



**TOWN BOARD  
TOWN OF OSSINING  
86-88 SPRING STREET  
BIRDSALL-FAGAN POLICE COURT FACILITY  
OSSINING, NEW YORK**

**NOVEMBER 22, 2016  
7:30 P.M.**

**SUPERVISOR  
Dana Levenberg**

**COUNCILMEMBERS  
Karen M. D'Attore Elizabeth R. Feldman  
Kim L. Jeffrey Northern Wilcher, Jr.**

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

The Regular Meeting of the Town Board of the Town of Ossining was held on November 22, 2016 at the Birdsall-Fagan Police Court Facility, 86-88 Spring Street Ossining, NY. The meeting was called to order at 7:30 p.m. by Supervisor Dana Levenberg. Members of the Board present were: Councilmembers Kim Jeffrey, Northern Wilcher, Karen M. D'Attore and Elizabeth R. Feldman. Also present were Town Counsel Steven Silverberg, Budget Officer Madeline Zachacz and Town Clerk Mary Ann Roberts.

**II. Public Hearing in the matter of the 2017 Preliminary Budget**

At 7:31 P.M., the Public Hearing was opened.

Supervisor Levenberg read the following statement:

As many of you know, the Town Budget is the backbone of all of the good services the Town provides to the residents of Ossining and Briarcliff. Our Town General budget covers costs of our consolidated Town/Village Court, Administration, budget and grants administration as well as the Town Board, tax collection and foreclosures, assessment, board of assessment review and tax certioraris, our town parks maintenance, events and activities, our senior nutrition program and services, facilities maintenance, information technology and financial oversight. Our Unincorporated and Highway budgets cover costs for our police services through contract with the Village of Ossining, building department, planning and zoning activities, engineering, storm water management, road maintenance, snow removal. Our special district funds include budget for sewer lines and maintenance and water lines, street lighting, fire protection, refuse collection and ambulance services. I see a few members of the audience here who I am anticipating have some comment to add to the Public Hearing. I wanted to give a brief recap prior to beginning about where we are with the budget and where we anticipate ending up with its hopeful adoption on Tuesday, December 13<sup>th</sup>.

The budget process started back in August-- Department Heads submitted their requests and we met with them during the months of September and October, we released the Tentative or Supervisor's Budget on October 28<sup>th</sup>. Since that time, our Board has met with all Department Heads to review their submissions and any changes, and received feedback from the Department Heads about how the budget addresses their needs. I am pleased to say that we have for the most part been in agreement, with only a few suggested changes, very similar to what we submitted on October 28<sup>th</sup>, with a few slight, and one large, adjustment. The smaller items are relatively simple: we have updated numbers for our medical insurance premiums and our Fireworks contract, as well as included what we believe is a more realistic estimate of what we will need to pay for court security after reviewing more recent bills from this year. We also have two slight revenue adjustments in the Town General Fund—one increase of \$3000 and one decrease of \$25,000. We are working closely with the Town's Deputy Comptroller, Dale Ferreira to determine how to

adjust for these changes, but we believe that all of the changes can be absorbed by the budget as it stands without changing the levy or tax rates.

