



**MINUTES**  
**TOWN BOARD**  
**TOWN OF OSSINING**  
**OCTOBER 27, 2020**  
**REGULAR MEETING**  
**7:30 P.M.**

**THIS MEETING WAS HELD VIA VIDEO CONFERENCING ONLY**  
**Pursuant to Governor's Executive Order 202.1 dated March 12, 2020**

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

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

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

The Regular Meeting of the Town Board of the Town of Ossining was held on October 27, 2020 via video conference, pursuant to Governor's Executive Order 202.1 dated March 12, 2020. The meeting was called to order at 7:30 p.m. by Supervisor Dana A. Levenberg. Members of the Board present were: Councilmembers Jackie G. Shaw, Elizabeth R. Feldman, Northern Wilcher, Jr., and Gregory G. Meyer. Also present were Town Counsel Christie Tomm-Addona, Budget Officer Victoria Cafarelli, and Deputy Town Clerk Martha C. Quituisaca.

**II. PUBLIC HEARING**

At 7:32 p.m., the Public Hearing opened.

- **Local Law 3-2020 to Amend Chapter 200 of the Town Code, Zoning, to Create Beekeeping Regulations in the Town of Ossining**

Supervisor Levenberg said the following: Tonight, we are starting with two public hearings, the first on our proposed legislation to create beekeeping regulations in the Town of Ossining. At our last work session, we heard from our Building Inspector John Hamilton who had a couple of questions and concerns about the legislation as currently drafted. This process has definitely called attention to the fact that none of us are experts in beekeeping! John's primary concern is based upon his ability to enforce the code without some regular guidance from a beekeeping expert. We employ a similar method when it comes to tree regulations – the Town has contracted with a tree warden to weigh in on certain permit applications and complaints when they fall out of John's purview. Our Planner, Valerie Monastra, has been doing a lot of research and seems to be making some headway on this. We hope to have Valerie and John back to a work session in November to further this discussion as we continue refining the legislation. In the meantime, the draft local law has not changed since our last public hearing, pending further research.

At 7:33 p.m., Councilmember Shaw moved and it was seconded by Councilmember Wilcher that the Public Hearing be adjourned to November 10, 2020.

At 7:34 p.m., the Public Hearing opened.

- **Local Law 4-2020 to Amend Chapter 136 of the Town Code to Allow Eating and Drinking Establishments that are issued a Temporary Outdoor Dining Permit to have Tents and Heaters**

Supervisor Levenberg said the following: As we are getting into the colder months, we are seeing that the needs of our local businesses in terms of outdoor dining have changed. Outdoor dining is now less about enjoying your meal outdoors, but instead more about expanding capacity to accommodate customers and support our restaurants at this difficult time. The local law we worked on this summer explicitly disallowed tents with sides and heaters. However, we are now seeing that many of our neighboring municipalities are allowing tents with sides and heaters as part of outdoor dining. We do not want to put our businesses at a disadvantage this winter, so if this can be accomplished safely, it makes sense for us to facilitate this change for our businesses. Our Building Inspector, John Hamilton, joined us for our last work session discussion on this legislation, and he seems confident that he can work with our local businesses to ensure these changes are made safely.

At 7:38 p.m., Councilmember Wilcher moved and it was seconded by Councilmember Feldman that the Public Hearing be adjourned to November 10, 2020.

### III. DEPARTMENTAL REPORT – Police Chief Kevin Sylvester

Police Chief Kevin Sylvester provided the Town Board with an update of the Ossining Police Department (OPD). Over the past weeks the OPD has been doing a lot of training. On October 31<sup>st</sup> the OPD and OVAC will be delivering candy from 11 AM to 2 PM to kids in Ossining. More information will be posted on social media about the candy distribution. The candy distribution will allow kids to show off their costumes and have fun this Halloween amidst the COVID-19 pandemic. The OPD continues to urge people to practice social distancing and good hygiene. The OPD will be looking out for people not following social distancing and hosting parties this Halloween. Please stay safe and protect each other.

