



**TOWN BOARD
TOWN OF OSSINING
BIRDSALL-FAGAN POLICE/COURT FACILITY
86-88 SPRING STREET – OSSINING, NEW YORK
JANUARY 8, 2019
REORGANIZATIONAL MEETING
7:30 P.M.**

**SUPERVISOR
Dana A. Levenberg**

**COUNCILMEMBERS
Karen M. D’Attore Elizabeth R. Feldman
Jackie G. Shaw Northern Wilcher, Jr.**

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

The Reorganizational Meeting of the Town Board of the Town of Ossining was held on January 8, 2018 in the Police/Court Facility, 86-88 Spring Street in Ossining. The meeting was called to order at 7:30 p.m. by Supervisor Dana A. Levenberg. Members of the Board present were: Councilmembers Karen M. D’Attore, Elizabeth R. Feldman, Northern Wilcher Jr. and Jackie G. Shaw. Also present were Town Counsel Christie Tomm-Addona, Budget Officer Madeline Zachacz and Interim Town Clerk Victoria Cafarelli.

II. ANNOUNCEMENTS

Supervisor Levenberg read the following announcements:

Happy New Year everyone! I was so pleased to join our local elected officials on January 1st at the Community Center for the swearing in of our newly elected Councilwoman Jackie Shaw! Jackie, congratulations again. It’s been a pleasure serving with you on the board for the last year, and I am hopeful we will continue to work as a great team this year as well, and for the remainder of your term through 2021 the Town will be well served by your representation. I also had the opportunity to swear in Village of Ossining Mayor Gearity, and to join re-elected Village of Ossining Trustee Rika Levin, and once again elected Trustee Manuel Quezada, as well as our re-elected NY State Assemblywoman Sandy Galef on the stage. We look forward to continued strong partnerships with the Village and the State moving into 2019. I also want to congratulate newly sworn in Ossining Fire Chief Manny DaCruz, First Assistant Chief Scott Gallery and Second Assistant Chief Stanley Scarduzio who stepped up later on New Year’s Day to take on this large responsibility, and an extra big thank you to outgoing Fire Chief Angelo Manicchio for his dedication to the Town (and the Village) and to our safety and well-being. Today is Angelo Manicchio day in the Town of Ossining, so please take the time to congratulate Chief Manicchio for his hard work if you haven’t already done so!

Moving into 2019, Rick Pezullo from The Examiner reached out to a variety of local officials to ask for our New Year’s resolutions, and here is what I shared:

“I have a long to do list! But it all focuses on making sure we continue to develop as healthy a community as we can, which includes focusing on our public spaces and making sure they are safe and inviting, looking at ways to be more efficient so we can work to reduce expenses and make dealing with government easier, and finding ways to make the Town of Ossining keep up with the changing demands on suburbs, which includes walkability, bikeability, and sustainability.

Between the grant we recently were awarded by New York State to update our comprehensive plan with sustainability elements, to the work we are doing with Project

Forward, to the improvements for bike accessibility we are working on on North State Rd and with our neighbors, I think we, as a board, are laser focused on offering the most value we can to our constituents living in the Town general as well as the unincorporated portions of Town. “

Next Thursday we invite the public to attend two sessions to offer further insight into some of the survey results from Project Forward! our initiative to look at ways to offer savings and streamline services in the Town. We will be at the Ossining Public Library from 12-1:30 and 7:30-9 on January 17th, and will also have GO-TV there to videotape, and hope to hear from more of you about what you think of some of the ideas for savings. These include reducing some of our non-policy setting elected offices to allow for departments to be more easily maximized. Please take a look at the Project Forward webpage which can be accessed from the Town of Ossining Homepage, or at projectforwardtoo.com before you come to have a little more background, or watch our work session when we reviewed the survey results, which was on November 7th and can be found on our Youtube channel.

Please remember the 2nd half of school taxes is due by January 31st for both Ossining and Briarcliff School Districts. From our Receiver of Taxes, here is all the info you need to know to make sure you get those payments in on time:

“You can pay in four ways:

- ***[Online](#) - This is an easy and economical way (it costs \$1.50 for an e-check) to have instant proof that the payment was received, subject to collection (your bank deducting out of your account.)***
- ***In our Office - Our Offices are open from 8:30 am to 4:30 pm daily to receive your payment. Additionally, on Wednesday, January 30th and Thursday, January 31st our offices will be open until 6 pm.***
- ***By Mail - Please recognize that if you choose to mail your payment, we can only accept a payment as timely if it has a postmark made by the United States Postal Service (USPS) dated on or before 1/31/2019.***
- ***Dedicated Mail slot in the Ossining Post Office lobby -- open 24/7***

If you use "Bill-Pay" from your bank, please be aware that the date you process your bill-pay request is not a valid USPS postmark -- so you have to recognize your risk of timely payment -- give the payment plenty of time to arrive in our office!

If you have any questions YOUR Tax Office is available to quickly respond either by calling our office at 914-762-8790 OR by e-mailing us at taxreceiver@townofossining.com.



Fixing Broken, But Beloved Items...for FREE!

When: Saturday, January 12th
11 A.M. to 3 P.M.

Where: Joseph Caputo Community Center
Recreation Room /Lower-Level Entrance

We can help with:

- Fabric Repair including seams, cuffs, hems, patches, buttons, pockets, etc
- Wood Repair
- Electrical Appliances
- Tech Support for Computer & Mobile Devices
- Ceramic Repair
- Bikes (including tires)
- Costume Jewelry
- Kid's Table: learning circuitry & how stuff works
- Toys

******No Gas-Powered Items******

For more information: www.greenossining.org; or contact Michele Stone, Green Ossining's Repair Café Coordinator: mstonepeaceworks@gmail.com.

