



**AGENDA**  
**TOWN BOARD**  
**TOWN OF OSSINING**  
**BIRDSALL-FAGAN POLICE/COURT FACILITY**  
**86-88 SPRING STREET – OSSINING, NEW YORK**  
**JANUARY 14, 2020**  
**REORGANIZATIONAL MEETING**  
**7:30 P.M.**

**SUPERVISOR**  
**Dana A. Levenberg**

**COUNCILMEMBERS**  
**Elizabeth R. Feldman            Gregory G. Meyer**  
**Jackie G. Shaw                 Northern Wilcher, Jr.**

**I. CALL TO ORDER-PLEDGE OF ALLEGIANCE-ROLL CALL**

**II. ANNOUNCEMENTS**

**III. PUBLIC COMMENT ON AGENDA ITEMS**

**IV. APPOINTMENTS**

**1. Supervisor's Liaison Appointments**

**Dana Levenberg**

**De-facto on all committees**  
**Historic Hudson River Towns**  
**Inter-Municipal Leadership Team**  
**Westchester Municipal Officials Association**  
**Ossining Communities That Care**  
**Energy Improvement Corp.**  
**Westchester Municipal Planning Federation**  
**Co-Liaison to Teatown Lake Reservation**

**Elizabeth Feldman**

**Green Ossining Committee**  
**Ossining Volunteer Ambulance Corps.**  
**Ossining and Briarcliff Manor Fire Departments**  
**Ossining Historical Society**  
**Village of Ossining**  
**Ossining Boat & Canoe Club**  
**Teatown Lake Reservation**  
**Liaison to Village of Ossining Water Department**  
**Liaison to Ossining Arts Project Summer Concert Series Sub-Committee**  
**Co-Liaison to Ossining Chamber of Commerce**

**Gregory Meyer**

**Westchester County**  
**IMA Committee**  
**New York State**  
**Co-Liaison to Ossining Historical Society**  
**Co-Liaison to Briarcliff Chamber of Commerce**  
**Co-Liaison to Ossining Chamber of Commerce**  
**Business Development Committee**

**Jackie Shaw**

**Deputy Supervisor**  
**IFCA**

Comprehensive Plan Steering Committee  
Community Equity Task Force  
Recreation Advisory Board  
Ossining and Briarcliff School Districts  
Liaison to Highway Department  
Village of Briarcliff Manor  
Co-Liaison to Ossining & Briarcliff Manor Fire Departments  
Co-Liaison to Ossining CAP

**Northern Wilcher**

OHCC  
Ossining and Briarcliff Manor Chambers of Commerce  
Ossining CAP  
Co-Liaison to Village of Ossining Water Department  
Co-Liaison to Recreation Advisory Board  
Co-Liaison to Ossining Boat and Canoe Club

**2. Deputy Supervisor**

Supervisor Levenberg appoints Jackie Shaw Deputy Supervisor for the Town of Ossining effective January 1, 2020.

**3. Justice Court – Town Constables**

Resolved, that the Town Board hereby re-appoints the following to the position of Town Constable, at an hourly rate of \$50.00, to serve at the pleasure of the Board during calendar year 2020:

Franklin Jackson Jr.- Ossining, NY  
John Simkins- Ossining, NY

**V. ANNUAL RESOLUTIONS**

**A. Official Newspaper**

Resolved, that the Town Board hereby designates The Gazette as the Official Newspaper and the Journal News as the Alternate Newspaper of the Town of Ossining for 2020.

**B. Town Council Monthly Meeting Schedule**

Resolved, that the Town Board of the Town of Ossining hereby adopts the following Monthly Meeting Schedule for 2020:

Regular Town Board Meetings – 2<sup>nd</sup> & 4<sup>th</sup> Tuesday – 7:30 p.m.  
Birdsall-Fagan Police/Court Facility, 86-88 Spring Street

Work Sessions – 1<sup>st</sup> & 3<sup>rd</sup> Tuesday – 7:30 p.m.  
16 Croton Avenue Board Room

Town Hall Meetings-- Tuesday, 7:30p.m. on June 16, September 15, November 4 (Wednesday), and December 15 at the Ossining Public Library.

The Work Session scheduled for Tuesday, November 3 will be moved to Wednesday, November 4 as a Town Hall Meeting due to Election Day.

**C. Setting Town Office Hours**

Resolved, that the office hours of the Town Offices for 2020 will be Monday through Friday, 8:30 a.m. to 4:30 p.m.

**D. Town Historian**

Resolved, that the Town Board hereby re-appoints Scott Craven Town Historian for 2020.

**E. 2020 Mileage Allowance**

Resolved, that wherever it shall be appropriate to compensate Town Officials and/or Town Employees for mileage, they shall be reimbursed at a rate of \$0.575 per mile to be paid upon claim voucher, after audit and approval, in accordance with IRS standards.

**F. Membership in the Association of Towns**

Resolved, that pursuant to Article 8 of the Town Law, the Town of Ossining shall pay the Annual Membership Dues for membership in the Association of Towns of the State of New York for 2020 in the amount of \$1,500.

**G. Authorization for Attendance at Association of Towns Annual Meeting**

Resolved, that the Town Board of the Town of Ossining hereby authorizes the following Town Personnel to attend the Annual Meeting of the Association of Towns to be held in New York City, February 17-19, 2020 subject to approval of their Department Heads, Town Supervisor and Members of the Town Board; Town Assessor; Building Inspector; Town Clerk and Deputy Town Clerk; Receiver of Taxes and Deputy Receiver of Taxes; Superintendent of Highways; Town Justices; Town Court Clerks; Budget Officer; Assessment Personnel; Chairman and Members of the Zoning Board; Chairman and Members of the Planning Board and Chairman and Members of the Environmental Advisory Board; and

Be it further Resolved, that attendance is voluntarily and no employees shall be eligible for overtime as a result of attending the Meeting.

**H. Delegate to the Association of Towns**

Resolved, that the Town Board hereby designates Dana Levenberg, Supervisor, as Delegate to the Association of Towns Annual Meeting for 2020.

**I. Alternate Delegate to the Association of Towns**

Resolved, that the Town Board hereby designates Victoria Cafarelli, Budget Officer, as Alternate Delegate to the Association of Towns Annual Meeting for 2020.

