



LINDA D. PUGLISI
Town Supervisor

TOWN OF CORTLANDT

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2015 Master Plan Committee Meeting

The **Master Plan Committee** Meeting of the Town of Cortlandt was conducted on January 8, 2014 in the Vincent F. Nyberg Meeting Room of the Cortlandt Town Hall located at 1 Heady Street, Cortlandt Manor, NY 10567 with the following committee members and appointed staff in attendance:

Master Plan Committee

Supervisor Puglisi D. Puglisi, Town Supervisor	Barbara Halecki
James Creighton	Adrian C. Hunte
David Douglas	Michael Huvane
Michael Fleming	Theresa Knickerbocker
Seth Freach	Maria Slippen
Dani Glaser	Daniel Hayes

Staff Advisors

Edward Vergano, P.E., DOTS Director
Chris Kehoe Kehoe, AICP, Deputy Director of Planning
Rosemary Boyle-Lasher Boyle-Lasher, Assistant to Director of DOTS

Also Present

John Palmiotto, Director of Recreation
Jeff Coleman, Director of D.E.S.

Supervisor Puglisi opened the meeting stating there were many items on the agenda to cover in order to continue with the foundation and education of the departments in our government so when decisions on policies need to be made, all members will have the tools at their fingertips.

Supervisor Puglisi introduced Seth Freach as the newly sworn in Town Board member (along with Debra Costello). She explained that as the Town Council members, three members cannot legally participate on a committee; therefore Richard Becker will no longer be a Master Plan committee member. In addition Maria Slippen was recently appointed to fill a vacancy on the Village of Croton-on-Hudson Board. She will continue on as a Master Plan Committee member, as the Croton liaison.

Chris Kehoe explained that the Town received a \$175,000 grant from NYSERDA through their Climate Smart Communities program, for the completion of a comprehensive Master Plan with a "green tint" to it. The grant is \$175,000 from the state to be matched by \$175,000 from the town

for in-kind services (no out of pocket money) and that will fund the hiring of a consulting firm through an RFP. He added that the language of the RFP must satisfy NYSERDA and then the town will enter into a contract with NYSERDA. There is a lot of paperwork involved but they should be at these meetings within the next couple of months.

Base Study Review

A PowerPoint presentation was given by Jeff Coleman, Director of the Department of Environmental Services.

Jeff handed out the PowerPoint presentation (which can be reviewed online at www.townofcortlandt.com.) and the 2014 Sanitation and Recycling Guide, which can also be found on-line.

- Jeff reviewed the organizational Structure and explained that each division works collaboratively (there is a lot of overlapping of divisions).
- Base Locations:
Sanitation, Water Division and Administration are located at 167 Roa Hook Road. Highway Division is at Eighth Street in Verplanck and behind that is the Water garage at Seventh Street, which is mainly used for storage.
The Arlo Lane Material Yard is located off the Bear Mountain Extension with the town's main salt storage dome.
A potential future location for all divisions to operate may be the Tall property, located on Albany Post Road. (Other properties will be sold off to pay for this property). The Tall property needs to be environmentally tested, before the town can proceed with the purchase.
- Areas of Responsibility (see PowerPoint). Jeff added that the Town works in partnership with the New York State DOT and Westchester County.
- Highway Maintenance
Jeff explained a 189 road (name comes from section 189 of the State Highway Law). The Town Board compiled a list of roads that the town provided some type of service (i.e. plowing, pothole repair). These were semi-public roads, they served a public purpose, provided access to homes but weren't built to the Town's standards (as stated in the Town Code) but by use they became public roads. The Town Board adopted three pieces of legislation, which adopted these roads (with the approval of New York State). The Town does provide a different set of services on these roads. Jeff explained that typically on a public road the town controls everything within a ROW (right of way) - trees, signs, sidewalks, etc. On a 189 road, we only maintain the pavement; we are not responsible for trees, etc. There are about 7 miles of 189 roads located in the town.
We do not maintain private roads or state roads.
The Town does maintain the sidewalks along state roads.
- Parks Maintenance and Recreation
Jeff explained that the Recreation Department is the primary client of the Parks Division. There is a tremendous amount of overlap with Recreation. The seven playgrounds are maintained and a certified playground inspector (who is a member of the Town staff) will go through each playground to inspect for safety. The Parks Department does take great

pride in these playgrounds. Linda added that the playground located at the community center is handicap accessible.