Thank you for your
partnership in this
community service:



Sign up now for the first workshop of the Ossining Innovates! Inclusive Entrepreneurship series entitled, "Marketing Demystified: How to Market When You're Spending Your Own Money." Learn how to brand your business and advertise what your small business can offer customers. Even if you're still dreaming about the business or nonprofit you want to launch, this three part workshop is for you. The event is free, [but please register in advance](#).

Documentary and discussion series will be featuring Heal on Thursday, January 17, 2019 beginning at 6:30 p.m. at the Ossining Public Library –Budarz Theater.

On Saturday, January 19th, Ossining's Cooperative Scholarship Fund will be holding their annual fundraising event in the Ossining High School auditorium at 3PM. This event honors the memory of Dr. Martin Luther King Jr. and is dedicated to closing the achievement gap. Ossining educators and elected leaders will be joined by guest speaker Peekskill Mayor Andre Rainey to celebrate this year's honorees, including William Broadnax, Mary Rainey and the late Kadoza "Woody" Worthy. Tickets are \$30 each.

Also on Saturday, January 19th, something special is coming to Good Choice Kitchen. Come at 7:30 to hear live jazz by Rio Nova, a trio comprised of local musicians Martin Aronchick, Richard Brooker and Ossining resident Nancy Carmichael. Treat yourself to an evening of jazz standards, tropical tunes, and more. Come hungry-- the kitchen will be open and ready to serve you. This will be a very cool way to wrap up your weekend for just a \$5 cover charge at the door.

Also, this Thursday (January 17th), we will be holding two sessions to offer further insight into some of the survey results from Project Forward! our initiative to look at ways to offer savings and streamline services in the Town. We will be at the Ossining Public Library from 12PM-1:30PM and 7:30PM-9PM, and will also have GO-TV there to videotape, and hope to hear from more of you about what you think of some of the ideas for savings. These include reducing some of our non-policy setting elected offices to allow for departments to be more easily maximized. Please take a look at the Project Forward webpage which can be accessed from the [Town of Ossining Homepage](#), or directly [here](#) before you come, to have a little more background, or watch our work session when we reviewed the survey results, which was on November 7th and [can be found on our Youtube channel](#) (it starts around the 46 minute mark).

Finally, a heads up about our Work Session next week—we will be in the Art Room at the Community Center at 95 Broadway at 7:30PM on Tuesday, January 15th, and one of the items on our agenda will be a presentation of the proposed River Knoll project, which is still before the Town Planning Board. We hope to see you then.

III. PUBLIC COMMENT ON AGENDA ITEMS

IV. APPOINTMENTS

1. Deputy Supervisor

Supervisor Levenberg stated that I would, first and foremost, like to thank Councilman Wilcher for his service in the role of Deputy Supervisor this past year. He has served by my side most admirably. For 2019, Councilwoman D'Attore has graciously agreed to take the reins and I know she will do a fine job. Karen and I have worked together for years on many projects, and we also both started on the board together 3 years ago, and I know she will do the Town proud in my occasional absence, much as Councilman Wilcher did this past year.

Supervisor Levenberg appoints Karen D'Attore Deputy Supervisor for the Town of Ossining effective January 1, 2019.

2. Supervisor's Liaison Appointments

Supervisor Levenberg stated that most of these appointments are the same as in 2018, with some additions for me based on boards I serve on, and, as I previously mentioned, a new hat for Councilwoman D'Attore. I must say, through my work on the boards or advisory boards of Energize-the Energy Improvement Corporation, Westchester Municipal Officials, Historic Hudson Rivertowns, Westchester Municipal Planning Federation and Teatown Lake Reservation, I think we gain a tremendous amount of exposure for the Town, as well as get ideas from our colleagues in the region on what is working and what isn't. I hope to continue to bring benefits to the Town through these associations.

Dana Levenberg

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

Karen D'Attore

**Deputy Supervisor
Westchester County
IFCA
IMA Committee
New York State
Co-Liaison to Ossining Historical Society
Co-Liaison to Briarcliff Chamber of Commerce
Co-Liaison to Ossining Chamber of Commerce**

Elizabeth Feldman

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

Jackie Shaw

**Recreation Advisory Board
Business Development Committee
Ossining and Briarcliff School Districts
Liaison to Highway Department
Village of Briarcliff Manor
Co-Liaison to Ossining & Briarcliff Manor Fire Departments**

Northern Wilcher

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

3. Justice Court – Town Constables

For the first time this evening, we are appointing John Simkins, who has worked for the Town as a Court Attendant for many years, to this role. We look forward to working with him, Franklin and Carlos in the coming year.

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

Resolved, that the Town Board hereby re-appoints the following to the position of Town Constable, at an hourly rate of \$50.00, to serve at the pleasure of the Board during calendar year 2019:

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

Motion Carried: Unanimously

V. ANNUAL RESOLUTIONS

A. Official Newspaper

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

Resolved, that the Town Board hereby designates The Gazette as the Official Newspaper and the Journal News as the Alternate Newspaper of the Town of Ossining for 2019.

Motion Carried: Unanimously

B. Town Council Monthly Meeting Schedule

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 adopts the following Monthly Meeting Schedule for 2019:

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

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

Town Hall Meetings-- Tuesday, 7:30p.m. on January 29th, March 5th, April 16th, September 3rd, October 15th & December 3rd at the Ossining Public Library.