### IV. ANNOUNCEMENTS

Supervisor Levenberg announced the following:

On Friday last week, the Ossining Community Equity Task Force released our Equity Survey. The survey will be open to all Town of Ossining residents – that means you, too, if you live in the Village of Ossining or Village of Briarcliff – until November 13. The results of this survey will be used to direct the Task Force's goals and actions. Your input is crucial to getting an accurate understanding of our community's perspective. The link to the survey was shared out in my Friday *Supervisor's Update* and will be available in this week's update as well. If you are not subscribed to my email list, you can easily sign up on the Town of Ossining website, or by emailing me directly and asking to be added. My email address is [dlevenberg@townofossining.com](mailto:dlevenberg@townofossining.com). You can also email me to request hard copies for yourself or for distribution through a business. Please feel free to share it widely with your Ossining circles. We are going to continue sharing the survey through our Facebook and Instagram accounts as well until the survey closes. Please take a few minutes to share your voice on this important topic.

Speaking of sharing your voice, the general election is under way in New York. Early voting started this past Saturday. I voted yesterday at the Ossining Community Center at 95 Broadway and I was very proud to see so many people show up. The early voting schedule is dependent on the day, with the polls open early some days and staying open late on others. We have just a few days left of early voting -- on Wednesday and Friday the polls will be open from 8am to 4pm, on Thursday from noon to 8pm, and on the weekend, the polls will be open from noon to 5pm both Saturday and Sunday. As a reminder, there is no early

**voting on the Monday before Election Day. Election Day is Tuesday, November 3<sup>rd</sup>, now only one week away.**

**If you haven't already, do make a voting plan. If you plan to vote early, be aware that we have been seeing long lines, so come after you've eaten, bring water, proper outerwear for the day's weather, and a chair if you might have difficulty standing. If you plan to vote using an absentee ballot, you can bring that absentee ballot in to an early voting site and skip the lines. Just got to the front and let them know you are dropping off an absentee ballot. You can do so at any of the early voting locations throughout Westchester. If you plan to wait to vote in person on Election Day, make sure you know where your 2020 polling place will be. Some of these details may have changed from past years, including the location of your polling place or the bus schedule you rely on to get to the polls. Figuring out the details of your plan in advance can help you save time and energy later. And while you are prepping, make sure you know *who* is on your ballot. The presidential election may be in the spotlight, but there are a lot of other influential positions down ballot that are also waiting for your vote. You can visit [Vote411.org](http://Vote411.org) to learn more about all the candidates and positions.**

**I want to take a moment to thank all the wonderful volunteers who came out to help cut and clear vines from our trees in Ryder Park this past Saturday, and to Carina from my office for helping make fliers and publicize and pull it all together. The Protect our Park Trees effort was a success! Our Parks foreman Mario Velardo and his team have been working hard to keep our parks in tip top shape, but there is a lot of park space to maintain and a lot of new visitors to our parks since COVID set in. Thank you to everyone who turned out on Saturday. If anyone is interested in participating in future events like this, please contact my office at 914-762-6001.**

**Later this week, we will be filing the Tentative Budget for 2021 with the Town Clerk. State law requires we file by Friday, but we are hoping to get the official binder stamped by our Town Clerk sometime before then. As soon as the Tentative Budget is filed with the Clerk, it will also be posted online for anyone to take a look. If you would prefer to read a hard copy, a copy will be available both in the Clerk's Office and the Ossining Public Library. I am proud to report that as the budget stands now, we are looking at tax rate percentage decreases in all but one fund, and even then, the percentage increase is less than one tenth of one percent. However, we are cautiously optimistic about these budget numbers, bearing in mind that due to the COVID-19 pandemic, there is still a lot of uncertainty in terms of future revenue shortfalls and potential for increased costs. I am grateful to all Town Department Heads for their measured budget requests this year, here in the Town we are a great team, and budget season is one of those times when it is so clear. Huge thanks to our Comptroller Dale Brennan, Deputy Comptroller Liz Naccari, and Budget Officer Victoria Cafarelli for shepherding us through the first round of our budgeting process. Now, the Town Board will join us for the next round of budget meetings, to carefully review each department's budget in Work Sessions scheduled in early November. These meetings are open to the public, and will be held via Zoom. The dates and times for these meetings are: Wednesday, November 4 at 11am, Friday, November 6 from 8:30am to 4:30pm – we will break for lunch! – and Tuesday, November 10 at 5:30pm. We will be posting the Zoom access information on our website for those who would like to attend to view our discussion. At our November 17 Work Session, Victoria will deliver a presentation summarizing the highlights of our 2021 budget, and our public hearing on the 2021 budget will be held at our November 24 legislative session.**

