								-
Town & County 2024	294,539.46	17,943.37						276,596.09
Town & County Penalty		1,794.34						
Total Town, School, County, Pen		26,742,601.30						
Liens *	1,948,896.51	83,490.07						1,865,406.44
Lien Interest		15,134.32						
Installment Plan	27,452.64							27,452.64
Installment Plan Interest								
Total Lien & Interest		98,624.39						
TOTALS Base & Interest		26,841,225.69	8,560.34	1,362.89	220.00		(0.12)	26,851,368.80



Account#	Account Description	Fee Description	Qty	Local Share
	Marriage License	marriage license	8	122.50
	TOWN CLERK FEES	Birth Certificates	99	990.00
		Death Certificates	443	4,430.00
		EZPass	3	75.00
		Genealogy	6	132.00
		Marriage Copy	21	210.00
		Marriage Officiant	1	25.00
	Town Clerks Fees	Film Permit	2	4,000.00
		<b>Sub-Total:</b>		<b>\$9,984.50</b>
A2544	Dog Licensing	Exempt Dogs	2	0.00
		Female, Spayed	15	135.00
		Female, Unspayed	1	15.00
		Male, Neutered	10	90.00
		Male, Unneutered	7	105.00
		Replacement Tags	1	5.00
		<b>Sub-Total:</b>		<b>\$350.00</b>

**Total Local Shares Remitted: \$10,334.50**

Amount paid to: NYS Ag. & Markets for spay/neuter program 49.00

Amount paid to: Nystatedept. For Marriage Lic. 157.50

**Total State, County & Local Revenues: \$10,541.00**

**Total Non-Local Revenues: \$206.50**

To the Supervisor:

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




Supervisor \_\_\_\_\_ Date 1/2/25 Town Clerk \_\_\_\_\_ Date 01/02/2025



# 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

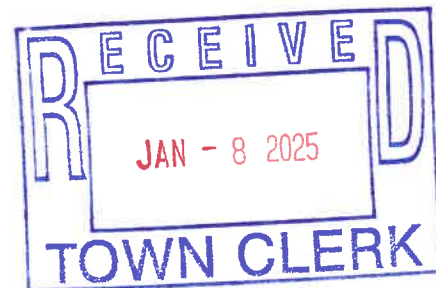
RE: Annual Collection Report 2024  
Date: January 7, 2025

Attached is the 2024 Annual Report

Highlights include:

- 99.5% Town collection rate.
- Processed over \$204 Million Dollars for the Town/County and 5 School Districts. 5.3% increase over last year.
- Received over \$1.143M in Lien Payoffs which is an increase of 62.3% over last year.
- Implemented a new process that enables us to reach out to new homeowners when there's a property name change and provide them with a current bill if needed, as well as sending them a new homeowner packet welcoming them to the Town of Cortlandt which outlines everything they need to know about property taxes in the Town of Cortlandt.

If you have any questions, please don't hesitate to contact me.





# 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 2024

Date: January 7, 2025

2024 was a fantastic year for the Tax Receivers office! Our office was able to increase revenue for the town while at the same time provide savings for our town residents. Some of the highlights include:

- Increased outreach to our residents through tax bill reminders (paper and online), inclusion in the Supervisor's weekly bulletin, and Facebook posts.
- Achieved a 99.5% collection rate on the Town/County bills.
- Notified property owners earlier than required (by mail and email) the amount owed for both their Town/County and School bills. This resulted in over \$2M dollars of early collections which we are able to earn interest on at the bank
- Increased outstanding lien payoffs by 62.3%
- Held office hours the last Saturday of April and September for collections to help accommodate residents.
- Transitioning to the new RPS program is ongoing.
- New process in place to reach out to new homeowners mid-year and provide updates as needed.

Year	Lien	Interest	Penalty	Total Revenue
2022	\$566,056	\$83,197	\$408,531	\$1,057,784
2023	\$704,230	\$112,258	\$281,018	\$1,097,506
<b>2024</b>	<b>\$1,143,492</b>	<b>\$186,771</b>	<b>\$283,971</b>	<b>\$1,614,234</b>

- 62% increase in the base amount collected of Liens recovered from 2023-2024
- 66% increase in the interest on Liens recovered from 2023-2024
- Penalty's collected have dropped from 2022, and are in a similar range from 2023 due to our ability to help our residents pay on time, thus avoiding penalty's and saving our taxpayers money.
- 47% increase in Total Revenue Collected from 2023-2024
- Successfully put 3 new properties back on the tax roll

## 2025 Initiatives:

- Shared services with the Villages are still in discussion.
- Implement a QR code on tax bills for payment.

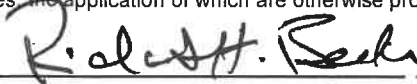

TOWN OF CORTLANDT  
RECEIVER OF TAXES  
2024 ANNUAL REPORT

MONTH	TOWN AND COUNTY				SCHOOL			LIENS		PAYMENT PLAN		UN-APPLIED	CREDIT CARD FEES	MEMO FEES	OVER/SHORT	MISC FEES	TOTAL COLLECTION
	2023	2023 Penalty	2024	2024 Penalty	2023-2024	2024-2025	Penalty	Face	Interest	Base	Interest						
JAN	31,619.30	3,794.32			36,753,760.10		13,093.40	54,720.29	4,282.59			5,376.38	20,615.82	650.00	4.51		36,887,916.71
FEB	11,725.33	1,407.04			1,631,022.76		57,745.43	23,353.54	4,467.63	1,948.80	489.09		858.75	235.00	0.53	113.13	1,733,367.03
MAR	9,961.26	1,195.35	1,097,747.09		251,720.72		25,172.11	10,938.43	1,349.24				2,334.16	50.00	(1.48)		1,400,466.88
APR	29,948.12	3,593.78	52,425,753.35		249,729.57		29,522.63	42,094.62	4,756.32			62,557.08	18,503.20	510.00			52,866,968.67
MAY	1,941.70	252.42	2,092,490.67	15,237.43	89,971.43		11,696.30	11,883.32	2,057.46				1,218.48	295.00	(10.77)		2,227,033.44
JUN	6,396.09	895.44	485,140.28	23,752.27	217,244.25		30,414.26	16,066.01	2,618.26				835.47	60.00	0.65		783,422.98
JUL			91,070.77	4,497.77				171,293.06	51,027.02				108.66	45.84	0.07		318,043.19
AUG			87,895.99	5,998.66	969,636.48			237,870.79	15,682.45	1,968.29	569.77		1,922.05	30.00	0.94	113.13	1,321,688.55
SEP			56,013.77	3,920.94		74,766,103.79		179,850.25	16,106.69			37,972.79	23,826.49	120.00	(3.08)	645.00	75,084,556.64
OCT			63,634.17	6,149.65		3,931,487.10	21,009.29	204,258.21	38,421.57				2,206.35	255.00	(1.70)		4,267,419.64
NOV			51,701.94	5,170.22		527,693.43	9,979.35	107,673.88	30,867.81				971.57	70.00	0.02		734,128.22
DEC			17,943.37	1,794.34		26,715,184.46	7,679.13	83,490.07	15,134.32			8,560.34	1,362.89	220.00	(0.12)		26,851,368.80
<b>TOTAL</b>	<b>91,591.80</b>	<b>11,138.35</b>	<b>56,469,391.40</b>	<b>66,521.28</b>	<b>40,163,085.31</b>	<b>105,940,468.78</b>	<b>206,311.90</b>	<b>1,143,492.47</b>	<b>186,771.36</b>	<b>3,917.09</b>	<b>1,058.86</b>	<b>114,466.59</b>	<b>74,763.89</b>	<b>2,540.84</b>	<b>(10.43)</b>	<b>871.26</b>	<b>204,476,380.75</b>