There will be no Work Sessions held on:
Tuesday, February 19th, 2019

The Legislative Session scheduled for Tuesday, October 8th will be moved to Monday, October 7th in observance of Yom Kippur. The Work Session scheduled for Tuesday, November 5th will be moved to Wednesday, November 6th due to Election Day. The Legislative Session scheduled for Tuesday, December 24th will be moved to the morning of Monday, December 23rd in observance of Hanukkah and Christmas Eve.

Motion Carried: Unanimously

C. Setting Town Office Hours

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

Resolved, that the office hours of the Town Offices for 2019 will be Monday through Friday, 8:30 a.m. to 4:30 p.m.

Motion Carried: Unanimously

D. Town Historian

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

Resolved, that the Town Board hereby re-appoints Scott Craven Town Historian for 2019.

Supervisor Levenberg stated that we are thrilled to re-appoint Scott Craven to his second year as Town Historian—he has promised us a presentation in the weeks to come to let us know all he has been working on, and if you know Scott, you know he has been out and about and will have plenty to share!

Motion Carried: Unanimously

E. Resolution Retaining Attorneys to Represent the Town

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

RESOLVED: the Supervisor is authorized to execute an agreement retaining Silverberg Zalantis LLP to provide general legal services to the Town of Ossining for 2019.

Supervisor Levenberg stated that this will be the Town’s fourth year utilizing the firm Silverberg Zalantis as our General Counsel, and we are especially excited to work with Counsel Tomm-Addona for another year—in 2018, she was rated a “Super Lawyer Rising Star” by the New York Metro section of the New York Times , and we would absolutely second that notion.

Motion Carried: Unanimously

F. Resolution Retaining Special Counsel to Represent the Town

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

RESOLVED: the Town Supervisor is authorized to execute an agreement retaining Benjamin Leavitt of Leavitt Legal to provide prosecutorial services and tax certiorari assistance to the Town of Ossining for 2019.

Supervisor Levenberg stated that this is also the Town’s fourth year utilizing the services of Leavitt Legal, who serves as the Town’s prosecutor and also assists us on tax certiorari matters. I know that we have been incredibly pleased with Ben’s work thus far, and our Assessor Fernando Gonzalez, with whom he works closely, enthusiastically endorses this renewal as well.

Motion Carried: Unanimously

G. 2019 Mileage Allowance

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

Resolved, that wherever it shall be appropriate to compensate Town Officials and/or Town Employees for mileage, they shall be reimbursed at a rate of \$0.58 per mile to be paid upon claim voucher, after audit and approval, in accordance with IRS standards.

Motion Carried: Unanimously

H. Membership in the Association of Towns

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

Resolved, that pursuant to Article 8 of the Town Law, the Town of Ossining shall pay the Annual Membership Dues for membership in the Association of Towns of the State of New York for 2019 in the amount of \$1,500.

Motion Carried: Unanimously

I. Authorization for Attendance at Association of Towns Annual Meeting

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

Resolved, that the Town Board of the Town of Ossining hereby authorizes the following Town Personnel to attend the Annual Meeting of the Association of Towns to be held in New York City, February 18-20, 2019 subject to approval of their Department Heads, Town Supervisor and Members of the Town Board; Town Assessor; Building Inspector; Town Clerk and Deputy Town Clerk; Receiver of Taxes and Deputy Receiver of Taxes; Superintendent of Highways; Town Justices; Town Court Clerks; Budget Officer; Assessment Personnel; Chairman and Members of the Zoning Board; Chairman and Members of the Planning Board and Chairman and Members of the Environmental Advisory Board; and

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

Motion Carried: Unanimously

J. Delegate to the Association of Towns

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

Resolved, that the Town Board hereby designates Dana Levenberg, Supervisor, as Delegate to the Association of Towns Annual Meeting for 2019.

Motion Carried: Unanimously

K. Alternate Delegate to the Association of Towns

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

Resolved, that the Town Board hereby designates Madeline Zachacz, Budget Officer, as Alternate Delegate to the Association of Towns Annual Meeting for 2019.

Motion Carried: Unanimously

L. Animal Control-SPCA of Westchester

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

Resolved, that the Supervisor be and hereby is, authorized and directed to execute an agreement with SPCA of Westchester for the period January 1, 2019- December 31, 2019, providing for humane procedures for homeless and stray dogs and cats seized by dog control officers, animal control officers, police and other agents of the municipality.

Supervisor Levenberg stated that for many years, the SPCA on North State Road has served in this role, and they have assured us that, despite being in front of the Planning Board to make some significant upgrades to their campus, they will be able to serve us for the entirety of 2019.

Motion Carried: Unanimously

M. Renewal-Delta Dental Insurance Program

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

Resolved, that the Town Board of the Town of Ossining hereby acknowledges that the Town's dental insurance program with Delta Dental of New York will continue for the period January 1, 2019- December 31, 2019 for Group # 1576-0001 at a rate of \$68.84 per month per employee with no dependents and \$163.75 per month, per employee with family coverage; and be it further

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

Motion Carried: Unanimously

N. 2019 Refuse/Recycle Collection

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

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

Therefore be it Resolved, that the Town Board of the Town of Ossining hereby exercises its option to renew with Sani-Pro Disposal of 566 North State Road, Briarcliff Manor, NY for fiscal year 2019 at a cost not to exceed \$510,000.

Supervisor Levenberg stated that we are glad to be renewing our agreement with Suburban Carting, a business that has served us well for many years and is located right on North State Road. When we went out to bid in 2017 for a new agreement, Suburban was able to work with us to reduce the annual increase for the first year, and smooth it over the next few years while keeping us within our means and not exceeding the tax cap, and continuing to provide excellent service to the residents of the Unincorporated Area. Speaking with other Supervisors around Westchester, I can assure you that we are still getting an incredible deal.

