

**Town of Ossining Board Work Session**

**April 21, 2020**

**Meeting Transcript**

Video Recording of Meeting: <https://www.youtube.com/watch?v=EvFCdhLGZbl>

In Attendance: Supervisor Dana Levenberg, Board Member Liz Feldman, Board Member Jackie G. Shaw, Board Member Northern Wilcher, Jr., Board Member Gregory Meyer, Senior Services Director Kathy Asaro, Town Clerk Sue Donnelly, Municipal Attorney Christie Addona

1 **DANA LEVENBERG:** Good evening everybody. And welcome to the town  
2 board of the town of Ossining work session for April 28 20

3 **KATHY ASARO:** You go.

4 **DANA LEVENBERG:** If you could have the flag and I've asked everybody  
5 to please rise and join me for the Pledge of Allegiance.

6 **ALL:** I pledge allegiance to the flag of the United States of America and to  
7 the Republic, for which it stands, one nation, under God, indivisible, with  
8 liberty and justice for all.

9 **DANA LEVENBERG:** Thank you. And I'm just going to plug in my  
10 headphones. And maybe [UNCLEAR] the flag. So I will be able to talk to  
11 you guys. Maybe you won't have to hear as much background noise.

12 **KATHY ASARO:** Okay.

13 **DANA LEVENBERG:** Okay, if you are not me. You might want to mute  
14 yourself for right now. Okay. Thank you. So before we continue, I would  
15 just ask everyone to take a moment to think of all of the families who have  
16 been affected by coronavirus this week. Some people are mourning without  
17 the comfort of spiritual rituals. There are people who are anxious about  
18 loved ones in hospitals, but they cannot visit to offer comfort same was true  
19 for nursing homes. There's a lot of grief and fear in our community right  
20 now and I just want to acknowledge that and I want to ask everyone to just

21 pause for a moment of silence in all an honor of all of the families who are  
22 suffering right now.

23 **[MOMENT OF SILENCE]**

24 **DANA LEVENBERG:** And just to let everybody know that like towns, cities  
25 and villages across the state, we have lowered our flags to half-mast in  
26 honor of those who we have lost.

27 **DANA LEVENBERG:** I'm going to start with some announcements before  
28 we get into our work session material and they're quite a few of them. Just  
29 so you know, I want to bring everybody up to speed on what's been going  
30 on. But before discussing the impact of the coronavirus this week on our  
31 town I want to talk about a few topics that we don't want to let slip under the  
32 radar.

33 **DANA LEVENBERG:** Everyone by now should have received a census  
34 survey in the mail and this would have been the fourth mailing. So if you  
35 haven't completed it yet - if you completed the - it after the first mailing, you  
36 wouldn't have gotten a second mailing and if you've completed it after the  
37 second, no third mailing. But at this point, it means that you haven't  
38 completed the census yet and you should have received a mailing that  
39 allows you to fill out a paper survey and return it by mail. So if you had any  
40 reason to not fill it out online now you have the opportunity to fill out the  
41 paper survey, however, of course, if you just haven't gotten around to it yet  
42 you still can fill it out online and you can still do it respond by phone, etc. As  
43 everybody knows the census is a national survey. It's taken every 10 years  
44 to count all of the residents of the United States, and then split up all the  
45 resources somewhat equitably, we shall say. We're all hyper aware  
46 [UNCLEAR] right now all of the resources that we are relying upon and that  
47 may or may not be on PAUSE, our schools, parks, health care clinics, our  
48 representation in government and our businesses. After evaluating the data  
49 received the census distributes nearly \$4 trillion over the course of the next  
50 decade. If you didn't receive a copy of the census in the mail then you  
51 should actually go online and fill out the census, but you do need to have  
52 your number. So you should contact the US Census Bureau for more  
53 information and to make sure that you do get counted. Response rates are

54 a key part of the census. Every resident should be counted regardless of  
55 citizenship or age. College students and preschool children are consistently  
56 undercounted across the country. I will say that if you have a college  
57 student who is supposed to be at college, they would have already been  
58 counted by that college. So you should not be counting them here, even if  
59 they are here with you now at home. By working together to get a 100%  
60 response rate Ossining will ensure that it has access to the valuable  
61 resources that we so deserve. Of course, this is more acutely felt during  
62 these times of emergency, there is - every dollar and the every piece of  
63 supply that is considered essential and disaster avoidance and relief  
64 somehow ties to how much we get ties to how many people we have here.  
65 Ossining loses \$2,500 for each resident that's not counted. Right now our  
66 response rates in Ossining are behind those of some of our neighboring  
67 municipalities. So we really want people to help us get the word out, fill out  
68 your census, challenge your friends and family to do so and you can go to  
69 [www.census.gov](http://www.census.gov) online again to get more information.

70 **DANA LEVENBERG:** And now continuing on. I want to thank the entire  
71 Ossining Community for your patience and flexibility during this very difficult  
72 time. Your input and communication have been imperative and helping  
73 services run smoothly. Our Senior Services Department continues to make  
74 daily, R-U-OK calls to elderly residents who may need supplies or just  
75 someone to talk to. As well as to deliver food to our homebound seniors  
76 living alone, and we're going to hear a little bit more about that from Kathy  
77 Asaro, who's joining us this evening for our work session.

78 **DANA LEVENBERG:** Our food Scrap Recycling program has continued to  
79 grow in popularity and we assume that that's because everybody's home  
80 and they're eating a lot and they're making a lot of food from scratch,  
81 hopefully, and even if not, they have a lot of food that can be recycled and  
82 back go back into our natural stream, instead of having to go to our burn  
83 plant. Town staff has shifted to remote workplaces when able, forwarding  
84 their phones and answering emails at their kitchen tables, make-shift  
85 offices, and hopefully soon from decks yards and balconies if they have  
86 them.

87 **DANA LEVENBERG:** Our Town Clerk has been baUNCLEARally holding  
88 down the fort at 16 Croton and making sure that people do not pass go do  
89 not get past her, they do not have a mask or a reason to be in the building.  
90 We will also be hearing more from our town clerk Sue Donnelly a little bit  
91 later in the session. Our other staff members whose services require  
92 leaving the safety and security of their homes, for them we are eternally  
93 grateful. Our highway and parks department, including those who work at  
94 Dale cemetery, which is unfortunately been extremely busy lately. Our  
95 refuse contractors and our emergency first responders, of course, are  
96 working hard to keep us safe and disinfect commonly shared spaces. So  
97 we thank all of those of you who are on the front lines as essential workers  
98 and appreciate our residents for being patient.

99 **DANA LEVENBERG:** Many residents have questions about the upcoming  
100 Town/County taxes that are due on April 30. Friday afternoon, the  
101 Westchester County Board of Legislators passed legislation to significantly  
102 reduce the penalties from late payment of taxes to a half of a percent in  
103 May and then 1% through July 15, but this was not yet signed by our  
104 County Executive. However, we learned today that the Governor signed an  
105 Executive Order last night that may supersede or supplement this  
106 legislation and allow municipalities to eliminate penalties for late payment  
107 of Town and County taxes for those who can demonstrate hardship due to  
108 the coronavirus pandemic based on criteria set by the County Executive.  
109 We still have not received guidance from Westchester County to learn how  
110 this Executive Order will interact with the legislation passed on Friday or  
111 what the criteria would be for determining hardship, nor who would  
112 determine it, or if that legislation just goes away completely. Please be  
113 patient as we navigate this recent change and law regarding taxation.

114 **DANA LEVENBERG:** I know many people have been calling our Receivers  
115 Office and probably also our Clerk's Office and our Assessor's Office  
116 asking questions about this and we don't have all the answers yet it's  
117 constantly changing, so please do stay tuned for updates from my office or  
118 from tax receiver Holl, Perlowitz's office and or communication from the  
119 county in the coming days. Again, I would like to reiterate that if you are in  
120 a position to pay your taxes on time, please do so. By paying your taxes on

121 time, you will help the Town and County continue to provide the necessary  
122 services that we all rely upon while also looking out for your neighbors who  
123 might be unable to pay at this time on time. Please sign up for a blast from  
124 us at [townofossining.com/msm/contacts/email-signup](http://townofossining.com/msm/contacts/email-signup) exclamation point.  
125 Oh no that exclamation point is just mine... You don't have to know what  
126 that is. That's the best way to be sure you will get the most up to date  
127 information from us. This Executive Order also impacts processes of the  
128 Assessor's Office in terms of when the final role will need to be filed.  
129 However, the preliminary 2020 assessment change notices will still be in  
130 the mail tomorrow Wednesday, April 22, so look out for them coming to  
131 your mailbox very, very soon. Please review your value and compare it to  
132 recent sales of similar properties in your neighborhood. If you do not agree  
133 with your value, the package you receive in the mail will include information  
134 and instructions to schedule an informal review with a Tyler representative  
135 via telephone or email. We encourage you to call or go online to set up an  
136 appointment as soon as possible. As of today, informal hearings will be  
137 conducted on May 12 - will be conducted *until* May 12 I'm sorry, until May  
138 12, but that may change because of the change from the Executive Order  
139 last night. If you have any questions please give our Assessor's Office a  
140 call at 914-762-8274 they are happy to help in any way they can. Of course  
141 they're not going to have all the answers either yet, but hopefully we can  
142 continue to work together to find out those answers and get them to you. If  
143 you have questions about any of our other town services, please visit our  
144 website at [townofossining.com](http://townofossining.com) for our department emails and phone  
145 numbers. And again, we are at your service. Except for our town courts  
146 which had been shut down. And are not now to reopen until May 30 as I  
147 understand it.

148 **DANA LEVENBERG:** The good news, as I am sure you have heard is that  
149 the number of those testing positive or requiring hospitalization for  
150 coronavirus are that the number is starting to flatten out. Meaning while we  
151 are still seeing new cases daily, they're not jumping up at the same rate as  
152 they were a week or so ago. I did not receive numbers this afternoon, but I  
153 know that the unincorporated town was in the high 80s and the village  
154 Ossining was in the high three hundreds, I think, as of yesterday and  
155 village Briarcliff I think was just under 60. Thankfully it looks like the impact

156 of all of our social distancing measures is helping. We also know that the  
157 PAUSE order has been extended through May 16. Is that right? I think  
158 that's right. May 16, I keep getting May 16 and May 30... Is that – Christie,  
159 is that right?

160

161 **CHRISTIE ADDONA:** May 15.

162 **DANA LEVENBERG:** May 15.

163 **CHRISTIE ADDONA:** Right, so if it's not extended, May 16 would be the  
164 first day that it's over.

165 **DANA LEVENBERG:** Okay, right. So, May 15 -

166 **CHRISTIE ADDONA:** Right.

167 **DANA LEVENBERG:** - and we know that - the - that - we're hoping that  
168 that planning group that is working to restart New York will come up with  
169 thoughtful ways for us to safely phase back in our regular work. We need to  
170 do this if we expect to maintain a situation which will not overwhelm our  
171 healthcare system beyond recovery. Last week, the governor advised that  
172 those living in New York should wear masks if they will be in a position  
173 where social distancing is not possible, including in cabs, trucks, and trains.  
174 Even outside, it's often hard to avoid overlapping paths with people while  
175 you're out enjoying some fresh air. The high number of cases, we have in  
176 Ossining serves as a reminder that we all owe this act of prevention to  
177 each other or fellow community members. Our health and health of our  
178 dedicated essential workers relies completely on our adherence to medical  
179 guidelines. So please, please wear a mask.

180 **DANA LEVENBERG:** Volunteerism, donations, and programs to help  
181 support residents has been on the rise, and is exceptionally inspiring. My  
182 friends, Nancy Adelman and Nellie Garcia have organized a group of  
183 Community sewers to make masks. Village staff members are managing  
184 meal trains to feed hospital workers. Thank you, Sue Donnelly. The library  
185 hosts story times for young kids stuck at home. Or Recreation Department  
186 offers Boredom Busters daily. Our school superintendent reads a book to

187 kids on Facebook every day think at noon. As a reminder, if you or  
188 someone you know needs help navigating the abundance of information  
189 out there, please do not hesitate to reach out to our offices. Town staff is  
190 here for you. In fact, our website has a detailed guidance document to  
191 many of the resources available in the local, county, state, and federal  
192 levels. So please check that out. And thank you, Matt – Matti Zachacz for  
193 working on that and coordinating and everybody who has contributed to it.

194 **DANA LEVENBERG:** For residents who are interested in our food  
195 distribution program the Gullotta House has been offering free meals every  
196 Friday afternoon from 4 to 6pm at the Stop n' Shop parking lot in Ossining.  
197 The village of Ossining and the Town have continued to partner with  
198 Feeding Westchester to offer weekly food distributions on Tuesdays,  
199 usually at the Community Center and at Market Square and at Star of  
200 Bethlehem church. So it's morning, afternoon, and evening. I know that the  
201 school district continues to distribute food. A few every day in - at around  
202 11 o'clock at Park School and that they are also teaming up with Feeding  
203 Westchester for a couple times a month district additional distribution.  
204 Specific locations and times have changed so please check in weekly for  
205 specific instructions. You can definitely check that out on the Village  
206 website and I think we are also linking to that on our Town website. The  
207 Ossining food pantry is also open to residents for cards - gift cards - that  
208 they can use. If you need help, please send an email to  
209 Ossfoodpan@gmail.com to be added to their list and they will make sure  
210 that you can get food. They're not operating in the same way that they have  
211 been. Be aware that some are not accepting new volunteers to help keep  
212 their circle healthy, but there are many other ways to support these groups.  
213 Many of our neighbors need extra help, and attention. So please try to  
214 support these groups if you can.

215 **DANA LEVENBERG:** Local businesses have adapted to these times as  
216 well. On Facebook we're circulating a list of restaurants that are open for  
217 deliveries and take out. We are also sharing a list of businesses that are  
218 offering services via teleconference, virtual shopping, and remote lessons.  
219 We know there are more amazing businesses to include in these lists so

220 we asked everyone to please let us know which ones to add, as well as  
221 help share them and support where you can.

222 **DANA LEVENBERG:** The Ossining PTA, schools, and Ossining library  
223 have curated vast remote learning options for all ages, as I know that  
224 Briarcliff schools and Briarcliff library has as well. If you're a parent  
225 interested in engaging your child in these classes, you can reach out to  
226 OssiningPTAcouncil@gmail.com or mmastrogiacomo which is Megan  
227 Mastrogiacono at OssiningUFSD.org. For the Ossining public libraries or  
228 Briarcliff public libraries offerings visit their websites, Facebook, or  
229 Instagram pages.