Account#	Account Description	Fee Description	Qty	Local Share	
		Special Permit	5	500.00	
	Marriage License	marriage license	160	2,782.50	
	TOWN CLERK FEES	Bid Documents	6	300.00	
		Birth Certificates	1266	12,660.00	
		Carting License	27	6,750.00	
		Death Certificates	4413	44,130.00	
		Dog Release Fee	4	100.00	
		EZPass	52	1,300.00	
		Fireworks License	3	850.00	
		FOIL	1	20.00	
		Genealogy	21	472.00	
		Marriage Copy	144	1,440.00	
		Marriage Officiant	23	576.10	
		Misc. Cash	1	100.00	
	Town Clerks Fees	Film Permit	9	56,300.00	
		<b>Sub-Total:</b>		<b>\$128,280.60</b>	
A2530	WAGERING FEES	Games Chance Permits	9	90.00	
		Games Chance Proceed	2	357.30	
		<b>Sub-Total:</b>		<b>\$447.30</b>	
A2544	Dog Licensing	Exempt Dogs	10	0.00	
		Female, Spayed	229	2,061.00	
		Female, Unspayed	25	375.00	
		Male, Neutered	231	2,079.00	
		Male, Unneutered	50	750.00	
		Replacement Tags	9	40.00	
		<b>Sub-Total:</b>		<b>\$5,305.00</b>	
				<b>Total Local Shares Remitted:</b>	<b>\$134,032.90</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			685.00	
Amount paid to:	Nystatedept. For Marriage Lic.			3,577.50	
Amount paid to:	State Comptroller for Games of Chance			135.00	
<b>Total State, County &amp; Local Revenues:</b>	<b>\$138,430.40</b>	<b>Total Non-Local Revenues:</b>		<b>\$4,397.50</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.

Supervisor \_\_\_\_\_ Date 1/2/25 Town Clerk \_\_\_\_\_ Date 01/02/2025

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: REAPPOINT JEFFREY ROTHFEDER AS A MEMBER OF THE PLANNING BOARD)**

**WHEREAS**, it is the desire of the Town Board to reappoint Jeffrey Rothfeder as a Member of the Planning Board for a full term commencing January 1, 2025 and ending December 31, 2031;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby reappoint Jeffrey Rothfeder as a Member for a full term commencing on January 1, 2025 and ending on December 31, 2031, 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  
CHAIRS – 2 YEAR TERMS**

**STEVEN KESSLER** (Chair 12/31/2025)  
1515 Lower Washington Street  
Cortlandt Manor, New York 10567 TERM EXPIRES 12/31/2025

**THOMAS BIANCHI** (Vice Chair 12/31/2025)  
2 Fairgreen Court  
Cortlandt Manor, New York 10567 TERM EXPIRES 12/31/2026

**KEVIN KOBASA**  
15 Maple Moor Lane  
Cortlandt Manor, New York 10567 TERM EXPIRES 12/31/2030

**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:**

**JEFFREY ROTHFEDER**  
1426 Washington Street  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2031

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(RE: REAPPOINT BENITO MARTINEZ AND THOMAS WALSH AS MEMBERS OF THE ZONING BOARD OF APPEALS)**

**WHEREAS**, it is the desire of the Town Board to reappoint Benito Martinez and Thomas Walsh, as members of the Zoning Board of Appeals, for terms commencing on January 1, 2025 and ending December 31, 2031; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Cortlandt does hereby reappoint Benito Martinez and Thomas Walsh, as members of the Zoning Board of Appeals, for terms commencing on January 1, 2025 and ending December 31, 2031; 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**

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

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

TERM EXPIRES 12/31/2030

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

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

TERM EXPIRES 12/31/2025

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

TERM EXPIRES 12/31/2027

**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:**

**BENITO MARTINEZ**

164 Frederick Street  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2031

**THOMAS WALSH**

260 Buttonwood Ave  
Cortlandt Manor, New York 10567

TERM EXPIRES 12/31/2031

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**RESOLUTION**

NUMBER **X-25**

**(RE: REAPPOINT JENNIFER CORRADO, PAUL DIROMA, JOSEPH MINZ AND NATHAN PALMER AS MEMBERS OF THE PRC ADVISORY BOARD)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby Reappoint Jennifer Corrado, Paul Diroma, Joseph Minz and Nathan Palmer, existing Members, to additional terms beginning January 1, 2025 and ending December 31, 2027; and

**BE IT FURTHER RESOLVED**, that Declan Fleming be appointed as a Student Member effective immediately through June 30, 2026.

**THREE YEAR MEMBER TERMS/TWO YEAR CHAIR TERMS  
ONE YEAR YOUTH TERMS**

**Chairs:**

**CHAIR – TINO MARTIN** to 12/31/2025  
**VICE CHAIR – VACANT** to 12/31/2025

**Members:**

**TINO MARTIN, 11 Arlington Court, Montrose** to 12/31/2025\*Chairman  
**JOSEPH RYAN, 11 Lake Dr, Buchanan** to 12/31/2025  
**JOSEPH MINTZ, 10 Langeloth Dr, Cortlandt** to 12/31/2027  
**PAUL J DIROMA, 1314 Washington St., Cortlandt** to 12/31/2027  
**PAMELA BUSH DENENBERG, 9 John Alexander Rd.** to 12/31/2025  
**JOY SNYDER, 84 7<sup>th</sup> Street, PO Box 397 Verplanck** to 12/31/2025  
**NATHAN PALMER, 6 Kings Ln., Montrose** to 12/31/2027  
**JEFFREY BOUDIN, 5 Lafayette St., Verplanck** to 12/31/2026  
**MICHAEL FLEMING, 24 Knollwood Rd, Cortlandt** to 12/31/2026  
**JENNIFER L CORRADO, 1 Amato Dr, Cortlandt** to 12/31/2027  
**KELLY LEVASSUER REILLY, 42 Ruth Rd, Cortlandt** to 12/31/2026  
**PAUL PACCHIANA, 4 Armstrong St, Cortlandt** to 12/31/2026

