



**MINUTES**  
**TOWN BOARD**  
**TOWN OF OSSINING**  
**JUNE 23, 2020**  
**REGULAR MEETING**  
**7:30 P.M.**

**THIS MEETING WAS HELD VIA VIDEO CONFERENCING**  
**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 June 23, 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, Gregory G. Meyer, and Northern Wilcher Jr. Also present were Town Counsel Christie Tomm-Addona, Budget Officer Victoria Cafarelli, and Deputy Town Clerk Martha C. Quituisaca.

**II. ANNOUNCEMENTS**

Supervisor Levenberg made the following announcements:

Today is Primary Day! Hopefully everyone mailed in their ballots by yesterday, or voted at a polling place early, or if not, you still have until 9pm tonight to get to your polling place. If you live in Ossining that is one of two places: the Community Center at 95 Broadway or Roosevelt School at 190 Croton Ave. If you do not remember or lost your postcard, you can look up your address at [pollingplaces.westchestergov.com](http://pollingplaces.westchestergov.com) to find your assigned poll. Thank you to everyone who participated in this tradition of democracy.

Today was also a big day because Ossining and the rest of the Mid-Hudson Region entered Phase 3 under the Governor's Re-Opening guidance. Phase 3 allows personal care services like tattoo parlors and nail salons to open as well as opens up limited capacity indoor seating at restaurants. There are also additional restrictions lifted with Phase 3, as they relate to parks, sports, municipal operations, and gatherings. At this time, we do not have much of an update of expanded Town services. We are gearing up, however, to open up our refurbished park comfort stations, at Engel, Gerlach and Ryder, with restrictions like single occupancy in place. As we are ready to expand offerings like playgrounds, spray parks, pavilion rentals, etc. we will certainly continue to keep the public informed. Masks are still a must-have item and social distancing is still required.

Speaking of Town services, please remember that next week, June 30 is the filing date of the Tentative Assessment Roll. Property owners who feel their assessment does not accurately reflect the value of their property as of July 1, 2019 may file a grievance or appear before the Board of Assessment Review on Grievance Day, this year to be held on Tuesday, July 21. This year, Grievance Day will also be held via Zoom, no in person meetings will be held. The Assessor's office requests that grievances be sent via e-mail to [grievance@townofossining.com](mailto:grievance@townofossining.com). More information about appearing before the Board of Assessment Review via Zoom on July 21 will be shared along with the

filing of the Tentative Roll. If you have any questions, the Assessor's office is always happy to help, just give them a call at 762-8274. Also, as a reminder, July 15 is an important deadline relating late payment of the 2020 Town/County tax bill, which was due on April 30. You might remember that pursuant to an Executive Order by Governor Cuomo, taxpayers who meet criteria set forth by the County Executive for hardship relating to the COVID-19 pandemic are eligible for a full elimination of penalties for late payment, as long as the property owner submits a hardship certification form with payment to the Tax Receiver by July 15. Additionally, the Westchester County Board of Legislators significantly reduced late payment of taxes for all tax payers to 0.5% if paid by May 31 and 1% if paid between June 1 and July 15. As of July 16, penalties will significantly increase to 5% and even further on August 1 to 7%. If you have not yet paid your 2020 Town/County Bill, please get that payment with penalty or hardship form in by July 15. More information and hardship certification form are available on the Town's website, right at the top of the homepage. The Tax Office is also happy to answer any of your questions, they can be reached at 762-8790 or via e-mail at [hperlowitz@townofossining.com](mailto:hperlowitz@townofossining.com) or [taxreceiver@townofossining.com](mailto:taxreceiver@townofossining.com).

On Friday we observed Juneteenth, the historic holiday recognizing the day in 1865 when news of the end of the Civil War and Emancipation reached enslaved persons in Texas. The Black Lives Matter movement and other related calls for social justice have highlighted the importance of this holiday. The Town of Ossining joins with Governor Cuomo in calling for Juneteenth to be added as an official state holiday for years to come. I understand that this action should not be considered a solution to the issues of equity in our society, nevertheless tonight I look forward to joining my fellow board members to officially recognize this as a Town wide holiday.

Yesterday we participated in another meeting of our Community Equity Task Force with goals of working together to recognize and eliminate institutionalized biases. The Task Force is a chance for community members, religious leaders, municipal officials, and the leaders of local institutions to engage in conversations about inequity in our community. Our agenda this week focused on the history of racism ingrained in United States policy and code. We understand that for many Americans, exposure to this information is new and uncomfortable. The Task Force will be circulating a survey for public input later this month. If you are interested in joining the Task Force, please email me at [dlevenberg@townofossining.com](mailto:dlevenberg@townofossining.com). The next meeting will be scheduled for some time in mid July.