Eleven buildings are also maintained by the Parks Division.

The Muriel Morabito Center is also used as our Emergency Shelter.

Water Maintenance

We provide water to most homes in Cortlandt, although a few do have wells in the Mt. Airy Section of Town.

CCWD - Cortlandt Consolidated Water District - is a legal entity.

Montrose Improvement District is not a part of the CCWD but we do share services and employees with them.

NWJWW was formed about 15 years ago when the town was mandated to filter its water.

The Town of Somers, Yorktown and Cortlandt and Montrose Improvement District got together to build a filtration plant, located on Route 6 (Cortlandt Boulevard). We have a very good relationship with NWJWW, the Town Supervisor is on that Board along with the other Supervisors and they make decisions relative to the water treatment. Linda added that they meet once per month and this is an example of our shared services, which has saved approximately 8 million dollars. They handle our billing and our water testing.

This works out very well and takes a lot of the administrative work out of the Town's hands.

The Town also maintains 4 water tanks, which have approximately one day of water stored. Our water is from the NWJWW but it can also come from the Amawalk plant, near Yorktown. The water is not fluoridated in the town.

Sanitation and Recycling Services –

We are part of and pay taxes to the Westchester County Refuse District #1, which is a County run district. They represent 34 municipalities in the County and manage Resco for garbage (the burn facility at Charles Point) and operate the MRF (materials recycling facility in Yonkers) for recycling and operate Transfer Stations, one which is located in the Town of Cortlandt at 67 Roa Hook Road (part of the Northern Tier Coalition).

Supervisor Puglisi and the Town Board put this together several years ago to keep the transfer station in town so our trucks would not have to travel to Yonkers. Supervisor Puglisi explained that the Town had a mandate to recycle back in 1992. Westchester County was building the MRF plant in Yonkers and we didn't want the employees to have to travel there. We got together with six other municipalities and formed the legal entity called the Northern Tier Coalition. We have the land by the DES headquarters but the County operates it. Recycling was an unfunded mandate. We also recycle white goods (i.e. old appliances) and yard waste. Jeff explained that our yard waste numbers are lower than other communities because many residents grasscycle or have a place on their property to dump their yard waste. The yard waste is put into tractor trailers at the transfer station and taken by Westchester County and given to vendors that will do composting.

Michael Huvane complemented the Sanitation workers and Plow Operators from the Town on the exceptional job they do. He asked Jeff to let them know that he appreciates their professionalism. Michael commented on Governor Cuomo's State-of-the-State address regarding the 2% tax cap in regards to shared services. The Governor is willing to do more for

the communities that do share services. Linda agreed and said the Town does share services but there is more to do. The Town Board is establishing a new Shared Service Task Force on which Supervisor Puglisi and Councilman Seth Freach will serve on and will contact representatives from Croton and Buchanan and School Districts to be a part of the Task Force.

Adrian Hunte asked if all commercial accounts were entitled to sanitation and recycling services. Jeff explained that back in 1986 the Town Board decided that they no longer wanted to pick up garbage from new commercial accounts. There is a section of the code that states when a store changes hands or changes use, the town will no longer pick up the garbage. The town does pick up from not-for-profits, such as the hospital and schools.

Jim Creighton asked if the Town gets credited for picking up the trash/garbage from the school districts. Are they sharing something back? The Town does get the use of the schools fields. Supervisor Puglisi mentioned that after meeting with Dr. Stone from Lakeland School District, that the sharing of the fields with that district has improved.

Seth Freach had recently met with the Superintendent of Hendrick Hudson School District, Joseph Hochreiter and they spoke about shared services and although there were no concrete agreements, he is very open to having more conversations about this subject.