**Youth Members:**

**DECLAN FLEMING** 6/30/2026 (student)  
**VACANT** 6/30/2023 (student)  
**VACANT** 6/30/2020 (student)  
**VACANT** 6/30/2020 (student)

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: APPOINT DEPUTY REGISTRAR AND SUB REGISTRAR OF VITAL STATISTICS)**

**WHEREAS**, pursuant to appointment by the New York State Department of Health and the Cortlandt Town Board, that Town Clerk LAROUÉ ROSE SHATZKIN is REGISTRAR OF VITAL STATISTICS in and for the Town of Cortlandt; and

**NOW, THEREFORE, BE IT RESOLVED**, that the appointment of AMANDA SHAFFIULAH as DEPUTY REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

**BE IT FURTHER RESOLVED**, that the appointment of TINA TOBACK as SUB-REGISTRAR by the Town Clerk be, and hereby is approved and ratified; and

**BE IT FURTHER RESOLVED**, that the above appointments shall become effective on January 15, 2025, and terminate with the term of office of the Town Clerk pursuant to NYS Law; and

**BE IT FURTHER RESOLVED**, AMANDA SHAFIULLAH and TINA TOBACK shall receive stipends 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 14, 2025  
At a Regular Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER: X-25**

**(APPOINT AND RE-APPOINT MEMBERS TO THE JOINT ADVISORY COMMITTEE OF THE CONTINENTAL VILLAGE PARK DISTRICT FOR THE YEAR 2025)**

**RESOLVED**, upon the recommendation of the Continental Village Park District Joint Advisory Committee, that the following be, and hereby are **RE-APPOINTED** as members of the Joint Advisory Committee of the Cortlandt Continental Village Park District for the year 2025.

**RE-APPOINT:**

**CHARLES H. PARK, JR.**, 89 Putnam Rd., Cortlandt Mnr., NY 739-3616

**BERNARD ZIPPRICH**, 143 Highland Dr., Cortlandt Mnr., NY 739-0378

**DR. LAWRENCE BASKIND**, 130 Highland Dr., Cortlandt Mnr., NY 736-0785

**RYAN PALACE**, 31 Tryon Cir. Cortlandt Manor, NY 258-0671

**AND BE IT FURTHER RESOLVED**, that the above Committee members shall serve along with the following Officers of the Joint Advisory Committee:

**FRED ROMER**

**FRED ROMER**

**FRED ROMER**

**CHARLES H. PARK JR.**

**ORLY LYNN**

**Superintendent**

**Administrator**

**Maintenance Supervisor**

**Chairman**

**Secretary**

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: APPOINT MEMBERS TO THE CORTLANDT ARCHITECTURAL  
REVIEW COUNCIL FOR THE YEAR 2025)**

**RESOLVED**, that the following be, and hereby are, **appointed as members of the Town of Cortlandt Architectural Review Council** to serve for the year 2025; 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: APPOINT MEMBERS OF THE ALARM APPEALS BOARD FOR THE YEAR 2025)**

**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 2025;

**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, 2025:

**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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 2025;

**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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(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 2025; 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(RE: APPOINT TOWN BOARD LIAISON FOR CORTLANDT QUARRY AND RECREATION)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for Cortlandt Quarry And Recreation,

**NOW, THEREFORE, BE IT RESOLVED**, that Councilman Robert Mayes be and hereby is, appointed as Town Board Liaison for Cortlandt Quarry And Recreation for 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: APPOINT TOWN BOARD LIAISON FOR SCHOOL DISTRICTS)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for the School Districts located within the Town of Cortlandt,

**NOW, THEREFORE, BE IT RESOLVED**, that Councilwoman Cristin Jacoby be and hereby is, appointed as Town Board Liaison for School Districts for 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: APPOINT TOWN BOARD LIAISON FOR YOUTH AND RECREATION)**

**WHEREAS**, it is the desire of the Town Board to appoint a Town Board Liaison for Youth and Recreation,

**NOW, THEREFORE, BE IT RESOLVED**, that Councilwoman Joyce White be and hereby is, appointed as Town Board Liaison for Youth and Recreation for 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: RESOLUTION DESIGNATING TOWN BOARD LIAISONS TO THE VARIOUS TOWN DEPARTMENTS FOR 2025)**

**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
COMPTROLLER	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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**



**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 the 2024 financial statements for the Town of Cortlandt and the Town of Cortlandt Justice Court in the year 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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, 2024; 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 not to exceed **\$35,000.00 (THIRTY FIVE THOUSAND DOLLARS and 00/100)** plus additional services geared toward cost savings per contract agreement, covering a one year period commencing on January 1, 2025; 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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, 2024 through December 31, 2025 at a total contract price to the Town not to exceed \$110,000.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**NUMBER **X-25****(RE: RULES OF PROCEDURES FOR TOWN BOARD MEETINGS IN 2025)**

**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 2025**  
**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 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 pursuant to the provisions of the New York State Town Law, General Municipal Law, and Open Meetings Law.

**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 emailed or physically mailed 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 he or 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 publicly noticed on the Town’s website. Any changes in work session schedule shall be provided via press release and posted on the Town’s website. 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, 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: DESIGNATE OFFICIAL NEWSPAPERS FOR 2025)**

**RESOLVED**, that the following newspapers be, and hereby are, designated as the OFFICIAL NEWSPAPERS for the Town of Cortlandt for the year 2025.

**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 14, 2025  
At a Regular Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: DESIGNATION OF TOWN DEPOSITORIES FOR 2025)**

**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 OR AMBERLANDS  
CROTON-ON-HUDSON OR 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, 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, 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**DRAFT**

**RESOLUTION**

**NUMBER X-25**

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

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

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

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall.**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(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, 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(RE: ADOPT THE PURCHASING MANUAL FOR 2025)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby Adopt the 2025 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

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

**DRAFT**



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

*Revised 12/23/2024*

# **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.**

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# **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.