One major change is in an area that has come up for discussion multiple times over the past several years with past Boards as well as this current board. We have decided to take it up in the 2017 budget. Councilwoman Jeffrey has been outspoken about her belief that, although legally proper, the Town General budget was benefitting from a revenue that would be more appropriately credited to the Unincorporated Funds. After a lot of analysis, we discovered that we would be able to move a portion of the Mortgage Recording Tax Revenue from the General Fund to the Unincorporated Fund by shifting the proportion of tax cap allowance. The Tentative Budget did not reflect this change so as to let the entire Board decide whether to proceed with this shift. The Town Board has reached general consensus and agreed to the shift. To that end, \$78,512 of the Mortgage Recording Tax revenue will be added to the Unincorporated, or 20, Fund as revenue, and the General Fund tax levy will be increased accordingly, as that revenue shifts out of the fund. The initial proposed budget which did not include this shift called for a rate increase of 0.98% in the General Fund and a decrease of 3.49% in the Unincorporated Fund. After this shift, the rate in the General Fund will have increased to a total of 3.3%, and the Unincorporated rate will have decreased a total of 5%. However, especially with regards to the General Fund, it is important to remember that this represents a very small portion of the total tax bill. The difference to the average Ossining household, valued at \$420,408, between the proposed general fund budget and the new budget with a proportionate portion of the Mortgage Recording Tax shifted out, is approximately \$7 for the entire year (\$22.22 instead of \$15.20.) We are pleased to be able to make this change to the Town budget while ensuring that Town general services are not jeopardized, and I thank all of the residents who also brought this to the forefront of our budget discussion this year.

I would now like to invite the public to be heard on this issue.

No one came to speak on this matter.

Do any of my Board colleagues have any comments about what we have heard tonight? If not, may I please have a motion to close this Public Hearing?

Thank you everyone for your input. We are incredibly proud of this collaborative and conservative budget. I would like to give special thanks to Deputy Comptroller Dale Ferreira and Budget Director Maddi Zachacz who have put in so much time and energy crunching the numbers, and we look forward to moving ahead in this process and working together with our Department Heads to provide the important services that you expect from the Town of Ossining. Once again, our vote to adopt the budget is scheduled for December 13<sup>th</sup>.

At 7:39 P.M., Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the Public Hearing be closed.

### III. ANNOUNCEMENTS

Councilmember Liz Feldman announced that it is Toys for Tots Season. The Ossining Boat and Canoe Club will place a Toys for Tots box in the Clerk's office as well as in the Town offices at 16 Croton Avenue, Third Floor.

Supervisor Levenberg read the following statement: I want to share a few quick announcements tonight about what is coming up in our community this week. Of course we are all excited about Thanksgiving, and I just came from serving up meals to families who were invited tonight, based on need, to Landmark Diner for a Thanksgiving meal, courtesy of Gullotta House, the Ossining High School Interact Club, IFCA, CAP and County Legislator Catherine Borgia. I hope you all will have an opportunity to share or give to those less fortunate so we can all enjoy the spirit of this holiday, to be thankful for the roots of our country, collaborating and sharing with our neighbors, family and friends, and recognizing all that we have in common and all that we can do when we work together. I give thanks for you, our community, for being so rich in unique personalities, talents and passions, to my colleagues, and to the wonderful staff we have here in the Town. We really have a great team.

A day near and dear to my heart is Small Business Saturday, which is coming up this weekend. We have so many wonderful businesses right here in Town who depend on our support, so I encourage you to make a day of it in Ossining this Saturday, November 26<sup>th</sup>. Start your day off at First Village Coffee or Picante for a latte, browse the beautiful selections at Melita's, pick up a new dress at Hot Societe, get a trim at Vaza or Shine Salon, and pop across to the farmer's market to supplement your buffet of leftovers. Or take a drive over to North State Road at the shop at Club Fit you can get your work out gear, or buy a gift for your honey at the Chocolate Chalet to say thanks for washing the turkey pan, or stop into Wondrous Things or Holbrook Cottage for a beautiful hostess gift for the holidays. Help our local businesses know you support them this weekend, and every weekend, by shopping local.

This coming Wednesday, November 30<sup>th</sup>, support the Ossining Upper Elementary PTA at the Holiday Shopping Boutique and Karaoke Night. Stop by between 6 and 9PM to pick up some holiday gifts and maybe perform a song with a live band to back you up. Mike Risko Music at 144 Croton Avenue will host, and proceeds go to benefit the Ossining Upper Elementary PTA.