230 **DANA LEVENBERG:** Also, I would be remiss if I did not acknowledge that  
231 tomorrow, April 22 is Earth Day. Please take some time to learn what you  
232 can do from home to protect our natural resources from the comfort of your  
233 couch. Sustainable Westchester's also hosting a panel discussion  
234 tomorrow from 9:30 to 1pm and Miss Cyprus and Ms. Lockwood from the  
235 Ossining school district are hosting an Earth Day hangout live at 1pm. I  
236 think it might be on Facebook or check out the Ossining UFSD website to  
237 find out what time you can find them and tune in and you can have a full  
238 day of learning and even doing some good work for our environment. I also  
239 did get a couple of good ideas -if I can find them - for you to celebrate at  
240 home, and that includes thinking about instead of using paper towels you  
241 can try using cotton towels or cotton Napkins for other tasks where you  
242 don't really need paper towels and you can wash them. They will not only  
243 conserve and stretch your supply it may also save you money and limit the  
244 amount of waste you generate. Turn off the water when it's not [UNCLEAR]  
245 use, when you're brushing your teeth or washing your dishes or even when  
246 you're counting and singing Happy Birthday to 20 you can turn the water off  
247 while you scrub your hands. Then you can rinse your hands after that.  
248 Another way to conserve is to only do your laundry. When you have a full  
249 load. This will save money, energy and water.

250 **DANA LEVENBERG:** Many of us are working from home. Because of this,  
251 you may notice an increase in your utility bill. Conserve energy and money  
252 during quarantine by unplugging electronics when you're not using them,  
253 shutting lights off when you aren't in the room, and taking advantage of



254 more daylight by opening the curtains and using natural light instead of  
255 your electricity.

256 **DANA LEVENBERG:** And with that, the good news is that I am at the end  
257 of my announcements. So do any of my board colleagues have anything to  
258 add to the very lengthy list?

259 **DANA LEVENBERG:** No? Councilwoman Feldman, are you sure?  
260 Councilwoman Shaw? And that's a no? Okay. Hearing none.

261 **DANA LEVENBERG:** I'm looking at this very strange image. Oh, now I see,  
262 okay, Councilman Meyer and Councilman Wilcher - right now on my screen  
263 you look like you're actually one person with two heads. It's very  
264 interesting.

265 **DANA LEVENBERG:** Okay. In any case, neither one of you have the two  
266 headed councilman have any additions? All right, fantastic.

267 **DANA LEVENBERG:** So this evening. We have a few staff members who  
268 are joining us with updates and reports and we are going to start with Kathy  
269 Asaro who is the site director for our senior nutrition program. Our senior  
270 staff has been very, very busy and truly on the front lines continuing to  
271 serve our communities senior citizens with daily, R-U-OK calls and meals  
272 as I previously mentioned. Kathy was supposed to join us for one of our  
273 meetings in March, but with the changes to our schedule, we decided to put  
274 her off until tonight. So Kathy, please give us an update as to all that you  
275 have been doing and holding down the fort and all that you're amazing staff  
276 has been doing as well.

277 **KATHY ASARO:** Thank you. Um, we're still we're still delivering meals at a  
278 distance. Wearing gloves and masks and sanitizing our hands in between  
279 each delivery we hang a bag on the door, ringing the bell stand back and  
280 wait for them to answer. We're doing about 15 congregate people that used  
281 to come in to the dining room who are home alone, and we've cut back a  
282 little bit on our home delivered meals, because they have family living with  
283 them just to cut back a little for people who really do need our services.

284 **KATHY ASARO:** We're getting another delivery of storage stable cases of  
285 produ- produce on Thursday, which will be apples, oranges, potatoes,

286 carrots, onions, which we're going to have to back up and get moving out  
287 the door probably in a couple of days. It's kind of probably take a couple of  
288 days. I don't know how much they're sending they're sending 100 bags for  
289 us to fill. So that should be good. We can even call up some of our seniors  
290 that have been driving past the square to see if they need anything else.  
291 They can swing by and we'll just put a bag in their car. Debbie, our social  
292 worker, has been in touch with a lot of our seniors just helping them with,  
293 you know, they're just lonely. They don't know - you know - if they have no  
294 one to talk to. So we've been taking turns doing calls and calling other  
295 seniors that are not on our old R-U-OK program seniors that used to come  
296 in for lunch. And seniors that are home with their family, but they're all  
297 working and they're still kind of alone because they're all in different rooms.  
298 So we're keeping up with that I've been keeping up with vouchering to the  
299 county to keep the money coming in, hopefully.

300 **KATHY ASARO:** And we've been picking up our C-Town orders from  
301 outside. We call up it's ready. We go up, stay outside. They bring it to the  
302 car, put it in the trunk. And we're doing that for our whole meal delivery.

303 **KATHY ASARO:** Let me see... Lynn's working from home every other day  
304 that Debbie is not there. They're taking turns coming in now. And she's  
305 keeping up with the county reporting to our peer place. Their peer place  
306 reporting system.

307 **DANA LEVENBERG:** Do you know about how many - How many meals,  
308 you're delivering in total a week at this point?

309 **KATHY ASARO:** A week? Um. What's three times 5...50?

310 **DANA LEVENBERG:** Is that, is that both the cold meals and the hot  
311 meals?

312 **KATHY ASARO:** That's not even counting the cold meals. That's another  
313 50 - so about 200 meals a week.

314 **DANA LEVENBERG:** Got it.

315 **KATHY ASARO:** Right.

316 **DANA LEVENBERG:** Okay, so we thank you for that. And just in terms of  
317 those seniors who might have been congregate seniors and now are with  
318 families. So we're not delivering I know that I mentioned to you that we  
319 have some resources -

320 **KATHY ASARO:** Right.

321 **DANA LEVENBERG:** - through some of our volunteer group. So I just hope  
322 that you have an opportunity to reach out Beth Sniffen or Lisa Rudley to  
323 make sure that if they do want to continue to get meals delivered that we  
324 make sure that they can because we do have a lot of volunteer resources.

325 **KATHY ASARO:** Right, right. Yeah, I'm I know most the seniors that to  
326 come in for lunch are living with family, there's 15 of them that don't know  
327 what they're getting meals [UNCLEAR] home.

328 **DANA LEVENBERG:** Okay. Just because you know I know that - I think  
329 the food pantry is actually delivering meals now to people. I know, I heard  
330 that Neighbors Link is delivering meals to some of their folks. And you  
331 know, as I mentioned before, through a combination of volunteers and  
332 Feeding Westchester, there's another you know a few more avenues to  
333 make sure that everybody gets the food that they need. So we want to  
334 make sure that that continues to happen.

335 **KATHY ASARO:** Right.

336 **DANA LEVENBERG:** We're very grateful for all the work you're doing. I  
337 know that you guys are also at some point we're pitching in to help with  
338 bagging up some of the food for the Feeding Westchester just -

339 **KATHY ASARO:** Feeding Westchester yeah.

340 **DANA LEVENBERG:** - are you still doing that? Are you still helping out  
341 with that too?

342 **KATHY ASARO:** They have it covered. I think they don't want too many  
343 people in the room.

344 **DANA LEVENBERG:** Right.

345 **KATHY ASARO:** They did all day that a lot of bags yesterday. I've seen  
346 them.

347 **DANA LEVENBERG:** Well, we know that the need is getting greater and  
348 not the other way around. And instantly, so...

349 **KATHY ASARO:** Right. Yep. And we're there. We're there to help them,  
350 you know, we can just order more food. I know the caterer is doing frozen  
351 meals also, just in case something happens with his food supply. He'll be  
352 sending us all these meals that he has put in the freezer.

353 **DANA LEVENBERG:** And we have the storage for that, too?

354 **KATHY ASARO:** The County got him a freezer truck, so he could start  
355 doing that, just in case.

356 **DANA LEVENBERG:** That's great.

357 **KATHY ASARO:** Some of the food supply chain can't make it to him.  
358 That's what he's doing all weekend.

359 **DANA LEVENBERG:** Alright. Do you have any questions from board  
360 members for Kathy or comments?

361 **JACKIE SHAW:** I just wanted to say. I mean, it's great that you're  
362 delivering food, but it's also wonderful that you're attending to the social  
363 and the mental health aspect as well. Because we're seeing a lot of  
364 depression and anxiety. So it's wonderful that you're taking time to speak to  
365 people and give them someone to talk to. So thank you.

366 **KATHY ASARO:** Yeah, thank you. We do have a bunch of people a day  
367 and they call us. We call them, they call each other, you know, we  
368 encourage them call each other and they do. There's no knock if any -

369 **DANA LEVENBERG:** [UNCLEAR] are any computer friendly -

370 **KATHY ASARO:** [UNCLEAR]

371 **DANA LEVENBERG:** - or computer literate, any?

372 **KATHY ASARO:** - I -

373 **KATHY ASARO:** Some of them are. I mean, probably some of them are  
374 more computer illiterate than I am.

375 **DANA LEVENBERG:** Okay, we're not going to talk about.

376 **KATHY ASARO:** Yeah.

377 **DANA LEVENBERG:** Just joking.

378 **KATHY ASARO:** Thanks Dana. Some of them are some of them aren't,  
379 you know, some of them don't have a computer, you know –

380 **DANA LEVENBERG:** Yeah

381 **KATHY ASARO:** I'm up the – you know, some of them are

382 **DANA LEVENBERG:** And I just because you know

383 **KATHY ASARO:** - I –

384 **DANA LEVENBERG:** you know

385 **KATHY ASARO:** I'm up -

386 **DANA LEVENBERG:** I'm just wondering, like [UNCLEAR] the county has  
387 any resources that they're offering right now through the senior nutrition  
388 programs that you know or you know some - some guides that we can give  
389 to the seniors have things that they can do with their computers to keep  
390 them -

391 **KATHY ASARO:** Right. I know they were doing a lot of them were doing  
392 computer classes, with Open Door. The Open Door got a grant to do  
393 computer classes with the seniors and they - they like that. So, some of  
394 them do have computers.

395 **DANA LEVENBERG:** But I mean, like, you know, you could play bingo  
396 online those sort of things, you know.

397 **KATHY ASARO:** Yeah.

398 **DANA LEVENBERG:** you know

399 **KATHY ASARO:** They know -

400 **DANA LEVENBERG:** Do they know how they can do chair yoga online,  
401 they can do you know there's like a lot of things. I mean, I know I don't  
402 know about you, but I'm doing my exercise classes online now so I don't  
403 miss out on my exercise.

404 **KATHY ASARO:** That's good. A lot of them just go out walking

405 **DANA LEVENBERG:** Right. Which is also great.

406 **KATHY ASARO:** - out walking.

407 **ELIZABETH FELDMAN:** Have you identified anything that they need?  
408 Have they been able to get their groceries? That they've been able to get  
409 their medications? Is this something they need help with or identifying what  
410 pharmacies deliver? Have you found needs going on in this community?

411 **KATHY ASARO:** I know CVS delivers I know Ride Connect is helping  
412 seniors with shopping and that kind of thing.

413 **ELIZABETH FELDMAN:** But do they know that?

414 **KATHY ASARO:** Oh yeah, if anybody calls in and needs help. Yeah.  
415 Sometimes Janet goes and picks up stuff for some of the seniors also.

416 **ELIZABETH FELDMAN:** Good so they know that we're willing to either  
417 help them or find the resource for them.

418 **KATHY ASARO:** Right.

419 **ELIZABETH FELDMAN:** Whatever their challenges are.

420 **KATHY ASARO:** Yes.

421 **ELIZABETH FELDMAN:** Okay, good. Thank you.

422 **KATHY ASARO:** You're welcome.

423 **ELIZABETH FELDMAN:** Great work.

424 **DANA LEVENBERG:** Fantastic.

425 **ELIZABETH FELDMAN:** Okay.

426 **DANA LEVENBERG:** Okay, so if I'm. Are there any other questions for  
427 Kathy before we let her say good night? No. All right, well thank you so  
428 much. Kathy and keep up the great work and make sure that every stays  
429 healthy because that's what we need.

430 **KATHY ASARO:** We're trying

431 **DANA LEVENBERG:** I know, make sure you wear those masks

432 **KATHY ASARO:** Yeah, I'm [UNCLEAR]

433 **DANA LEVENBERG:** Six foot distance, masks, gloves

434 **KATHY ASARO:** Hand sanitizer

435 **DANA LEVENBERG:** Absolutely. I think – I think we've still got some more  
436 in the Clerk's Office or near the Clerk's Office. Yes? Should we still  
437 [UNCLEAR] sanitizer if needed.

438 **DANA LEVENBERG:** The, the big, the big bottles over there.

439 **SUE DONNELLY:** - bottles -

440 **DANA LEVENBERG:** A few of them for our departments.

441 **KATHY ASARO:** Right. Right

442 **DANA LEVENBERG:** A lot left to -

443 **KATHY ASARO:** Have a half a bottle, plus we have - Danny put up some  
444 hand sanitizer machines, one in the kitchen one out in the dining room.

445 **DANA LEVENBERG:** Okay. That's awesome.

446 **KATHY ASARO:** And this one upstairs.

447 **DANA LEVENBERG:** Awesome. You guys aren't going upstairs. So that's  
448 great that's -

449 **KATHY ASARO:** Only when I have to. Only to see if Bill's up there. Okay.

450 **DANA LEVENBERG:** Sounds good. Alright. Have a great night. Kathy.  
451 Thanks again.

452 **KATHY ASARO:** Thank you. Thanks, guys. Stay safe.

453 **DANA LEVENBERG:** You too. Up next we have honorable Suzanne  
454 Donnelly with us and it's a little unusual for work session. But Sue was  
455 when she was elected clerk one for main priorities was to modernize and  
456 digitize the office as much as possible. There are a few office functions that  
457 are currently available online, which includes death certificates, renewal of  
458 dog licenses, and FOIL requests. Right now with our offices close to the  
459 public due to the coronavirus, this effort to make applications permits and  
460 other materials available online has become perhaps even more important.

461 **DANA LEVENBERG:** Sue has been working closely with a company called  
462 Seamless Docs to learn how their software offerings may be able to offer  
463 us even more, if not all, of the town clerk functions online so doing so will  
464 help resume revenue collections attributed to this office and hopefully  
465 address some of our budgetary concerns which we will be discussing a  
466 little bit later this evening. So I'm going to hand it over to Sue now to  
467 explain what she is proposing. Madame Clerk.

468 **SUE DONNELLY:** Well, thank you very much. Can you hear me?

469 **DANA LEVENBERG:** Yes.

470 **SUE DONNELLY:** Okay, great. So thank you very much. Yes, we've been  
471 working with this company before the before the coronavirus really hit  
472 because it was our goal to do whatever we could to modernize the way that  
473 the forms, the forms are done. One of the - when, when the coronavirus  
474 first hit one of the things that they offered was they offered to do one form.  
475 Give me, give me CC -

476 **VICTORIA CAFARELLI:** Sorry. Sorry, I'm trying to get you what you did.