**Before I close out my announcements, I wanted to remind everyone that Coronavirus cases in New York and here in Westchester are ticking up. There are a lot of overlapping factors that are causing a rise in cases. For one, with schools open again, parents are back in the office more frequently. The colder weather has driven people indoors and closed doors and windows behind them. Soon we will see students who went away to college returning of the holidays. It**

is also important to remember that November will be our ninth month of this crisis and we cannot let our guard down. I know it is exhausting to think about, but we must continue to wear our masks, wash our hands, and avoid touching our faces. Now is also the time to get your flu shot to protect yourself against getting sick with the flu, and potentially overloading our already burdened healthcare system. Town staff received free flu shots last week, and I got mine too. It hurts a little bit for a few days, but not it's really not too bad, I promise! Thanks to Phelps Hospital for working with the Town and Village this year to offer flu vaccines to our staff. This is a second wave for New York but we have flattened the curve before and we need to work hard now to avoid a larger wave over the winter.

As we gear up for Halloween festivities, I urge you to bear in mind COVID precautions, and do whatever you can to limit your family's risk this weekend. Review CDC guidelines, and we also will be posting County and State guidelines for a safe Halloween. Consider holding a trick or treat scavenger hunt in your own house with your immediate family for a fun way to recreate some of what we all love about Halloween. And bonus for when you come across any undiscovered treats a few weeks from now, when you could probably use a little sweet pick-me-up!

**V. LIAISON REPORTS**

Councilmember Feldman congratulated OVAC on its successful blood drive.

**VI. PUBLIC COMMENT ON AGENDA ITEMS**

**VII. BOARD RESOLUTIONS**

**A. Approval of Minutes—Special Meeting – October 6, 2020**

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

Resolved, that the Town Board of the Town of Ossining hereby approves the October 6, 2020 minutes of the Special Meeting as presented.

Motion: Carried

**B. Approval of Minutes—Regular Meeting – October 13, 2020**

Councilmember Wilcher moved and it was seconded by Councilmember Shaw that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the October 13, 2020 minutes of the Regular Meeting as presented.

Motion: Carried

**C. Approval of Minutes—Special Meeting – October 20, 2020**

Councilmember Shaw moved and it was seconded by Councilmember Wilcher that the following resolution be approved.

Resolved, that the Town Board of the Town of Ossining hereby approves the October 20, 2020 minutes of the Special Meeting as presented.

Motion: Carried

**D. Approval of Amended Minutes—Regular Meetings**

**Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining hereby approves the following amended Regular Meetings as presented:**

- **July 14, 2020**
- **August 25, 2020**
- **September 8, 2020**
- **September 22, 2020**

**Supervisor Levenberg said the following: These sets of minutes were already approved by the Town Board, but our Clerk’s office noticed a very small copy and paste error that needed to be corrected. Thanks to our Deputy Clerk Martha Quituisaca for catching the small error, so we could correct that tonight.**

**Motion: Carried**

**E. Approval of Voucher Detail Report**

**Councilmember Shaw moved and it was seconded by Councilmember Wilcher that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining hereby approves the Voucher Detail Report dated October 27, 2020 in the amount of \$521,159.30.**

**Motion: Carried**

**F. Approval of Shared Service Agreement – Sustainable Westchester**

**Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign an amendment and renewal of the shared service agreement with Sustainable Westchester dated October 30, 2018 for Waste & Recycling Communications Platform to extend the contract term to three years, starting November 5, 2020 and ending November 5, 2023, and adjusting the annual fee from \$1,700 to \$2,700, subject to approval by Counsel to the Town as to form.**