**J. Animal Control-SPCA of Westchester**

Resolved, that the Supervisor be and hereby is, authorized and directed to execute an agreement with SPCA of Westchester for the period January 1, 2020- December 31, 2020, providing for humane procedures for homeless and stray dogs and cats seized by dog control officers, animal control officers, police and other agents of the municipality.

**K. Renewal-Delta Dental Insurance Program**

Resolved, that the Town Board of the Town of Ossining hereby acknowledges that the Town's dental insurance program with Delta Dental of New York will continue for the period January 1, 2020- December 31, 2020 for Group # 1576-0001 at a rate of \$68.84 per month per employee with no dependents and \$163.75 per month, per employee with family coverage; and be it further

Resolved, that Group # 1576-0002 shall be at a rate of \$74.32 per month per employee with no dependents and \$174.04 per month, per employee with family coverage.

**L. 2020 Refuse/Recycle Collection**

Whereas, the Town of Ossining entered into an agreement with Sani-Pro Disposal Services Corp, for the removal of refuse, garbage and commingled recyclables at residential properties within the Unincorporated Area of the Town of Ossining in November 2017 for years 2018 through 2022;

Therefore be it Resolved, that the Town Board of the Town of Ossining hereby exercises its option to renew with Sani-Pro Disposal of 566 North State Road, Briarcliff Manor, NY for fiscal year 2020 at a cost not to exceed \$526,000.

**M. Approval of Compensation Plan for 2020**

Resolved, that the Town Board hereby approves the following Compensation Plan for the year 2020:

TITLE OF POSITION	ANNUAL SALARY
<u>EXEMPT</u>	
ASSESSOR	\$152,776
BUDGET OFFICER/ AIDE TO THE SUPERVISOR	80,000
CONFIDENTIAL SECRETARY TO THE SUPERVISOR	VACANT
COURT CLERK (2)	69,558
DEPUTY RECEIVER OF TAXES	58,705
DEPUTY TOWN CLERK	64,312
<u>UNCLASSIFIED</u>	
TOWN CLERK	\$85,000
COUNCIL MEMBER (4)	11,737
RECEIVER OF TAXES	90,000
SUPERINTENDENT OF HIGHWAYS	85,000
SUPERVISOR	76,477
TOWN JUSTICE (3)	48,839
RUOK WEEKEND RATE	20.00/HR
<u>NON-COMPETITIVE</u>	
MOTOR EQUIPMENT OPERATOR (3)	\$85,028
PARKS FOREMAN	88,521
HIGHWAY FOREMAN	85,028
ROAD MAINTAINER (2)	78,375
AUTOMOTIVE MECHANIC	88,731
AUTOMOTIVE MECHANIC HELPER/ROAD MNT.	79,875
<u>LABOR</u>	
PARK GROUNDSKEEPER (1)	\$61,906
PARK GROUNDSKEEPER (2)	61,105
LABORER	61,906
CHAUFFEUR (2)	40,589

CHAUFFEUR (1)	38,189
FOOD SERVICE HELPER	40,589
BUS DRIVER	53,558
LEAD CEMETERY WORKER	57,291
CEMETERY WORKER	51,634

**COMPETITIVE**

DEPUTY ASSESSOR	\$83,742
ASSESSMENT CLERK	68,084
ASSESSMENT ASSISTANT	58,623
SENIOR OFFICE ASSISTANT	65,987
OFFICE ASST AUTO SYSTEMS/ INT. CLERK	56,408
ASSISTANT COURT CLERK	55,451
NUTRITION SITE DIRECTOR	84,551
INTERMEDIATE CLERK (1)	47,585
INTERMEDIATE CLERK (2)	52,398
INTERMEDIATE CLERK SPANISH SPEAKING	53,286
PARALEGAL	39,845
SUPERINTENDENT OF CEMETERIES	26,519

**PART TIME EMPLOYEES**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Abreau Jr., Larry	PT, Parks	\$20.45/HR
Rodriguez Castro, Frankelis	PT, Dale Cemetery	\$13.25/HR
DelBourgo, Constance	PT, Nutrition	\$17.14/HR
Fernandez, Richard	PT, Town Court	\$23.00/HR
Hamilton, John	PT, Building Inspector	\$73.00/HR
Jackson Jr., Franklin	PT, Town Court	\$25.00/HR
Juarez, Angela	PT, Tax Office	\$15.00/HR
Lilley, Fernanda	PT, Town Court	\$13.25/HR
Lilley, Sheila	PT, Town Court	\$23.00/HR
Santucci, Alicia	PT, Dale Cemetery	\$13.25/HR
Simkins, John	PT, Town Court	\$23.00/HR
Velez, Daniela	PT, Town Clerk	\$15.30/HR

**ELECTION OFFICIALS**

Coordinator/Liaison	\$2,700.00
Clerical Assistants	\$60.00

**N. Surety Bonds**

Whereas, certain officers and/or employees of the Town of Ossining designated by law are required by law to file an undertaking which shall remain in full force and effect until the expiration of their term of office, the termination of their employment, or the further resolution of this Town Board, and

Whereas, the Town Board of the Town of Ossining by prior resolution has determined it is more beneficial and economical to provide the undertakings by a blanketed bond;

It is, therefore, Resolved, that all officers and/or employees of the Town of Ossining will be bonded by a blanket bond in the amount of \$500,000 except that the

following position will carry an additional surety bond in the amount of \$100,000: Receiver of Taxes.

**O. Consulting Engineer**

Resolved, the Town Supervisor is authorized to continue the inter-municipal agreement with the Village of Ossining to provide engineering services to the Town for the calendar year 2020, for a fee totaling \$100,539 (\$8,378.25 per month).

**P. Bond Counsel**

Resolved, that the law firm of Orrick, Herrington & Sutcliff, LLP, 666 Fifth Avenue, New York, New York is hereby retained as Bond Counsel in accordance with the fees set forth in the proposal received from Orrick dated December 18<sup>th</sup>, 2019.