*Where the Town of Cortlandt is procuring a commodity or service, whether by competitive bid or other type of procurement, that is the subject of a sustainable option as outlined through GreenNY procurement specification that has received final approval of the NYS GreenNY Council pursuant to Executive Order No. 22 (2022), the Town of Cortlandt's Director of Purchasing shall follow the GreenNY procurement specification to the maximum extent practicable and where cost is reasonably competitive as defined in General Municipal Law § 104-a. GreenNY approved procurement specifications can be found online at: <https://ogs.ny.gov/greeny/approved-greeny-specifications>*

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.nyserdera.org/programs/State\\_Government/exorder111guidelines.pdf](http://www.nyserdera.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**

**DRAFT**

NUMBER X-25

**(RE: ADOPT UPDATED INFORMATION TECHNOLOGY POLICY FOR 2025)**

**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 14, 2025  
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 X-2025**

**(RE : ADOPT 2025 DRUG AND ALCOHOL POLICY FOR THE TOWN OF  
CORTLANDT)**

**RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the 2025 Drug and Alcohol Policy, also known as the Substance Abuse Testing Policy.

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

**Adopted on January 14, 2025  
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

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**RE: (ADOPT SOCIAL MEDIA POLICY FOR 2025)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Social Media Policy for 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

## 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 X-25

**RE: (ADOPT SEXUAL HARRASSMENT POLICY FOR 2025)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Sexual Harassment Policy for 2025.

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

**Adopted on January 14, 2025  
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 **X-25**

**RE: (ADOPT WORKPLACE VIOLENCE PREVENTION POLICY FOR 2025)**

**BE IT RESOLVED**, that the Town Board of the Town of Cortlandt does hereby adopt the Workplace Violence Prevention Policy for 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

## **TOWN OF CORTLANDT WORKPLACE VIOLENCE PREVENTION PROGRAM**

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 an 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.

## 1. 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.

## 5. 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.

6. 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**

EMPLOYEE NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

EMPLOYEE ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

EMPLOYERS NAME AND ADDRESS: \_\_\_\_\_

DEPARTMENT/SECTION: \_\_\_\_\_

6. INCIDENT DATE AND

TIME: \_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_

WORK LOCATION (if different): \_\_\_\_\_

TYPE OF INCIDENT: (circle one): Assault, Robbery, Harassment, Disorderly Conduct, Sex  
Offense, Other. (Please Specify)

\_\_\_\_\_ (See  
attached - DEFINITION OF INCIDENTS WORKSHEET)

WERE YOU INJURED: (circle): Yes If yes, please specify your injuries and the location of  
any treatment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DID POLICE RESPOND TO INCIDENT: Yes

WHAT POLICE DEPARTMENT: \_\_\_\_\_

POLICE REPORT FILED: Yes

REPORT NUMBER: \_\_\_\_\_

WAS YOUR SUPERVISOR NOTIFIED: Yes

SUPERVISORS NAME: \_\_\_\_\_

WAS THE LOCAL UNION/EMPLOYEE REPRESENTATIVE NOTIFIED: Yes Who should  
be notified \_\_\_\_\_

WAS ANY ACTION TAKEN BY EMPLOYER: (specify)

\_\_\_\_\_

ASSAILANT/PERPETRATOR: (circle one): Intruder, Customer, Patient, Resident, Client,

Visitor, Student, Co-Worker, Former, Employee, Supervisor, Family/Friend, Other,  
(specify):

\_\_\_\_\_

ASSAILANT/PERPETRATOR - NAME/ADDRESS/AGE (if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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  
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 Why: \_\_\_\_\_

\_\_\_\_\_

27. HAS THIS TYPE OR SIMILAR INCIDENT(S) HAPPENED TO YOU OR YOUR CO-  
WORKERS: Yes

Specify: \_\_\_\_\_

\_\_\_\_\_

28. HAVE YOU HAD ANY COUNSELING OR SUPPORT SINCE THE INCIDENT:

Yes 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 Specify: \_\_\_\_\_

32. HAS CORRECTIVE ACTION BEEN TAKEN:

Specify: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RETURN COMPLETED FORM TO:**

**Department Head:** \_\_\_\_\_

CC: Claudia Vahey, Personnel Manager  
Thomas Wood, Town Attorney

## DEFINITION OF INCIDENTS

**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.

**CRIMINAL MISCHIEF:** Intentional or reckless damaging of the property of another person without permission.

**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.

**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.

**LARCENY:** Wrongful taking, depriving or withholding property from another (no force involved). Victim may or may not be present.

**MENACING:** Intentionally places or attempts to place another person in fear of imminent serious physical injury.

**RECKLESS ENDANGERMENT:** Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.

**ROBBERY:** Forcible stealing of another's property by use of threat of immediate physical force. (Victim is present and aware of theft).

**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 X-25**

**(RE: DESIGNATE REPRESENTATIVE AND ALTERNATE TO ATTEND THE ASSOCIATION OF TOWN'S BUSINESS SESSION FOR 2025)**

**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 18, 2025, 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 Supervisor**

**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 Councilmember**

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

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

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(RE: AUTHORIZE APPLICATIONS FOR POOL PERMITS FOR THE YEAR 2025)**

**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 2025; 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE EXECUTION OF ALL NUTRITION CONTRACTS FOR SENIORS  
FOR THE YEAR 2025)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute all **NUTRITION CONTRACTS** for seniors for the year 2025 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE INTER-LOCAL AGREEMENTS FOR NOR-WEST  
REGIONAL SPECIAL SERVICES FOR THE YEAR 2025)**

**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 2025 and the Town of Cortlandt's contribution amount for the Calendar year is \$66,336.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE EXECUTION OF ALL NUTRITION CONTRACTS FOR SENIORS  
FOR THE YEAR 2025)**

**RESOLVED**, that the Supervisor be, and hereby is, authorized to execute all **NUTRITION CONTRACTS** for seniors for the year 2025 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

NUMBER **X-25**

**(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 2025)**

**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, 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE AGREEMENTS OF COOPERATION WITH THE VILLAGES OF BUCHANAN & CROTON AND NORTHERN WESTCHESTER JOINT WATER WORKS TO PROVIDE THAT THE TOWN'S PURCHASING DIRECTOR WILL ADVERTISE FOR BIDS ON THEIR BEHALF)**

**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 Villages of Croton-on-Hudson and Buchanan have 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**, Northern Westchester Joint Water Works joined this cooperative effort in 2024 by Resolution Number 294-24, and it is the desire of all parties to continue to authorize the Town's Purchasing Director, when advertising for bids on behalf of the Town, to include the Village of Croton-on-Hudson, the Village of Buchanan, and Northern Westchester Joint Water Works 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 and with Northern Westchester Joint Water Works as Purchasing Liaison with Bidding;