I would like to take a moment to remind everyone that if you have participated in any in-person protests, forums, rallies, or marches, you can get a Coronavirus test. Testing is free for everyone, whether or not you have insurance. So far, it does not appear that protests in New York have had an impact on the number of positive cases. This is great news, it means that your efforts to wear masks and socially distance have worked! Let's keep it up.

Unfortunately, we are seeing other states and Puerto Rico struggle with the effects of Coronavirus. Reach out to your neighbors and friends to see if they are doing alright. It's not just our physical health being challenged right now. The New York State Office of mental health has a grief support hotline and emotional support hotline for anyone who needs to talk. For other important services, the Town and Village have collaborated on a resource document, which we share in our weekly email blasts and on social media. If you need a copy, contact us via my email at [dlevenberg@townofossining.com](mailto:dlevenberg@townofossining.com).

I once again remind you to fill out the 2020 Census! Our current response rate is 64%, which means nearly 36% of our Town remains uncounted. Remember: for everyone that goes uncounted, we lose at least \$2500 each and every year. This money could be used to help fund schools, maintain roads, and sustain social programs. The Census is also used to designate representatives in the

**House of Representatives. Check out our Facebook page for quick links to the Census in different languages, as well as call-in numbers to complete the Census by phone in your preferred language.**

**I know we are all ramping up for the first few weeks of summer, with Independence Day coming up next week. As a reminder, we have decided to cancel our annual Independence Day Fireworks Celebration for this year. We simply cannot justify holding an event that would bring such a large crowd to the waterfront during this time. However, we are working on an alternative socially distanced solution for the community to recognize and celebrate the holiday this year in a safe fashion. Stay tuned for an official announcement later this week!**

**Before we continue with our agenda, I wanted to give the Board and the community an update on a few important projects.**

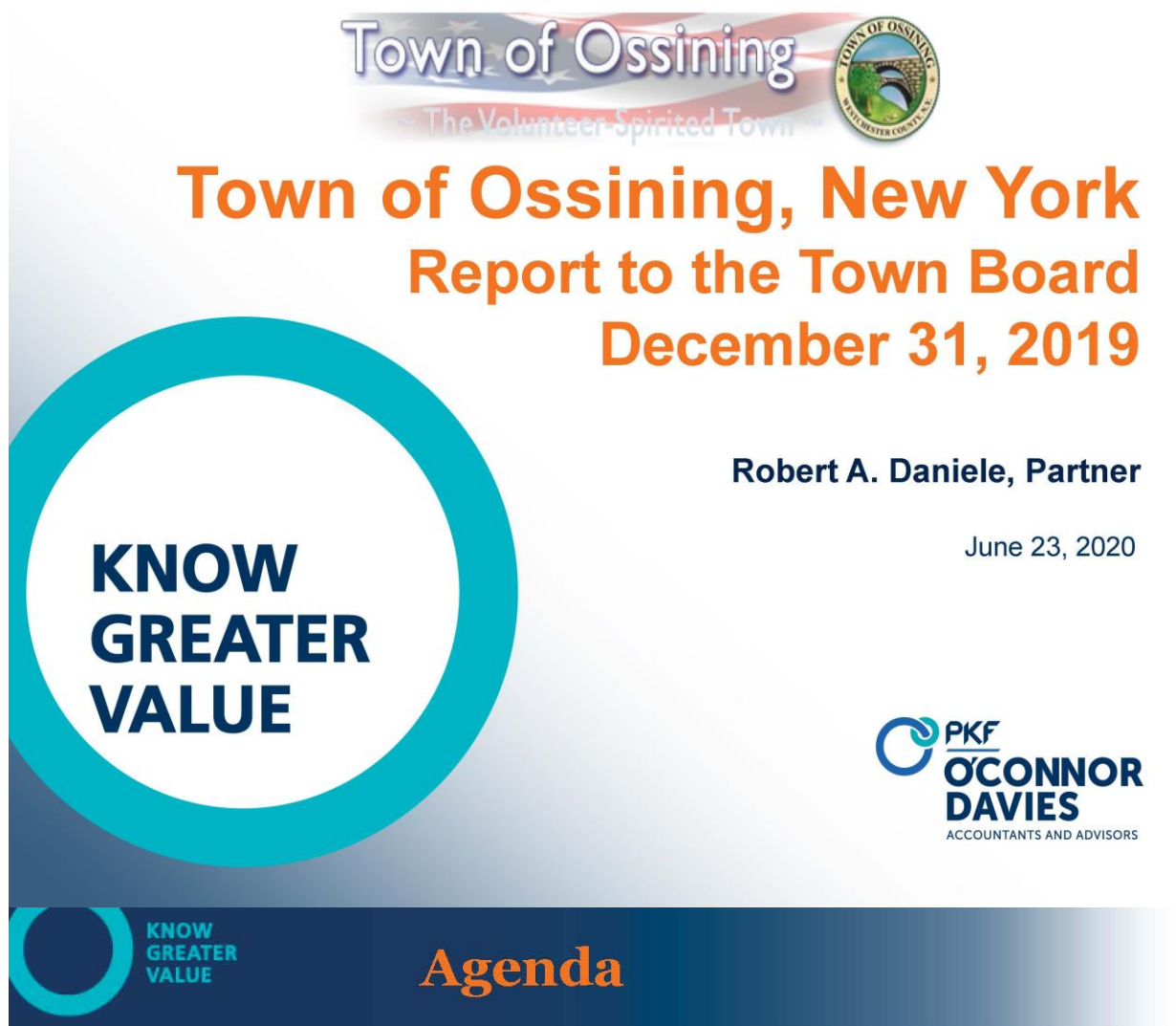
**First, we had announced at last week's work session that Councilwoman Feldman and I participated in an informative site visit with Ecogy Energy of their proposed canopy solar development at Maryknoll. We had hoped Ecogy could come back to our meeting this evening for a second conversation, but there is still one outstanding item the Board had asked Ecogy to elaborate on before the application could be potentially referred to the Planning Board for SEQRA review. This item, a cursory Zoning Analysis of the proposed site, has not yet been completed. However, we anticipate this last remaining item will be reviewed by the Town shortly so Ecogy can return to our July 14 meeting for a second visit. I cannot speak for the Board, but I think this project has the potential to become a positive asset to the Town.**