**Q. 2020 Schedule of Fees**

Resolved, that the Town Board of the Town of Ossining hereby approves the following Schedule of Fees for calendar year 2020:

**TOWN FEE SCHEDULE- Proposed 2020**

Type of Application, License or Permit/Code Chapter Reference		Fee
<b>Sale of Codebook</b>	Chapter 1	Publisher's price
<b>Access to Records</b>	Chapter 45	
	Fees for copies of records not exceeding 8 ½ by 14 inches in size	\$0.25 per page
	Fee for reproducing records in excess of 8 ½ by 14 inches in size	Actual cost of reproduction
	Fee for PDF Copy of Tax Map on CD (Office of the Assessor)	\$150
<b>Accessory Dwelling</b>	Chapter 50	
	Initial application	\$300
	Each renewal	\$150
<b>Alarms</b>	Chapter 51	
	Annual registration	\$25
	Non Registration Fee	\$250
	False alarms:	
	1 <sup>st</sup> and 2 <sup>nd</sup> offense	Warning
	3 <sup>rd</sup> offense	\$50
	4 <sup>th</sup> offense	\$100
	5 <sup>th</sup> offense	\$200

<b>Type of Application, License or Permit/Code Chapter Reference</b>	<b>Fee</b>	
	6 <sup>th</sup> offense	\$500
	Subsequent Offenses	\$500
<b>Building Construction</b>	Chapter 63	
	Certificate of occupancy, where the total value of the building is:	
	Less than \$10,000	\$100
	Greater than \$10,000 but less than \$20,000	\$100
	Greater than \$20,000 but less than \$50,000	\$100
	Greater than \$50,000 but less than \$100,000	\$100
	Greater than \$100,000 but less than \$150,000	\$100
	Greater than \$150,000	\$100
	Building permit issuance	
	Where the total value of the work is up to \$1,000	\$100
	For each additional \$1,000	\$15 additional per \$1000 of work value
	Renewal of building permit	½ of Original B.P. Fee
	Electrical permits	
	Per dwelling	\$115
	Alteration to commercial building	\$200
	New commercial construction	\$350
	Plumbing permit	
	House sewer and tie-in	\$115
	Installation of 1 – 3 fixtures, appliances or standpipe connections	\$115
	Installation of 4 – 9 fixtures	\$165
	Installation of 10 or more fixtures	\$215
	Backflow Device	\$115
	Gas certification	\$65
	Plumbing permit if not listed	\$115
	HVAC Permit HVAC Residential HVAC Commercial	Same as Building Permit Fee Same as Building Permit Fee
	Erecting signs	Same as Building Permit Fee
	Demolition permit	
	For structure less than 1,000 square feet	\$100

<b>Type of Application, License or Permit/Code Chapter Reference</b>		<b>Fee</b>
	For structure over 1,000 square feet	\$300
	Title search (office assistance)	\$65 per property
	Copies of certificates of occupancy and surveys	\$25 per copy
	Inspection and letter in lieu of certificate of occupancy	\$100
	Legalization of work performed without permits	All fees tripled
	Failure to keep a scheduled appt. for an inspection	\$50
	Same day inspection	\$50
	Non-mandated inspection letter	\$50
	Any type of Permit Not Listed necessary and requires inspections	Same fee structure as filing a Building Permit (based on estimated cost of project)
<b>Cabaret</b>	Chapter 68	
	Annual license fee	\$200
	After July 1	\$100
	Renewal application 30-day extension	\$5 per month
<b>Credit Card Fees</b>	Payment by Credit Card	3% of Transaction
<b>Dale Cemetery</b>	Deed Change	\$100 per change
<b>Dog Fees</b>	Chapter 74	
	License Fees:	
	Spayed/ neutered:	\$15
	Unspayed/ unneutered	\$23
	Seniors over age 60 are exempt from local fee	
	Redemption fees from impoundment of dogs	
	First impoundment	\$20 first 24 hours; \$5 each additional 24 hours
	Second impoundment	\$40 first 24 hours; \$10 each additional 24 hours
	Third impoundment	\$60 first 24 hours; \$15 each additional 24 hours



<b>Type of Application, License or Permit/Code Chapter Reference</b>	<b>Fee</b>
<b>Electric Car Charging</b>	Engel Park, Cedar Lane Park, Ryder Park First 3 Hours Free; \$5 each additional hour
<b>SEQR</b>	Chapter 85
	Environmental clearance form No fee
	Application for preliminary environmental review \$100
<b>Street Opening</b>	Chapter 87, Part 1
	Simple Curb Cut \$100
	Road opening less than 150 sq. ft \$400
	Road opening 150 sq ft and greater \$500
<b>Deposit for all Street Openings</b>	Deposit (in form of surety bond) \$300 per square foot
<b>Excavation of Topsoil or Gravel</b>	Chapter 87, Part 2
	For each 10 acres of property, or any portion thereof, proposed to be excavated \$75
	Refund upon denial of application \$25
	Permit renewal, for each 10 acres of property, or any portion thereof, proposed to be excavated \$75
<b>Filling and Grading</b>	Chapter 92
	Application for a filling and grading permit
	For the first acre or part thereof \$200
	For each additional acre or part thereof \$40
	Application for a certificate of completion
	For the first acre \$50
	For each additional acre or part thereof \$10
<b>Floodplain Development</b>	Chapter 102
<b>Filming</b>	Per day \$1400
	Permit application \$200

<b>Type of Application, License or Permit/Code Chapter Reference</b>		<b>Fee</b>
<b>Freshwater Wetlands</b>	Chapter 105	
	Application review fee for permits issued by Building Inspector (see § 105-6)	Same fee structure as filing a Building Permit (based on estimated cost of project)
	Application review fee for permits issued by the Planning Board (see §105-7)	Included in site plan review fees
<b>Parks</b>	Chapter 138	
	Rental Fees	
	Pavilions (Ryder, Gerlach, Cedar Lane)	\$225 for 4 hours; \$25 for each additional hour
	Picnic Areas at Engel Park	\$75 for 4 hours; \$25 for each additional hour
	Fields/ Facilities (Ryder Park baseball fields or Football/ Soccer field; Cedar Lane Park Football/ Soccer Field; Engel Waterfront park Stage & Viewing/ Spectator Area)	Residents: \$50 for 2 hours, \$25 for each additional hour Non-Profits: \$50 for 2 hours, \$25 for each additional hour Non-Residents: \$150 for 2 hours, \$50 for each additional hour
	Fields/ Facilities with Lights (Gerlach Park Baseball or Soccer Field)	Residents: \$100 for 2 hours, \$50 for each additional hour Non-Profits: \$100 for 2 hours, \$50 for each additional hour Non-Residents: \$300 for 2 hours, \$100 for each additional hour
<b>Boat Ramp</b>	Daily	
	Residents	\$40
	Nonresidents	\$50
	Seasonal	
	Residents	\$80
	Nonresidents	\$150
<b>Cedar Lane Arts Center</b>	Meeting in Theater Room for Art Activities, 3 Hours or Less	\$30
	Meeting in Theater Room for Art Activities, Up to 6 Hours	\$50
	Meeting in Theater Room for Non-Art Activities, 3 Hours or Less	\$50
	Meeting in Theater Room for Non-Art Activities, Up to 6 Hours	\$100
	Meeting in Theater Room by For-Profit Groups, 3 Hours or Less	\$100
	Meeting in Theater Room by For-Profit Groups, Each Hour	\$25