Next weekend, Campwoods will be hosting their annual Holiday Craft Fair. Stop by the Campwoods Grounds on Saturday, December 3<sup>rd</sup> between 11AM and 6PM or Sunday, December 4<sup>th</sup> between 11AM and 4PM, for handmade artisanal gifts such as ornaments, pottery, jewelry, scarves and more. Refreshments from The Wobble Café will be available for purchase.

Another event not to miss is the Ossining Basics Kickoff Event on Monday, December 5<sup>th</sup> at the Ossining High School Library between 6:30 and 8PM. 80% of brain development happens during the first 3 years of life, so let's seize the opportunity! I hope you will join us to learn more about this exciting community-wide initiative.

Finally, I want to once again address some steps we are taking to address community concerns associated with our recent election and new leadership. We are working collaboratively with the Village, Schools, and safety net organizations to host a Unity Walk, identify language for a resolution we can adopt to assert our position on community protections, we are looking to work with Neighbors Link to bring in immigration lawyers so residents know their rights, we are working with our local police, and looking at costs of social services associated with some of the changes we are expecting. We will continue to keep you informed and welcome your involvement. Please call the supervisor's office if you would like to help or participate. Also, this Friday, November 25<sup>th</sup> at 12 noon there will be a March and Rally in the center of White Plains sponsored by WESPAC to show support for making Westchester a Sanctuary for all populations who feel threatened or targeted by hate and violence. The Town will be represented.

**IV. LIAISON REPORTS**

**V. DEPARTMENTAL REPORTS**

**VI. PUBLIC COMMENT ON AGENDA ITEMS**

**VII. BOARD RESOLUTIONS**

**A. Approval of Minutes-Regular Meeting**

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

Resolved, that the Town Board of the Town of Ossining hereby approves the November 9, 2016, Minutes of the Regular Meeting as presented.

**Motion Carried: Unanimously**

**B. Approval of Voucher Detail Report**

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

**Resolved, that the Town Board of the Town of Ossining hereby approves the Voucher Detail Report dated November 22, 2016 in the amount of \$194,757.64**

**C.**

**TAX CERTIORARI**

**Hoye Textile Corp.**

**vs.**

**Town of Ossining**

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

**WHEREAS, proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York were instituted by Hoye Textile Corp. against The Town of Ossining, to review the tax assessments made on Petitioner's property located at 325 North Highland Avenue, Town of Ossining, and designated on the tax assessment map of The Town of Ossining as Section 89.06-1-11 for Tax Assessment Years 2009-2015, which proceedings are now pending in the Supreme Court of the State of New York, County of Westchester, under Index No. 23612/09; 25940/10; 15804/11; 67495/12; 66906/13; 67296/14 and 67288/15; and**

**WHEREAS, the above Petitioner has agreed to a compromise and settlement of such proceedings, subject to the approval of the Town Board, correcting and reducing the assessed valuation of its real property and improvements, as follows: Hoye Textile Corp. 325 North Highland Avenue, Ossining, N.Y. Section 89.06-1-11**

Assessment Year	Tax ID No.	Original Assessed Value	Reduction	Final Assessed Value
2009	89.06-1-11	\$80,000	\$30,150	\$49,850
2010	89.06-1-11	\$80,000	\$38,580	\$41,420
2011	89.06-1-11	\$80,000	\$35,850	\$44,150
2012	89.06-1-11	\$80,000	\$32,180	\$47,820
2013	89.06-1-11	\$80,000	\$29,810	\$50,190
2014	89.06-1-11	\$80,000	\$28,130	\$51,870
2015	89.06-1-11	\$80,000	\$27,440	\$52,560

**WHEREAS, any and all refunds necessitated by said settlement will be made without interest; and**

**WHEREAS, the Town Board, upon the recommendation of the Assessor, concurred by the Special Counsel to the Town, finds the proposed settlement appropriate and in the best interest of the Town of Ossining; now therefore it is**

**RESOLVED, that settlement of the proceedings, on the terms set forth herein, is hereby accepted and approved, subject to the approval of the Supreme Court, Westchester County, wherein such proceedings are pending; and it is further**