**Supervisor Levenberg said the following: Tonight, we are approving an extension on a contract the Town already has with Sustainable Westchester for Sustainable Westchester to administer the shared Recollect, or Recycle Right, App, which provides residents a personalized garbage and recycling schedule for easy use. Additionally, it contains a wealth of information in the “Recyclopedia” which will help you determine how best to recycle some less common household items, from leftover string lights from last holiday season, to antifreeze. The price will increase in this contract term, but we continue to receive this service at a greatly reduced rate by working with Sustainable Westchester and through a grant we receive, and this resource has been a huge help to our residents and staff.**

**Motion: Carried**

**G. Appointment – Seasonal Laborer**

**Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining appoints Nicholas Ferrao, Ossining, to the seasonal position of Laborer in the Town Highway Department at an hourly rate of \$13, effective October 26, 2020.**

**Supervisor Levenberg said the following: You may have seen our Highway Department gearing up for leaf season this week, as yesterday we brought on our two seasonal employees – Nicholas Ferrao and Christopher Sanchez –to assist with the big task of removing leaves at the curb around the Town.**

**Motion: Carried**

**H. Appointment – Seasonal Laborer**

**Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining appoints Christopher Sanchez, Ossining, to the seasonal position of Laborer in the Town Highway Department at an hourly rate of \$13, effective October 26, 2020.**

**Motion: Carried**

**I. Resignation – Zoning Board of Appeals**

**Councilmember Wilcher moved and it was seconded by Councilmember Shaw that the following resolution be approved.**

**BE IT RESOLVED, the Town Board hereby accepts, with regret, the resignation of David Whitlinger from the Zoning Board of Appeals effective October 21, 2020.**

**Supervisor Levenberg said the following: We received word last week that one of the members of our Zoning Board of Appeals, David Whitlinger, has moved out of the Town of Ossining and can no longer serve in this volunteer capacity. We thank Dave for his service to the Town of Ossining, and wish him and his family well on their next chapter. We are grateful to our Zoning Board of Appeals alternate member, Tom Wills, for already being willing to unofficially step into this vacated seat until another appointment can be made.**

**Motion: Carried**

**J. Adoption of Town of Ossining Computer System Security Breach Notification Policy**

**Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution be approved.**

**WHEREAS, section 208(10) of the State Technology Law requires the Town to adopt a computer system breach notification policy which policy is intended to establish procedures to follow in the event a person(s) has accessed and/or acquired, without valid authorization, private information of individuals from the records of the Town of Ossining and to alert such individuals to any potential identity theft as quickly as possible so that the individuals may take appropriate steps to protect themselves from, and remedy any impacts of the potential identity theft or security breach; and**

**WHEREAS, the State Technology Law authorizes the Town to adopt the breach notification policy as either a Town approved policy or by local law; now therefore be it**

**RESOLVED, that the Town Board of the Town of Ossining adopts the Computer System Security Breach Notification Policy published below and that a copy of the policy shall be posted on the Town's webpage with copies made available in the offices of the Town departments.**

**Town of Ossining- Computer System Security Breach Notification Policy**

**1. Title.**

**This policy shall be known as the "Town of Ossining Computer System Security Breach Notification Policy."**

**2. Purpose.**

**This Computer System Security Breach Notification Policy is intended to establish procedures to follow in the event a person(s) has accessed and/or acquired, without valid authorization, private information of individuals from the records of the Town of Ossining and to alert said individuals to any potential identity theft as quickly as possible so that they may take appropriate steps to protect themselves from, and remedy any impacts of, the potential identity theft or security breach.**

**3. Authority.**

**This policy is enacted pursuant to the New York State Technology Law § 208, and may be amended from time to time by Town Board resolution or local law.**