Michael Huvane asked about the quid pro quo with the hospital. What do we get back from them? Linda answered that presently there is none. It has been brought up in the past that we should start charging for the sanitation services but the Town Board had decided not to but maybe it is time to reconsider. Linda said the committee could consider a fiscal policy to put into the new Master Plan that there be some kind of cooperation with the town for these services. No medical waste is collected.

There was a brief discussion regarding the Croton Avenue playground and the maintenance of the park. John Palmiotto and Jeff Coleman asked that if anyone observes any garbage, maintenance issues and/or illegal activity to either call the police or the Town offices.

Ed Vergano, Director of the Department of Technical Services explained the responsibilities of the DOTS Division: (to view the complete PowerPoint presentation go to www.townofcortlandt.com.)

DOTS includes Engineering, Code Enforcement/Building and Planning.

- Everything to do with the construction, from planning, design and through completion and start up is the Engineering Divisions responsibility.
- Ed spoke about the Furnace Dock Lake Dam. The Town took the property over from Con Edison with the stipulation that Con Ed pays for the improvements to the Dam. This was completed in 2013.
- Supervisor Puglisi added that the ARC (Architecture Review Council) is appointed by the Town Board and they advise the Planning Board. All other studies (i.e. traffic studies) are paid for by the developers or applicants.
- Ed explained that the Town will inspect all the construction projects and a fee of 5% of the value of the site work is taken as the inspection fee. Ed commented that this has been

quite a revenue source since this fee was instituted.

Supervisor Puglisi recognized Dani Glaser from the Town's "Green Team" and asked her to speak at a future meeting. Seth Freach will be chairing a Solar Energy Task Force. Seth will ask people that have an expertise and knowledge in this subject area to come join, with the premise that covering the buildings with solar panels will be good; it will reduce our electricity costs to benefit our tax payers. The Task Force will look at what has been done in the past on this subject, look at new technology and new economic ideas that providers may have for municipal areas and do a cost analysis to find savings. Research will be done to implement.

- Ed Vergano continued that 20% of the town is on a central sewer system but most of the town is on septic. A sewer master plan was developed. Supervisor Puglisi explained that town taxpayer's money cannot be used for another section of the town for sewers. It has to be a special district. A possible sewer district may be in the Annsville area to Highland Avenue, which would involve Camp Smith as a member of the district.
- Chris Kehoe explained that a "Charrette" (which was formed regarding the Hanover Estates project) is getting together a group of stakeholders, neighborhood residents, technical staff and consultants joining in an intensive three or four meeting process to develop a plan, rather than just appearing before the Planning Board. The goal was to have a plan coming out of the meetings to be approved. A consensus would hopefully be reached (i.e. the Hollowbrook Golf Course was the precedent).
- The GIS is a tool used mainly for DOTS/ DES for the water management system that is in place, which is headed by Rosemary Boyle-Lasher. Rosemary explained that on the town's website any individual can look up information regarding their parcel, including their zoning and that this will continue to grow. She added that the internal Work Order Management System will also expand.
- It is important to note that all the divisions: Engineering, Planning and Code Enforcement/Buildings work closely together. They are all interconnected.

John Palmiotto, Director of Recreation and Conservation reviewed the PowerPoint regarding the Recreation Department (see www.townofcortlandt.com).

- The Department of Recreation oversees the Youth Services, Office for the Aging and the Parks, Recreation and Conservation Advisory Board. John explained the responsibilities of each person in the Recreation office.
- Three brochures are mailed out each year to 16,000 residents. The brochures were not mailed out for one year for environmental, conservation and fiscal reasons; however some of the program participation rates went down. Requests were received to mail them out again and that is why they are again being delivered to the homes. John added that the enrollments have gone up steadily since. The camps are the most popular programs in the brochure. It is a good reminder for the residents with all the information regarding recreation.

The Photo ID cards cost \$7.00 per resident and that is good for three years. This ID card entitles everyone to a discount on about 95% of the programs. In addition, to be a member of the pool, an ID card is required. The Village of Buchanan and Croton residents are eligible for all programs.