**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, THE VILLAGE OF BUCHANAN and NORTHERN WESTCHESTER JOINT WATER WORKS**; said Agreements to commence and become effective from the date of execution, and to remain in effect through December 31, 2025.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**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  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on January 14, 2025  
at a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE SUPERVISOR TO EXECUTE ALL PERSONAL SERVICE AGREEMENTS COVERING THE YEAR 2025)**

**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 2025 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 2025:

HENDRICK HUDSON FREE LIBRARY	\$ 163,766.00
CROTON FREE LIBRARY	18,369.00
JOHN C. HART LIBRARY	456,530.00
PEEKSKILL FIELD LIBRARY	61,698.00

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 14, 2025  
At a Regular Meeting  
Held at Town Hall**



**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(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 \$211,295.) 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 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(AUTHORIZE RE-LEVY OF UNPAID SEWER AND WATER CHARGES)**

**WHEREAS**, certain water and sewer improvements are billed based on benefit units; and

**WHEREAS**, the Town needs a method of collecting unpaid charges;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Comptroller and Receiver of Taxes are authorize to re-levy unpaid sewer and water charges as of the close of 2024 onto the next Town tax bill.

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**



**NUMBER X-25**

**(AUTHORIZING THE SETTLEMENT OF A TAX  
CERTIORARI WITH SOUTH RIVERSIDE CROTON LLC)**

**WHEREAS**, South Riverside Croton LLC filed a tax certiorari for the years 2022 through 2024; and

**WHEREAS**, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

**WHEREAS**, it is necessary to review and approve this reduction;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

**Tax Map No.: 79.13, Block 2, Lot 26**

<b><u>Assess.</u></b>	<b><u>Assessed Valuation</u></b>		<b><u>Amount of</u></b>
<b><u>Year</u></b>	<b><u>Reduced From</u></b>	<b><u>Reduced To</u></b>	<b><u>Reduction</u></b>
2022	\$45,900	\$39,530	\$ 6,370
2023	\$45,900	\$33,550	\$12,350
2024	\$45,900	\$30,680	\$15,220

**BE IT FURTHER RESOLVED**, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

At an IAS Term of the Supreme Court of the State of New York held in and for the County of Westchester, at the County Court House in White Plains, New York.

**PRESENT:**

**HON. ANNE E. MINIHAN, J.S.C.**

**Justice.**

-----X

**In the Matter of the Application of**

**SOUTH RIVERSIDE CROTON LLC,**

**Petitioner,**

**- against -**

**THE ASSESSOR OF THE TOWN OF CORTLANDT,  
THE BOARD OF REVIEW OF THE TOWN OF  
CORTLANDT and THE TOWN OF CORTLANDT,**

**Respondents,**

**-and-**

**CROTON-HARMON UNION FREE SCHOOL  
DISTRICT,**

**Intervenor-Respondent.**

**For Review Under Article 7 of the RPTL.**

-----X

**CONSENT  
JUDGMENT**

**Index Nos.**

**65153/22  
67075/23  
70434/24**

The above Petitioner having heretofore filed and served the Notices and Petitions to review the tax assessments fixed by the Town of Cortlandt for the 2022 through 2024 assessment years upon certain real property located at 379 South Riverside Avenue, and designated as Section 79.13, Block 2, Lot 26 on the Official Assessment Map of the Town of Cortlandt, and

The issues of these proceedings having duly come on for trial at an IAS Term of this Court, and the Petitioner having appeared by **WILLIAM E. SULZER, ESQ.**, of Griffin, Coogan, Sulzer & Horgan, P.C., and the Respondents having appeared by **THOMAS F. WOOD, ESQ.**, Town Attorney, and the Intervenor-Respondent having appeared by **JUDSON K. SIEBERT, ESQ.**, of Keane and Beane, P.C., and the parties having made their settlement,

**ORDERED, ADJUDGED, AND DECREED**, that the assessments on the above-referenced property be and the same are hereby reduced, corrected, and fixed for the assessment year as follows:

	<u>Original Assessment</u>	<u>Reduced Assessment</u>	<u>Reduction</u>
2022	45,900	39,530	6,370
2023	45,900	33,550	12,350
2024	45,900	30,680	15,220

and so reduced and confirmed, it is further

**ORDERED, ADJUDGED, AND DECREED**, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite of said entries, that the same has been corrected by the authority of this order, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that there shall be audited, allowed, and paid to the Petitioner by the **TOWN OF CORTLANDT** the amount of all Town, Fire, Sewer, Library or any other ad valorem taxes and collection fees, together with the proportionate share of any interest and penalty paid by reason of delinquent payment of said excess taxes, paid by the Petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that there shall be audited, allowed, and paid to the Petitioner by the **CROTON HARMON UNION FREE SCHOOL DISTRICT** the amount of all School and/or library taxes paid by the Petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that the County Legislators of the **COUNTY OF WESTCHESTER**, State of New York, be and are hereby directed and authorized to audit, allow and pay to the Petitioner the amount, if any, of State, County, Judiciary and Sewer District taxes paid by the Petitioner as taxes against the erroneous assessments in excess of what the taxes would have been if the said assessments had been determined by this Order, together with

interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that the Commissioner of Finance of Westchester County be served with a copy of this judgment with notice of entry, together with proof of payment of State, County, Judiciary, Sewer and any other Westchester County special district taxes, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that all tax refunds are to be paid with interest pursuant to §726 of the Real Property Tax Law of the State of New York; provided, however, interest shall be waived in the event that payment is made within sixty (60) days from the date of service of this Order with notice of entry, time of the essence, with notice of entry upon the respective taxing authorities, and with respect to the Commission of Finance only, such Order shall be served with proof of payment of taxes, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that all tax refunds hereinabove directed to be made by respondent, the **TOWN OF CORTLANDT** and/or any of the various taxing authorities, be made by check or draft payable to the order of **GRIFFIN, COOGAN, SULZER & HORGAN, P.C.**, as attorneys for the Petitioners, who are to hold the proceeds as trust funds for appropriate distribution, and who are to remain subject to the further jurisdiction of this Court in regard to their attorney's lien, pursuant to Judiciary Law §475 and it is further

**ORDERED, ADJUDGED, AND DECREED**, that this Order hereby constitutes and represents the full settlement of each of the tax review proceedings herein, and there are no costs or allowances awarded to, by or against any of the parties, and that upon compliance with the terms of this Order, the above-entitled proceedings be and the same are settled and discontinued.