<b>Type of Application, License or Permit/Code Chapter Reference</b>	<b>Fee</b>
	over 3 Hours
	Art Activity Birthday Parties for Children, 3 Hours or Less
	\$200 plus instructor's fee and materials expense
	Art fair events
	\$50 per artist booth fee
	Ceramic Weekend Workshop (2 Day)
	\$100/day plus instructor fees
	Artists Group Use of Theater Space, 3 Hours or Less
	\$10/artist/ session
	Scout Ceramics Lesson (1 learning lesson, 1 firing session)
	\$20/scout
	Firing Fees
	\$0.05 per cubic inch for bisque \$0.07 per cubic inch for cone 6 glaze
<b>CLAC Clay Studio Membership</b>	<u>Rental Fees</u>
	Studio Access with Shelf Space (all incomplete work must be taken home when leaving)*
	\$300/ quarter
	Studio Access with ½ storage unit*
	\$375/ quarter
	Studio Access with 1 full storage unit*
	\$450/ quarter
	*10% rental discount when you prepay six months or more in advance
	<u>Use Fees</u>
	Firing fee (includes both cone 05 bisque and cone 6 glaze)
	\$0.05 per cubic inch
	Clay (midrange stoneware)
	\$15 per 25 pound bag
	Reclaimed clay from bucket
	\$10 per 25 pound bag
	Mid-range Porcelain clay
	\$20 per 25 pound bag
	Deposit for Key to Access CLAC
	\$200
<b>Peddlers</b>	Chapter 144
	Annual license fee
	\$100
	One Day Peddler's Permit
	\$25
<b>Police Fees</b>	Vehicle Impound Release Fee
	\$25
<b>Steep Slopes</b>	Chapter 167
	Application and inspection fee, residential only
	\$100
	Application and inspection fee, nonresidential
	Included in site plan review fees

<b>Type of Application, License or Permit/Code Chapter Reference</b>		<b>Fee</b>
<b>Streams and Watercourses</b>	Chapter 169	
	Permit application	Same fee structure as filing a Building Permit (based on estimated cost of project)
<b>Subdivision of Land</b>	Chapter 176	
	Application review fee	
	Major	
	Preliminary plat	\$200, plus \$125 per lot
	Final plat	\$200, plus \$125 per lot
	Minor	\$200, plus \$125 per lot
	Recreation fee. However, in the case of multifamily developments, the Planning Board may adjust the recreation fee in relation to the recreational facilities provided within the subject development. Recreation Fee-Affordable Housing	\$7,500 per lot or dwelling unit.  \$2,500 per lot or dwelling unit
	Inspection fee	3% of the Town Engineer's estimated cost for all utility and roadway improvements, plus \$100 for an engineering estimate
	Escrow account deposits	(See fees under "Zoning" below.)
<b>Taxicabs and Limousines</b>	Chapter 182	
	Fare within Town, or Between Town and Village	\$4.75
	For each taxicab or limousine owner's license, on initial application	\$100
	For each taxicab or limousine owner's license, for each annual renewal thereof	\$50
	For each taxicab or limousine owner's supplementary license	\$25
	For each vehicle licensed as a taxicab or limousine	\$25
	For each taxicab or limousine driver's license	\$10
	For each taxicab or limousine substituted	\$25
	For replacement of a lost or destroyed taxicab or limousine license or sticker	\$20
	For replacement of each driver's license or badge	\$5
<b>Call-a-Cab Coupons</b>		
	Cost to qualifying senior citizen	\$3.00 per coupon

<b>Type of Application, License or Permit/Code Chapter Reference</b>		<b>Fee</b>	
	Redemption by Town to participating taxi company	\$4.75 per coupon	
<b>Senior Services</b>	Contribution from Qualifying Senior Citizen		
	Congregate Meals	\$3.00	
	Home Delivered Meals	\$3.50	
<b>Tax Foreclosure</b>	Title Search	\$200.00	
	Legal & Publication Fees	\$700.00	
<b>Tax Receiver</b>	Administrative Re-Levy Fee for Unpaid Village water rents	\$100	
	Memo Bill Fee-Per Bill	\$5.00	
	Bounced Check Fee-Per Item Returned	\$20.00	
	Annual Tax File Subscription Charge for Tax Service Agencies	\$500.00	
<b>Telecommunication</b>	Chapter 182A		
	New telecommunications tower	\$5,000	
	Co-location of an existing telecommunications tower or high structure where no increase in height of the tower or structure is required	\$2,000	
<b>Towing Services Agreement</b>	Chapter 182B		
	Fees and services	<b>Normal business hours Mon-Fri 8:00 a.m. to 5:00 p.m.</b>	<b>Sat/Sun/holidays and after 5:00 p.m. weekdays</b>
	Light-duty straight Town (3 tons DVW)	\$94.50	\$120.75
	Light-duty service call	\$78.75	\$105
	Gate/yard	---	\$47.25
	Mileage, per mile	\$4.20	\$4.20
	2 <sup>nd</sup> truck	\$94.50	\$120.75
	Light-duty winching	\$94.50	\$120.75
	Storage, per day	\$50	\$50
<b>Tree Removal</b>	Chapter 183		
	Tree removal permit, residential only	\$100	
	Tree removal permit, nonresidential	Included in site plan review fees	
	Tree Bank Fund	\$165 per caliper inch	
<b>Zoning</b>	Chapter 200		
	All appeals and applications made to the Board of Appeals	\$350	