**RESOLVED, that the Special Counsel to the Town is hereby authorized and directed to procure and execute any documents necessary to effectuate such settlement; and it is further**

**RESOLVED, subject to the approval of the Supreme Court, Westchester County, that the Assessor is authorized and directed to make the changes and corrections to the individual unit assessment on the tax assessment roll of the Town of Ossining, which will be ordered pursuant to the Consent Judgment to be entered in accordance with the terms of this settlement, and the Receiver of Taxes is authorized and directed to process and pay the refund of Town of Ossining taxes estimated to be \$ 2,427.76, which will be ordered pursuant to said Consent Judgment.**

Motion Carried: Unanimously

D.

**TAX CERTIORARI**

**Croton Lane Associates LLC**

**vs.**

**Town of Ossining**

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

**WHEREAS, proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York were instituted by Croton Lane Associates LLC against The Town of Ossining, to review the tax assessments made on Petitioner’s property located at 57 Croton Avenue, Town of Ossining, and designated on the tax assessment map of The Town of Ossining as Section 89.19, Block 2, Lot 7 for Tax Assessment Years 2012-2016, which proceedings are now pending in the Supreme Court of the State of New York, County of Westchester, under Index No. 67947/2012, 67387/13, 65392/14, 65522/15, and 63988/16; and**

**WHEREAS, the above Petitioner has agreed to a compromise and settlement of such proceedings, subject to the approval of the Town Board, correcting and reducing the assessed valuation of its real property and improvements, as follows:**

**Croton Lane Associates LLC 57 Croton Avenue Section 89.19, Block 2, Lot 7**

Assessment Year	Tax ID No.	Original Assessed Value	Reduction	Final Assessed Value
2012	89.19-2-7	\$52,980	\$6,930	\$46,050
2013	89.19-2-7	\$52,980	\$6,930	\$46,050
2014	89.19-2-7	\$52,980	\$6,930	\$46,050
2015	89.19-2-7	\$52,980	\$6,930	\$46,050

**WHEREAS, any and all refunds necessitated by said settlement will be made without interest; and**

**WHEREAS, the Town Board, upon the recommendation of the Assessor, concurred by the Special Counsel to the Town, finds the proposed settlement appropriate and in the best interest of the Town of Ossining; now therefore it is**

**RESOLVED, that settlement of the proceedings, on the terms set forth herein, is hereby accepted and approved, subject to the approval of the Supreme Court, Westchester County, wherein such proceedings are pending; and it is further**

**RESOLVED, that the Special Counsel to the Town is hereby authorized and directed to procure and execute any documents necessary to effectuate such settlement; and it is further**

**RESOLVED, subject to the approval of the Supreme Court, Westchester County, that the Assessor is authorized and directed to make the changes and corrections to the individual unit assessment on the tax assessment roll of the Town of Ossining, which will be ordered pursuant to the Consent Judgment to be entered in accordance with the terms of this settlement, and the Receiver of Taxes is authorized and directed to process and pay the refund of Town of Ossining taxes estimated to be \$ 442.17, which will be ordered pursuant to said Consent Judgment.**

Motion Carried: Unanimously

**E. Appointment of Ossining Representative to WestCOP Board of Directors**

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

**Resolved that the Town Board of the Town of Ossining hereby re-appoints Joan E. Whittaker to the position of the Town of Ossining representative to the Board of Directors of the Westchester Community Opportunities Program, (WESTCOP) for the 2016-2017 year.**

Supervisor Levenberg stated the following: I had the opportunity to meet with Joan Whittaker last year, and found her to be an enthusiastic supporter of WESTCOP and their mission, and I am glad to endorse her re-appointment to the WESTCOP Board for this coming year.

Motion Carried: Unanimously

F.