Dated:

**ENTER,**

---

**HON. ANNE E. MINIHAN, J.S.C.**


**SIGNING AND ENTRY OF THE WITHIN  
ORDER IS HEREBY CONSENTED TO:**

---

**THOMAS F. WOOD, ESQ.**  
Attorney for Respondents  
Town of Cortlandt  
1 Heady Street  
Cortlandt Manor, New York 10567  
(914) 736-0930  
tfwesq@aol.com

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**JUDSON K. SIEBERT, ESQ.**  
Attorney for Intervenor-Respondent  
Keane & Beane, P.C.  
445 Hamilton Avenue, Suite 1500  
White Plains, New York 10601  
(914) 946-4777  
jsiebert@kblaw.com



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**WILLIAM E. SULZER, ESQ.**  
Griffin, Coogan, Sulzer & Horgan, P.C.  
Attorneys for Petitioner  
51 Pondfield Road  
Bronxville, New York 10708  
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**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(AUTHORIZING THE SETTLEMENT OF A  
TAX CERTIORARI WITH LORE GAETANO)**

**WHEREAS**, Lore Gaetano filed a tax certiorari for the year 2024; and

**WHEREAS**, after discussions and review with the Town Assessor it was deemed that a reduction in the roll would be appropriate; and

**WHEREAS**, it is necessary to review and approve this reduction;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Attorney be and hereby is authorized to execute a Consent Judgment and Stipulation of Settlement with respect to the above referenced tax certiorari proceedings as follows:

**Tax Map No.: 68.10, Block 1, Lot 21**

<b><u>Assess.</u></b>	<b><u>Assessed Valuation</u></b>		<b><u>Amount of</u></b>
<b><u>Year</u></b>	<b><u>Reduced From</u></b>	<b><u>Reduced To</u></b>	<b><u>Reduction</u></b>
2024	\$41,300	\$19,500	\$21,800

**BE IT FURTHER RESOLVED**, that upon approval of the Justice of the Supreme Court, all appropriate steps will be taken by the appropriate Town Officials to effectuate the changes herein.

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

At an IAS Term of the Supreme Court of the State of New York held in and for the County of Westchester, at the County Court House in White Plains, New York.

**PRESENT:**

**HON. ANNE E. MINIHAN, J.S.C.**

**Justice.**

-----X  
**In the Matter of the Application of**

**LORE GAETANO,**

**Petitioner,**

**- against -**

**THE ASSESSOR OF THE TOWN OF CORTLANDT,  
THE BOARD OF REVIEW OF THE TOWN OF  
CORTLANDT and THE TOWN OF CORTLANDT,**

**Respondents.**

**For Review Under Article 7 of the RPTL.**  
-----X

**CONSENT  
JUDGMENT**

**Index Nos.**

**70436/24**

The above Petitioner having heretofore filed and served the Notice and Petition to review the tax assessment fixed by the Town of Cortlandt for the 2024 assessment year upon certain real property located at 18 Bramble Bush Road, and designated as Section 68.10, Block 1, Lot 21 on the Official Assessment Map of the Town of Cortlandt, and

The issues of these proceedings having duly come on for trial at an IAS Term of this Court, and the Petitioner having appeared by **WILLIAM E. SULZER, ESQ.**, of Griffin, Coogan, Sulzer & Horgan, P.C., and the Respondents

having appeared by **THOMAS F. WOOD, ESQ.**, and the parties having made their settlement, it is and the parties having made their settlement, it is

**ORDERED, ADJUDGED, AND DECREED**, that the assessments on the above-referenced property be and the same are hereby reduced, corrected, and fixed for the assessment year as follows:

	<b>Original Assessment</b>	<b>Reduced Assessment</b>	<b>Reduction</b>
<b>2024</b>	41,300	19,500	21,800

and so reduced and confirmed, it is further

**ORDERED, ADJUDGED, AND DECREED**, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite of said entries, that the same has been corrected by the authority of this order, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that there shall be audited, allowed, and paid to the Petitioner by the **TOWN OF CORTLANDT** the amount of all Town, Fire, Sewer, Library or any other ad valorem taxes and collection fees, together with the proportionate share of any interest and penalty paid by reason of

delinquent payment of said excess taxes, paid by the Petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that there shall be audited, allowed, and paid to the Petitioner by the **CROTON HARMON UNION FREE SCHOOL DISTRICT** the amount of all School and/or library taxes paid by the Petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that the County Legislators of the **COUNTY OF WESTCHESTER**, State of New York, be and are hereby directed and authorized to audit, allow and pay to the Petitioner the amount, if any, of State, County, Judiciary and Sewer District taxes paid by the Petitioner as taxes against the erroneous assessments in excess of what the taxes would have been if the said assessments had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that the Commissioner of Finance of Westchester County be served with a copy of this judgment with notice of entry, together with proof of payment of State, County, Judiciary, Sewer and any other Westchester County special district taxes, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that all tax refunds are to be paid with interest pursuant to §726 of the Real Property Tax Law of the State of New York; provided, however, interest shall be waived in the event that payment is made within sixty (60) days from the date of service of this Order with notice of entry, time of the essence, with notice of entry upon the respective taxing authorities, and with respect to the Commission of Finance only, such Order shall be served with proof of payment of taxes, and it is further

**ORDERED, ADJUDGED, AND DECREED**, that all tax refunds hereinabove directed to be made by respondent, the **TOWN OF CORTLANDT** and/or any of the various taxing authorities, be made by check or draft payable to the order of **GRIFFIN, COOGAN, SULZER & HORGAN, P.C.**, as attorneys for the Petitioners, who are to hold the proceeds as trust funds for appropriate distribution, and who are to remain subject to the further jurisdiction of this Court in regard to their attorney's lien, pursuant to Judiciary Law §475 and it is further

**ORDERED, ADJUDGED, AND DECREED**, that this Order hereby constitutes and represents the full settlement of each of the tax review proceedings

herein, and there are no costs or allowances awarded to, by or against any of the parties, and that upon compliance with the terms of this Order, the above-entitled proceedings be and the same are settled and discontinued.

Dated:

**ENTER,**

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**HON. ANNE E. MINIHAN, J.S.C.**

**SIGNING AND ENTRY OF THE WITHIN  
ORDER IS HEREBY CONSENTED TO:**



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**THOMAS F. WOOD, ESQ.**  
Attorney for Respondents  
Town of Cortlandt  
1 Heady Street  
Cortlandt Manor, New York 10567  
(914) 736-0930  
tfwesq@aol.com



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**WILLIAM E. SULZER, ESQ.**  
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**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE CONTRACTS/AWARD BID WITH RESPECT TO HUDSON VALLEY CHARTER SERVICES RFP#2024-19)**

**WHEREAS**, the Purchasing Director previously advertised for bids for COACH BUS TRANSPORTATION; and

**WHEREAS**, said bids were received and opened by the Purchasing Director on **January 06, 2025**; and

**WHEREAS**, the **LOWEST RESPONSIBLE BIDDER FOR COACH BUS TRANSPORTATION** was **HUDSON VALLEY CHARTER SERVICES 6 Dogwood Rd, Cortlandt NY 10567**, whose bid was \$13,100; AND \$175.00 HR RATE.