<b>Type of Application, License or Permit/Code Chapter Reference</b>		<b>Fee</b>
	Special permit application	\$350
	Site plan or conditional use permit	\$350
	Application review fee	\$350, plus \$25 per parking space
	Inspection fee	Same as application review fee
	Request for rezoning or zoning amendment review fee	\$1,000 plus \$50 per acre of property owned or controlled by the applicant to which the rezoning or zoning amendment pertains
	Environmental quality review. A full environmental assessment form review fee is required in all cases when this form is part of the application.	\$200
	Performance and maintenance bonds	The amount of all performance and maintenance bonds shall be established by the Planning Board, based upon a recommended amount as specified by the Town Engineer
	Each bond reduction request	\$100
	Escrow accounts	
	For subdivisions, based on number of lots	
	0 to 2	\$5,000
	3 to 10	\$10,000
	11 to 35	\$25,000
	More than 35	\$60,000
	For site plan, conditional use permits and special permits, based on square footage	
	0 to 3,000	\$5,000
	3,001 to 20,000	\$10,000
	20,001 to 50,000	\$25,000
	Greater than 50,000	\$60,000
	For minor applications (includes accessory apartments, wetland permits, filling and grading permits, etc.)	\$5,000 Escrow
	Variances	\$350
	Pre-application meetings to discuss conceptual proposals, per meeting	\$500
	After the fact application (Planning & Zoning)	Application Fee Tripled

**R. Dale Cemetery Fee Schedule 2020**

**Resolved, that the Town Board of the Town of Ossining hereby approves the following Schedule of Fees for Dale Cemetery for calendar year 2020:**

### GRAVE PRICES (ALL SECTIONS)

#### **Residents of the Town of Ossining:**

- Single Depth Grave: \$2100
- Double Depth Grave: \$2600

#### **Non Residents of the Town of Ossining:**

- Single Depth Grave: \$3200
- Double Depth Grave: \$3700

### SPECIALTY GRAVE PRICES

- Child's Grave (2 ½' x 5'): \$650
- Baby Grave (18" x 26"): \$450
- Niche in Above Ground Columbarium (Holds Two Urns): \$1500\*\*
- Bronze Name & Date Door Plate Installed: \$400 (Change according to supplier cost)
- Cremation Grave Space (3' x 3'): \$850

\*\*Includes original interment

### SECTION 12 PRICES

- Opening/ Saturday Fee: \$1800/ \$850
- Cremation with Vault/ Saturday Fee: \$950/\$500
- Use of Two Graves for One Interment: Additional Charge of \$1200. Total Interment Fee of \$2800.

### INTERMENT PRICES

- Single Depth with Vault/ Liner: \$1400
- Single Depth with Casket: \$1475
- Double Depth with Vault/ Liner: \$1550
- Double Depth with Casket: \$1625
- Child's Grave (Up to 5' in Length): \$675
- Baby Grave (Up to 26" in Length): \$500
- Above Ground Columbarium Second Urn: \$150
- Bronze Name Plate Installed: \$150
- Bronze Date Plate Installed: \$70
- Cremated Remains: \$600\*\*\*

\*\*\*The price for direct cremated remains will be \$500.

- Cremated Remains Burial- Each additional container, same time and grave: \$300.00
- Cremated Remains placed in casket- Each additional container: \$300.00

### DISINTERMENT CHARGES

- Disinterment remaining here (with vault)
  - Single Depth: \$2500
  - Double Depth: \$2900
- Disinterment remaining here (casket only)
  - Single Depth: \$2625
  - Double Depth: \$3050
- Disinterment to another cemetery (with vault): \$1700\*\*\*\*
- Disinterment to another cemetery (casket only): \$2350\*\*\*\*
- Disinterment of Cremains to be Removed from the Cemetery: \$850\*
- Disinterment of Cremains to another grave site in Dale Cemetery on the same day as the disinterment: \$1350\*
- Disinterment of Cremains to Somerset Columbarium: \$850\*
- Saturday Fee: \$400

\* Containers/urns must be supplied or additional charge will apply

\*\*\*\*The above disinterment charges are for labor only. There will be additional charges if a new wood box or steel vault is necessary at time of removal. Concrete or vault company charges are additional.

**INSCRIPTION FEES**

- \$50

**INDIGENT BURIAL**

- \$600

**ADDITIONAL CHARGES**

- There are NO INTERMENTS on Sundays or Holidays.
- Burials must arrive by 2PM Monday through Friday, Saturday burials must arrive by 11:30AM. There will be a charge of \$125 per half hour for late arrivals.
- Dale Cemetery, Town of Ossining, must be notified by 12 noon on Friday if a burial is scheduled for the following Monday, otherwise there is a \$650 fee for weekend preparation.
- There will be a \$200 fee in winter if frost/ice/snow conditions exist.
- Saturday Interment Fee: \$650
- Saturday Cremains Interment Fee: \$300

**S. Records Management Officer**

Resolved, that pursuant to Section 57.19 of the Local Government Records Law, the Town Board hereby appoints Susanne Donnelly, Town Clerk Records Management Officer of the Town of Ossining.

**T. Appointment of Marriage Officers**

Resolved, that the Town Board hereby appoints Susanne Donnelly, Dana Levenberg, and Martha C. Quituisaca as Marriage Officers for the Town of Ossining for 2020.

**U. Finance-Investment Policy**

**INVESTMENT POLICY  
FOR THE TOWN OF OSSINING**

**RESOLVED**, that the Town Board of the Town of Ossining hereby adopts the Investment Policy as follows:

**I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity of individual.

**II. OBJECTIVES**

The primary objectives of the local government’s investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and



- to obtain a reasonable rate of return (yield).

**III. DELEGATION OF AUTHORITY**

The governing board’s responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Ossining to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**V. DIVERSIFICATION**

It is the policy of the Town of Ossining to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**VI. INTERNAL CONTROLS**

It is the policy of the Town of Ossining for all moneys collected by any officer or employee of the government to transfer those funds to the Finance Department and deposited in a designated Town of Ossining revenue account within one business day of receipt of the funds. The Town Supervisor’s office shall receive a copy of the transaction record. Employees will receive a written receipt for any cash amounts forwarded to the Finance Department and should maintain original receipt(s) in department records and copies of the receipt(s) in personal records.