Motion Carried: Unanimously

O. Approval of Compensation Plan for 2019

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

Resolved, that the Town Board hereby approves the following Compensation Plan for the year 2019 as set forth below:

TITLE OF POSITION	ANNUAL SALARY
<u>EXEMPT</u>	
ASSESSOR	\$149,780
BUDGET OFFICER/ AIDE TO THE SUPERVISOR	93,160
COURT CLERK (2)	68,194
DEPUTY RECEIVER OF TAXES	52,377
DEPUTY TOWN CLERK	69,082
<u>UNCLASSIFIED</u>	
TOWN CLERK	\$96,058
COUNCIL MEMBER (4)	11,507
RECEIVER OF TAXES	81,200
SUPERINTENDENT OF HIGHWAYS	104,113
SUPERVISOR	74,977
TOWN JUSTICE (3)	47,881
RUOK WEEKEND RATE	20.00/HR
<u>NON-COMPETITIVE</u>	
MOTOR EQUIPMENT OPERATOR (3)	\$85,028
PARKS FOREMAN	88,521
HIGHWAY FOREMAN	92,014
ROAD MAINTAINER (2)	78,375
AUTOMOTIVE MECHANIC	88,731
AUTOMOTIVE MECHANIC HELPER/ROAD MNT.	79,875
<u>LABOR</u>	
PARK GROUNDSKEEPER (1)	\$78,375
PARK GROUNDSKEEPER (2)	61,105
LABORER	61,105
CHAUFFEUR (2)	39,793
CHAUFFEUR (1)	36,318
FOOD SERVICE HELPER	39,793
BUS DRIVER	52,508
LEAD CEMETERY WORKER	57,291
CEMETERY WORKER	51,634
<u>COMPETITIVE</u>	
DEPUTY ASSESSOR	\$82,100
ASSESSMENT CLERK	66,749
ASSESSMENT ASSISTANT	57,474
SENIOR OFFICE ASSISTANT	59,693
OFFICE ASST AUTO SYSTEMS/ INT. CLERK	55,302
ASSISTANT COURT CLERK	54,364
NUTRITION SITE DIRECTOR	82,893
INTERMEDIATE CLERK (1)	51,371
INTERMEDIATE CLERK (1)	49,752
INTERMEDIATE CLERK SPANISH SPEAKING	52,241
PARALEGAL	38,392
SUPERINTENDENT OF CEMETERIES	52,780

PART TIME EMPLOYEES

<u>NAME</u>	<u>TITLE</u>	<u>HOURLY RATE</u>
Abreau Jr., Larry	PT, Parks	\$20.45/HR
Cafarelli, Victoria	PT. Confidential Sec.	\$23.35/HR
Cafarelli, Victoria	PT, Interim Clerk	\$35.00/HR
Rodriguez Castro, Frankelis	PT, Dale Cemetery	\$12.25/HR
DeIBourgo, Constance	PT, Nutrition	\$17.14/HR
Fernandez, Richard	PT, Town Court	\$23.00/HR
Hamilton, John	PT, Building Inspector	\$71.57/HR
Jackson Jr., Franklin	PT, Town Court	\$25.00/HR
Lilley, Sheila	PT, Town Court	\$23.00/HR
Lobue, Christina	PT, Clerk's Office	\$18.27/HR
Quezada, Fern	PT, Highway	\$16.24/HR
Saltarelli, Francine	PT, Highway	\$32.09/HR
Simkins, John	PT, Town Court	\$23.00/HR

ELECTION OFFICIALS

Coordinator/Liaison \$2,700.00

Clerical Assistants \$60.00

Supervisor Levenberg stated that many of the increases in this schedule are directly tied to our CSEA and Teamsters collective bargaining agreements, and as in past years, part time and unrepresented positions follow the increases in those contracts as well. I would like to point out that we are going into 2019 with 4 vacant part time positions—3 in the Town Court and 1 in the Senior Nutrition program. We are looking forward to getting these jobs posted and filled in the coming weeks.

Motion Carried: Unanimously

P. Surety Bonds

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

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

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

It is, therefore, Resolved, that all officers and/or employees of the Town of Ossining will be bonded by a blanket bond in the amount of \$500,000 except that the following position will carry an additional surety bond in the amount of \$100,000: Receiver of Taxes.

Motion Carried: Unanimously

Q. Consulting Engineer

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

Resolved, the Town Supervisor is authorized to continue the inter-municipal agreement with the Village of Ossining to provide engineering services to the Town for the calendar year 2019, for a fee totaling \$99,245.89 (\$8270.49 per month).

Supervisor Levenberg stated that we are pleased to continue our IMA for engineering services with the Village of Ossining. We have a great deal of work ahead in 2019, including the continuation of design work for the McCarthy Drive project and some design work for our parks. Special thanks to Paul Fraioli, Andy Tiess and Dale Brennan for contributing such a great deal to the Town team through this IMA.

Motion Carried: Unanimously

Q. Planning Consultants

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

The Comptroller is authorized to pay F.P. Clark in accordance with the new fee schedule contained in the letter from F. P. Clark dated January 2nd, 2019 for services otherwise authorized by the Town.

Motion Carried: Unanimously

R. Bond Counsel

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

Resolved, that the law firm of Orrick, Herrington & Sutcliff, LLP, 666 Fifth Avenue, New York, New York is hereby retained as Bond Counsel in accordance with the fees set forth in Sections 11 and 12 of the proposal received from Orrick dated December 10th, 2018.