**4. Definitions.**

**As used in this chapter, the following terms shall have the meanings indicated:**

**BREACH OF SECURITY OF THE SYSTEM**

**Unauthorized access to or acquisition of, or access to or acquisition without valid authorization of, computerized data that compromises the security, confidentiality, or integrity of personal information or private information maintained by the Town. Good faith access to, or acquisition of personal information or private information by an employee or agent of the Town for the purposes of the Town is not a breach of the security of the system, provided that the personal information or private information is not used or subject to unauthorized disclosure. In determining whether information has been accessed or acquired or is reasonably believed to have been accessed or acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:**

- A. Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or**
- B. Indications that the information has been downloaded or copied; or**
- C. Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.**

**CONSUMER REPORTING AGENCY**

**Any person or entity which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing**

**consumer reports. A list of consumer reporting agencies may be obtained upon request to the state Attorney General.**

**DEPARTMENT**

**Any board, committee, commission, council, department, office or other governmental entity performing a governmental or proprietary function for the Town.**

**PERSONAL INFORMATION**

**Any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify that person.**

**PRIVATE INFORMATION**

**A. Either:**

**(1) Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:**

- (a) Social security number;**
- (b) Driver's license number or non-driver identification card number;**
- (c) Account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;**
- (d) Account number, or credit or debit card number, if circumstances exist wherein such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password;**
- (e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; or**

**(2) A user name or email address in combination with a password or security question and answer that would permit access to an online account.**

**B. Private information does not include publicly available information that is lawfully made available to the general public from Town records.**

**TOWN**

**The Town of Ossining, County of Westchester, State of New York.**

**5. Disclosure of breach to affected persons.**

**Any Town department that owns or licenses computerized data that includes private information must disclose any breach of the security of the system following discovery or notification of the breach in the security of the system to any resident of New York State whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure must be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in section 7 below, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The Town shall consult with the State Office of**

**Information Technology Services to determine the scope of the breach and restoration measures.**

- a. **Notice to affected persons under this section is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the Town reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination must be documented in writing and maintained for at least five years. If the incident affected over five hundred residents of New York, the Town shall provide the written determination to the state Attorney General within ten days after the determination.**
- b. **If notice of the breach of the security of the system is made to affected persons pursuant to the breach notification requirements under any of the following laws, nothing in this policy shall require additional notice to those affected persons, but notice still shall be provided to the state Attorney General, the Department of State and the Office of Information Technology Services and, where appropriate, consumer reporting agencies:**
  - i. **Regulations promulgated pursuant to Title V of the federal Gramm-Leach-Bliley Act (15 USC 6801-6809), as amended from time to time;**
  - ii. **Regulations implementing the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. parts 160 and 164), as amended from time to time, and the Health Information Technology for Economic and Clinical Health Act, as amended from time to time;**
  - iii. **Part five hundred of title twenty-three of the official compilation of codes, rules and regulations of the state of New York, as amended from time to time; or**
  - iv. **Any other data security rules and regulations of, and the statutes administered by, any official department, division, commission or agency of the federal or New York state government as such rules, regulations or statutes are interpreted by such department, division, commission or agency or by the federal or New York state courts.**

**6. Disclosure of breach to owner or licensee.**

**If the Town maintains computerized data that includes private information which the Town does not own, the Town must notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.**

**7. Permitted delay.**

**Notification pursuant to this policy may be delayed if a law enforcement agency determines that notification could impede a criminal investigation. The notification must be made after the law enforcement agency determines that notification would not compromise any criminal investigation.**

**8. Method of notification.**

**The notice required by this policy must be directly provided to the affected individuals by one of the following methods:**

- A. **Written notice;**
- B. **Electronic notice, provided that the person to whom notice is required to be provided has expressly consented to receiving notice in electronic form and a log of each electronic notification is kept by the Town; provided further that in no case shall any person or business require a person to**

consent to accepting notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

C. Telephone notification, provided that a log of each telephone notification is kept by the Town; or

D. Substitute notice, if the Town demonstrates to the state Attorney General that the cost of providing notice would exceed \$250,000 or that the number of individuals to be notified exceeds five hundred thousand, or the Town does not have sufficient contact information. Substitute notice must include all of the following:

(1) Email notice when the Town has an email address for the subject persons;

(2) Conspicuous posting of the notice on the Town's website page; and

(3) Notification to major state-wide media.