477 **SUE DONNELLY:** So- so - was to give us one form. So I thought about it,  
478 and what I wanted, have the ability to do is with the administrations of the  
479 Town and Village, because this is a Town and Village department - with the  
480 - we need to review some of the forms that we currently have, quite a few  
481 of the forms, just to modernize them a little bit to make sure we get all  
482 information on them, such as emails and phone numbers and stuff. So  
483 what we took on was we asked Seamless Docs to put our - not the  
484 application that we fill out for marriage licenses, but we took all the



485 pertinent information off of that. And we have for the last two months been  
486 issuing marriage licenses and how we do it is they go online, they fill out  
487 the marriage license. They - application, they put in their all their  
488 information and we are allowed to what this software actually encrypt any  
489 line that we want to. So we encrypt their social security numbers. They  
490 send us their copy of their birth certificates and their driver's license or  
491 passport. And we can have this application but then they so they send it to  
492 us and it comes in as a Seamless Doc will come into to my computer. And  
493 what happens then is we can produce the marriage license for them. So,  
494 we call them up, they get an appointment. They come to the office. They  
495 call us from the parking lot and it's almost like I'm sure many of you don't  
496 really remember this, but we used to have car hop service so especially  
497 when we had like a in the loop here and stuff. So wait, night I'm dating  
498 myself terribly now.

499 **SUE DONNELLY:** So what we do is we go out to the car, we show them  
500 the application that's all filled out they approve it, and or we make any  
501 corrections that need to be made. And then we go back and they sign it.  
502 We go back in, it costs \$40 for a marriage license and its checks only, by  
503 the way, let's emphasize, we do not take cash in the office of this time and  
504 we go back in. We stamp it we sign it and a process that used to take  
505 between 20 and 30 minutes with someone standing at the counter. Now  
506 takes you five minutes to input the information and five minutes at the car.  
507 So it's a 10 minute process. So eventually, what we'll do is we won't even  
508 have to do that part.

509 **SUE DONNELLY:** And with the executive order that the governor signed, I  
510 guess it was yesterday because it came out Sunday, and I've totally lost  
511 track of days, so I apologize if I lose it. With the executive office, we can do  
512 we can actually do zoom marriage licenses in zoom marriage ceremonies,  
513 which is something that we're all putting together in the next day or two. So  
514 we are a steps ahead of that because we have already have all the  
515 information coming to us.

516 **SUE DONNELLY:** What we can't do with this particular form right now is to  
517 take the payment online because it's a test form. So we'll be able to take a  
518 credit card payment for the test sets an example. So I have been working

519 with the people we have some exceptional people working with us from  
520 Seamless Docs. Very efficient, very great training department, great  
521 support department or they are whenever you call. And so we put together  
522 this list, and we sat with them and we talked about a price that would be  
523 advantageous to both the Town in the Village for this software. It's a  
524 software service. It's not you don't buy the software you you actually pay  
525 each year for this for the software. And I started looking at other  
526 municipalities that had the software and Croton has the software right has  
527 the cell phones, see that in a second. And so what we did was we put  
528 together this proposal, because we think that this is the answer for us. It's  
529 not going to be overnight. I want to stress to people that it's not going to be  
530 overnight, because of the fact that we need to review each form. We need  
531 to make sure that it's very, very efficient with what information we need on  
532 it, what information we can take off of it. We have some forms, it still ask for  
533 a notary to - for a signature, which is, there's no reason for that. So what  
534 we did was we put together this proposal, and this is our business plan.

535 **SUE DONNELLY:** That Ellie Epstein, and I put together exceptional, young  
536 lady. And so to propose to you. You all received in the mail. We're not  
537 going to read it line for line but it tells us what our challenges are tells us  
538 what our considerations are. It says right now if you go to page two. To the  
539 one that says recommended forms for conversion so on - on my right.  
540 guess everybody's right. It says 10 forms for the village and 15 forms for  
541 the town and some people are pretty surprised with that. But what it doesn't  
542 have on there. It doesn't have any of our parking for the village. And as you  
543 all know, we do a tremendous amount of forms for parking to but that's in  
544 the middle of a major project. So when we get back done, it will be put on  
545 there too. But for the town of Ossining or the town of anybody we - we do  
546 marriage licenses. We do death certificates. We do birth certificates. We do  
547 Handicap parking permits. We do notice as a claim for both we do - we do  
548 Cabaret licenses. We do so many different licenses, initial dog licenses. I  
549 will say thank you to everyone. That renewed their dog licenses over the  
550 last month, because I think people staying home and the opportunity to  
551 send in their renewals. We can we can sit down and look at all the  
552 package. Some of the packages that we have now, like the dog renewal  
553 that we do out of the other piece of software that we use is which is be

554 bass was so we can decide whether it will be advantageous for us just to do  
555 the dog renewals right with the same package as an example. But it's  
556 pretty interesting. So all the stuff - everybody okay? It's pretty interesting.  
557 All the stuff here.

558 **DANA LEVENBERG:** My background noise. Is that what you're hearing.

559 **SUE DONNELLY:** And it gives us an opportunity not only to review every  
560 document, but to review the fee structure for every document and to renew  
561 because in some cases it's unbelievable the amount of paperwork that has  
562 to be turned in every single year on some of these forms. Now what will  
563 look for is will look renewal form. So let's say that you have. I'm going to  
564 use, for example, something that you've all seen lately Cabaret licenses  
565 well Cabaret licenses should be did you make any changes to your Cabaret  
566 listeners, because it's still going to have to get a police approval and a  
567 building department approval. But at least we'll have saved and files, they  
568 are all forms. It won't just be scanned in document or in a box. And so there  
569 it's - it's - it is such a relief to have found this product that people are using.  
570 Excuse me.

571 **SUE DONNELLY:** If you look at the next page. Okay, then it shows you the  
572 marriage licenses. I will tell you that, as of today, we've done nine marriage  
573 licenses with this system. The only people that couldn't do it was a what my  
574 lovely older couple. I was very pleased to help them though and they  
575 actually pointed out some of the changes that we needed to make to this  
576 marriage license. So it was easier to use. So it was, it was very interesting  
577 how we did that. We have on the first page, if you look on the little tiny - it's  
578 your left hand side page. We have actually the first thing that they open up  
579 is they open up an instruction sheet. That instruction sheet then opens up  
580 and each one of them fills out a form. The instruction sheet because of the  
581 new Executive Order will have to change because it tells you everything  
582 that you have to do, including coming to the office after you filled out  
583 everything and finishing up the paperwork. We won't have to do that  
584 because we'll take things by credit card.

585 **SUE DONNELLY:** So, and then the next page will – the – well - problem -  
586 we can convert. It's very interesting that how fast you can convert an

587 existing form to it takes approximately five minutes to convert the form,  
588 then you start looking at the different lines on the forum as to what you  
589 want to encrypt, if you want to delete a line, if you want to add a line. It's –  
590 it's an extremely easy program to us, which I, of course, love. So then I  
591 think we're going to skip right over to the - this page right here on my, on  
592 my right. I look at my hands sometimes. And it tells different software  
593 packages what they do compare to Seamless, Doc. So we're very happy  
594 with that we, I know that you all read this already, so we don't have to go  
595 through every detail on it. And then the next page is changes possible. I will  
596 tell you that they have been, as I said before, they have been unbelievably  
597 helpful with this whole putting this together, going through it meeting their  
598 training people meeting their support staff. It's good. Very interesting. So if  
599 you look at one of their highlighted partners is Croton on the Hudson and  
600 what I started doing when I first took office in January's I started going into  
601 all the other clerks pages to see who had documents that - who had  
602 licenses and permits and documents that could be done electronically and  
603 Croton was right there and they have even more. They have different  
604 applications. It will allow us to grow our applications because it will be  
605 easier for the end user to fill it out. They have a block party application, you  
606 know, they have. We want to know, I've been I've been working with the  
607 building departments, because we - we don't we don't have a business  
608 license or anything in town, but we certainly want to know what who our  
609 businesses are in town. And so we've been building this database of the  
610 different businesses in town. So this will help us tremendously to do that.

611 **SUE DONNELLY:** The next page is different communities that do it is  
612 Croton, as I said before, City of Rye Town, and Rye, Hastings on Hudson,  
613 so that it is in Westchester County. It is being used by people. And as they  
614 told me today. Not today, yesterday on the phone. They said, it's almost  
615 like you were just ahead of the curve. Well, the coronavirus has made it  
616 essential that you be able to do forms. We have so many forms. If  
617 somebody has to bring a piece of paper into the office or they have to mail  
618 us a piece of paper, but we want to get it so we can do this all  
619 electronically. And I think it's just a no brainer. Don't yell at me for touching  
620 my - looking my papers like that. So what we did was we worked with, with  
621 the people we explained that we are unique situation we are not the Village

622 of Croton on Hudson and we are not the City of Rye or the Town of Rye.  
623 We have one clerk that does both the Town of Ossining and the Village of  
624 Ossining business. So we expected from them a proposal that we could  
625 present to the two of them that it would be one package. However, two  
626 different credit cards. So we collect credit cards from the - for the town and  
627 we collect credit cards from the village. So we would have to be able to do  
628 to differentiate the different forms from the town in the village. They came  
629 back to us and they said, okay, we can we can do that, we can handle that.  
630 And we set it up so that the digitalize - the part of what we asked them to  
631 propose to us. I'm trying to get to the page. I apologize. I don't want to  
632 touch my face, even though I've washed my hands 1000 times since I've  
633 been home. And I watched them all day at work. Okay, so what we said to  
634 them, is we looking for the digitalized package. We're looking for payment  
635 integration, which means that you go online, you fill out your application,  
636 you pay and therefore, they're not coming in with checks and then cash  
637 and stuff into the office. And then for the first year we would have what they  
638 call standard onboarding which is training. Training - training and support.  
639 So, but because they know they spend a lot of time with you. The first year  
640 they that's a standard rate. So they would have for the first year would be  
641 \$11,595 divided by the two municipalities. So I think that that was an  
642 exceptional - exceptional for them to come back with that price. And then  
643 the next year would be \$10,000 in the next year after that would be  
644 \$10,000 again divided by two. It is something that maybe we did not budget  
645 for but we certainly budgeted we certainly will see with this increased  
646 revenues simply because people will understand that there's such things  
647 out there as dog licenses and I use that I know everybody thinks that's so  
648 cute, but it's - I t's very true. We have maybe at this point 500 dog licenses.  
649 I believe I have 500 dogs live in my neighborhood. So we have a long way  
650 to go with dog licenses, so but it allows us to go to people and tell them that  
651 they need an alarm and tell them that they need to - they need an alarm  
652 permit and - and say, come we'll show you online where it is and I have no  
653 problems, encouraging people and having the building department  
654 encourage both - both municipalities to encourage people to get the proper  
655 permits that they should have for their businesses.

656 **DANA LEVENBERG:** Alright, so thank you for that presentation.

657 **SUE DONNELLY:** Oh, can I say one other thing? I want to take a second  
658 to thank Liz Feldman because the GoFundMe for feeding OVAC and  
659 feeding Phelps - we feed OVAC every other night, we stop them from  
660 eating pizza every night and they'll kill me for saying that, but, and we – we  
661 - I just counted today because I was talking to someone at Phelps - we -  
662 this Go Fund Me - this community, this Briarcliff and Ossining Community  
663 has donated enough money to pay for 11 of the meals for Phelps until May  
664 8 and every other night until about May 8 far this is our so far. So I want to  
665 thank Liz Feldman for being an intricate part because we all got our  
666 restaurants and yet. It's only asking and Briarcliff restaurants. So we  
667 worked very hard on getting that done. So that's only my little speech for  
668 the night.

669 **ELIZABETH FELDMAN:** Teamwork makes the dream work. So.

670 **DANA LEVENBERG:** That's Kemi's line and we'll give it to her. Thank you.  
671 Thank you madam clerk for that presentation. I think that one of the things  
672 that we're going to be talking about in a little bit is our budget and where we  
673 need to make cuts and not making any unnecessary expenditures.  
674 Unfortunately, there are certain types of activities that require that we do  
675 make some expenditures, so that we can offset or re - recapture revenues  
676 that we otherwise aren't able to capture and as we look at how to  
677 modernize services in the Clerk's Office. It's, you know, I think, more  
678 obvious than ever before why we need to be doing this and it sounds to me  
679 like you have negotiated a very reasonable package and to be paying half  
680 the cost that other municipalities would be paying for having that service  
681 seems like pretty reasonable price. But I want to hear what everybody else  
682 has to say about this because, again, I think that you know it's - it's - it's  
683 about time that we do this, but more than just being about time I think we  
684 have to do this. So please let's hear what everybody has to say right now.

685 **ELIZABETH FELDMAN:** So I agree, it's time. And it's important to do this.  
686 One of my questions is, do we feel that the Town and the Village will be  
687 using 50% each of this software. Do you think one will be using it more  
688 than the other?

689 **SUE DONNELLY:** I think that in this particular instance that the Town in the  
690 Village will be using 50% because of the fact that we have so many  
691 functions in the Town – that - that you know that we don't have in the  
692 Village, such as inquiries about marriage licenses and inquiries about birth  
693 certificates, that's all a town function. So because we have these odd  
694 things that don't seem to be time consuming. They are extremely time  
695 consuming. Extremely time - oh, sorry, I lost you guys. Can you see me  
696 still, or did?

697 **DANA LEVENBERG:** We see you know what happened to me.

698 **SUE DONNELLY:** So I'm just going to talk to you. So we, yes. In this  
699 particular instance, I do feel that this is a 50/50 proposition. That's one of  
700 the reasons that we put together that page, they told you how many forms  
701 currently we use. There are more forms for the Town and there's more  
702 forms for the Village. And I figure the little probably both end up with about  
703 20 forms each for each municipality. What it's going to help us in the  
704 Clerk's Office. It's going to help us immensely with the amount of time that  
705 we don't we - we spend with each customer at the counter. Not that we  
706 want to not spend time with the customers at the counter, but we want  
707 them to do stuff out of the comfort of their own home. We hate sending  
708 people away when they don't have the right information with us. And so I  
709 think that this particular- in this particular case, yes, it's a 50/50 proposition  
710 because we were very detailed and what we looked at this.

711 **DANA LEVENBERG:** I mean, the other thing is it's not just that it's - yeah I  
712 don't think you can - there's certain types of things that you can't just look at  
713 the use because this is an offset. In other words, if we weren't with the  
714 village, and we just wanted to purchase it, we would have to pay the full  
715 cost. So by partnering with the Village, it reduces our cost by half. So, you  
716 know, I understand that, you know, sometimes it makes a lot of sense to  
717 look at the percentage of use, but it doesn't always in this case, I think  
718 we're looking at the offset factor of being able to share it with another  
719 municipality well.

720 **SUE DONNELLY:** You're looking for the upset. And you're absolutely right  
721 Supervisor, but on the other side of the coin, the amazing part of this one is

722 is that are in forms and filling out forms, because - just because you don't  
723 get money for a handicapped license of handicap tag - because they - they  
724 are given out, that's a Town function and that's something that we want to  
725 have it sent into us, so we can just mail them the tag, you know? What I  
726 mean it's - it's so there is there is a lot of information that we do with the  
727 Town now that - that you know it's not it's not the big - that's not the big  
728 bells and whistles, it's just the behind the scenes of forums and - and that  
729 we have to do every day and you would be shocked at how many people  
730 need copies of things like marriage licenses and divorce or not divorces.  
731 We don't do divorces, please. Oh my god. Somebody came in they go all  
732 right I'm ready for my divorce. I said, no, wrong. That's a court thing, go to  
733 White Plains, but you know because of the enhanced driver's license  
734 before this all started with the coronavirus. The enhanced driver's license,  
735 which everyone was going to have to have by November, required that you  
736 had birth certificates, required in some places they require different things,  
737 which is a little strange for me. And some of them had to have marriage  
738 licenses. So it was very interesting, of how many different forms that you  
739 might take every day that had to be filled out and had to be handed in so  
740 it's - a it's going to be a good partnership with - with the Village on this one.