**Second, after receiving three responses to the Town's Request for Proposals for a planning firm for the Comprehensive Plan, the Comprehensive Plan Steering Committee interviewed the top candidate, WXY Studio, and I am happy to announce that the Committee is recommending to the Board that we consider selecting this firm to work on this important project. The Committee was extremely impressed with WXY's innovative approach to planning and design, and a rave review from the Village of Tarrytown on their work for Tarrytown's Comprehensive Plan sealed the deal. WXY's proposal also came within budget for our grant. We will now move into developing a contract, which can hopefully be put on for a resolution at our July 14 meeting.**

**Now one more quick, but extremely important order of business! Tonight, we have our Comptroller Thomas Warren with us for a presentation on the 2019 Audit. While we have him here, we have some bittersweet news to share. Tom recently announced that he will be retiring from the Village – and Town – of Ossining as of July 1! Tom has worked as Village of Ossining Treasurer and Town of Ossining Comptroller since 2008, navigating us through some pretty uncertain times, always with a calm demeanor and a little humor too. We are going to miss Tom greatly! Tom will be joining his wife Diane and cutest-dog-in-the-whole-world Hobe, in Arizona soon, for what will hopefully be a well-deserved, restful chapter, for their family. Tom, I know we are not in the same place right now, but we did prepare a proclamation for you and I will be sure to drop this by your office tomorrow morning! Most notably, this proclamation announces that next Monday, June 29 will be Tom Warren day in the Town of Ossining! Thank you Tom for your many years of service to the Town, we wish you all the best!**

**As an addendum to recognizing Tom for all his many years of service, I wanted to add that we are so pleased that the Village has chosen to promote our very own Deputy Comptroller, Dale Brennan, to Tom's vacated position of Comptroller. Dale has been Tom's right hand woman for quite some time, so we are confident this will be a seamless transition! Congratulations, as well, to Dale!!!**

### III. PRESENTATION – 2019 Audit Report, Robert A. Daniele, PFK O'Connor Davies, LLP.



## General Fund

- 2019 Budget to Actual Summary
- Fund Balance Analysis – 3 Year Comparison
- Unassigned Fund Balance as a % of Total expenditures
- 2019 Budget to Actual – Revenues
- Major Revenues – 3-Year Comparison
- 2019 Budget to Actual – Expenditures
- Major Expenditures – 3-Year Comparison