Motion Carried: Unanimously

S. 2019 Schedule of Fees

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

Resolved, that the Town Board of the Town of Ossining hereby approves the following Schedule of Fees for calendar year 2019 as set forth below:

TOWN FEE SCHEDULE- 2019

Type of Application, License or Permit/Code Chapter Reference		Fee
Sale of Codebook	Chapter 1	Publisher’s price
Access to Records	Chapter 45	
	Fees for copies of records not	\$0.25 per page

	exceeding 8 ½ by 14 inches in size	
	Fee for reproducing records in excess of 8 ½ by 14 inches in size	Actual cost of reproduction
	Fee for PDF Copy of Tax Map on CD (Office of the Assessor)	\$150
Accessory Dwelling	Chapter 50	
	Initial application	\$300
	Each renewal	\$150
Alarms	Chapter 51	
	Annual registration	\$25
	Non Registration Fee	\$250
	False alarms:	
	1 st and 2 nd offense	Warning
	3 rd offense	\$50
	4 th offense	\$100
	5 th offense	\$200
	6 th offense	\$500
	Subsequent Offenses	\$500
Building Construction	Chapter 63	
	Certificate of occupancy, where the total value of the building is:	
	Less than \$10,000	\$75
	Greater than \$10,000 but less than \$20,000	\$75
	Greater than \$20,000 but less than \$50,000	\$75
	Greater than \$50,000 but less than \$100,000	\$75
	Greater than \$100,000 but less than \$150,000	\$75
	Greater than \$150,000	\$75
	Building permit issuance	
	Where the total value of the work is up to \$1,000	\$100
	For each additional \$1,000	\$15 additional per \$1000 of work value
	Renewal of building permit	½ of Original B.P. Fee
	Electrical permits	
	Per dwelling	\$100
	Alteration to commercial building	\$150
	New commercial construction	\$300

	Plumbing permit	
	House sewer and tie-in	\$100
	Installation of 1 – 3 fixtures, appliances or standpipe connections	\$100
	Installation of 4 – 9 fixtures	\$150
	Installation of 10 or more fixtures	\$200
	Backflow Device	\$100
	Gas certification	\$50
	Plumbing permit if not listed	\$100
	HVAC Permit HVAC Residential HVAC Commercial	Same as Building Permit Fee Same as Building Permit Fee
	Erecting signs	Same as Building Permit Fee
	Demolition permit	
	For structure less than 1,000 square feet	\$100
	For structure over 1,000 square feet	\$300
	Title search (office assistance)	\$50 per property
	Copies of certificates of occupancy and surveys	\$25 per copy
	Inspection and letter in lieu of certificate of occupancy	\$100
	Legalization of work performed without permits	All fees tripled
	Failure to keep a scheduled 14pt. for an inspection	\$50
	Same day inspection	\$50
	Non-mandated inspection letter	\$50
	Any type of Permit Not Listed necessary and requires inspections	Same fee structure as filing a Building Permit (based on estimated cost of project)
Cabaret	Chapter 68	
	Annual license fee	\$200
	After July 1	\$100
	Renewal application 30-day extension	\$5 per month
Credit Card Fees	Payment by Credit Card	3% of Transaction
Dale Cemetery	Deed Change	\$100 per change
Dog Fees	Chapter 74	
	License Fees:	
	Spayed/ neutered:	\$15
	Unspayed/ unneutered	\$23
	Seniors over age 60 are exempt from local fee	
	Redemption fees from impoundment of dogs	

	First impoundment	\$20 first 24 hours; \$5 each additional 24 hours
	Second impoundment	\$40 first 24 hours; \$10 each additional 24 hours
	Third impoundment	\$60 first 24 hours; \$15 each additional 24 hours
SEQR	Chapter 85	
	Environmental clearance form	No fee
	Application for preliminary environmental review	\$100
Street Opening	Chapter 87, Part 1	
	Simple Curb Cut	\$100
	Road opening less than 150 sq. ft	\$400
	Road opening 150 sq ft and greater	\$500
Deposit for all Street Openings	Deposit (in form of surety bond)	\$300 per square foot
Excavation of Topsoil or Gravel	Chapter 87, Part 2	
	For each 10 acres of property, or any portion thereof, proposed to be excavated	\$75
	Refund upon denial of application	\$25
	Permit renewal, for each 10 acres of property, or any portion thereof, proposed to be excavated	\$75
Filling and Grading	Chapter 92	
	Application for a filling and grading permit	
	For the first acre or part thereof	\$100
	For each additional acre or part thereof	\$30
	Application for a certificate of completion	
	For the first acre	\$50
	For each additional acre or part thereof	\$10
Floodplain Development	Chapter 102	
Filming	Per day	\$1400
	Permit application	\$200

Freshwater Wetlands	Chapter 105	
	Application review fee for permits issued by Building Inspector (see § 105-6)	Same fee structure as filing a Building Permit (based on estimated cost of project)
	Application review fee for permits issued by the Planning Board (see §105-7)	Included in site plan review fees
Parks	Chapter 138	
	Rental Fees	
	Pavilions (Ryder, Gerlach, Cedar Lane	\$225 for 4 hours; \$25 for each additional hour
	Picnic Areas at Engel Park	\$75 for 4 hours; \$25 for each additional hour
	Fields/ Facilities (Ryder Park baseball fields or Football/ Soccer field; Cedar Lane Park Football/ Soccer Field; Engel Waterfront park Stage & Viewing/ Spectator Area)	Residents: \$50 for 2 hours, \$25 for each additional hour Non-Profits: \$50 for 2 hours, \$25 for each additional hour Non-Residents: \$150 for 2 hours, \$50 for each additional hour
	Fields/ Facilities with Lights (Gerlach Park Baseball or Soccer Field)	Residents: \$100 for 2 hours, \$50 for each additional hour Non-Profits: \$100 for 2 hours, \$50 for each additional hour Non-Residents: \$300 for 2 hours, \$100 for each additional hour
	Boat ramp	
	Daily	
	Residents	\$40
	Nonresidents	\$50
	Seasonal	
	Residents	\$80
	Nonresidents	\$150
Peddlers	Chapter 144	
	Annual license fee	\$100
	One Day Peddler’s Permit	\$25
Police Fees	Vehicle Impound Release Fee	\$25
Steep Slopes	Chapter 167	
	Application and inspection fee, residential only	\$50
	Application and inspection fee, nonresidential	Included in site plan review fees