741 **DANA LEVENBERG:** Any other questions, comments from any of the  
742 board members.

743 **JACKIE SHAW:** I just had a quick question. So you never have to actually  
744 show the original documents of your past quarter or anything like that. A  
745 copy is going to suffice for this process.

746 **SUE DONNELLY:** So well, so part of that. That's what let's talk about the  
747 marriage license because that's really what you have to show your birth  
748 certificate in your - so right now, what they do is they take they take a  
749 picture and they send it in with the application. What - what I do now is I go  
750 out to the car and I look at the - two things have to happen with a marriage  
751 license. First of all, a couple has to come - come together, they have to be  
752 in the -

753 **JACKIE SHAW:** I know, I've done it in Ossining.



754 **SUE DONNELLY:** So, and the second thing is you have to present all the  
755 documents that you sent. The advantage I have is that it was - the  
756 advantage I had was that I could actually have looked at the document,  
757 confirmed the dates, done everything -

758 **JACKIE SHAW:** Right.

759 **SUE DONNELLY:** With video camera, one of the things that's happening  
760 with the new zoom marriage licensing and the marriage ceremonies is - is  
761 that was the big discussion of today with everybody is they'll have to sit on  
762 the zoom and show us their passport and they'll, you know, it's almost like  
763 they're there, but the it's like me touching you right now, but I can't. And so  
764 it's very interesting because nothing will be done like you couldn't have it  
765 where someone says, Well, I don't have zoom and I'm just going to call  
766 him. Well, that doesn't work.

767 **JACKIE SHAW:** Right.

768 **SUE DONNELLY:** So they're - so they're on camera with you doing this.  
769 So, and thank you, Victoria has already set me up with my Zoom for the  
770 Town, so I'll be Zooming all over the place. So yes, so they still have to  
771 show all the documents they just it's, you know, right now it's - it's always  
772 raining lately. Did everybody notice that? I walk up to these cars in the  
773 pouring rain. I take their stuff and I hustle back in, we'll get them because I  
774 don't want - they're not allowed to building

775 **ELIZABETH FELDMAN:** So we'll, these are documents and processes be  
776 available for expanded hours, you know. Can they do it after work? Then  
777 the Clerk's Office is - is closed and they still fill it out and...

778 **SUE DONNELLY:** All they can do to be processed in the next day.

779 **ELIZABETH FELDMAN:** I mean, I like the idea of expanded hours  
780 expanded access. And all that. Yeah.

781 **SUE DONNELLY:** Don't call it expanded hours, call it expanded access  
782 because - because yes in fact 90% of them I come in in the morning and  
783 poof, it's on my screen waiting for me. So they can do it at their leisure,  
784 they can take their time. They're not people are nervous when you're

785 getting married, you're nervous and so, but they can fill out the forms the  
786 way they want to. And then they send it in, and then we'll process it. It's just  
787 where we're going, as we slowly go to a paperless office, I could never say  
788 the word paperless - it never will be something like that down there. But  
789 when we go slowly becoming - to putting as much online and files because  
790 we have the redundancy. The first thing we checked was the redundancy  
791 we have - we have off site storage, we have two on site storages, and we  
792 have our PCs and then we have our clerk directory. So we know that we  
793 have triple redundancy of our files. So as we go to that slowly but surely,  
794 first of all, it's faster for us to find documents that people need and so, yes,  
795 but they can do whatever they want. But yeah, right now it is we didn't have  
796 hours to do marriage license. So people would show up. So that's why you  
797 saw things like on the wall, it would say marriages licenses from 9:30 to  
798 3:30, you know, which is like almost ridiculous, people would have to take a  
799 day off. So what we do now is I say to them, go online, get that done. The  
800 advantage I have right now is when they have until the other day when the  
801 Executive Order came out they could come over during the day because  
802 most of them are working out of their house.

803 **DANA LEVENBERG:** That's true.

804 **DANA LEVENBERG:** Those people are [UNCLEAR].

805 **SUE DONNELLY:** Yes, have more access.

806 **DANA LEVENBERG:** Okay. Is there any, are there any other questions?

807 **GREGORY MEYER:** I was just going to say that, you know, I think it's  
808 important to - to get up to speed electronically. In general, but given the -  
809 the pandemic. I think it's even more important than ever. So, you know, I  
810 think this is a vital initiative. So thank you.

811 **SUE DONNELLY:** Thank you.

812 **DANA LEVENBERG:** Wonderful. Councilman Wilcher, anything?

813 **NORTHERN WILCHER:** Yeah, I – I wanted, can still come – this – it's just  
814 during the pandemic, right?

815 **SUE DONNELLY:** No, this is not just for the pandemic but Northern you get  
816 you're always welcome to come to the office - not you personally but  
817 anyone is always welcome to come to the office and do their forms, if they  
818 choose to, but -

819 **ELIZABETH FELDMAN:** When it's not a pandemic.

820 **SUE DONNELLY:** But, but for a lot of the people -

821 **DANA LEVENBERG:** When it's not a pandemic, yeah

822 **SUE DONNELLY:** I'm sorry?

823 **DANA LEVENBERG:** I'm saying when there's no pandemic, but not right  
824 now.

825 **SUE DONNELLY:** When there's no pandemic, yeah, yeah.

826 **NORTHERN WILCHER:** They can come in?

827 **SUE DONNELLY:** They can come when it's - when we're done with this  
828 pandemic. They will more than welcome to come into our office anytime we  
829 - we carried on the bucket of candy. We did. We have all the other stuff  
830 going on. So yes, they can. If someone's more comfortable coming in.  
831 Then they are more than welcome. As I said before, I had an older couple  
832 who tried to do it online showed me some of the deficiencies with the form  
833 we fixed them immediately. They still came, they, they just couldn't come in  
834 the building, so they waited in the car. First of all, they were older and - and  
835 we got their form done just as we did. We're always there for the residents  
836 and the business owners of Ossining. Yes.

837 **NORTHERN WILCHER:** Okay, there's one more thing. I don't know. Mary  
838 Anne maybe she didn't tell you but I should have a fishing license.

839 **SUE DONNELLY:** Yes. And so, um, yes. And right now, and it's going into  
840 hunting season so I didn't even know hunting season started this early, but  
841 there's a turkey hunting season.

842 **DANA LEVENBERG:** It does.

843 **SUE DONNELLY:** So what you if you want us, not you, in particular,  
844 Northern but we have not been giving out fishing licenses since the  
845 pandemic -

846 **NORTHERN WILCHER:** Yes I know

847 **SUE DONNELLY:** - pandemic but what - what I'll do is I can call you and  
848 your lovely wife, your bride and we can go over how we can get it right for  
849 you for you off the DEC. We do want to tell people that hunting and fishing  
850 licenses are available right through New York State on the DEC page so  
851 they don't even have to come into the municipality, they can get it right  
852 there to.

853 **DANA LEVENBERG:** Wonderful.

854 **NORTHERN WILCHER:** Okay.

855 **SUE DONNELLY:** But don't think we, I didn't know about your fishing  
856 license.

857 **DANA LEVENBERG:** It was the first thing that Mary Anne Roberts told Sue  
858 before she handed over the reins.

859 **DANA LEVENBERG:** Okay, so if everybody is done with questions, I would  
860 say, thank you so much to Sue for your presentation tonight, and I'm very  
861 excited that you've taken this initiative. And again, you've been early in  
862 some regards, I mean, obviously we know there's mu - munis who've  
863 already been, you know, implementing some of these things, but you've  
864 been early before pandemic has hit where we know a lot of other  
865 municipalities who haven't taken the plunge yet into the modern world are  
866 going to be doing so. So thank you for doing that right. All right. I -

867 **SUE DONNELLY:** And if you want to tell people that if they want. Can I just  
868 make one more PSA?

869 **DANA LEVENBERG:** Okay.

870 If you want to drop off - if you're listening and you want to drop off your  
871 County – County/Town taxes or your water bills or anything or you come to  
872 the door, the side door, the one with the handicap ramp on it and you knock  
873 on the door. You don't have to sli - smash the door. We will come out and

874 we will take whatever you have through the assessor's office, we will take it  
875 from you will stamp whatever receipt you need and for this because of this  
876 emergency - and make sure that it gets to the right department.

877 **DANA LEVENBERG:** Right. When you say stamp receipt. You're not  
878 actually stamping. You're not receiving the taxes. So you're not actually  
879 giving them a tax receipts. Let's just be clear, you're just giving them I  
880 received this in my hand. That's it.

881 **SUE DONNELLY:** Town Clerk took this from you.

882 **DANA LEVENBERG:** Okay, but just, just to be clear, okay.

883 **SUE DONNELLY:** And then I am not a deputy of the tax receiver or  
884 anything. So I don't take taxes

885 **DANA LEVENBERG:** Correct.

886 **SUE DONNELLY:** We want to make it -we want to make it. And anybody  
887 that comes in, especially the seniors are coming in now with their assessor  
888 their enhanced star applications and we will take them from you. We ask  
889 that you wear a mask to the door, we're - we're not going to open the door  
890 for people at this point that don't have masks on. Just put your mask on.

891 **DANA LEVENBERG:** And just remind everybody, also, we're not accepting  
892 cash.

893 **SUE DONNELLY:** Right.

894 **DANA LEVENBERG:** That's another thing we're not accepting. And finally,  
895 I do think that you want to also remind people, because I neglected to do  
896 so in my announcements that people should be applying for absentee  
897 ballots for Primary Day.

898 **SUE DONNELLY:** Now according to today, I think we have to wait a day or  
899 two for that because rumor has it -

900 **DANA LEVENBERG:** Okay.

901 **SUE DONNELLY:** - everybody might just get about it in the mail -

902 **DANA LEVENBERG:** Okay.

903 **SUE DONNELLY:** - so we just wait a day or two -

904 **DANA LEVENBERG:** We did request that, by the way, I'm on the county  
905 call like you asked.

906 **SUE DONNELLY:** Yes, thank you. Because you know, how crazy it –

907 **DANA LEVENBERG:** Yes.

908 **SUE DONNELLY:** - you can get your census at your house, you can get  
909 about it so... and we can get the little postcards that say –

910 **DANA LEVENBERG:** Right.

911 **SUE DONNELLY:** - you're, you know, you're registered voter, right. So,  
912 um, but let's see what happens over the next day or two, but we will be a -  
913 once we hear, whether that's a go or not, we will be super encouraging  
914 people to fill out their absentee ballots applications if that's the way that the  
915 State decides to go.

916 **DANA LEVENBERG:** Okay, wonderful.

917 **SUE DONNELLY:** Alright?

918 **DANA LEVENBERG:** Thank you very much.

919 **SUE DONNELLY:** Thank you.

920 **DANA LEVENBERG:** All right. Up next we have our planning consultant  
921 from Nelson Open Board Valerie Monastra. Valerie was brought on to our  
922 team in January and she has been an invaluable asset to the Town and to  
923 our Land Use Board since then. We, of course, we've haven't had many,  
924 but she's been an invaluable asset to us, the Town.

925 **DANA LEVENBERG:** We Valerie with us this evening for a brief report on  
926 what she has been doing behind the scenes what she's been working on.  
927 And it's quite a lot actually. And some things that we are going to put back  
928 into motion with our Land Use Boards and get them back up and running  
929 with Zoom, as well as a discussion of the status of some important projects  
930 like the Comprehensive Plan and excuse the thunder in the background. I  
931 have a house full of a young adults. Yeah.

932 **VALERIE MONASTRA:** Well, thank you. It's a pleasure to be here. I want, I  
933 thought I just - I'm going to go through a number of different topics. And so  
934 I thought it would be easier. I will discuss a particular project or topic, and  
935 then I'll just ask the Board if they have any questions before I go to the next  
936 one. Just that way you don't have to remember everything and then we can  
937 kind of go through piece by piece. Um, so, first of all, I've been working with  
938 as Dana said with the Town Board, the Planning Board and the  
939 Comprehensive Planning Committee, since the end of January.

940 **VALERIE MONASTRA:** My... I'm going to talk a little bit about the planning  
941 board work. My first planning board meeting was in February. And since  
942 then, we haven't had a Planning Board meeting, but I'm working closely  
943 with Sandy and we are anticipating starting to go have all our meetings on  
944 online starting in May. So we will - our first Planning Board meeting since  
945 the hiatus will be May 6, and then we anticipate probably having to - both,  
946 both in May, because we have pretty good backlog at this point, and we  
947 want to get as many applications through the process as possible.

948 **VALERIE MONASTRA** So the work that we've been working with - with  
949 Sandy and then also the Planning Board Chair Ching to we were talking  
950 about making things a little bit more efficient and then also making sure that  
951 we communicate as much as possible with the applicants, so that if there's  
952 ways that we can get their applications as complete as possible so that the  
953 Planning Board is actually able to review things efficiently and then  
954 therefore it will cut back on the time that a particular applicant needs to  
955 appear before the boards. So that is pretty much in a nutshell the Planning  
956 Board work that has been in the last few months and we look forward to  
957 getting these things back online because I know a lot of applicants are  
958 looking forward to moving forward with their projects. So does anybody  
959 have any questions on the planning board where especially with the online  
960 meetings that are going to take place in May?

961 **VALERIE MONASTRA:** Okay.

962 **DANA LEVENBERG:** Good with that.

963 **VALERIE MONASTRA:** Alright.

964 **ELIZABETH FELDMAN:** Are we letting the public weigh in on these  
965 meetings? Is it going to be a Zoom meeting or is this the kind of the pre-  
966 planning meetings and the going over it. I'm not where the public places?

967 **VALERIE MONASTRA:** Right. So that's really good question. So the  
968 Planning Board meeting itself, we don't anticipate having any public  
969 hearings at the very first Planning Board meeting. The chair does  
970 sometimes open up for questions or comments from the public. And so we  
971 are going to be setting up the Zoom meeting to allow for public comment.  
972 There are potentially - is going to be a Planning Board hearing in In May,  
973 and so, at which point that would also be allowed to, you know, the public  
974 would also be able to out to contribute for both and Zoom but then we're  
975 also going to make sure it's known that the public can also submit emails,  
976 phone calls, any other sort of public comments. And in working with other  
977 communities, especially if for some reason, there is a particular  
978 controversial project, you can extend public hearings longer than one  
979 meeting to make sure that all public comments are heard and usually  
980 working with the planning boards and trying to assess whether a particular  
981 project is going to have a lot of public out, you know - have a lot of public  
982 come out to the meetings or would typically come out to the meetings,  
983 particularly for that particular application, that's when we'll adjust. But I think  
984 at this point, the current agenda, I think we'll have you know there might be  
985 some interested in neighbors, but we don't anticipate something - a very  
986 large project appearing before the boards, but we'll take it baUNCLEARally  
987 application by application.