**WHEREAS**, it is the recommendation of the Departments that the bid be awarded to the lowest responsible bidder;

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

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

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(SUPPORT HARRIET TUBMAN UNDERGROUND RAILROAD NEW YORK SCENIC BYWAY NOMINATION AND CORRIDOR MANAGEMENT PLAN ADOPTION)**

**WHEREAS**, the historic qualities of the Harriet Tubman Underground Railroad New York Scenic Byway, as described in the corridor management plan, and the surrounding areas have been appreciated and celebrated for over a century by the residents of New York State, as well as tourists, historians, artists, authors, and other visitors to the region; and it is this unique combination of the journeys of Harriet Tubman and those Freedom Seekers who traveled on the Underground Railroad that create the special sense of place that is vital in telling the New York story of the human desire for freedom and the historic sites they utilized during their journey to emancipation; and

**WHEREAS**, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, composed of representatives of 22 municipalities along the proposed scenic byway route, committed to working cooperatively to protect and promote the historic, scenic, recreational, and economic well-being of the 544-mile Corridor throughout the state and agreed to pursue the nomination of the Harriet Tubman Underground Railroad New York Scenic Byway; and

**WHEREAS**, under the leadership of the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee, each of the 22 counties contributed to the development of this corridor management plan by encouraging public participation, confirming the vision and goals, and leading individual meetings of the Collaborative; and

**WHEREAS**, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, consisting of relatives of Harriet Tubman, descendants of Freedom Seekers, Harriet Tubman and/or Underground Railroad historians, representatives from state and federal agencies, has strengthened the historic integrity, representation, and the principles of the corridor management plan; and

**WHEREAS**, in the process of developing this corridor management plan, the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee has strengthened the bonds of inter-municipal cooperation, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved visitor experience that interprets and promotes the corridor's intrinsic qualities and resources;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Cortlandt supports the designation of the Harriet Tubman Underground Railroad New York Scenic Byway which



includes programs for stewardship and enhancement of the historic scenic byway and guidance to manage future activities along its corridor; and

**BE IT FURTHER RESOLVED**, that the Town of Cortlandt confirms that it will not approve any requests for new off-premise outdoor advertising signs along the designated Harriet Tubman Underground Railroad New York Scenic Byway route; and

**BE IT FURTHER RESOLVED**, that the Town of Cortlandt will work in partnership with the other municipalities along the Harriet Tubman Underground Railroad New York Scenic Byway and local and regional stakeholders in order to support future Byway programs, economic development, marketing, and collaborate with these interested entities to explore opportunities for cooperation to realize the Scenic Byway goals.

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**RE: (AUTHORIZE PURCHASE AND INSTALLATION OF TOWN HALL  
ENTRANCE SIGN)**

**WHEREAS**, the Town Board of the Town of Cortlandt proposes the installation of a digital sign at the entrance to Town Hall to replace the existing monument sign.

**NOW THEREFORE BE IT RESOLVED**, the Director of Purchasing is authorized to obtain proposal for a double-sided LED entrance sign.

**BE IT FURTHER RESOLVED**, the Director of the Department of Technical Services is authorized to obtain proposals for installation.

**BE IT FURTHER RESOLVED**, that the Town Supervisor is authorized to execute all agreements associated with the purchase and installation of the Town Hall Entrance sign, not to exceed Thirty-Five Thousand Dollars (\$35,000.00) in total cost.

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

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

**Adopted on January 14, 2025  
at a Regular Town Board Meeting  
Held at the Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**RE: (AUTHORIZE DOTS TO BID TE CONTRACT 2025.01 – MONTROSE POCKET PARK)**

**WHEREAS**, a pocket park has been designed by the Department of Technical Services at 2134 Albany Post Road, tax lot 54.8-3-18; and

**WHEREAS**, the Town of Cortlandt has received a one hundred thousand-dollar \$100,000 CREST grant issued through the Dormitory Authority of the State of New York to fund the same; and

**WHEREAS**, the Town of Cortlandt will utilize its general fund to cover any expenditure that exceeds state, federal and county grants.

**NOW, THEREFORE, BE IT RESOLVED**, that this project has been classified as a Type II action.

**BE IT FURTHER RESOLVED**, the Director of the Department of Technical Services is authorized to obtain bids for TE Contract 2025.01.

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

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

**Adopted on January 14, 2025  
at a Town Board Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**RE: (AUTHORIZE A CHANGE ORDER FOR TE CONTRACT 2024.03 –  
CORTLANDT LAKE DAM)**

**WHEREAS**, the Continental Parks District has requested improvements to the spillway access not originally designed; and

**WHEREAS**, the total cost of the safety improvements will exceed the original contract amount by Twelve Thousand Dollars (\$12,000.00) as proposed by a change order provided by the contractor Abbott & Price, Inc.; and

**WHEREAS**, the Town of Cortlandt, Town of Philipstown and Town of Putnam Valley has all agreed to this proposed change order.

**NOW THEREFORE BE IT RESOLVED**, the Director of the Department of Technical Services is authorized to sign the proposed change order.

**BE IT FURTHER RESOLVED**, that the Town Comptroller be authorized to amend the Continental Parks District budget with regards to the same and distribute costs per the terms of the intermunicipal agreement.

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

**Adopted on January 14, 2025  
at a Town Board Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**RE: (AUTHORIZE TOWN WIDE WATER SYSTEM HYDRAULIC MODEL PROJECT.)**

**WHEREAS**, The Department of Environmental Services solicited a proposal from our current GIS Consultant, Woodard and Curran, Engineering and Geological Services, P.A. P.C., to finalize our Town wide water system hydraulic model that was partially completed in 2023; and

**WHEREAS**, the proposal included an update to our current Town GIS system with respect to new infrastructure and implementation of the new hydraulic water model, calibration of the model and software package installation associated with the model; and,

**WHEREAS**, the proposal was received by the Department in the amount of \$15,500.; and,

**WHEREAS**, the Department of Environmental Services has reviewed the proposal and recommends awarding the project to Woodard and Curran, Engineering and Geological Services, P.A. P.C.. Rye Brook, NY;

**NOW THEREFORE BE IT RESOLVED**, that Woodard and Curran, Engineering and Geological Services, P.A. P.C. is authorized to proceed with Town wide water system hydraulic model project as detailed above; and