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

Senior Services	Contribution from Qualifying Senior Citizen		
	Congregate Meals	\$3.00	
	Home Delivered Meals	\$3.50	
Tax Foreclosure	Title Search	\$200.00	
	Legal & Publication Fees	\$700.00	
Tax Receiver	Administrative Re-Levy Fee for Unpaid Village water rents	\$100	
	Memo Bill Fee-Per Bill	\$5.00	
	Bounced Check Fee-Per Item Returned	\$20.00	
	Annual Tax File Subscription Charge for Tax Service Agencies	\$500.00	
Telecommunication	Chapter 182A		
	New telecommunications tower	\$5,000	
	Co-location of an existing telecommunications tower or high structure where no increase in height of the tower or structure is required	\$2,000	
Towing Services Agreement	Chapter 182B		
	Fees and services	Normal business hours Mon-Fri 8:00 a.m. to 5:00 p.m.	Sat/Sun/holidays and after 5:00 p.m. weekdays
	Light-duty straight Town (3 tons DVW)	\$94.50	\$120.75
	Light-duty service call	\$78.75	\$105
	Gate/yard	----	\$47.25
	Mileage, per mile	\$4.20	\$4.20
	2 nd truck	\$94.50	\$120.75
	Light-duty winching	\$94.50	\$120.75
	Storage, per day	\$50	\$50
Tree Removal	Chapter 183		
	Tree removal permit, residential only	\$100	
	Tree removal permit, nonresidential	Included in site plan review fees	
Zoning	Chapter 200		
	All appeals and applications made to the Board of Appeals	\$250	
	Special permit application	\$250	
	Site plan or conditional use permit	\$250	
	Application review fee	\$250, plus \$25 per parking space	
	Inspection fee	Same as application review fee	

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

Supervisor Levenberg stated that we have very few changes to our Fee Schedule for 2019—during our budget discussions with Department Heads, we increased the suggested donation for our Senior Nutrition meals and also for road opening permits through the Town Highway Department. Thank you to all of our Department Heads for keeping us apprised of what our neighboring munis are up to and where they feel we can make things fairer for all of our taxpayers.

Motion Carried: Unanimously

T. Dale Cemetery Fee Schedule 2019

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 following Schedule of Fees for Dale Cemetery for calendar year 2019 as set forth below:

GRAVE PRICES (ALL SECTIONS)

Residents of the Town of Ossining:

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

Non Residents of the Town of Ossining:

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

SPECIALTY GRAVE PRICES

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

****Includes original interment**

SECTION 12 PRICES

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

INTERMENT PRICES

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

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

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

DISINTERMENT CHARGES

- Disinterment remaining here (with vault)
 - Single Depth: \$2500
 - Double Depth: \$2900
- Disinterment remaining here (casket only)
 - Single Depth: \$2625
 - Double Depth: \$3050
- Disinterment to another cemetery (with vault): \$1700****
- Disinterment to another cemetery (casket only): \$2350****

- Disinterment of Cremains to be Removed from the Cemetery: \$850*
- Disinterment of Cremains to another grave site in Dale Cemetery on the same day as the disinterment: \$1350*
- Disinterment of Cremains to Somerset Columbarium: \$850*
- Saturday Fee: \$400

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

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

INSCRIPTION FEES

- \$50

INDIGENT BURIAL

- \$600

ADDITIONAL CHARGES

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

Supervisor Levenberg stated that also during our budget discussions for 2019, we discussed increasing some of our fees with Superintendent of Cemeteries Pete Connolly, specifically those in the “Grave Prices,” “Specialty Grave Prices,” “Section 12,” “Interments,” “Inscription Fees” and in various weekend charges. Even with these changes, we still remain an incredibly affordable cemetery for our community members and those with strong ties to Ossining.

Motion Carried: Unanimously

U. Records Management Officer

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

Resolved, that pursuant to Section 57.19 of the Local Government Records Law, the Town Board hereby appoints Mary Ann Roberts, Town Clerk, and Victoria Cafarelli, Interim Town Clerk, Records Management Officers of the Town of Ossining.

Motion Carried: Unanimously

V. Appointment of Marriage Officers

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

Resolved, that the Town Board hereby appoints Mary Ann Roberts and Dana Levenberg as Marriage Officers for the Town of Ossining for 2019.