988 **ELIZABETH FELDMAN:** Okay, I just want to make sure that everybody  
989 who has a comment A) knows how to - they could comment and has an  
990 opportunity. So I expect will at least, of course, go very slowly and make  
991 sure everybody understands the process.

992 **VALERIE MONASTRA:** Absolutely. And I think that's one of the things that  
993 Sandy Anelli and I've been talking about. And I have a call is going to be  
994 scheduled this week with the Planning Board chair to discuss those issues  
995 and those concerns to make sure that we have those avenues posted and  
996 that you know as much as possible. We're able to have opportunities for  
997 public comment.



998 **ELIZABETH FELDMAN:** Thank you.

999 **VALERIE MONASTRA:** So the second item I wanted to talk a little bit  
1000 about is this is down dealing with Town Board work and I've been working  
1001 against you know the board with the new solar permits that are coming in  
1002 through the Town Board. Was working on the CV application, and I believe  
1003 the Board as well where that they have since withdrawn their application  
1004 before the Town Board, but we had initial pre-app meetings with a number  
1005 of few other potential applicants under the same solar permits. So I  
1006 anticipate those to potentially becoming before the Town Board, so I'll be  
1007 continuing reviewing those permits as well.

1008 **ELIZABETH FELDMAN:** We also had a couple inquiries on battery energy  
1009 storage systems and that leads us to like leads me to a little bit of a, like a  
1010 segue to for the Board to consider potentially looking at adopting a model  
1011 batter- battery energy storage system. So energy storage systems, they  
1012 are systems that are capable of storing energy in order to supply electrical  
1013 energy at a future time. So these systems are not necessarily small  
1014 systems. They can be much larger systems and they're all part of the  
1015 statewide community energy systems initiatives that New York State is  
1016 pushing forward. And a number - of similar to the solar permit applications -  
1017 a number of these battery energy storage companies are looking for larger  
1018 lands, you know, areas where they could potentially put this battery energy  
1019 storage systems on properties that maybe have more than one use and  
1020 you know typically under your zoning regulations, they would fall under as  
1021 utilities. But, you know, there is some concerns about operation,  
1022 maintenance, decommissioning of the systems that there is some  
1023 suggestion to take a look at some model laws and I know the Town Clerk  
1024 actually sent an email over to the Supervisor earlier this evening that Town  
1025 - the Town of Yorktown is actually looking to adopt the model battery  
1026 energy storage law as well. So this is something that, you know, I wanted  
1027 to raise with the town board to see if we are interested in looking into this a  
1028 little bit more and then clearly, this would require input from the building  
1029 inspector because he would be primarily the one that would be  
1030 implementing the permits associated with this after you know it would get  
1031 whatever Town Board or Planning Board approval.

1032 **DANA LEVENBERG:** And also aspire inspector.

1033 **VALERIE MONASTRA:** Yes, that is correct.

1034 **DANA LEVENBERG:** I think he has a specific interest. Yes, this is  
1035 something that NYSEERDA to actually has been recommending that Towns  
1036 do adopt so that we don't get caught off guard. When there are applicants  
1037 looking to do this and find ways around it that it is better for us to be  
1038 proactive about this because there are maybe opportunities for us to, you  
1039 know, look for multiple uses of properties where there might be already  
1040 something developed that then this could add in enhance **the – our – the**  
1041 **development.** So I think, you know, I think it behooves us to take a look at  
1042 this. Before we get caught off guard and have to scramble and chase our  
1043 tail around kind of to try to get it done.

1044 **ELIZABETH FELDMAN:** Um, so just some understanding these are micro  
1045 grids? And would this energy be accessible for our population or would only  
1046 be accessible for the applicant? Um, you know, is this storage kind of for  
1047 the community storage for people provided solar, or only for the applicant  
1048 or is there multiple variations of this. And yes, I agree we need to  
1049 understand it and get it ahead of the builders.

1050 **VALERIE MONASTRA:** Right, so I I'll answer what I know you know this is  
1051 a little bit new to me to into some sense I think for the some of the  
1052 application - or the applicants - or potential applicants that we have  
1053 received some phone calls, they are - would be for not only their property.  
1054 But also, like, more or less like a community battery energy storage. So it  
1055 would be similar to what you heard presented from the CV app -  
1056 application, which is you know that people could buy potentially into a  
1057 program or Con Edison would be interested in setting up something on a  
1058 particular site and then it would feed into the overall system. I do believe  
1059 that you can have varying sizes of the system. So some could just be for a  
1060 particular property, but for the most part, what we have been hearing is for  
1061 a much larger system so that would not only help that that particular  
1062 property owner, but then also the larger community.

1063 **DANA LEVENBERG:** And I do think that this is a benefit for us to look at  
1064 ways to be able to take ourselves off the - the main grid and have micro

1065 grid available to our community. So a lot of times I believe you can actually  
1066 negotiate, you know, certain percentage of this has to go back to the  
1067 community and then the rest of it can go, you know, to the next community  
1068 or whatever. So that can also be part of, I guess, theoretically part of our  
1069 code. Maybe it's flexible depending on size.

1070 **VALERIE MONASTRA:** Right.

1071 **ELIZABETH FELDMAN:** Okay. Another to -

1072 **JACKIE SHAW:** Can we get some info -

1073 **ELIZABETH FELDMAN:** - get some info.

1074 **JACKIE SHAW:** I'm sorry, go ahead.

1075 **ELIZABETH FELDMAN:** I'm sorry, Jackie can go ahead if you want.

1076 **JACKIE SHAW:** I was just wondering, can we get some information on  
1077 what they look like, how much space they take up, that kind of thing?

1078 **VALERIE MONASTRA:** Right, yeah.

1079 **JACKIE SHAW:** We were able to do like a walking tour of the solar panels,  
1080 probably a year or so ago. And so we could really get a feel for what it  
1081 looks like. So it would be nice if we had some kind of information or a  
1082 picture or something. Because I can't - I have no idea what this even looks  
1083 like.

1084 **VALERIE MONASTRA:** Yeah, absolutely. And I'll try to provide you some  
1085 you know now that like now that I know that the town board is definitely  
1086 interested in this will all start providing you some additional information. I do  
1087 know. I will say this, and it right now - technically, the Zoning Code allows  
1088 for these things to, you know, similar to what the - John Hamilton brought  
1089 up with the Town Board with - you know, there was no permitting for the  
1090 solar that some you know that something needed to be done. Technically,  
1091 the Zoning Code right now allows for these - these systems to be just, you  
1092 know, developed on properties as long as they get Planning Board  
1093 approval and I think the larger issue is the operation, the maintenance, and  
1094 the decommissioning of these systems because they're not just the small  
1095 little systems anymore. They're bigger than more powerful. And but I can, I

1096 can say, you know, just a little bit, little bit of knowledge on these systems  
1097 that they don't take up a tremendous - there - they do take up smaller  
1098 amounts of land and you would see as like a solar that some of the solar  
1099 arrays. And they do not you know they don't, they're not like towers, you  
1100 know, it's, they are much smaller in size but it's the safety factors that I  
1101 think are of concern.

1102 **DANA LEVENBERG:** I think it's sort of like - like those olden days of  
1103 mainframe computers. Where it took up like - like a sort of a compact  
1104 machine size, you know, kind of takes up a chunk of land that it's - and it's  
1105 mounted on something and isn't pretty. So it's something that, you know,  
1106 most likely would be fenced in you wouldn't want to see it but you know I - I  
1107 do think that, you know, there are probably places, similar to, again, you  
1108 know, that make more sense than others. So -

1109 **VALERIE MONASTRA:** yes, right.

1110 **DANA LEVENBERG:** - may want to consider. You know where exactly  
1111 they should be sited how close or far from other things that might not be the  
1112 best to be near... Etc.

1113 **VALERIE MONASTRA:** Right, and I think you're going to definitely see  
1114 more of these types of systems, you know, as, as we look for different  
1115 alternative energies and these community, you know, energy systems. I  
1116 think they're going to be, you know... They're - and they're definitely  
1117 something that's appealing to larger properties. Maybe some of your  
1118 institutional properties - maybe you know so and the town has a number of  
1119 them. So I think it's just, you know, worth taking a look at it.

1120 **DANA LEVENBERG:** and - and they're also going to add to the assessed  
1121 value of those properties as well.

1122 **ELIZABETH FELDMAN:** Because that's -

1123 **DANA LEVENBERG:** Another value. Yeah.

1124 **ELIZABETH FELDMAN:** But that's my question. If they're considered a  
1125 utility type thing, or if Con Ed produces it does that take away from our  
1126 ability to collect tax on that property? Does it enhance our ability to collect

1127 tax on that property? And then as an aside is a micro grid storage system  
1128 something the town would want to look into for the municipality itself?

1129 **VALERIE MONASTRA:** Alright so what I did with regards to the taxes, I  
1130 would have to take a look at that a little bit more but I - I'm I'm venturing  
1131 that you know if - if it's not for, you know, if it's a property that already  
1132 doesn't pay taxes - I don't know if that would then be taxed. I would - you  
1133 know that would, I would have to leave that to the tax assessor and some  
1134 attorneys and you know that would all have to be looked into. But, but we  
1135 can try to find that information for you.

1136 **DANA LEVENBERG:** I do think, I mean, just for little I know about, you  
1137 know, not-for-profits, if you do have a heart of the not for profit property that  
1138 is being leased out, for example, to a for-profit, I'm pretty sure that the  
1139 whatever square footage of the property actually goes back onto the tax  
1140 roll, but similar to solar panel installations if, in fact, the State has legislation  
1141 that incentivizes these installations because the State wants more of them  
1142 by giving tax break there might be something like a pilot like similar to the  
1143 solar pilot where there's a way to recoup some taxes. And again, it  
1144 probably it may depend on the entity, if it's a for-profit or not-for-profit, it  
1145 may or may not depend -

1146 **VALERIE MONASTRA:** Right.

1147 **DANA LEVENBERG:** - on the entity.

1148 Like a, you know, if it's more of a utility. Consider the utility or not. So I think  
1149 that those are all good things that we need to -

1150 **VALERIE MONASTRA:** Absolutely.

1151 **DANA LEVENBERG:** - look at. What is the model legislation? What are  
1152 they recommending for taxes - and NYSERDA I know does have model law  
1153 right now. Is that, is that right?

1154 **VALERIE MONASTRA:** That's correct. They do. And I was also going to  
1155 reach out to the Town of Yorktown, to see what you know what prompted  
1156 their decision on that and if they made any tweaks to the model law

1157 because it looks like they're following the similar the NYSERDA model law  
1158 to a certain extent.

1159 **DANA LEVENBERG:** OK, so the answer is yes, please do pursue this and  
1160 that's my guests from hearing everything from the Town Board that we'd  
1161 like to get more information and see what works for us.

1162 **VALERIE MONASTRA:** Okay.

1163 **CHRISTIE ADDONA:** So just to, you know, as the board went through  
1164 when you did the solar energy systems law it was it was a thorough  
1165 process. You know, there was, there were work sessions there a public  
1166 hearing so this will just be the start of it and you'll have plenty of opportunity  
1167 to look at what the model law is and - and make changes accordingly to  
1168 see how it would work best in this community.

1169 **ELIZABETH FELDMAN:** Thank you.

1170 **VALERIE MONASTRA:** All right, great. Okay, so then I'm going to move on  
1171 to the Indian Brook Croton gorge watershed plan. I'm sure the Town is  
1172 aware that in 2 – yeah, well - back in 2009 there was a Indian Brook Croton  
1173 Gorge watershed plan that was then - that was completed. And it involved  
1174 – it was a collaboration between the Town of Cortland, Village of Ossining,  
1175 Town of Ossining, Town of New Castle and the Village of Croton on  
1176 Hudson. And since then, through the Town of Cortland, this group received  
1177 \$50,000 from the New York State DEC Hudson River estuary program to  
1178 develop an overlay - an inter municipal zoning overlay to protect the  
1179 watershed and the watershed lands. So the next steps in this particular  
1180 project: the Town of Cortland planner Chris Kehoe reached out to the  
1181 Town and they're looking to develop an RFP - request for proposal for this  
1182 particular - for the overlay and they formed a committee of representatives  
1183 from each one of the towns to ultimately review the request for proposal  
1184 and then clearly identify a consulting firm to come in and develop the  
1185 overlay and then with the intent at the end of the day for all five  
1186 municipalities to adopt this overlay. So, therefore, you would be protecting  
1187 those water resources and the natural resources of the Indian Brook Croton  
1188 Gorge watershed.

1189 **VALERIE MONASTRA:** So I am we are right now the - the request for  
1190 proposal has not been fully developed, and the Town of Cortland is working  
1191 on it. I did reach out to them weeks ago, just to see what their timing is, and  
1192 I believe they're anticipating having a draft soon, so soon as I get that I will  
1193 bring it back to the board. This particular grant does not require the only  
1194 services are actually services that you'd be like my time as well as some of  
1195 the other planners' times and the other municipalities. And so that's already  
1196 worked into so there would be no cash match for this and the even the  
1197 \$50,000 would be going to the consulting services. So does anybody have-

1198 **DANA LEVENBERG:** So this is something that actually has been in the  
1199 works for quite some time. I've participated in this small group. And  
1200 unfortunately, not all municipalities always show up for the meetings, but  
1201 we have been trying to get money for this grant, for I think this is, you know,  
1202 like four years maybe - so it's great that that the grant money did finally  
1203 come through, because I think that it was just going to be too difficult for  
1204 any one municipality to take on the task of developing the overlays own  
1205 solo

1206 **VALERIE MONASTRA:** Right. And I can tell you that my very first job in  
1207 Westchester County in like 2002 was working on this plan. So it has - has  
1208 taken a very long time to get to this point. So I think it's something that you  
1209 know would be very valuable all - to all the communities because it is those  
1210 are important water resources.

1211 **DANA LEVENBERG:** And we have a number of very interested  
1212 constituents who live in Croton Ville, who have been involved in this. It -  
1213 also there is some overlap with a group that's been very concerned about  
1214 the Croton River and the Unique Area, which we've talked much about and  
1215 we continue to be involved in that - that group as well. And there is there  
1216 does tend to be some overlap in protecting the Croton River as well as the  
1217 watershed so this, this is going to be helpful in the long run, to make sure  
1218 that we're not overdeveloping and that we are growing smartly - I guess  
1219 would be the best way - around our critical resources.

1220 **VALERIE MONASTRA:** Right, and I think the - the overall intent has  
1221 always been to - to provide additional layers of, you know, environmental  
1222 review for - [UNCLEAR]

1223 **DANA LEVENBERG:** Right

1224 **VALERIE MONASTRA:** [UNCLEAR]. Right.

1225 **DANA LEVENBERG:** Next up?