- 2019 Budget to Actual Summary
- Fund Balance Analysis – 3 Year Comparison
- Assigned Fund Balance as a % of Total Expenditures
- 2019 Budget to Actual – Revenues
- Major Revenues – 3-Year Comparison
- 2019 Budget to Actual – Expenditures
- Major Expenditures – 3-Year Comparison

## Summary – Closing Points

# Summary Overview

- Fieldwork completed in April, follow-up and completion in May/June
  - Deliverables
    - Independent Auditors’ Report on the basic financial statements
      - Unmodified opinion for each opinion unit
    - Required communications to those charged with governance
    - Management letter
      - We did not identify control deficiencies that we consider to be material weaknesses or significant deficiencies concerning internal control over financial reporting
    - Town Justice Court audit report
- No recorded audit adjustments and no uncorrected audit adjustments

# General Fund – 2019 Budget to Actual Summary

Page 63 - 69 Basic Financial Statements

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Total Revenues	\$ 5,563,912	\$ 5,563,912	\$ 5,318,075	\$ (245,837)
Total Expenditures	5,113,900	5,092,115	4,812,175	279,940
Excess of Revenues Over Expenditures	450,012	471,797	505,900	34,103
Total Other Financing Sources (Uses)				
Transfers in	40,188	40,188	-	(40,188)
Transfers out	(534,073)	(1,031,908)	(995,902)	36,006
Net Change in Fund Balance	(43,873)	(519,923)	(490,002)	29,921
Fund Balance - Beginning of Year	43,873	519,923	3,300,549	2,780,626
Fund Balance - End of Year	\$ -	\$ -	\$ 2,810,547	\$ 2,810,547



# Fund Balance – General Fund Retrospective

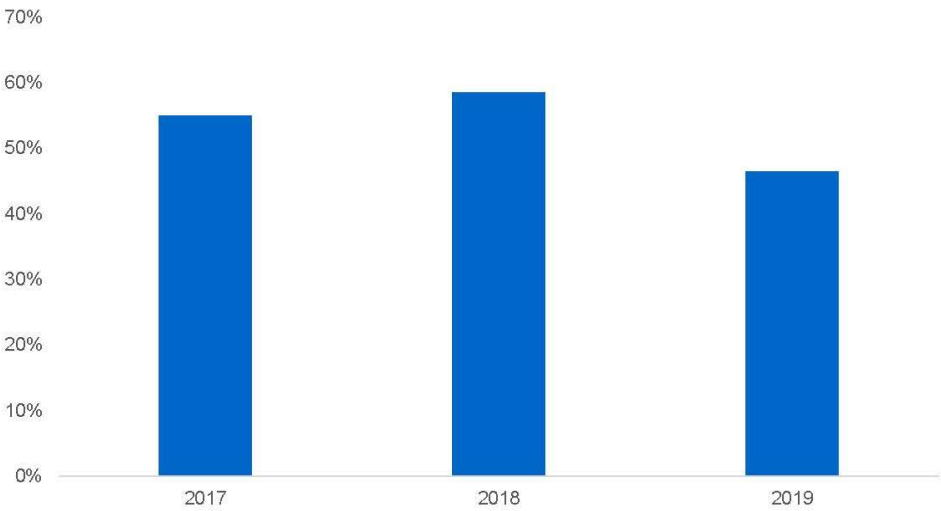
## Fund Balance Comparison General Fund

	Increase (Decrease) 2019 vs 2018	2019	2018	2017
<i>Nonspendable-</i> Prepaid expenditures	\$ 15,046	\$ 85,259	\$ 70,213	\$ 71,905
<i>Assigned-</i> <i>Purchases on order:</i>				
General government support	(12,182)	6,999	19,181	16,551
Home and community Services	15,225	15,225	-	5,331
Subsequent year's expenditures	(24,692)	-	24,692	65,000
Total Assigned Fund Balances	(21,649)	22,224	43,873	86,882
<i>Unassigned</i>	(483,399)	2,703,064	3,186,463	3,244,429
Total Fund Balances	\$ (505,227)	\$ 2,810,547	\$ 3,300,549	\$ 3,397,885
<i>Unassigned</i> 2020 adopted Budget		2,703,064 5,669,111 =		47.7 %

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# Fund Balance Analysis – General Fund

Unassigned Fund Balance as a % of Total Expenditures



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## General Fund – 2019 Budget to Actual Revenues

