



AGENDA
TOWN BOARD
TOWN OF OSSINING
16 CROTON AVENUE-1ST FLOOR BOARD ROOM
OSSINING MUNICIPAL BUILDING
OSSINING, NEW YORK
DECEMBER 11, 2017
8:30 A.M.

SUPERVISOR
Dana Levenberg

COUNCILMEMBERS
Karen M. D'Attore Elizabeth R. Feldman
Northern Wilcher, Jr.

Work Session 8:30 A.M.

- **Keith Gordon from the Cedar Lane Arts Center –Fees**

Mr. Gordon read the following:

Proposed Fees for Non-Class Use of Cedar Lane Arts Center

Since the opening of CLAC, various groups and individuals have inquired about using parts of the building for purposes that do not involve Recreation Department programs. These include:

- Area artists seeking to hold regular drop-in painting/drawing sessions w/o an instructor,
- Girl Scout troops seeking to hold a ceramics workshop where Brownies can learn to make a bowl and return to glaze it, so as to earn their pottery badge,
- CLAC instructors holding short workshops lasting a half-day or less such as a holiday craft gift/ornament making session,
- Regional ceramic artists holding a weekend workshop in the ceramics classrooms with a guest instructor w/o firing any pottery,
- Non-arts non-profits (*e.g.*, Ferry Sloops) holding meetings with lecturers in the theater space, and
- Families wishing to have birthday parties for youngsters including an art project.

Staff supports expanded use of the CLAC building and facilities for some of these and similar activities/events which can have a synergistic effect. By opening up CLAC to less structured activities that don't require multiple session classes, we can broaden the community awareness of this resource, stimulate greater enrollment in Recreation Program classes and also provide a modest income to the Town to help cover expenses of the Arts Center. As a new facility, community residents may be reluctant to commit to a 6/8-week class because of cost or lack of experience with the medium, but would be willing to try us out in a shorter time commitment that is more easily afforded too. Once they experience CLAC workshop and events, they may be have an appetite for longer duration classes. In time, Cedar Lane Arts Center will thereby become recognized by the community as a site for arts and other community events, encouraging more classes and instructors to join the Recreation Program faculty.

We recommend that certain conditions be placed on such non-class uses of CLAC. First, scheduling must not interfere with established Recreation Program classes. However, where it is possible to have a compatible use of vacant space in the building at the same time classes are being held this should be encouraged. Second, non-class users should pay fees to the Town which approximately cover any additional costs (*e.g.*, electricity expense for firing pottery) incurred by their event. Third, a means of preventing participants in events held in the theater from

entering the art & ceramics classrooms is necessary for safety of the guests as well as to protect student work, equipment, tools and art supplies and limit access to the computer and art library materials. We recommend installing 3 interior doors which can be secured when the classrooms are not in use. Fourth, outside groups should not deplete Recreation Program class materials or supplies (they should provide their own or pay to use any art supplies needed). Finally, we recommend that for an initial period, fees be set low to stimulate more use of CLAC until such time as when demand grows to approach the capacity of the facility. Also, flexibility should be given where special circumstances indicate a different fee is appropriate. Until the Arts Center is fully established, we urge that greater use not be deterred due to high fees.

Proposed Sample Fees:

Artists group use of the theater space to paint, draw or sculpt, up to 3 hours per session, with artists to supply all art equipment and supplies and remove same at the end of each session, sessions to coincide with scheduled Recreation Program classes (so no additional monitor necessary), with participants to sign a register each time they attend. \$10/artist/session.

Scouts seeking to hold ceramics lesson for limited period using CLAC instructors, using clay, glazes and firing from the Center. One session to learn about clay and make a piece of art; one session after bisque firing to glaze their pieces; leader to pick up finished work when firing completed. \$20 each scout, with 50% of the total fee to be paid to the instructor, and the balance to Town/Village.