Motion Carried: Unanimously

W. Finance-Investment Policy

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

**INVESTMENT POLICY
FOR THE TOWN OF OSSINING**

RESOLVED, that the Town Board of the Town of Ossining hereby adopts the Investment Policy as set forth below:

I. SCOPE

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

II. OBJECTIVES

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

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

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

IV. PRUDENCE

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

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

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

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

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

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

VII. DESIGNATION OF DEPOSITORYES

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

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

VIII. COLLATERALIZING OF DEPOSITS

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

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

IX. SAFEKEEPING AND COLLATERALIZATION

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

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

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

X. PERMITTED INVESTMENTS

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

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

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

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

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

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

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Ossining by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

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

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

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

Appendix A Schedule of Eligible Securities

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

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

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

Supervisor Levenberg stated that despite the fact that we have not made any changes to these four policies since the last re-org meeting, we are obligated to review and re-adopt these policies annually. If anyone on the Board has any concerns, or if state or national standards change, we can always take a look at these policies mid-year and make any necessary additions, subtractions, or alterations once reviewed by the Town Comptroller. However, as it stands for this and the next 3 resolutions, we have no changes to make at this time.

Motion Carried: Unanimously

X. Finance-Debt Management Policy

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 adopts the Debt Management Policy as follows:

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

The minimum criteria for bond refunding are as follows:

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

Motion Carried: Unanimously

Y. Finance – Procurement Policy

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

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

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

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

Purchases up to \$999

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

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

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

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

Purchases between \$1,000-\$20,000

Department Managers may make purchases between \$1,000 and \$20,000 for materials, supplies and repairs provided that such purchase is made in conformance with the following procedure:

- A. A Purchase Order is to be completed in order to encumber the expenditure for all purchases over \$1,000, including purchases made under State or local government contracts. This form shall be submitted to the Budget Officer with the following information:
 - a. Name and address of recommended vendor
 - b. Date, Vendor Number, Budget Account Codes
 - c. Quantity, description and purpose of the purchase
 - d. Unit cost and total cost of proposed purchase
 - e. Purchase Order must be signed by the Department Manager
- B. Two verbal quotations are required for purchases between \$1,000-\$2,999. A verbal quotation form available in the Supervisor's Office must be used to document the quotes. Attach verbal quotation form to Purchase Order and submit to Budget Officer for approval.
- C. Three written quotations are required for purchases between \$3,000-\$20,000. A written quotation form available in the Supervisor's Office must be used to document the quotes. Attach written bid requests to the Purchase Order along with documentation from vendor indicating cost and submit to Budget Officer for approval.
- D. Approved purchases will be acknowledged to the Department Manager by copy of the signed Purchase Order signed by the Town Supervisor with a Purchase Order number assigned to it by the Finance Department.
- E. Upon satisfactory receipt of the material, supply or repair, the Department Manager will submit to the Budget Officer the following:
 - a. Purchase Order signed by the Department Manager to indicate approval for payment along with an invoice from the vendor attached to the Purchase Order.

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

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

Purchases are subject to the availability of funds. Department Managers may not authorize purchases under this section when there are insufficient funds in the

designated budget account. The Budget Officer distributes monthly budget expenditure reports showing the available funds in each department account.

Purchases of \$20,000 and over

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

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

General Provisions

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

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

- 2. Documentation is required of each action taken in connection with each procurement.
- 3. Documentation and explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstance.
- 4. As to the purchase of tires for Town-owned vehicles:
 - I. Any supplier and/or distributor of tires to the Town must be on New York State and/or Westchester County contract.
 - II. Any supplier and/or distributor of tires to the Town must be able to provide all tires required and selected for any vehicle in the Town of Ossining fleet.
 - III. Whenever possible, a supplier/ distributor with a facility within the Town that otherwise meets all other criteria and requirements will be selected to supply tires to the Town.
 - IV. Travel/ delivery time will be factors utilized in selecting a tire supplier/ distributor.
 - V. In selecting a tire supplier/ distributor, preference will be given, if and when possible, to purchase tires from American companies that manufacture tires within the United States.

5. As to the use of tow companies and vehicle inspections for Town-owned vehicles:
 - I. All tows of Town-owned vehicles are to be done by Town of Ossining businesses.
 - II. All automotive inspections of Town-owned vehicles are to be done by Town of Ossining businesses.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may not be in the best interest of the Town of Ossining to solicit quotations to document the basis for not accepting the lowest bid:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability or responsibility, skill, education, and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Town of Ossining Town Board shall take into consideration the following guidelines: 1) whether the services are subject to state licensing or testing requirements; 2) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (3) whether the services require a personal relationship between the individual and municipal officials. Profession or technical services shall include but not be limited to the following: services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; management of municipally owned property; and computer software or programming services for customized programs or services involved in substantial modification and customization of pre-packaged software.

7. A Request for Proposal must be prepared for Professional Services. This section is adopted from the Office of the State Comptroller's Financial Management Guide, Subsection 8.3020. Requests for proposals are traditionally used as a means of obtaining many types of professional services. RFPs are used to obtain the services of: architects, engineers, accountants, lawyers, underwriters, fiscal consultants, and other professionals. The purpose of a request for proposal is to have an effective way to award contracts for professional services. RFPs and evaluation of the proposals can consider price plus other factors such as experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the Town.

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

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

8. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety and welfare of the residents. This section does not preclude alternative proposals if time permits.