REVENUES	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Real Property Taxes	\$ 3,699,990	\$ 3,699,990	\$ 3,217,221	\$ (482,769) 1
Other Tax Items	461,864	461,864	535,676	73,812 2
Departmental Income	43,000	43,000	40,628	(2,372)
Intergovernmental charges	356,270	356,270	316,321	(39,949)
Licenses and permits	4,000	4,000	8,404	4,404
Use of Money and Property	51,300	51,300	173,833	122,533 3
Fines and Forfeitures	160,000	160,000	172,202	12,202
Sale of property and compensation for loss	-	-	38,449	38,449
State Aid	496,488	496,488	523,011	26,523 4
Federal aid	79,000	79,000	83,116	4,116
Miscellaneous	212,000	212,000	209,214	(2,786)
Total Revenues	\$ 5,563,912	\$ 5,563,912	\$ 5,318,075	\$ (245,837)

1. Real Property Taxes – Variance represents change in allowance for taxes and anticipated tax collections less than expected.
2. Interest and penalties on real property taxes of \$535,676, exceeded the budget by \$73,812.
3. Due to favorable interest rates, interest earnings exceeded the budget by \$122,533.
4. Variance represents mortgage tax revenues realized of \$523,011, \$26,523 better than budget.

Overall – revenues fell short (4.4%) of the adopted budget.



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## General Fund – Major Revenues – 3 Year Comparison

	2019	2018	2017
Real property taxes	\$ 3,217,221	\$ 3,283,956	\$ 3,585,605
Gain on sale of tax acquired property	-	-	342,969
Interest and penalties on real property taxes	523,937	397,025	514,961
Intergovernmental services - clerk	316,321	350,399	335,277
Fines and Forfeited Bail	172,202	160,529	149,459
State aid - Mortgage tax	491,903	617,525	852,160
All other categories	596,491	536,449	549,768
	\$ 5,318,075	\$ 5,345,883	\$ 6,330,199





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## General Fund – 2019 Budget to Actual Expenditures

	Budget			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
EXPENDITURES				
Current:				
General Government Support	\$ 2,508,046	\$ 2,499,957	\$ 2,386,534	\$ 113,423
Economic opportunity and development	608,512	608,505	582,125	26,380
Culture and Recreation	642,704	738,453	706,598	31,855
Employee Benefits	1,336,818	1,227,380	1,123,288	104,092
Debt Service:				
Interest	17,820	17,820	13,630	4,190
Total Expenditures	5,113,900	5,092,115	4,812,175	279,940
OTHER FINANCING SOURCES (USES)				
Transfers in	40,188	40,188	-	(40,188)
Transfers out	(534,073)	(1,031,908)	(995,902)	36,006
Net Change in Fund Balance	(43,873)	(519,923)	(490,002)	29,921
FUND BALANCE				
Beginning of Year	43,873	519,923	3,300,549	2,780,626
End of Year	\$ -	\$ -	\$ 2,810,547	\$ 2,810,547

Overall – Savings in all expenditure categories and a positive budget variance of approximately \$280,000 or 5.5% of expenditures.

Total Budget, Revenues and Expenditures – Positive Budgetary Variance of \$29,921.



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## General Fund – Major Expenditures – 3 Year Comparison

	2019	2018	2017
General Government Support	\$ 2,386,534	\$ 2,316,059	\$ 2,382,242
Transportation support Services	414,627	420,592	423,090
Parks	612,788	667,335	619,815
State retirement	266,492	291,625	294,750
Hospital and medical insurance	637,869	688,849	695,816
Transfers out			
Debt Service Fund	403,067	409,923	413,784
Capital Projects Fund	492,835	66,912	506,502
Special Purpose Fund	100,000	100,000	100,000
All other categories	493,865	487,235	493,990
	<u>\$ 5,808,077</u>	<u>\$ 5,448,530</u>	<u>\$ 5,929,989</u>







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# Town Outside Villages Fund – 2019 Budget to Actual Summary

Pages 71-76 - Basic Fiancial Statements

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Total Revenues	\$ 3,774,298	\$ 3,774,298	\$ 4,292,083	\$ 517,785
Total Expenditures	3,583,771	3,583,771	3,394,167	189,604
Excess of Revenues Over Expenditures	190,527	190,527	897,916	707,389
Total Other Financing Uses	(206,025)	(438,842)	(438,838)	4
Net Change in Fund Balance	(15,498)	(248,315)	459,078	707,393
Fund Balance - Beginning of Year	15,498	248,315	3,692,263	3,443,948
Fund Balance - End of Year	\$ -	\$ -	\$ 4,151,341	\$ 4,151,341