1226 **VALERIE MONASTRA:** So the next topic is the open space mapping. So  
1227 Westchester County is updating its open space mapping inventory as part  
1228 of its Westchester 2033 which would - it's a - the an update on its planning  
1229 policies from their Westchester 2025 and so I'll be undertaking a review of  
1230 the inventory of open spaces and making any edits so that they can make  
1231 sure that it conforms to what's existing conditions within the Town and then  
1232 they can utilize that in their policy documents, but it is also - I think it's - it's  
1233 a good exercise to go through, because the Town is actually looking at its  
1234 open - its open spaces anyhow, as part of like the Comprehensive Plan  
1235 Process and then some other planning processes. So it will be a win win for  
1236 both the County and the Town just to have that updated. And then also  
1237 been - with McCarthy drive the utility and roadwork I developed the secret  
1238 documents for this particular project, which will be back, I believe, before  
1239 the board at a future work session. I think things went a little bit on hiatus,  
1240 because of the - the coronavirus but that will be back shortly as well. And  
1241 that documentation is done. And then also the North State Road bicycle  
1242 route planning and design final report was provided to the town board just  
1243 recently and I reviewed the draft for technical purposes and provided only  
1244 minor comments to the consultants, but baUNCLEARally just reviewed it  
1245 for your final review and you know if you have any questions on that or we  
1246 can talk about it and a future - where future work session, if you like, but I  
1247 think it does have a lot of really positive and interesting planning concepts  
1248 in it and different pieces could be applied over time through grants and I  
1249 know there's some additional steps. Especially dealing with the grants that  
1250 would be associated with some of the comprehensive plan work as well.  
1251 And so some of those initiatives would be worked into that process too.



1252 **VALERIE MONASTRA:** And so that brings me to the last topic of the  
1253 comprehensive plan process. So the Comprehensive Plan steering  
1254 committee held its first meeting in February and the committee reviewed  
1255 the request for proposals for consultants services for the comprehensive  
1256 plan. And then that was also, their comments were worked in and then the  
1257 draft was provided to the town board and then you know clearly your  
1258 comments were worked into that and we sent out the request for proposal  
1259 and this past Friday received three responses. Also, the town board  
1260 recently requested information on the grants associated with the  
1261 comprehensive plan, as well as potential budgetary options to consider in  
1262 light of the current situation for, you know, with the coronavirus in the  
1263 budgetary effects that is taking place nationwide. So I just wanted to sort of  
1264 highlight a couple things. First of all, like the original budget was for  
1265 \$340,000 total. This was between two separate grants.

1266 **VALERIE MONASTRA:** The first grant - both of them were actually climate  
1267 smart communities grants. But the first one really was going to be focusing  
1268 on the North State Road area. And then the second one was really  
1269 focusing on sustainability elements and a comprehensive plan. So for the  
1270 \$340,000, \$50,000 was supposed to be a cash match from the town of  
1271 Ossining. If - I provided an option in the memorandum that was sent to you  
1272 that if the town board wanted to consider for reducing their cash match to  
1273 about 25,000 you could still get \$290,000 worth of work. Then that would  
1274 include the reduction would only include the overall reduction in the  
1275 consulting services that would that would be associated with the request for  
1276 proposal was developing the comprehensive plan, but that doesn't mean  
1277 that you would get a less of a detailed document what it really would be is  
1278 that we'd be working. I say we, PACE University and myself, as well as the  
1279 planning consultants would be working to really focus the Comprehensive  
1280 Plan on the more important elements.

1281 **VALERIE MONASTRA:** And I think to some extent, this particular  
1282 sustainability elements of this comprehensive plan is very, you know, timely  
1283 considering it's going to deal with disaster preparedness, recovery,  
1284 environmental, and economic sustain - sustainability measures as well as  
1285 planning for a multimodal community. And I think all these issues have

1286 come up over the last few months, dealing with not only economic  
1287 environmental sustainability, but also even just multimodal how many more  
1288 time and your constant hearing now communities dealing with like people  
1289 choosing to bicycle, as opposed to taking public transportation. So that  
1290 being said, you know, I think it is a timely thing these both these grants one  
1291 expires in 2023 and the other one expires in 2024. And I think overall, this,  
1292 this whole process will probably be about a two year process. So the timing  
1293 does - does bring you towards the end of - getting close to the end of one  
1294 of the grants being do and that gives you a little bit of wiggle room about six  
1295 months, you know, wiggle room from the 2023 deadline. But I also think it's  
1296 important that I understand, you know, because we, I hear from other  
1297 communities too that, when do you start on some of these big planning  
1298 initiatives, especially when you're dealing with the current situation and you  
1299 have, you know, other people are dealing with much bigger problems. But I  
1300 wanted to just the Board to understand the timelines on this particular  
1301 project because even - you just received the request for proposals. It still  
1302 needs to be reviewed by the Comprehensive Plan Committee, it would  
1303 have to be reviewed by you, there would still be interviews that need to be  
1304 held, and then contracts would have to be negotiated. And then even by -  
1305 once that is all done and you get the con - you get the consultants on  
1306 board. It's still trying to figure out the framework of where you're going to  
1307 start moving, the first few steps. So I don't anticipate really anything  
1308 especially with the public being involved in a public workshops not taking  
1309 place to the fall.

1310 **VALERIE MONASTRA:** So there is there is a lot of like ramping up in a  
1311 particular project like this and it does take time. So I wanted - I just want the  
1312 board to be aware of that. So it's not something that would happen  
1313 tomorrow. It does take time to get these types of situations in play. And I'll  
1314 also, you know, I also wanted to just make note that we I'm working with a  
1315 few other different communities, now that are actually in the midst of their  
1316 comprehensive plan processes. And so instead of just stalling the coming  
1317 up with, you know, we're coming up with some different and unique ideas  
1318 to make sure that the communities are engaged, but doing it, you know,  
1319 distanced because of the fact that they don't want to stall everything

1320 because once you start getting momentum, you want to keep that for  
1321 momentum going.

1322 **VALERIE MONASTRA:** So I'm happy to go into more details about any of  
1323 the grants, about the different matches, about the Conference of plan  
1324 process or, you know, I'm also - if you want to just continue digesting  
1325 things. I'm happy to come back and a future work session.

1326 **ELIZABETH FELDMAN:** I'd like to thank you for making the memo or  
1327 whoever it is that wrote it all out and explain where each grant comes from  
1328 and how it applies and where our matches are that um that really explained  
1329 it nice and succinctly for me.

1330 **VALERIE MONASTRA:** Oh good, thank you.

1331 **ELIZABETH FELDMAN:** - [UNCLEAR] questions.

1332 **DANA LEVENBERG:** [UNCLEAR] be good. With a little help from Victoria  
1333 me

1334 **VALERIE MONASTRA:** Yes. Victoria, you know what, I'll tell you, there  
1335 was a lot of moving pieces when these grants, so -

1336 **DANA LEVENBERG:** Yes.

1337 **VALERIE MONASTRA:** - making sure I'm dotting my I's crossing the T's.  
1338 Thank you Victoria.

1339 **ELIZABETH FELDMAN:** Yeah, Victoria guru of grants around here. Yes it  
1340 and you know we appreciate her more than she could possibly imagine.

1341 **DANA LEVENBERG:** Absolutely. I could not have said that better myself.  
1342 Thank you. Anybody else? Any other council members want to ask any  
1343 questions of Valerie, or have any concerns are you so good with us,  
1344 continuing to move forward with this comp plan? I think that it behooves us  
1345 to do so.

1346 **JACKIE SHAW:** Yeah, I think we should be moving forward. I don't think  
1347 we should let this situation that we're in just halt everything and as Valerie  
1348 said it's - it's a process. So if we stop it now then we're going to be that

1349 much farther out when we want to restart. So I think we should just  
1350 continue and see where this goes.

1351 **GREGORY MEYER:** I agree with Councilwoman Shaw.

1352 **DANA LEVENBERG:** Councilman Wilcher?

1353 **ELIZABETH FELDMAN:** [UNCLEAR] outreach process part of it. I'm good.  
1354 You know, like she said that there are a lot of pieces. We need to get in  
1355 play before the public is really a part of it, then I'm absolutely fine with  
1356 continuing those pieces.

1357 **VALERIE MONASTRA:** Yes, absolutely. And, and, and for sure as  
1358 everything as everything evolves, you know, we'll be taking a look at what's  
1359 taking place. You know, every step of the way. So, if we need to push off a  
1360 - a workshop, a little bit because that's more advantageous, then we can do  
1361 that. You know there's - there's lots of different avenues, you can take. And  
1362 there's lots of different ways of getting public outreach to in. And you know  
1363 what, more and more over the last like 10 years there's been a push to try  
1364 to get the groups within the communities that don't come in person to  
1365 meetings. So there's a lot of, you know, things have already been in play  
1366 with comprehensive plan processes to reach those you know those, you  
1367 know, different community members. So, you know what, now, now it's  
1368 even ramped up even more in the last few months. So we have lots of  
1369 options - there will definitely be lots of options and PACE is involved with  
1370 the community outreach piece and they love doing community outreach  
1371 and they always have lots of unique things to suggest.

1372 **DANA LEVENBERG:** Okay. Wilcher, do you have any comments from  
1373 your mood lighting area over there.

1374 **NORTHERN WILCHER:** No, I'm just trying to take some of those scenes.

1375 **DANA LEVENBERG:** Okay.

1376 **NORTHERN WILCHER:** And I do think we - we should not put off - put it off  
1377 because of what's going on because there's only impacting might mess  
1378 around and lose some of the grant if you don't carry on.

1379 **DANA LEVENBERG:** Right.

1380 **NORTHERN WILCHER:** Well, I think we should just do the best we can  
1381 keep going.

1382 **DANA LEVENBERG:** All right.

1383 **VALERIE MONASTRA:** Okay.

1384 **DANA LEVENBERG:** Thank you.

1385 **VALERIE MONASTRA:** So then what - what so then I think the next steps  
1386 will be that we're going to probably set up a Comprehensive Plan Steering  
1387 Committee Meeting - clearly it would be online - and talk a little bit about  
1388 the request for proposals and we'll distributed that to the Town Board as  
1389 well. And we'll talk about next steps. And so that everyone feels  
1390 comfortable about the speed in which moving things forward. But that we're  
1391 not moving too fast and we're making sure that everyone is appropriately  
1392 involved.

1393 **DANA LEVENBERG:** Fantastic.

1394 **DANA LEVENBERG:** All right, great. Awesome.

1395 **VALERIE MONASTRA:** So that summarizes my - what I've been up to in  
1396 the last couple months.

1397 **DANA LEVENBERG:** Thank you so much. That's fantastic. I very much  
1398 appreciate the update and your willingness to participate and come to our  
1399 meetings and talk to us off.

1400 **DANA LEVENBERG:** Anytime. Thank you.

1401 **VALERIE MONASTRA:** All right. Thank you.

1402 **DANA LEVENBERG:** Have a good night. Okay.

1403 **VALERIE MONASTRA:** Yup.

1404 **DANA LEVENBERG:** So, last but not least by any stretch of the  
1405 imagination. We have talked a little bit in the past about the situation that  
1406 we are facing with coronavirus and that it is in fact unprecedented. We do  
1407 anticipate that over the course of the coming months, we're going to be  
1408 seeing reductions in anticipated revenues as we don't have any idea

1409 exactly what our tax collection is going to be looking like. And that's going  
1410 to require serious consideration about our 2020 budget, of course, we don't  
1411 have a crystal ball, but we can make some predictions based upon  
1412 recession conditions for example which we have experienced in the past as  
1413 well as taking a look at some of the Executive Orders which are changing  
1414 moment to moment as we've discussed. So I'm going to turn it over to  
1415 deputy comptroller Dale Brennan and budget officer Victoria Cafarelli for a  
1416 brief presentation reviewing are the conversations that we have had  
1417 internally and what our department heads over the last few weeks and an  
1418 attempt to address some of these revenue shortfalls that we are  
1419 anticipating and we're we think we might have already realized a little bit of  
1420 savings - not a lot, but some. I'd like to ask the Board and the public to bear  
1421 in mind, as mentioned, multiple times that this is an ever changing  
1422 situation.

1423 **DANA LEVENBERG:** So even as mentioned: just earlier today, the  
1424 Executive Order about when our tax could be collected and if there would  
1425 be any late fees associated or penalties associated with late payments,  
1426 changed. So, and we're still not sure what exactly that's going to look like.  
1427 As mentioned before, would it run concurrent with the Board of Legislators'  
1428 legislation that passed? Would it - would that go away completely? Or  
1429 what, we don't know. Will there be any fees? Will be no fees? This is only  
1430 for people with hardships? Is it for anybody? We shall see.

1431 **DANA LEVENBERG:** So anyway, thanks everybody to your patience as  
1432 we navigate these truly uncharted waters. And Dale and Victoria, you are  
1433 up.

1434 **VICTORIA CAFARELLI:** Okay, let me see if I can get the screen share a  
1435 little bit more smoothly than I did before. Um, okay, so... One second...  
1436 screen. Okay. So yes, like the Supervisor mentioned we have been  
1437 working with very closely with our department heads over the past week or  
1438 so we've met with all but one of our department heads to kind of review the  
1439 budget line by line and start identifying places where we are seeing some  
1440 natural savings because our operations have changed pretty dramatically  
1441 over the past couple weeks. And also identified some opportunities where  
1442 we can either reconsider some projects you otherwise would have brought

1443 forward, make some changes where we're need be. I'm going to kind of  
1444 start some things off, and then I'm going to have Dale give us some much  
1445 needed descriptions, where she is excellent at that.

1446 **VICTORIA CAFARELLI:** Um, so as a reminder for everybody. We have a  
1447 couple pie charts of what are our budgets look like of course we are  
1448 matching our expenditures with our revenues. And so this is the pie chart  
1449 that shows our expenditures in the general fund. We're primarily focusing  
1450 on the general fund tonight. Our budget is a little over 5 million dollars and  
1451 obviously our largest expenditure is the blue part there which is called  
1452 general government services, which really encompasses the operations of  
1453 the Supervisor, Tax Receiver, Clerk, all of our personnel services. Some of  
1454 the items that really take up our, you know, most of our expenditures and  
1455 that's, that's the main portion there. So we'll be discussing that Dale is there  
1456 anything to add about this particular chart.

1457 **DALE BRENNAN:** Well, in conjunction with that chart in terms of the  
1458 general fund budget for personnel services, which is also inclusive and of  
1459 employee benefits 63.18% of that town general fund budget is for our – our  
1460 - our employees and to keep services running and to keep our recreation  
1461 going and the nutrition program going and the supervisors office and the  
1462 town board and the tax receiver (go Holly!) and the assessment office. And  
1463 of course, Sue who is, thank goodness, she's - she's there being the  
1464 gatekeeper at 16 Croton the Clerk's office and then the Justice Court so a  
1465 lot of important functions are covered by the general fund.

1466 **VICTORIA CAFARELLI:** They certainly are. Um, so then now we, like I  
1467 said match our expenditures with our revenue. So this is our pie chart of  
1468 where our revenues come from. As you can see, the largest portion comes  
1469 from real property taxes. Which is why we are so concerned about this  
1470 upcoming deadline on April 30 because that is what collect all of this  
1471 revenue that you see makes up so much of our budget we do have some  
1472 other revenue sources like state aid federal aid or permits and fees and we  
1473 discussed earlier with our clerk. Other property taxes which include our  
1474 pilot payments which are contractual. So some of these things we know  
1475 where to stay consistent, but obviously our biggest concern is property  
1476 taxes. So again, Dale, if there's anything.