9. **Sole Source.** Competitive bidding is not required under Section 103 of the General Municipal Law in those limited situations when goods or services are available from only one source. If a determination is made that a particular item is available only from one source so that no possibility of competition exists, competitive bidding may not be required for the procurement of the item. Department Managers must document the unique benefits of the item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to other products or services in the marketplace
10. **Purchases of surplus and second-hand goods from any source.** If alternate proposals are required, the Town of Ossining may purchase surplus and second-hand goods at auctions, through specific advertised sources, or from Town suppliers, if it can be determined that such purchase is at a fair market value, is in the best interests of the Town, and if approved by the Town Supervisor or Budget Officer. It is understood that it may be difficult to try and compare prices of used goods and that a lower price may indicate an older product.
11. **Goods or services under \$1,000.** The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
12. **The Town Board must authorize and approve all change orders on capital construction projects by Town Board resolution.**
13. **The Town Supervisor and Budget Officer shall be the municipal officials responsible for providing guidance and making decisions as to application of this procurement policy.**

Motion Carried: Unanimously

Z. Reimbursement of Town Employee Business Expenses

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

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

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

RESOLVED, that the Town of Ossining does hereby adopt the Reimbursement of Town Employee Business Expense Policy as set forth below:

Purpose of this Policy

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

Prior Written Authorization Required

Authorization must be obtained in writing from the Town Supervisor prior

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

Claim Voucher Required

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

Use of Petty Cash for Employee Reimbursements

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

Legal Authority

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

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

Tax Exempt Certificate

The Town is exempt from federal, state and local taxes, including sales tax. As such, it is the responsibility of any employee authorized to attend an event to ascertain that they carry with them a copy the Town of Ossining Tax Exemption Certificate. Such certificates should be presented to places of lodging and dining, so that any amounts paid are exclusive of taxes. The Town retains the right to refuse reimbursement of sales and other taxes paid as part of an employee's expense.

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

- Transportation
- Meals
- Lodging
- Gratuities

Transportation

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

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

Meals

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

Lodging

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

Registration, Tuition, Materials

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

Gratuities

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

Periodic Review

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

Motion Carried: Unanimously

AA. Agreement-NYS Municipal Workers' Compensation Alliance

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

Resolved, that the Town Board of the Town of Ossining hereby continues its membership with the NYS Workers' Compensation Alliance for fiscal year 2019 to administer workers compensation claims at a cost not to exceed \$137,114, not including the NYS assessment fees.

Supervisor Levenberg stated that we have seen a very modest increase to our rate this year based mostly on market forces and not, thank goodness, on our safety record. I want to thank our department heads and staff for putting safety first in their day to day work and for implementing the lessons they learn during the many, many trainings we schedule on an annual basis.

Motion Carried: Unanimously

BB. Insurance Renewal-New York Municipal Insurance Reciprocal

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 continues its insurance policies and coverage with the New York Municipal Insurance Reciprocal (NYMIR) effective January 1, 2019 through December 31, 2019 at an amount not to exceed \$126,956.99.

Motion Carried: Unanimously

REGULAR MEETING – BOARD RESOLUTIONS

I. BOARD RESOLUTIONS

A. Approval of Minutes- Special Meeting

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

Resolved, that the Town Board of the Town of Ossining hereby approved the December 18, 2018, minutes of the Regular Meeting as presented.

Motion Carried: Unanimously

B. Approval of Minutes-Regular Meeting

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 approved the December 24, 2018, minutes of the Regular 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 approved the Voucher Detail Report dated January 8, 2019 in the amount of \$30,315.39 for 2018 and \$41,929.75 for 2019, for a total of \$72,245.14.

Motion Carried: Unanimously

D. Call-A-Cab Contracts, 2019

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

Resolved, that the Town Board of the Town of Ossining hereby authorizes the Supervisor to sign an agreement with Ecua Taxi & Limo at 73 Croton Avenue in Ossining, New Mega Taxi at 184 Spring Street in Ossining, and Mommy’s Taxi at

29 Campwoods Grounds in Ossining, ending December 31, 2019, with all coupons to be reimbursed at the rate of \$4.75 each.

Motion Carried: Unanimously

E. Contract– CAI Technologies- Tax Mapping & GIS Internet Services, 2019

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 authorizes the Supervisor to sign a contract between the Town of Ossining and CAI Technologies of Littleton, New Hampshire, to provide Tax Map Maintenance Services for 2017 in the amount of \$8,200; and

Be it further Resolved, that the Supervisor is also authorized to sign an additional contract with CAI for GIS Internet Services Maintenance for the 2019 year, at a rate not to exceed \$2,400.

Motion Carried: Unanimously

F. Contract- Tyler Technologies, 2019

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 authorizes the Supervisor to sign the Additional Services Addendum contract with Tyler Technologies, Moraine, OH, to extend their services to the Town through December 31, 2019 at a price not to exceed \$30,000, subject to approval by Counsel to the Town as to form.

Motion Carried: Unanimously

G. Contract- All Makes Pump and Motor Repair, Inc., 2019

Councilmember Feldman 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 accepts the quote for monthly maintenance of the Town’s eleven sewer lift stations with All Makes Pump & Motor Repair Inc. of Yorktown, NY, for a cost of \$2500 per month for the year 2019.

Motion Carried: Unanimously

II. CORRESPONDENCE TO BE RECEIVED AND FILED

III. 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 December 2018:

- Dale Cemetery
- Supervisor’s Office
- Town Clerk’s Office
- Town Building Department
- G.E. Helicopter Report
- Tax Office

Motion Carried: Unanimously

IV. VISITOR RECOGNITION

**V. ADJOURNMENT –EXECUTIVE SESSION-ADVICE OF COUNSEL-
PERSONNEL**

At 8:15 P.M., Councilmember Shaw moved and it was seconded by Councilmember Feldman that the Regular Meeting be adjourned.

Motion Carried: Unanimously

At 9:04PM, Councilmember Feldman motioned to leave Executive Session and Councilmember Wilcher seconded.

Motion Carried: Unanimously

At 9:05PM, Councilmember Feldman motioned to adjourn Executive Session and Councilmember D’Attore seconded.

Motion Carried: Unanimously

Approved:

Victoria Cafarelli Interim Town Clerk