The Town Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**VII. DESIGNATION OF DEPOSITORIES**

The banks and trust companies authorized for the deposit of Town monies are:

<u>Depository Name</u>	<u>Officer</u>
J. P. Morgan Chase Bank	Betsy Davis
Wells Fargo Bank	Paul DeGrato
Sterling Bank	Judy Diamant
TD Bank	Ryan Fohl
Tompkins Mahopac Bank	Maria G. Lopez
Connect One Bank	Rori Sagal
NYCLASS	Joel Friedman

**VIII. COLLATERALIZING OF DEPOSITS**

In accordance with the provisions of General Municipal Law, §10, all deposits of the Town of Ossining, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value,” Or provided by General Municipal Law, §10, equal to the aggregate Amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank (or federal home loan bank) other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% (100% if federal home loan bank) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

**IX. SAFEKEEPING AND COLLATERALIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Ossining or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

**X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, §11, the Town of Ossining authorizes the Town Supervisor to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Ossining;
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML, §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Ossining within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Ossining within two years of the date of purchase.

#### **XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Town of Ossining shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institutions or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Ossining. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Town Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

#### **XII. PURCHASE OF INVESTMENTS**

The Town Supervisor is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an Authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board (for example, NYCLASS – New York Cooperative Liquid Assets Securities System).
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All

such transactions shall be confirmed in writing to the Town of Ossining by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United State of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

#### **Appendix A Schedule of Eligible Securities**

(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

(ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

(iii) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

### **V. Finance-Debt Management Policy**

**RESOLVED**, that the Town Board of the Town of Ossining hereby adopts the Debt Management Policy as follows:

The Comptroller will monitor the debt portfolio annually for refinancing opportunities through services of a financial advisor. This can be done in connection to the continuing disclosure process.

The minimum criteria for bond refunding are as follows:

1. Refunding should produce savings equal to 3% of bonds to be refinanced
2. Savings after insurance premium should be 2 ½ times underwriters discount and other costs of issuance.

### **W. Finance – Procurement Policy**

**WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and**

**WHEREAS, comments have been solicited from all officers in the Town of Ossining involved in the procurement process, now, therefore, be it**

**RESOLVED, that the Town of Ossining does hereby adopt the following procurement process which is intended to apply to all goods and services which are not required by law to be publicly bid.**

**Purchases up to \$1,999**

**Town Department Managers may authorize purchase of not more than one-thousand nine-hundred and ninety nine dollars (\$1,999) per purchase contract for materials, services, supplies or repairs provided that such purchase is made in conformance with the following procedure:**

**A. A standard Claim Voucher is to be completed and submitted to the Supervisor's Office with the following information:**

- 1. Name and address of Vendor**
- 2. Date and vendor number**
- 3. Budget Account Codes**
- 4. Quantity, description and purpose of goods or services purchased**
- 5. Signature of Department Head**

**B. The Claim Voucher must be accompanied by an original invoice and packing slip, if applicable.**

**Purchases between \$2,000-\$20,000**

**Department Managers may make purchases between \$2,000 and \$20,000 for materials, supplies and repairs provided that such purchase is made in conformance with the following procedure:**

**A. A Purchase Order is to be completed in order to encumber the expenditure for all purchases over \$2,000, including purchases made under State or local government contracts. This form shall be submitted to the Budget Officer with the following information:**

- a. Name and address of recommended vendor**
- b. Date, Vendor Number, Budget Account Codes**
- c. Quantity, description and purpose of the purchase**
- d. Unit cost and total cost of proposed purchase**
- e. Purchase Order must be signed by the Department Manager**

**B. Two verbal quotations are required for purchases between \$2,000-\$4,999. A verbal quotation form available in the Supervisor's Office must be used to document the quotes. Attach verbal quotation form to Purchase Order and submit to Budget Officer for approval.**

**C. Three written quotations are required for purchases between \$5,000-\$20,000. A written quotation form available in the Supervisor's Office must be used to document the quotes. Attach written bid requests to the Purchase Order along with documentation from vendor indicating cost and submit to Budget Officer for approval.**

**D. Approved purchases will be acknowledged to the Department Manager by copy of the signed Purchase Order signed by the Town Supervisor with a Purchase Order number assigned to it by the Finance Department.**

E. Upon satisfactory receipt of the material, supply or repair, the Department Manager will submit to the Budget Officer the following:

- a. Purchase Order signed by the Department Manager to indicate approval for payment along with an invoice from the vendor attached to the Purchase Order.

Any public works contract over \$10,000 must follow above procedures and obtain three written quotes. A Public Works Contract over \$30,000 is subject to competitive bidding.

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall failure to obtain the proposals be a bar to the procurement.

Purchases are subject to the availability of funds. Department Managers may not authorize purchases under this section when there are insufficient funds in the designated budget account. The Budget Officer distributes monthly budget expenditure reports showing the available funds in each department account.

#### Purchases of \$20,000 and over

All purchases of materials, supplies and repairs of equipment of \$20,000 or more and all public works contracts of \$30,000 or more requires competitive bidding subject to the laws of New York.

- A. The Town Supervisor and Clerk's office shall be responsible for the issuance of required documents, notices and advertisements required under the competitive bidding laws and for the receipt of such bids from vendors.
- B. Department Managers will be responsible for preparing information regarding the quantity, quality and specifications of the materials, supplies or work to be furnished.
- C. Capital Projects are defined as improvements to the Town's operations in excess of \$12,000 per project. Please consult with the Budget Officer in order to establish a Capital Project number and processing of Purchase Order.

#### General Provisions

1. Where possible, purchases should be made from New York State and Westchester County purchasing contracts. These purchases are exempt from the competitive bidding requirements of General Municipal Law Section 103. Information regarding these contracts is available online at [www.ogs.state.ny.us](http://www.ogs.state.ny.us). The NYS Contract number must be written on claim voucher or purchase order along with a print-out from the OGS website indicating the item is on NYS Contract.

In addition, purchases under any NYS county or local government contracts, or purchased through the Empire State Purchasing Group, National Joint Powers Alliance (NJPA) or US Communities, are permissible, provided that the contract is let in a manner that constitutes competitive bidding consistent with NYS law and made available for use by other governmental entities and subject to the approval of the Town Supervisor.