**TAX CERTIORARI**

**Morgan Sherwood LLC and Morgan Sparta Green LLC**

**vs.**

**Town of Ossining**

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

WHEREAS, proceedings pursuant to Article 7 of the Real Property Tax Law of the State of New York were instituted by Morgan Sherwood LLC and Morgan Sparta Green LLC, against The Town of Ossining, to review the tax assessments made on Petitioner's property located at 7 Sherwood Avenue, Town of Ossining, and designated on the tax assessment map of The Town of Ossining as Section 89.16-2-83 for Tax Assessment Years 2009-2010, which proceedings are now pending in the Supreme Court of the State of New York, County of Westchester, under Index No. 22239/2009 and 23532/2010; and

WHEREAS, the above Petitioner has agreed to a compromise and settlement of such proceedings, subject to the approval of the Town Board, correcting and reducing the assessed valuation of its real property and improvements, as follows:

**Morgan Sherwood LLC and Morgan Sparta Green LLC 7 Sherwood Avenue Section 89.16-2-83**

Assessment Year	Tax ID No.	Original Assessed Value	Reduction	Final Assessed Value
2009	89.16-2-83	\$114,560	\$17,380	\$97,180
2010	89.16-2-83	\$114,560	\$5,170	\$109,390

WHEREAS, any and all refunds necessitated by said settlement will be made without interest; and

WHEREAS, the Town Board, upon the recommendation of the Assessor, concurred by Special Counsel to the Town, finds the proposed settlement appropriate and in the best interest of the Town of Ossining; now therefore it is

RESOLVED, that settlement of the proceedings, on the terms set forth herein, is hereby accepted and approved, subject to the approval of the Supreme Court, Westchester County, wherein such proceedings are pending; and it is further

RESOLVED, that Special Counsel to the Town is hereby authorized and directed to procure and execute any documents necessary to effectuate such settlement; and it is further

RESOLVED, subject to the approval of the Supreme Court, Westchester County, that the Assessor is authorized and directed to make the changes and corrections to the individual unit assessment on the tax assessment roll of the Town of Ossining, which will be ordered pursuant to the Consent Judgment to be entered in accordance with the terms of this settlement, and the Receiver of Taxes is authorized and directed to process and pay the refund of Town of Ossining taxes estimated to be \$ 14,463.76, which will be ordered pursuant to said Consent Judgment.

Motion Carried: Unanimously

**G. Agreement- Briarcliff Little League**

Councilmember Jeffrey moved and it was seconded by Councilmember Feldman that the following be TABLED:

Resolved, that the Town Board of the Town of Ossining hereby authorizes the Supervisor to enter into an agreement with the Briarcliff Little League regarding field usage at Ryder

Park for the time period between April 1st and October 31st for the years 2017, 2018 and 2019, including general provisions related to league conduct and procedures for the time period, in a form acceptable to Counsel to the Town.

Supervisor Levenberg stated that as you may know, the Briarcliff Little League has for many years used one of the fields at Ryder Park. They are seeking a renewed agreement which allows them use of the field for the baseball season each year, and we are moving to a multi-year agreement for the first time. We look forward to continuing a positive relationship with the Little League. We also have a resolution to accept a donation from the League in order to add clay to the field that they use, along with a new set of bases to allow the field to allow for 50-70 play for the older players in addition to 46-50 as it stands presently. The League has graciously agreed to donate these improvements to the Town, and the donation will be applied to the Parks Maintenance and Repair line so that we can proceed with the purchase. We have to table both resolutions-Bill not ready to sign yet.

Motion Carried: TABLED

#### **H. Acceptance of Donation- Briarcliff Little League**

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

Resolved, that the Town Board of the Town of Ossining hereby accepts the donation in the amount of 7,523.75 from the Briarcliff Little League, to be used for the express purpose of adding clay and bases to Field #2 at Ryder Park; and

Be it further Resolved, that the aforementioned items will hereby become property of the Town of Ossining once installed at Ryder Park.