1477 **DALE BRENNAN:** Uh, yes, yes, no, absolutely. That is because that's  
1478 actually, you know, the biggest unknown because we really don't know, you  
1479 know, locally how our residents have been affected and - and you know it's  
1480 - it's not that you know they - they just might not be able to pay and it's - it's  
1481 a very, very unfortunate situation. So we're just trying to, you know, take  
1482 the temperature of that and - and plan accordingly.

1483 **DANA LEVENBERG:** And I will say, you know, we have been talking  
1484 amongst municipal officials in general have been talking about how we are  
1485 all approaching this and I think that it's very similar. We all know that we  
1486 provide. So many essential services, just to keep things running and most  
1487 of us don't have very fluffy budgets at all, you know, we've been going  
1488 through department by department to really determine what - what, if  
1489 anything, we can cut and we're all kind of just sort of teetering right now on  
1490 the edge to decide what we're going to have to cut because we don't have  
1491 a lot of fluff and our budgets, it's you know, it's a pretty lean operation: the  
1492 Town. And we do have a lot of inter municipal agreements with mostly with  
1493 the Village of Ossining to take care of a lot of services for us. And we think  
1494 that we get a pretty good deal. So unfortunately, you know, our finance  
1495 department and Dale Brennan is one of those good deals in - in our  
1496 opinion, but you know critical to the our operations and we are certainly tied  
1497 at the hip to the Village in many ways we're grateful for that. But we're also,  
1498 again, that's because we're trying to run with - with less rather than more  
1499 overhead.

1500 **UNCLEAR SPEAKER:** Yes, exactly.

1501 **DANA LEVENBERG:** And mortgage recording taxes and other one of the  
1502 other additional revenues that we anticipate is going to be less.

1503 **DALE BRENNAN:** That's correct.

1504 **DANA LEVENBERG:** And I think the sales tax revenue isn't - doesn't come  
1505 into the general fund budget right that's the unincorporated.

1506 **DALE BRENNAN:** That's - yes that's the Town outside. and we'll, we'll get  
1507 to that - that will be on our slide presentation.



1508 **DANA LEVENBERG:** Right. And just if you've been hearing a lot about,  
1509 you know, the reduction in sales tax, obviously, because people aren't  
1510 spending money right now.

1511 **DALE BRENNAN:** Right.

1512 **DANA LEVENBERG:** That's just another consideration, but not for this  
1513 particular budget that we're looking at now so.

1514 **DALE BRENNAN:** Right, right.

1515 **VICTORIA CAFARELLI:** Okay, so what we kind of came up with trying to  
1516 again like we noted earlier, this is really, a situation that's changing so  
1517 frequently, but we can kind of start to create some sort of a projection of  
1518 what we might start to see in the next couple of months in terms of revenue  
1519 loss. I mean, I think I'm just like a lot of municipalities throughout the  
1520 country are starting to see it's not really that we're having so many added  
1521 expenditures, because of this scenario, it's really that we're seeing revenue  
1522 shortfalls. This isn't like a traditional emergency where you have a lot of  
1523 overtime and you have, you know, all these efforts to try to clean up after a  
1524 storm or anything like that. What we're really seeing is that we're just, we're  
1525 losing revenue and we're going to have to address that in some way,  
1526 shape, or form.

1527 **VICTORIA CAFARELLI** So we have kind of two scenarios will be looking  
1528 at a range of revenue loss of somewhere between \$826,000 to about  
1529 \$1,600,000 in some of these areas that we've discussed a little bit primarily  
1530 in possibly reductions in real property taxes. As well as some – some other  
1531 area. So I'm going to turn it over to Dale for the specifics here because  
1532 she's, she's the brains behind this particular operations.

1533 **DALE BRENNAN:** Thanks, Victoria. So for budget, number one, some of  
1534 this was based on - on recession data. Some of it is just kind of getting a  
1535 feel for, you know what - what you think is coming down the pike, so to  
1536 speak. In terms of real property taxes because what happens is at year  
1537 end, which is inclusive of January in February collections we have to make  
1538 an entry to our tax revenue account. BaUNCLEARally, to take out any  
1539 monies that we're not received against the warrant that was issued. So this

1540 number represents - the 637,000 represents a 2% amount of our current  
1541 town and county tax warrant that potentially could - may not be received by  
1542 February of 2021 which we would then have to take out of baUNCLEARally  
1543 our fund balance to feed that revenue loss. The reduction in other property  
1544 taxes is for penalties, not being received. Penalties are only recognized on  
1545 our revenue larger at the point that an installment for taxes is paid in full.  
1546 So this is a 10% reduction to tax revenues for penalties.

1547 **DALE BRENNAN:** The park rentals we're - we're expecting to be down,  
1548 along with softball be fees for the spring season. That's a \$12,000  
1549 reduction in revenue interest earnings. We're anticipating a 50% drop,  
1550 although that might be a little high, but we're we are conservative  
1551 budgeters so I follow that lead here too. So we took our revenues down  
1552 27,500. I'm reducing your Justice Court fines and fees for two months of  
1553 lost revenue, especially with a Court being shut down completely. Although  
1554 I think there will be a lag on revenues as well. That - so that you know it's  
1555 kind of a hit or miss number but that's 280,645. Reducing our snap you see  
1556 ones, you see twos, and our transportation since the nutrition program isn't  
1557 open for people to actually come there. It's going to - to show in a revenue  
1558 loss of 6,750 there will be an off sending - off setting expenditure in savings  
1559 which we'll talk about on the next slide. And for mortgage tax, I'm reducing  
1560 it - a 15% number at this point. And so that's recognized with the 69,150.

1561 **DALE BRENNAN** So in Scenario two. We're going to go one step further.  
1562 Just to make sure we're - we're covering our bases. We're going to make it  
1563 that it's a 4% reduction in taxes collected for our town and county warrant.  
1564 So that's a reduction of 1,275,000. We're going to say that penalties on  
1565 taxes are going to be a reduced 90,000 in revenue. Park rentals, softball, fe  
1566 - feel – fields fees - I can't get that word out. Of all... These, you know,  
1567 revenue wise are going to stay at the 12,000 because I'm holding out hope  
1568 that the full program will be able to go. I left interest earnings reduction at  
1569 the same amount because I think that's a pretty - pretty solid number.  
1570 Building fines and forfeitures are going to be reduced for four month period.  
1571 And, let's see... Yes, the senior nutrition program if you know we're still  
1572 going further out in terms of not being able to have it in-house it's going to

1573 increase by 13,500 and then taking our mortgage tax revenue number  
1574 down by 30% is a reduction of 138,300.

1575 **VICTORIA CAFARELLI:** So, you know, I'm looking at these kind of to two  
1576 different scenarios. I don't know if the board has any [questions at] this  
1577 point, you know, it's kind of a lot of information to - to take in. Maybe we  
1578 just want to pause for a second. If anybody has questions about - about  
1579 this, these scenarios of what we might be looking at in some worst case  
1580 scenario.

1581 **DANA LEVENBERG:** I mean, I just - am I on mute? I'm on mute. I just  
1582 wanted to reiterate that, you know, we are also in some areas seeming –  
1583 seeing- sorry going to see some savings, for example, we're not collecting  
1584 for softball. But we're not paying refs for softball or umpers. Umps?

1585 **DALE BRENNEN:** Yes.

1586 **DANA LEVENBERG:** Umps.

1587 **DALE BRENNEN:** Victoria, you want to go to the next slide?

1588 **VICTORIA CAFARELLI:** Yeah, sure.

1589 **DALE BRENNEN:** Yeah. We're gonna – yeah. Yep.

1590 **VICTORIA CAFARELLI:** Yeah, so I'm sorry. Yeah. So yeah, you know,  
1591 when we were looking at some of these items that are some of these  
1592 things, like I said, it's these natural savings. First off, you know, for looking  
1593 at some of our personnel expenses. We've asked most of our part-time  
1594 employees to do not report work, which means we're not paying them. In  
1595 some situations that means we're paying for some unemployment  
1596 insurance or some Family Medical Leave provisions for the federal  
1597 requirements. That's kind of a minimal expenditure, but, you know, we, if  
1598 we can do without we certainly will. We are also seeing reduced  
1599 expenditures in our parks department. Again, if we're looking at a spring  
1600 season where we might not have baseball might not have some of the  
1601 usual things that are going on in our power that's a reduction in our ball  
1602 field maintenance of a couple thousand dollars. We're not using our  
1603 vehicles as much. So we're not seeing as many need for repairs in some of

1604 our departments. Again in our senior nutrition program, yes, we're going to  
1605 see a reduction in revenue.

1606 **VICTORIA CAFARELLI:** From because we're not offering these programs,  
1607 but the same time we're not having the same expenditures, we're not  
1608 paying for people who teach the art classes, the dance classes, not paying  
1609 for some the celebrations they like to do, we're not spending as much on  
1610 meals, because as Kathy mentioned earlier, some of the - some of the  
1611 seniors that would come in for congregate meals are not - are not coming -  
1612 are not receiving meal right they do have family at home, they can help  
1613 providers need them.

1614 **VICTORIA CAFARELLI:** We're also likely going to see a reduction in  
1615 spending on the taxi coupons. I don't think that there are many seniors who  
1616 are using taxis right now so necessarily the safest thing to do. In our  
1617 Justice Court, you know, as we've mentioned the Justice Court has been  
1618 administratively closed by New York State. So they're baUNCLEARally not  
1619 operating right now, however, of course people have still received parking  
1620 tickets. They might paint parking tickets from before. There's still traffic  
1621 violations. Those things don't change so even though right now. We're not  
1622 seeing revenues coming in through that department, it's likely when they  
1623 can resume, there's a little bit of a backlog that they're going to have to  
1624 address which will bring up some those revenues. And -

1625 **DANA LEVENBERG:** And just, just to add to that, you know, we, again, we  
1626 met with them just for more clarification about what exactly it - it means that  
1627 they're closed and it really means that they're not opening mail and not  
1628 accepting payments right now for anything that they can accept payments  
1629 for in the mail and that's not being logged in, because that means that  
1630 there's administrative work that would need to be done, and they're not  
1631 permitted to do that by the administrative judge.

1632 **VICTORIA CAFARELLI:** Right. Correct. So everything is just kind of on  
1633 hold. But if there was a Chief Justice -

1634 **DANA LEVENBERG:** Chief Justice, yeah, sorry, Chief Justice, I said the  
1635 wrong one.

1636 **VICTORIA CAFARELLI:** Yeah, once it gets up and running, hopefully we'll  
1637 start to see that those revenues come back or come up again. Again, with  
1638 our - if we're anticipating not having a spring softball season. That's an  
1639 expenditure that falls under the town budget where we have - we pay for  
1640 some of the personnel, we pay for some materials, all those sort of things  
1641 that we're not going to see. Um, I think I'm going to, well, you know, and  
1642 again, the last little item there, and then I'm going to turn over to Dale for  
1643 that, some of the things in the middle.

1644 **VICTORIA CAFARELLI:** As we discussed with our Clerk earlier, something  
1645 that we were hopeful - hopefully begin to implement over the next couple  
1646 of months because, you know, I don't think we're going to go back  
1647 immediately to, you know, what we used to see what our old normal was,  
1648 we're going to have a new normal now. You know, we're starting to see in a  
1649 lot of our departments, trying to find ways to optimize existing virtual  
1650 operations or expand them so that we can resume some of those revenue  
1651 collections. You know the Tax Receiver's office has done an excellent job  
1652 to really bring that to the forefront for our taxpayers who may in the past  
1653 usually pay by check or coming to the office or whatever. They're showing  
1654 up online. Same thing in our clerk's office, you know, kudos to Sue  
1655 Donnelly for - for looking at those - those ways that we can bring back  
1656 some of our normal operations and start to operate in some way, shape, or  
1657 form as we used to. So you can start see some of those permits and fees  
1658 and other revenues come back. Dale do you want to take it over for some  
1659 of the other items there?

1660 **DALE BRENNAN:** Sure. In - in the 2020 budget, we had budgeted \$73,580  
1661 in a contingency account in General Fund, which is baUNCLEARally like an  
1662 - an emergency account for things that come up during the year that we  
1663 had not planned for, had not budgeted for. So this is the perfect situation to  
1664 rely on those funds to offset some of the reductions in revenues.  
1665 Additionally, when we were doing the 2020 budget which - and it seems to  
1666 happen every year - we're budgeting for our health insurance number  
1667 based on - I usually use a smoothed out ratio of the last two or three years  
1668 to determine what the increase is going to be for the following year,  
1669 because it's not until December, after we've already gone through the

1670 budget process that we actually get the final increase to our health  
1671 insurance rates. And while I budgeted at an 8% increase for health  
1672 insurance expense this year, and actually ended up being a 1.5% increase.  
1673 So we have a little bit of extra there which will help us out as well, to cover  
1674 any unrealized revenues.

1675 **DALE BRENNAN:** Additionally, every year, the general fund feeds - does a  
1676 transfer over to the Dale cemetery fund to support those operations as we  
1677 go through this process. And if we find the General Fund is going to have a  
1678 shortfall that needs to be covered, we can review that transfer to the  
1679 cemetery fund and potentially use Dale Cemetery fund balance to fill the  
1680 budget gap for that fund. Additionally I've done one FEMA webinar, have  
1681 filed the request for public assistance - thank you Dana, for helping out with  
1682 that on Friday - so that we are all set to be able to submit for any covered  
1683 FEMA costs associated with COVID. There was another webinar that's  
1684 going to provide I hope some more information that I signed up for on  
1685 Thursday. Some of the things that I'm hoping they drill down on that they  
1686 did not have full clarity on during the last webinar was costs for teleworking.  
1687 So for the additional laptops the town had to purchase or anything of that  
1688 nature to support people working from home. I'm hoping that those costs  
1689 have been enveloped into the scope for reimbursement, because that  
1690 would be very, very helpful. So I will keep you posted.

1691 **VICTORIA CAFARELLI:** Yes. We have also heard a little bit from, you  
1692 know, per - participating and focus on the County level and hearing from  
1693 some of our State and also federal representatives that I know that in the  
1694 on the federal government level there are conversations going on right now  
1695 in the Senate and the House of Representatives that - again, you know,  
1696 this isn't a traditional disaster, we're not looking at these huge who's  
1697 expanding looking at revenue shortfalls. So we're hoping that some of the  
1698 assistance packages that come down from the federal government will  
1699 include some funding to assist with these revenue shortfalls, as opposed to  
1700 just reversing for expenditures. So, you know, this is something that we are  
1701 not alone in meeting their municipalities across the country that are going  
1702 to need this assistance. So, you know, really need to be the advocate to  
1703 those representatives on the federal level to consider that in any of their

1704 potential - potential relief packages associated with this crisis because it  
1705 really is something like we've never seen before.