2. Documentation is required of each action taken in connection with each procurement.

3. Documentation and explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstance.
4. As to the purchase of tires for Town-owned vehicles:
  - I. Any supplier and/or distributor of tires to the Town must be on New York State and/or Westchester County contract.
  - II. Any supplier and/or distributor of tires to the Town must be able to provide all tires required and selected for any vehicle in the Town of Ossining fleet.
  - III. Whenever possible, a supplier/ distributor with a facility within the Town that otherwise meets all other criteria and requirements will be selected to supply tires to the Town.
  - IV. Travel/ delivery time will be factors utilized in selecting a tire supplier/ distributor.
  - V. In selecting a tire supplier/ distributor, preference will be given, if and when possible, to purchase tires from American companies that manufacture tires within the United States.
5. As to the use of tow companies and vehicle inspections for Town-owned vehicles:
  - I. All tows of Town-owned vehicles are to be done by Town of Ossining businesses.
  - II. All automotive inspections of Town-owned vehicles are to be done by Town of Ossining businesses.
6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Town of Ossining to solicit quotations to document the basis for not accepting the lowest bid:
  - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability or responsibility, skill, education, and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.
 

In determining whether a service fits into this category, the Town of Ossining Town Board shall take into consideration the following guidelines: 1) whether the services are subject to state licensing or testing requirements; 2) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (3) whether the services require a personal relationship between the individual and municipal officials. Profession or technical services shall include but not be limited to the following: services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customization of pre-packaged software.
7. A Request for Proposal must be prepared for Professional Services. This section is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.3020. Requests for proposals are traditionally used as a means of obtaining many types of professional services. RFPs are used to obtain the services of: architects, engineers, accountants, lawyers, underwriters, fiscal consultants, and other professionals. The purpose of a request for proposal is to have an effective way to award contracts for professional services. RFPs and evaluation of the proposals can consider price plus other factors such as experience, staffing and

suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

The overall process involves making a request for proposals from various firms or professionals, and then evaluating the proposals received. Depending on the complexity of the situation, you may prepare the RFP in house or a consultant could be obtained to help you prepare it. The Town Attorney will review all RFPs, contracts to be executed with the firm selected and any other needed items.

There should be a well planned solicitation effort in order to identify a sufficient number of qualified firms. This can be done by advertising in local trade journals, checking listings of professionals, talking to local officials, etc. A well planned solicitation effort can result in reduced costs through increased competition.

8. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety and welfare of the residents. This section does not preclude alternative proposals if time permits.
9. Sole Source. Competitive bidding is not required under Section 103 of the General Municipal Law in those limited situations when goods or services are available from only one source. If a determination is made that a particular item is available only from one source so that no possibility of competition exists, competitive bidding may not be required for the procurement of the item. Department Managers must document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace
10. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Town of Ossining may purchase surplus and second-hand goods at auctions, through specific advertised sources, or from Town suppliers, if it can be determined that such purchase is at a fair market value, is in the best interests of the Town, and if approved by the Town Supervisor or Budget Officer. It is understood that it may be difficult to try and compare prices of used goods and that a lower price may indicate an older product.
11. Goods or services under \$2,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
12. The Town Board must authorize and approve all change orders on capital construction projects by Town Board resolution.
13. The Town Supervisor and Budget Officer shall be the municipal officials responsible for providing guidance and making decisions as to application of this procurement policy.

**Z. Reimbursement of Town Employee Business Expenses**

WHEREAS, from time to time employees incur certain expense in connection with performing their duties, attending training, seminars and/or conferences; and

WHEREAS, The Town of Ossining has established guidelines which an employee may be legally reimbursed for expenses; now therefore be it



**RESOLVED, that the Town of Ossining does hereby adopt the Reimbursement of Town Employee Business Expense Policy as follows:**

**Purpose of this Policy**

The purpose of this policy is to establish the guidelines under which an employee of the Town of Ossining may be legally reimbursed for expenses related to the travel to and from, and attendance at, any event which has been recognized and authorized as an event related to Town business. The policy is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.1025. In the event of any misunderstanding or dispute, the Town Supervisor will make the final determination as to whether an employee is entitled to reimbursement of any expense.

**Prior Written Authorization Required**

Authorization must be obtained in writing from the Town Supervisor prior to attending an event for which an employee expects reimbursement. In the event that such prior authorization was not obtained, the Town Supervisor, at his/her discretion may authorize reimbursement by written notice to the Budget Officer.

**Claim Voucher Required**

In order to receive reimbursement of an expense, an employee must submit to the Budget Officer a properly completed and signed Town form, including as attachments, a copy of the Town Supervisor's written authorization, a copy of the brochure or other literature describing the event, and any required receipts. The claim form, available in the Supervisor's Office, must clearly state the title of the event, the sponsoring association, the location and date(s) of the event, and an itemized list of the expenditure categories to be reimbursed. In the event of a conference or training seminar where certificates of completion are issued, said certificates should be provided to the municipality.

**Use of Petty Cash for Employee Reimbursements**

Petty cash should be used minimally for the reimbursements of employee expenses. It should be remembered that petty cash should require replenishment no more than once a month. Further, any reimbursement made of employee expenses through petty cash still requires appropriate receipts and authorization from the Town Supervisor. A monthly report of petty cash deposits and expenditures must be submitted to the finance departments and supervisor's office

**Legal Authority**

General Municipal Law 77-b generally authorizes reimbursement of actual and necessary expenses incurred in attending a meeting, convention, conference or school conducted for the betterment of the Town. Written authorization must be obtained in advance from the Town Supervisor before such attendance can be considered a proper Town expense. "Actual and necessary" means that the expenses were:

1. Actually made
2. Necessarily incurred for an authorized purpose
3. An amount no greater than necessary (Opn. St. Comp. 69-563).

**Tax Exempt Certificate**

The Town is exempt from federal, state and local taxes, including sales tax. As such, it is the responsibility of any employee authorized to attend an event to ascertain that they carry with them a copy the Town of Ossining Tax Exemption Certificate. Such certificates should be presented to places of lodging and dining, so that any

amounts paid are exclusive of taxes. The Town retains the right to refuse reimbursement of sales and other taxes paid as part of an employee's expense.