Motion Carried: TABLED

#### **I. IMA for Stormwater Mapping**

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

WHEREAS, The Village of Sleepy Hollow as Lead Agency has applied for and been approved for a Stormwater Quality Improvement Project grant (DEC01-C00077GG-335000) in the amount of \$343,854.00 from New York State Department of Environmental Conservation for Stormwater Mapping services on behalf of the Stormwater consortium; and

WHEREAS, the members of the Consortium have previously agreed to participate in the Consortium; and

WHEREAS, the Town of Ossining is a member of that Consortium and wishes to participate in the implementation phase of the project to further enhance the data base for mapping of stormwater infrastructure consistent with requirements of New York State;

NOW, THEREFORE BE IT RESOLVED that the Town of Ossining hereby enters into an intermunicipal agreement with the Village of Sleepy Hollow for the purpose of implementing the above referenced grant agreement with New York State Department of Environmental Conservation, as amended on November 7<sup>th</sup>, 2016 and attached hereto; and

FURTHER hereby agrees to the terms of the agreement providing specified in-kind services; and

FURTHERMORE providing salary and benefit information in connection with those services to the Village of Sleepy Hollow in a timely manner.

Supervisor Levenberg stated that this resolution marks the start of the 2<sup>nd</sup> phase of a process to get our Stormwater system mapped. The Town of Ossining is part of a consortium of multiple municipalities who joined together to be eligible for funding for this important project, and this will not cost us a dime: our in-kind contribution is limited to manpower which will be supplied by our Highway Department. This is a win-win for us, and I am sure that our Superintendent of Highways is excited to get started on this work.

Motion Carried: Unanimously

**J.Policy- Open Enrollment Policy for the Town of Ossining**

Councilmember Jeffrey moved and it was seconded by Councilmember Wilcher that the following be approve:

Be it Resolved, that the Town Board of the Town of Ossining hereby approves the attached policy limiting the Open Enrollment Period for Town of Ossining employees to the time period between November 1<sup>st</sup> and November 30<sup>th</sup> of any given year; and

Be it further Resolved, that this policy shall become effective upon adoption.

Supervisor Levenberg stated that earlier this year, the Board agreed to a proposal from our labor counsel to take a look at our current policies and make revisions to keep us in compliance. As these begin to trickle in, I expect we will have more policy updates to approve, but this is a new one for us: the Town has never officially documented our open enrollment policy for employees, although in practice, it has always been during the month of November. This document serves to memorialize that practice.

Motion Carried: Unanimously

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

Councilmember Wilcher moved and it was seconded by Councilmember Jeffrey that the following be approve:

Resolved, that the Town Board of the Town of Ossining hereby accepts the following Zoning Board Resolutions:

- Bethany Arts Community dated November 7, 2016
- Thomas Arminio dated November 7, 2016

Motion Carried: Unanimously

**IX. MONTHLY REPORTS**

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

Resolved, that the Town Board of the Town of Ossining hereby accepts the following monthly reports for the month of October 2016 from:

- Town Tax Receiver's
- Town Building Department

Motion Carried: Unanimously

**X. VISITOR RECOGNITION**

Supervisor Levenberg wished everyone a very happy holiday. We live in challenging times, but that makes it all the more clear what we have to be thankful for.

I want to remind everyone that Town offices will be closed on Thursday, November 24<sup>th</sup> and Friday, November 25<sup>th</sup>, for the holiday. In addition, the Town Board has a 5<sup>th</sup> Tuesday next week and will not meet, so I look forward to seeing everyone at our next Town Hall Meeting on December 6<sup>th</sup> at the Ossining Public Library at 7:30 P.M., where we will be honoring our Town Boards and Committees, those men and women who volunteer countless hours of their time and who often go unsung. I hope you will join us.