Ceramics weekend (2-day) workshop open to the public for a fee that only covers instructor costs, using CLAC tools but not using CLAC supplies or kilns. \$100 per day.

Meetings in theater room by arts groups, up to 3 hours. Non-profit group meetings scheduled to coincide with regular Recreation Program (no added monitoring needed) - \$30 (\$50 full day).

Meetings in theater room by non-arts groups, up to 3 hours. Non-profit group meetings scheduled to coincide with regular Recreation Program (no added monitoring needed) - \$50 (Full day \$100).

Meetings in theater room by for-profit groups, up to 3 hours, with meetings scheduled to coincide with regular Recreation Program \$100. Additional \$25/hour if monitor needed.

Birthday parties for children that include an art activity, up to 15 children. \$200 for use of the space for 3 hours, plus instructor's fee and materials expense.

Additional considerations related to new uses of CLAC facility.

In addition to installing doors in the 3 classrooms, it is recommended that window screening be installed to block light and view through ground-level windows of theater room facing the lake and drive (drapes, blinds, one-way film, etc.). This would permit privacy for life drawings in the nude, and also temper the strong sun exposure during other uses.

Consideration should be given to installing a small kitchen in the theater space for cooking programs (*e.g.*, garden group), and food prep during other events described above.

A policy is needed on food & beverages that may be brought in for events, including garbage removal at the end of events.

Additional chairs will be needed for meeting events (CLAC has only 12 folding chairs currently).

The theater room, entry area and bathrooms need a thorough cleaning on a regular schedule (weekly or bi-weekly). A post-event cleaning may also be appropriate so the Center is suitable for the next use.

At 8:55 A.M., Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the Work Session be adjourned to Legislative Session.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE – ROLL CALL

The Regular Meeting of the Town Board of the Town of Ossining was held on December 11, 2017 at the Ossining Municipal Building, 16 Croton Avenue –First Floor Board Room, Ossining, NY. The meeting was called to order at 8:55 a.m. by Supervisor Dana Levenberg. Members of the Board present were: Councilmembers Northern Wilcher, Karen D’Attore and Elizabeth R. Feldman. Also present were Budget Officer Madeline Zachacz and Town Clerk Mary Ann Roberts.

II. ANNOUNCEMENTS

Councilmember Feldman announced that the Ossining Boat and Canoe Club is hosting their annual toy drive.

III. LIAISON REPORTS

IV. DEPARTMENTAL REPORTS

V. PUBLIC COMMENT ON AGENDA ITEMS

VI. BOARD RESOLUTIONS

A. Approval of Minutes-Regular Meeting

Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby approves the November 28, 2017, Minutes of the Regular Meeting as presented.

Motion Carried: Unanimously

B. Approval of Minutes-Special Meeting

Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby approves the December 5, 2017, Minutes of the Special Meeting as presented.

Motion Carried: Unanimously

C. Approval of Voucher Detail Report

Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby approves the Voucher Detail Report dated December 12, 2017 in the amount of \$760,234.42.

Motion Carried: Unanimously

D.Approval of the 2018 Budget

Councilmember Wilcher moved and it was seconded by Councilmember D'Attore that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby approves the 2018 Budget for the Town of Ossining. Total appropriations for the 2018 entire Town (100) Fund are \$5,545,182. Total appropriations for the Unincorporated (200) Area Fund are \$3,700,113 and total appropriations for the Highway (310) Fund are \$2,674,639. Total appropriations for the Water and Sewer Funds are \$625,922. Total appropriations for the Fire/Light/Refuse Funds are \$1,432,370. Total appropriations for the Ambulance District are \$643,073.

Motion Carried: Unanimously

E.Acceptance of Donation- Two Wooden Benches

Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining accepts, with gratitude, two wooden benches with cushions from Adele Feldman of Ossining, valued at a total of \$200.