Reimbursement will be made for the following business related expenses, but **MUST** be pre-approved by the Supervisor's Office:

- Transportation
- Meals
- Lodging
- Gratuities

#### **Transportation**

Transportation will be reimbursed for actual travel to and from an authorized event. Transportation will not be reimbursed for any personal travel incurred while away, or for normal commuting to and from home and Town Offices. Reimbursement will be made for:

- The amount spent using public transportation (bus, train, etc.) receipts are required.
- The amount spent for re-fueling a Town owned vehicle. Receipts are required.
- The standard mileage rate, as determined by the Town Board, when using a personal vehicle.
- The amount spent for tolls. Receipts are required.
- The amount spent for parking. Receipts are required.
- The amount spent for plane fare at the regular rate charged for a single coach fare, unless otherwise authorized in writing.

#### **Meals**

Meals will be reimbursed when the employee is attending an authorized event away from the regular work area for an extended period of time. If an employee is not attending an event which requires an overnight stay, breakfast and/or lunch will not be reimbursed. Expenditures for the purchase of alcoholic beverages or for guests will not be reimbursed. Receipts are required for all meal expenses.

#### **Lodging**

Lodging will be reimbursed at the usual cost of the single occupancy room rate for those nights which fall between the days of an authorized event. "Single occupancy room rate" means the regular room rate charged for a single occupant by the hotel, or the nearest available hotel to, where the event is held. Lodging will not be reimbursed for nights prior or subsequent to the days of an authorized event, unless authorized in advance in writing by the Town Supervisor. Receipts are required for all lodging expenses.

#### **Registration, Tuition, Materials**

Any other expenses required to participate in an authorized event, such as registration fees, tuition, books and supplies, will be reimbursed. Receipts are required for all such expenses.

#### **Gratuities**

Gratuities that are reasonable and actual may be reimbursed. Gratuities for meals may not exceed the greater of (\$1.00) dollar or fifteen (15%) percent of the cost for each meal, unless a mandatory minimum greater than this amount is required under the terms of the event

#### **Periodic Review**

This policy will be reviewed periodically by the Budget Officer. Any questions concerning this policy may be directed to the Budget Officer. The references cited above may assist employees in understanding this policy, and the basis for its contents.

#### **AA. Agreement-NYS Municipal Workers' Compensation Alliance**

Resolved, that the Town Board of the Town of Ossining hereby continues its membership with the NYS Workers' Compensation Alliance for fiscal year 2020 to administer workers compensation claims at a cost not to exceed \$120,851, not including the NYS assessment fees.

**BB. Insurance Renewal-New York Municipal Insurance Reciprocal**

Resolved, that the Town Board of the Town of Ossining hereby continues its insurance policies and coverage with the New York Municipal Insurance Reciprocal (NYMIR) effective January 1, 2020 through December 31, 2020 at an amount not to exceed \$141,851.18.

**V. REGULAR MEETING – BOARD RESOLUTIONS**

**A. Approval of Minutes—Regular Meeting – December 23, 2019**

Resolved, that the Town Board of the Town of Ossining hereby approves the December 23, 2019 minutes of the Regular Meeting as presented.

**B. Approval of Minutes—Special Meeting – January 7, 2020**

Resolved, that the Town Board of the Town of Ossining hereby approves the January 7, 2020 minutes of the Special Meeting as presented.

**C. Approval of Voucher Detail Report**

Resolved, that the Town Board of the Town of Ossining hereby approves the Voucher Detail Report dated January 14, 2020 in the amount of \$496,517.90.

**D. Planning Board Re-Appointment – Jim Bossinas**

Resolved, that the Town Board re-appoints Jim Bossinas to the Town Planning Board for a five-year term set to expire on December 31, 2024.

**E. Planning Board Re-Appointment – Gareth Hougham**

Resolved, that the Town Board re-appoints Gareth Hougham to the Town Planning Board for a five-year term set to expire on December 31, 2024.

**F. Environmental Advisory Board – Angela Russo**

Resolved, that the Town Board re-appoints Angela Russo to the Town Environmental Advisory Committee for a five-year term set to expire on December 31, 2024.

**G. Board of Ethics – Nadia Bernstein**

Resolved, that the Town Board re-appoints Nadia Bernstein to the Town Board of Ethics for a five-year term set to expire on December 31, 2024.

**H. Appointment – Laborer**

Resolved, that the Town Board appoints Marcus DaSilva, Ossining, to the position of part-time Laborer to support the Food Scrap Recycling Program, at an hourly rate of \$16/hour, effective January 27, 2020, funded by a grant from the New York State Department of Environmental Conservation.

**I. Employee Assistance Program**

**Resolved, that the Town Board hereby authorizes the Town Supervisor to execute an agreement with the Westchester County Department of Community Mental Health for the Town of Ossining to continue to receive Employee Assistance Program Services from January 1, 2020 through December 31, 2024; and**

**Be it further Resolved, that the price per employee for calendar year 2020 will be \$45/employee.**

**J. Artis Senior Living Holdings – Landscape and Wetland Mitigation Plantings Maintenance Agreement**

**BE IT RESOLVED, the Town Board of the Town of Ossining hereby accepts the wetlands mitigation bond submitted by Artis Senior Living Holdings of Briarcliff Manor, LLC in the amount of \$8,328.00; and**

**BE IT FURTHER RESOLVED, the Town Board hereby authorizes the Supervisor to execute a Landscape and Wetland Mitigation Plantings Maintenance Agreement with Artis Senior Living Holdings of Briarcliff Manor, LLC.**

**K. Symprocity Technologies Contract Approval**

**BE IT RESOLVED, the Town Board of the Town of Ossining hereby authorizes the Supervisor to execute an agreement with Symprocity Technologies, Inc. to provide a computer software program allowing for data entry and forms for municipal permits, property inspections, complaint tracking and code enforcement for the Town Building Department at a cost not to exceed \$3,500 per year.**

**L. Approval of Contract with Gullotta House – 2020 Escape from Sing Sing Plunge**

**Resolved, that the Town Board authorizes the Supervisor to sign an agreement with Gullotta House to allow the 2020 Escape from Sing Sing Plunge to take place at the Louis Engel Park Beach on Saturday, February 15, 2020.**

**VI. CORRESPONDENCE TO BE RECEIVED AND FILED**

**VII. MONTHLY REPORTS**

**Resolved, that the Town Board of the Town of Ossining hereby accepts the following monthly reports for the month of December 2019:**

- **Town Supervisor’s Office**

**VIII. VISITOR RECOGNITION**

*Visitors shall be accorded one (1) four (4) minute opportunity to speak*

**IX. ADJOURNMENT**