**9. Information required.**

Regardless of the method by which notice is provided, the notice must include contact information for the Town, the telephone numbers and websites of the relevant state and federal agencies that provide information regarding security breach response and identity theft protection and protected information and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so accessed or acquired.

**10. Notification of agencies.**

A. In the event that any New York residents are to be notified of a breach of the security of the system pursuant to this policy, the Town shall notify the state Attorney General, the Department of State and the state Office of Information Technology Services as to the timing, content and distribution of the notices and the approximate number of affected people and provide a copy of the template of the notice sent to affected persons. Such notice shall be made without delaying notice to affected New York residents.

B. In the event that more than five thousand New York residents are to be notified at one time, the Town shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected persons. Such notice must be made without delaying notice to affected New York residents.

**11. Evergreen Provision**

Any additional procedural, definitional or notification requirement which is hereafter enacted amending, repealing or otherwise affecting any of the provisions of the State Technology Law section 208 which are required of Towns shall be incorporated into the provisions of this policy.

Supervisor Levenberg said the following: The Village of Ossining brought this to our attention, apparently State law has required municipalities to adopt a Cyber Security Breach Policy for some time now, but neither of Village nor Town ever got around to doing so. Thanks to Village Corporation Counsel, Stuart Kahan, for his research and model policy we would like to borrow.

Motion: Carried

**K. Request for Bids: Furnish and Install New Emergency Generators at Parker Bale and North State Road Pump Stations**

Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution be approved.

**Resolved, that the Town Board of the Town of Ossining authorizes the Town Clerk to advertise a Request for Bids to Furnish and Install New Emergency Generators at Parker Bale and North State Road Pump Stations. Bids shall be submitted no later than 10:00am on Friday, November 20, 2020 to the office of the Town Clerk.**

**Supervisor Levenberg said the following: Two of our sewer lift stations are in dire need of a generator replacement, so with the guidance of Water Superintendent Andy Tiess and Highway Superintendent Pete Connolly, we engaged an engineering firm to develop bid specifications for the Town to seek competitive bids for such a large project. We bonded for the funds already, so we are ready to get this much needed project going.**

**Motion: Carried**

**L. Personnel: Reclassification of Title – Highway Department**

**Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining hereby reclassifies the title of Gary L. Cecere, Sr. from Automotive Mechanic to Lead Maintenance Mechanic (Automotive) effective October 28, 2020; and be it further**

**Resolved, that Mr. Cecere’s salary remains at \$90,727 for the remainder of 2020.**

**Supervisor Levenberg said the following: We are very excited to be able to reclassify the title of our auto mechanic, Gary Cecere, to Lead Auto Mechanic! Gary has been working for the Town for over 15 years and is definitely deserving of this title bump. Congratulations Gary!**

**Motion: Carried**

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

**Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution be approved.**

**Resolved, that the Town Board of the Town of Ossining hereby accepts the following correspondence:**

- **Town Planning Board Minutes – October 7, 2020**

**Motion: Carried**

**IX. VISITOR RECOGNITION**

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

**X. ADJOURNMENT**

**At 8:15 P.M., Councilmember Wilcher motioned to adjourn to Executive Session for personnel, advice of counsel, and contracts and Councilmember Feldman seconded.**

**Motion Carried: Unanimously**

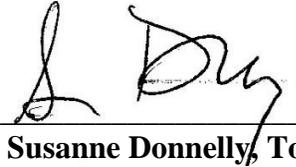
**At 9:31 P.M., Councilmember Feldman motioned to leave Executive Session and Councilmember Wilcher seconded.**

**Motion Carried: Unanimously**

**At 9:31 P.M., Councilmember Feldman motioned to adjourn the Regular Meeting and Councilmember Wilcher seconded.**

**Motion Carried: Unanimously**

**Approved:**

A handwritten signature in black ink, appearing to read "S. Donnelly", written over a horizontal line.

**Susanne Donnelly, Town Clerk**