**XI. ADJOURNMENT –EXECUTIVE SESSION– CONTRACTS & LITIGATION**

**At 8:07 P.M., Councilmember Jeffrey moved and it was seconded by Councilmember Wilcher that the meeting be adjourned to Work Session.**

**Motion Carried: Unanimously**

**Approved:**

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**Mary Ann Roberts Town Clerk**

## Intermunicipal Agreement

Whereas, the Village of Sleepy Hollow agrees to serve as Lead Agency for the purpose of implementing WQIP Grant DEC01-C00077GG-335000 and

Whereas the following communities agree to participate as the Sleepy Hollow Consortium

The Villages of Port Chester, Bronxville, Rye Brook, Ardsley, Elmsford, Hastings on Hudson, Pelham, Pelham Manor, Mt. Kisco, Dobbs Ferry, and Irvington on Hudson and

The Town Village of Harrison and

The Towns of Eastchester, Ossining, Mount Pleasant, and

The Cities of Rye and Peekskill

Whereas the Consortium has been formed for the purpose of obtaining grant funding for data collection and stormwater mapping as required by NYS Therefore.

Consortium members agree to provide adequate staff on agreed schedule to transport contractor's technical staff to locations throughout community in order to collect data associated with municipal stormwater system

Furthermore consortium members agree to provide required salary and benefit information for staff assigned to the project necessary to meet an in-kind requirement for the municipal share of  
\$4,602.00

The Village of Sleepy Hollow agrees to act as Lead Agency as follows:

By issuing RFP for contractual services as provided for in Scope of Services Awarding contract for contractual services consistent with Scope of Services

Receiving grant funds from NYSDEC and dispersing grant funds upon proper invoicing from contractor

Dolph Rotfeld Engineering to act as Project Manager for the Village of Sleepy Hollow for review and approval of RFP, Contract for Services, and processing of payment of claims

Above Agreed for  
The Village of Sleepy Hollow By\_\_\_\_\_

and for  
The Village of Port Chester By\_\_\_\_\_

The Village of Bronxville By\_\_\_\_\_

The Village of Rye Brook By\_\_\_\_\_

The Village of Ardsley By \_\_\_\_\_

The Village of Hastings By \_\_\_\_\_

The Village of Elmsford By \_\_\_\_\_

The Village of Pelham By \_\_\_\_\_

The Village of Pelham Manor By \_\_\_\_\_

The Village of Mt. Kisco By \_\_\_\_\_

The Village of Dobbs Ferry By \_\_\_\_\_

The Village of Irvington By \_\_\_\_\_

Town/Village of Harrison By \_\_\_\_\_

Town of Eastchester By \_\_\_\_\_

Town of Ossining By \_\_\_\_\_

Town of Mt. Pleasant By \_\_\_\_\_

City of Rye By \_\_\_\_\_

City of Peekskill By \_\_\_\_\_

## **OPEN ENROLLMENT POLICY**

Medical, Dental, and/or Optical insurance benefit elections may only be changed during the Town's designated annual open enrollment period from November 1-30, unless you have a qualifying life event such as:

Marriage or divorce

Birth or adoption of a child

Death of a spouse or dependent child

Gain or loss of other medical coverage (for example a change in your spouse's employment status)

Such other qualifying life events as required by applicable law.

You must provide documentation of your qualifying life event to the Town Supervisor's office within thirty (30) days of the event in order for the benefit change to be eligible to take effect. Failure to do so will require the employee to wait until the next open enrollment to make the change.

Any Town employee who is eligible for, but declines Town provided health, dental and/or optical insurance should consult his/her applicable collective bargaining agreement to determine whether he/she may be entitled to a declination buyout payment. Those employees who believe they may be entitled to such declination buyout payment should complete and submit the Town's Health Insurance Declination Form to the Town Supervisor's Office by no later than the close of the annual open enrollment period (November 30). Failure to submit such form in accordance with this policy may result in the employee being unable to opt-out of the Town provided health insurance benefit program and/or receiving any declination buyout payment. Such Health Insurance Declination Form must be submitted annually.