**BE IT FURTHER RESOLVED**, that the Comptroller is authorized to amend the budget to fund the project.

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

**Adopted on January 14, 2025  
At a regular Meeting**

**held at Town Hall.**

**DRAFT**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**(RE: AUTHORIZATION TO PURCHASE AND INSTALL REPLACEMENT STEEL DOORS FOR TOWN HALL POLICE ENTRANCE.)**

**WHEREAS**, the Department of Environmental Services evaluated the age and condition of the existing steel doors at the police entrance and recommends replacement of the doors at this time; and

**WHEREAS**, the Department solicited quotes from several different vendors that provide the necessary materials, delivery and installation to the site. The following two vendors quoted items delivered to the site, Advanced Door Solutions. Inc., Ronkonkoma, NY (\$6,685.64) and Mr. Glazier, New York, NY (\$21,000);

**NOW, THEREFORE, BE IT RESOLVED**, that the Department of Environmental Services is authorized to purchase and install the doors at a price not exceed \$7,500; and,

**BE IT FURTHER RESOLVED**, that the Comptroller is authorized to appropriate funds from fund balance, and amend the 2025 Budget, to fund the project as determined appropriate.

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

**Adopted on January 14, 2025  
at a Regular Meeting  
Held at the Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**RE: (APPOINT EDWARD MCKAY TO THE TITLE OF DIRECTOR AT NOR-WEST)**

**WHEREAS**, Ms. Wendy Greenfield has announced her retirement after many years of dedicated service; and

**WHEREAS**, per Civil Service, the list was canvassed and interviews were held with an interview committee consisting of Town Supervisor, Dr. Richard Becker, and Director of Operations, Claudia Vahey; and

**WHEREAS**, the interview committee has recommended the appointment of Edward McKay to the position of Director – Nor-West; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that Mr. Edward McKay of 5 Adele Court, Montrose, NY be and hereby is Probationally appointed to the title of Program Coordinator-Nor-West. Mr. McKay will be paid an annual salary at 9WC – Step 3 (\$93,911). This is a probational appointment as per Westchester County Civil Service, and is effective February 1, 2025.

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

**Adopted on January 14, 2025  
at a Regular Town Board Meeting  
Held at Town Hall**



**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**RE: (APPOINT LISA BRUEDERLEIN AS A SENIOR OFFICE ASSISTANT –  
AUTOMATED SYSTEMS IN THE OFFICE OF THE TOWN CLERK)**

**WHEREAS**, Lisa Bruederlein is currently serving under the title of Senior Clerk; and

**WHEREAS**, the title of Senior Clerk has been reclassified to better reflect its duties as Senior Office Assistant – Automated Systems; and

**NOW, THEREFORE, BE IT RESOLVED**, that Mrs. Lisa Bruederlein be and hereby is Probationally appointed to the title of Senior Office Assistant – Automated Systems. Mrs. Bruederlein will be paid an annual salary of \$70,611. AFSCME WC 6 – Step 5.

**BE IT FURTHER RESOLVED**, this appointment is effective January 1, 2025.

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

**Adopted on February 14, 2025  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**RE: (APPOINT JOSH DINARDO TO THE TITLE OF ASSISTANT GENERAL FOREMAN IN THE DEPARTMENT OF ENVIRONMENTAL SERVICES)**

**WHEREAS**, the position of Assistant General Foreman was posted in accordance with the Collective Bargaining Agreement and interviews were conducted with an interview committee consisting of Supervisor Dr. Richard Becker, Director of DES, Steve Ferreira and Director of Operations/HR, Claudia Vahey; and

**WHEREAS**, the interview committee has asked the Town Board to consider appointing Mr. Josh DiNardo to the title of Assistant General Foreman; and

**WHEREAS**, the Cortlandt Town Board has agreed to this request; and

**NOW, THEREFORE, BE IT RESOLVED**, that Mr. DiNardo of PO BOX 242 Cold Spring, NY 10516 be and hereby is appointed to the title of Assistant General Foreman in the Department of Environmental Services. This is a Probational appointment and Mr. DiNardo will be paid at the hourly rate of \$43.62 11ABC-Step 5 (\$91,082.57).

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

**Adopted on January 14, 2025  
at a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**DRAFT**

**NUMBER X-25**

**RE: (APPOINT JENNIFER CRIOLLO TO THE TITLE OF PART-TIME OFFICE ASSISTANT (AUTOMATED SYSTEMS) – SPANISH SPEAKING)**

**WHEREAS**, the Justice Court has need of a Part-Time employee; and

**WHEREAS**, the Civil Service list for Office Assistant (Automated Systems) – Spanish Speaking was canvassed and interviews were held; and

**WHEREAS**, Supervisor Richard Becker, Town Justice Kimberly Ragazzo, Court Clerk Audrey Stewart and Claudia Vahey, Personnel Manager participated in the interview process; and

**WHEREAS**, Town Justice Ragazzo has asked the Town Board to appoint Ms. Jennifer Criollo to the title of Part-Time Office Assistant (Automated Systems) – Spanish Speaking; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that Ms. Jennifer Criollo of 265 Broadway, Verplanck, NY be and hereby is appointed to the title of Part-Time Office Assistant (Automated Systems) – Spanish Speaking. Ms. Criollo will be a non-union employee who will work 19 hours per week. She will be paid an hourly wage of \$27.44 (Annualized \$27,114.57) using AFSCME WC4 – Step 1 as a guideline. The position follows the AFSCME contract only for terms and conditions of employment. This appointment is subject to the successful completion of drug screening, background check, reference checks, and pre-employment physical.

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

**Adopted on January 14, 2025  
At a Regular Meeting  
Held at Town Hall.**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

**(RE: AUTHORIZE THE APPOINTMENT OF THE FOLLOWING SEASONAL EMPLOYEES  
IN THE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR THE YEAR 2025)**

**NOW THEREFORE BE IT RESOLVED**, the following seasonal employees will be appointed in the Department of Environmental Services, with a start date of (See Below) and an end date four months thereafter. This appointment is subject to completion of drug screening.

<b>HIGHWAY</b>	<b>NAME</b>	<b>START DATE</b>
	Anthony Panettieri	01/15/2025

**BE IT FURTHER RESOLVED**, all temporary employees in the Department of Environmental Services shall be compensated at an hourly rate of pay of \$18.00.

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

**Adopted on January 14, 2026  
at a Regular Meeting  
Held at Town Hall**

**DRAFT**

**RESOLUTION**

**NUMBER X-25**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board schedules a Public Hearing on a Local Law imposing a hotel occupancy tax for February 11, 2025 for 7:00 PM at Town Hall located at 1 Heady Street, Cortlandt Manor, New York 10567.

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

**Adopted January 14, 2025  
At a Regular Meeting  
Held at Town Hall**