Many programs are offered by the Recreation Department. If anyone has an idea for a new program, please contact John Palmiotto. He will discuss it with the other Recreation Supervisors and if it is decided that it is worthwhile, the program will be offered upon Town board approval.

John explained that anyone over 18 that is working with the youth under 18 must undergo a thorough background check, this includes volunteers. Drug and alcohol testing is also done.

Cortlandt American and Cortlandt National Little Leagues run the youth baseball programs. They also cover the girl's softball leagues. We assist with the fields and equipment. This past year we built dugouts at the Town of Cortlandt field behind Town Hall.

John reviewed the Summer Camp programs. Twelve buses are contracted with a bus company (currently Royal Coach) to transport the campers. Busing is a lot of work and cost but a big plus for all the residents. Approximately 200 counselors and directors are hired to work during the summer camps (mostly town residents).

The Playground programs are staffed (no bussing) with approximately 40 youth that participate each day.

The attendance at Cook Pool was over 22,000 last year, not including the swim lessons and camps. Supervisor Puglisi added that normally the Town will just break even with the expenses of running the pool and hiring staff. There are 28 lifeguards and 40 swim aides employed at the pool along with a director and assistant director. It is opened the first weekend in June and closes on Labor Day. The pool operates from 10:45 a.m. until 7 p.m. daily and 8 p.m. on Fridays. During Supervisor Puglisi's time in office between 1.5 million to 2 million dollars has been spent on renovations to the pool.

The two main fields that the town maintains are Sprout Brook Field and Sunset Field. We also use some of the school districts fields for the soccer and lacrosse programs. John is hopeful that the Hanover field will be added to the Town fields, upon the Planning Board's approval.

Youth Center programs are all well supervised by qualified staffers and are opened to 11 p.m. on the weekends. There is also the Cortlandt Community Coalition headed by Colleen Anderson. The Coalition works with the County and State Police, in addition to school counselors to reduce underage drinking, drug use, gambling, bullying. They meet

monthly. This is an important aspect of the Youth Center. There is also a Youth Employment Service. (Y.E.S.)

The C.U.E. (The Cortlandt Upper Teen Entertainment Center) is located by the movie entrance of the Cortlandt Town Center. This is open Friday and Saturday nights with qualified adult supervision.

- Office for the Aging - There are many programs for the seniors held primarily at our Senior Center including trips, speakers, parties, etc.
- Nor-West encompasses Cortlandt, Yorktown, Ossining and Peekskill and provides therapeutic recreation programs to persons with differing abilities. Each Recreation Supervisor from these towns in on the Nor-West board. Chris Morabito is the director. They use a Town of Cortlandt building located behind our town pool.
- PRC Advisory Board does make referrals to the Town Board and the Planning Board regarding recreation issues (i.e. Croton Avenue Playground). Board members are appointed by the Town Board. Board members are appointed by the Town Board.
- There has been a wide-range of Special Events in the Town of Cortlandt, including Family Fun Day and fireworks (paid for with a grant from Entergy). An Egg Hunt, a 5K Run and a charitable Golf Outing to name just a few.

Supervisor Puglisi thanked John for the wonderful report and noted how important recreation is to the families in our community. Michael Huvane complimented the Recreation Staff and thanked them for their enthusiasm for their jobs. He also noted the excellent job of the staff at the Youth Center.

In conclusion the Supervisor hopes these presentations were informative and interesting so the committee has the foundation to know what the town is doing and what has been accomplished.

The next meeting is February 5, 2014. A financial report will be given by Supervisor Puglisi and Comptroller Glenn Cestaro. Tom Wood will also attend. The Receiver of Taxes and Town Clerk (elected positions) will report as will the Town Assessor, Tom Waitkins.

Dani Glaser was asked to give a report on sustainability at a future meeting. The Emergency Services personnel and the State Police will give reports in March, as will David Douglas and Chris Kehoe on Open Space and the CAC. In April, the Master Plan committee will be asked to speak on their preliminary thoughts and ideas, as we go forward in our Master Plan process. Perhaps in the late summer, early fall a bus tour will be taken throughout the town.

Minutes submitted by Judi Peterson