Motion Carried: Unanimously

F. Addition to Town Fee Schedule- CLAC Rental Fee

Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby adds the following fee to the Town of Ossining Fee Schedule, to be effective immediately:

Under "Park Rental Fees":

- Meeting in Theater Room for Art Activities, 3 Hours or Less: \$30
- Meeting in Theater Room for Art Activities, Up to 6 Hours: \$50
- Meeting in Theater Room for Non-Art Activities, 3 Hours or Less: \$50
- Meeting in Theater Room for Non-Art Activities, Up to 6 hours: \$100
- Meeting in Theater Room by For-Profit Groups, 3 Hours or Less: \$100
- Meeting in Theater Room by For-Profit Groups, Each hour over 3 Hours: \$25
- Art Activity Birthday Parties For Children, 3 Hours or Less: \$200 plus instructor's fee and materials expense
- Art fair events: \$50 per artist booth fee
- Ceramics Weekend Workshop (2 Day): \$100/day & instructor fees
- Artists Group Use of Theater Space, 3 Hours or Less: \$10/artist/session
- Scout Ceramics Lesson (1 learning session, 1 firing session): \$20/scout
- Firing Fees:
 - \$0.05/cubic inch for bisque
 - \$0.07/cubic inch for cone 6 glaze

Motion Carried: Unanimously

G.Highway – Awarding of Bids- 2018 Refuse/Recycle Collection

Councilmember Feldman moved and it was seconded by Councilmember Wilcher that the following be approved:

Whereas, the Town of Ossining invited sealed bids pursuant to Section 103 of the General Municipal Law of the State of New York for the removal of refuse, garbage, and co-mingled recyclables within the Town of Ossining Refuse District for the

period of January 1, 2018 – December 31, 2018 with the option on the part of the Town to renew for up to four separate additional one-year terms; and

Whereas, a public notice was advertised in the Journal News on; and

Whereas, the Town only received one sealed bid, which bid was opened at 10:00 am, Friday November 17, 2017; and

Whereas, the one bid, and thereby the lowest bid, was by Sani-Pro Disposal Services Corp. d/b/a Suburban Carting Company (“Suburban”), 566 North State Road, Briarcliff Manor, New York 10510, at a total bid price of \$546,000; and

Whereas, Suburban’s bid was substantially higher than the amount the Town had previously been paying of \$432,520 for 2017; and

Whereas, after further discussions between Suburban, as the low bidder, and the Town, Suburban submitted a revised pricing model dated November 28, 2017 that revised the annual charge to \$495,000 for the year 2018 and also set forth the proposed prices for years two through five in the event the Town opted, in its discretion, to renew the agreement for any or all of those additional terms; and

Now, therefore be it resolved, that the 2018 Refuse/Recycle Bid is hereby awarded to Sani-Pro Disposal Services Corp. d/b/a Suburban Carting Company, 566 North State Road, Briarcliff Manor, New York 10510, for the total bid price of \$495,000.

Motion Carried: Unanimously

VII.CORRESPONDENCE TO BE RECEIVED AND FILED

Councilmember D’Attore moved and it was seconded by Councilmember Feldman that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby accepts the following meeting minutes:

- Town Planning Board adopted resolution dated November 15, 2017
- Town Planning Board meeting minutes dated November 15, 2017

Motion Carried: Unanimously

VIII.MONTHLY REPORTS

Councilmember Feldman moved and it was seconded by Councilmember Wilcher that the following be approved:

Resolved, that the Town Board of the Town of Ossining hereby accepts the following monthly reports for the month of November 2017:

- Town Clerk’s Office
- Town Building Department
- G.E. Helicopter Report
- Town Supervisor’s Office
- Tax Receiver’s Office
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Motion Carried: Unanimously

IX.VISITOR RECOGNITION

X.ADJOURNMENT-EXECUTIVE SESSION-PERSONNEL

At 9:12 A.M., Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the Regular Meeting be adjourned to Executive Session.

Approved:

Mary Ann Roberts Town Clerk