1706 **VICTORIA CAFARELLI:** So those are some of the, you know, some of the  
1707 items that we've identified, thus far, you know, obviously this is a moving  
1708 target and things are changing pretty rapidly. So, you know, we'll continue  
1709 to review these budgets closely with our department heads, you know, we  
1710 have also asked our department heads to - to not undertake any very large  
1711 expenditures at this time. You know, every any expenditure over \$2,000  
1712 does go through the Supervisors office and the controller's office prior to  
1713 being committed to your report to requisition as we normally do. So, you  
1714 know, we're really keeping a close eye on these expenditures and making  
1715 sure that in addition to some of these larger items we've identified, really  
1716 keep keeping a close eye on what we are departments are spending on  
1717 and where we could maybe do without or try to identify some savings.

1718 **VICTORIA CAFARELLI:** Um, so that is what we on the General Fund. And  
1719 so we have a little bit on the Town Outside Fund, but it's a little bit of a  
1720 different picture here. So when we discuss a little bit sales revenue, we're  
1721 seeing some increased revenue in our building department associated with  
1722 some building projects have been going on. Our building department has  
1723 noted to us that, although they can't issue building permits because there's  
1724 kind of been a state-wide ban on most construction projects they still have  
1725 been receiving a lot of interest from residents who are interested in doing  
1726 some renovations to their house. So they anticipate that when they can get  
1727 back up and running and starting issuing building permits and contractors  
1728 can come out to job sites, we will start to see an added increasing in  
1729 revenue there. And I just want to note - and then again, I'll turn it over to  
1730 Dale - you know, as we discussed with Valerie today the cash match  
1731 funding for the comprehensive plan would come under the Town Outside  
1732 Budget primarily, mostly come out of this budget. So in terms of some  
1733 savings on the expenditure side we're going to see - if the board does  
1734 decide to move forward with a little bit of reduced budget in this area -  
1735 we're going to see those savings in this in this fund. And I will turn it over to  
1736 Dale for some more specifics.

1737 **DALE BRENNAN:** Thanks, Victoria. In terms of the Town Outside Fund.  
1738 This is where sales tax comes into play and - and the potential reduction for  
1739 that. The town has always budgeted conservatively in all cases, but  
1740 especially in this case going into 2020. During August of 2019 there was an  
1741 additional 1% sales tax approved. That was then - it was - protection was  
1742 put out by the county that would - baUNCLEARally said we would receive  
1743 an additional potentially 250,000 in revenue on our sales tax. But at that  
1744 time there was no proven number of that amount. We had no factual base  
1745 to go from. The first quarter that we received, which included a piece of the  
1746 1% sales tax - [It] didn't fully in have a full quarter in it, so we could not rely  
1747 on that. The fourth quarter sales tax we receive well after the budget was  
1748 adopted. [We] did not receive the fourth quarter until February of this year.  
1749 Which then went back and was recognized as an accounts receivable for  
1750 the town for - for accounting purposes. But at that point, it did prove out that  
1751 the additional amount was in fact pretty spot on to what we would be  
1752 receiving going forward, inclusive of the - the 1% additional sales tax. So  
1753 instead of projecting a decrease of - off of our budget amount I did decided  
1754 let's go to what the actual amount of sales tax would have been, well,  
1755 things considered, before any reductions. So our sales tax actual projected  
1756 number would have been 1.235 million. On that amount, we only budgeted  
1757 750,000 in our 2020 budget. So this gives us a little bit of a of a comfort  
1758 level because sales tax revenues would actually reduced by 39% before  
1759 we reach our actual budget number.

1760 **DALE:** So it's - it's a bit of a safety net there. When I was looking at the  
1761 counties on budget and what they were speaking about reducing their sales  
1762 tax number by. They have \$741 million dollars in sales tax budgeted and  
1763 their reduction number is around 16-17% reduction. So I think we're - we're  
1764 well in - well in the lane having a 39% gap there. Year to date for the  
1765 building department, we've already exceeded our budgeted revenue  
1766 number by 40,000 by 23 and I'm anticipating that will offset our mortgage  
1767 tax shortfall that that will probably occur. So we'll, we'll cover 48% of a  
1768 reduction for the mortgage tax that's attributed to the town outside.



1769 **DALE:** In terms of the comprehensive plan match, though the town does  
1770 have 50,000 in contingency for the Town Outside Fund, which could be  
1771 used towards the comp plan and it's already in the budget.

1772 **VICTORIA CAFARELLI:** Excellent. Okay. Also, this is the end of our little,  
1773 little slide presentation so can open it back up to the board if any you have  
1774 any questions of we presented. I know it's all – some speculation we have  
1775 you here, but least we can start you know - know we're starting the  
1776 conversation continuing to monitor the situation very closely. That you  
1777 know when we do get to the point of having make these really difficult  
1778 decisions. We have some plans in place to - to - to address those issues.

1779 **DANA LEVENBERG:** So I greatly appreciate all the work that went into  
1780 putting these projections together. And I just wanted to add that while it  
1781 wasn't really incorporated in here. There's a very real possibility that we are  
1782 going to have to consider canceling some of our much loved town  
1783 sponsored events. Ones that it seems hard to believe that we would even  
1784 consider canceling include our Independence Day fireworks, our summer  
1785 concert series, and our haunted hayride. And even though we would love to  
1786 be able to say that we were just for financial reasons I think this would be a  
1787 huge disappointment to our community if we were allowed to actually host  
1788 these events and didn't. However, we think that with the social distancing  
1789 requirements that are going to continue to extend well beyond when we  
1790 have these events scheduled, it's unlikely that we will be able to host these  
1791 events for that exact reason. And if we do not host these events, for that  
1792 reason, then we're looking at an almost \$40,000 additional savings which  
1793 would be from our Town General Fund.

1794 **DANA LEVENBERG:** So I just want to open it up to my board colleagues  
1795 for any questions, comments, anything that you have to add.

1796 **VICTORIA CAFARELLI:** Oh, Liz I think you're...

1797 **DANA LEVENBERG:** You're still muted Liz.

1798 **ELIZABETH FELDMAN:** Yes [UNCLEAR], and will continue to do because  
1799 I know this has to be a very long process I'm thankful that we were  
1800 conservative in our budgeting and that I think it's going to be years before

1801 we actually get back to the revenues that we were expecting. So, you  
1802 know, I'm very thankful at the supervisor and Budget Director and the  
1803 board decided to early on, as the department heads and started looking at  
1804 every penny they were spending. And I think the department heads have  
1805 been really good at understanding what the situation is and trying to  
1806 comply. So I want to thank them too.

1807 **DANA LEVENBERG:** Anybody else? Not seeing everybody now. Anyone  
1808 else? Councilman Meyer? Councilman Wilcher? Councilwoman Shaw?

1809 **NORTHERN WILCHER:** I want to - to Victoria and Dale and yourself. I  
1810 want to say thank you to you guys to keep keeping things going –

1811 **DALE BRENNAN:** Trying.

1812 **NORTHERN WILCHER:** because I know it's a lot of work. And time  
1813 consuming but thank you anyway for what you're doing

1814 **VICTORIA CAFARELLI:** Thank you.

1815 **DANA LEVENBERG:** I just wanted to also add before I - we have our  
1816 Receiver of Taxes with us this evening. Holly Perlowitz, who has continued  
1817 to collect our Town/County taxes, and we didn't ask for a report that was  
1818 incorporated in this, but I was just wondering Holly if you would like to just  
1819 weigh in a little bit on our collection to date and how we're doing compared  
1820 to last year.

1821 **HOLLY PERLOWITZ:** Yes. Can you hear me okay? Good, just making  
1822 sure. So we're actually keeping in pace with last year, thanks to our  
1823 taxpayers who have reacted very well. [They] are using our online system.  
1824 Those who've never used it before are being worked through it and they're  
1825 adapting really, really well. So again, we're on pace, thus far. Now the best.  
1826 You know, we still have, you know, a good portion about 43% of the  
1827 warrant that's still comes in, in the last two weeks. So there's three more  
1828 days in this week and four day next week, so we still have seven business  
1829 days, if you would, for taxes to come in and I expect, you know, more - I  
1830 expect a lot to come in. So I think that the phones have been ringing off the  
1831 hook just because it's different. And it's new. You know, I think we're all  
1832 looking for some - it's hard to imagine some silver lining, but a lot of people

1833 who hadn't signed up for alerts, both on the tax receivers, as well as on the  
1834 on the town are now. And you were able to sign them up because it's a  
1835 good way of communicating.

1836 **HOLLY PERLOWITZ:** But lots of questions and lots of looking for  
1837 assurance on "I mailed it," to people who are used to coming in, versus  
1838 mailing or calling to validate that we got with it mailed. But I have to say we  
1839 have some pretty amazing taxpayers every call usually ends up with us just  
1840 caring about each other and I find that amazing, amazing testament to the  
1841 humanity in this community. So again, we're on pace with last year. So the  
1842 next seven business days will tell us a lot. But as I tell them all, you know,  
1843 the - your tax office is open. We may not be able to see you. And I wish I  
1844 could send them all chocolate because they are used to that when they  
1845 came in. But, you know, we're doing with the offices open. We're just doing  
1846 things in a bit of different ways. Instead of them getting their receipts  
1847 stamped when they walk in. We're mailing them back to them. When they  
1848 mail it in and a lot of email communication and a lot of phones as - as well,  
1849 just for them to find out the process. So I'll be -

1850 **DANA LEVENBERG:** and just to remind - And just to remind everybody  
1851 that there still is that dedicated drop at the Ossining Post Office.

1852 **HOLLY PERLOWITZ:** Yes, thank you. Thank you, Dana.

1853 **DANA LEVENBERG:** Right.

1854 **HOLLY PERLOWITZ:** Yes.

1855 **DANA LEVENBERG:** So I want to remind people of all the ways that they  
1856 can continue to pay –

1857 **HOLLY PERLOWITZ:** Yes, thank you for -

1858 **DANA LEVENBERG:** - right at the top of our web page it says pay your  
1859 taxes online. So you can go online and pay your taxes if you have your bill  
1860 in your hand. Makes it easy. If you don't, you can just plug your address in  
1861 right and your name and it will pop up. So -

1862 **HOLLY PERLOWITZ:** Yeah, and those - there are those who don't have  
1863 access to a computer and they can call and I can process the payment and

1864 I've been doing a lot of that. I can process the payment for them or if they're  
1865 out and about at their jobs and, you know, it's just hard for them. And they  
1866 while they - while they have me on the phone they want to do it, we're  
1867 doing that as well. So they can pay it online, they can mail it in from any  
1868 mailbox. But there's also a dedicated mailbox at the Post Office.

1869 **DANA LEVENBERG:** A slot –

1870 **HOLLY PERLOWITZ:** A slot.

1871 **DANA LEVENBERG:** A slot inside the post office.

1872 **HOLLY PERLOWITZ:** Right. A slot.

1873 **DANA LEVENBERG:** Mmhmm.

1874 **HOLLY PERLOWITZ:** Yes, exactly. You know I describe exactly where it  
1875 is. You know, you walk in the post office. It's not to the right, where the  
1876 cameras are, you walk straight and it's where the slots are inside. And  
1877 when you deposit it there - just so that people understand - when you put  
1878 your mail any place in the here any place in the community in a mailbox. It  
1879 goes to White Plains first. In this particular case it doesn't, it comes straight  
1880 to us the next day. So if you put it in before five o'clock, it gets postmarked  
1881 and gets delivered to us that very next morning. If you put it in after 5pm it  
1882 gets postponed for the following day, so - it's so it's been working well.

1883 **DANA LEVENBERG:** Right. And so thank you very much. So we have, you  
1884 know, again, we've continued to have that robust collection. We're very,  
1885 very appreciative to our community for all of those who have been able to  
1886 pay on time.

1887 **DANA LEVENBERG:** I will say that the Executive Order does not include  
1888 escrow payments. So hardship, the banks are still going to continue to pay  
1889 those escrow payments by - they're still expected to pay them by April 30.

1890 **HOLLY PERLOWITZ:** They - They have - they have already doing that  
1891 Dana. And we've gotten two – two of the large tax service agencies have  
1892 paid already.

1893 **DANA LEVENBERG:** Right, but just not - not all of them, but so we're still  
1894 expecting a couple more. I think right and I just wanted to make sure that

1895 people understood. I think that that how you'd mentioned what 35% of our  
1896 tax payments are paid by escrow payments approximately between 35 and  
1897 40 so you know we do anticipate that that money will be there. Are there  
1898 any other questions from council members about our look to conserve  
1899 wherever possible? And then our anticipation that we might have to do  
1900 even more than that, in the not too distant future?

1901 **DANA LEVENBERG:** Alright, well thank you very much. This has been a  
1902 long, but I hope - hopefully everybody thinks - a productive evening we  
1903 downloaded a lot of information for everybody this evening. And hopefully  
1904 we will continue to work very hard to serve our public in every way that we  
1905 can. And you should know that our Board is here at your service, and we all  
1906 are members of this community. We care very much about you that  
1907 everybody and we want to continue to help wherever we can. So please do  
1908 reach out to us. You can call 762-6001 is the Supervisors Office. Right  
1909 now, I believe. That that's bouncing to Victoria or 762-6002 is bouncing to  
1910 Carina, also in my office and we are answering calls and directing people to  
1911 where they need or looking to help people wherever we can. So have a  
1912 quiet week and at home, please get - get some fresh air when the weather  
1913 is good. Remember to wear your masks to protect others in case you don't  
1914 know that you are UNCLEARk and you are. Take your temperature. If you  
1915 happen to be a little bit older and - and make sure that you have a good  
1916 monitor of where you are in that you stay healthy and if there are any signs  
1917 that you are not healthy, that, you know, that you need to make sure that  
1918 you stay in stay in even more. And make sure that you do reach out for  
1919 resources because we have so many of them that are - are available for  
1920 help when - when need be. We'll keep you posted about the tax deadlines,  
1921 as we get more information and we will see you next week right back here  
1922 on Zoom.

1923 **DANA LEVENBERG:** I always want to sing the zoom song. I know some of  
1924 you folks know that is I know some others of you do not, but nevertheless  
1925 "We're gonna zoom, zoom, zoom, zoom, zoom..." Alright everybody, have  
1926 a great week. And I - do I need a motion to go into Executive Session? I  
1927 think I do. Can I have permission to go into Executive Session for legal  
1928 counsel... personnel advice of counsel personnel and...

1929 **CHRISTIE ADDONA:** Contracts

1930 **DANA LEVENBERG:** Contracts.

1931 **JACKIE SHAW:** So moved.

1932 **ELIZABETH FELDMAN:** Second.

1933 **DANA LEVENBERG:** All in favor?

1934 **JACKIE SHAW, ELIZABETH FELDMAN, GREG MEYER:** Aye.

1935 **DANA LEVENBERG:** Anybody opposed? Okay. And then... I think you all

1936 have a great night and April 28 is our next legislative session. So please

1937 stay tuned for the zoom access information for that meeting. Have a great

1938 night. Everybody great week. And I'll see you in Executive Session,

1939 everybody. Bye.