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# Fund Balance - Town Outside Village – Retrospective

Fund Balance Comparison  
Town Outside Villages Fund

	Increase (Decrease) 2019 vs 2018	2019	2018	2017
<i>Nonspendable-</i> Prepaid expenditures	\$ 1,451	\$ 5,197	\$ 5,067	\$ 3,616
<i>Restricted:</i> Cable Television Purposes	41,350	150,933	128,269	86,919
Total Restricted Fund Balances	41,350	150,933	128,269	86,919
<i>Assigned-</i> <i>Purchases on order:</i> General Government support	131	14,363	819	688
Public safety	(4,380)	15,510	14,679	19,059
<i>Unassigned/assigned major funds</i>	530,568	3,965,338	3,543,439	3,012,871
Total Fund Balances	\$ 569,120	\$ 4,151,341	\$ 3,692,273	\$ 3,123,153



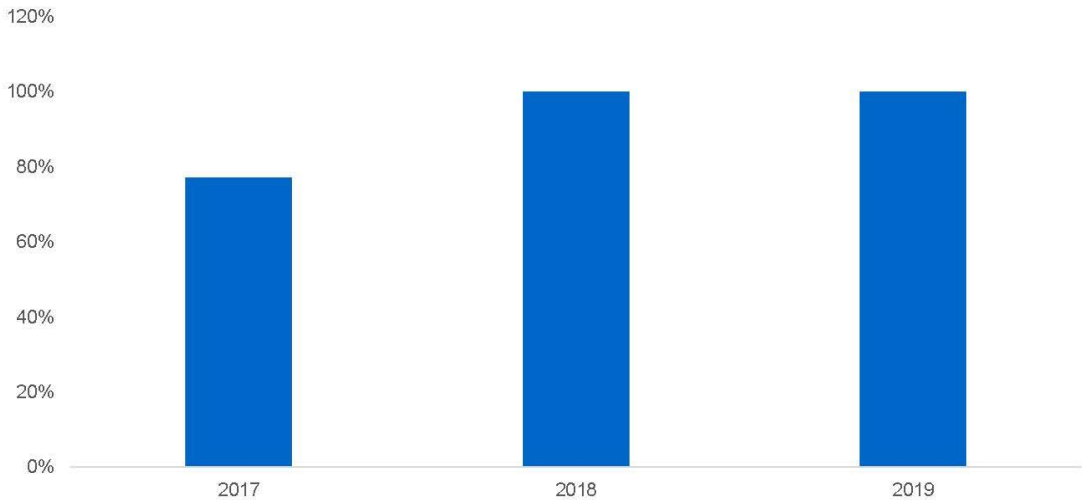
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## Fund Balance Analysis – TOV Fund

Assigned Fund Balance as of % of Total Expenditure



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## Town Outside Villages Fund – 2019 Budget to Actual Revenues

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Real property taxes	\$ 2,735,601	\$ 2,735,601	\$ 2,735,601	\$ -
Other tax items	143,998	143,998	202,917	58,919
Non-property taxes	700,000	700,000	989,142	289,142
Departmental income	103,250	103,250	217,823	114,573
Use of money and property	6,656	6,656	51,600	44,944
Sale of property & compensation for loss	-	-	860	860
State aid	84,793	84,793	94,112	9,319
Miscellaneous	-	-	28	28
Total Revenues	\$ 3,774,298	\$ 3,774,298	\$ 4,292,083	\$ 517,785

1. Non-Property Taxes – Variance represents actual sales tax revenues which exceeded the budget by \$289,142.
  2. Departmental income including building inspection, zoning and planning board fees exceeded the budget by \$114,573.
  3. Use of money and property – Interest rates were on an upswing in early 2019 resulting in earnings exceeding the budget by \$44,944.
- Overall – Positive Budget Variance of \$517,785 or 13.7% of Revenues.

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## Town Outside Villages Fund – Major Revenues – 3-Year Comparison

	2019	2018	2017
Real property taxes	\$ 2,735,601	\$ 2,669,542	\$ 2,627,056
Franchise fees	198,525	146,725	162,914
Non-property tax distribution from County	989,142	865,530	824,820
Departmental income - permit fees	217,823	300,521	134,164
State Aid - Mortgage Tax	94,112	53,881	163,723
All other categories	56,880	59,586	492,537
	<u>\$ 4,292,083</u>	<u>\$ 4,095,785</u>	<u>\$ 4,405,214</u>

\* - includes a transfer in from the Debt Service Fund of \$478,000



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## Town Outside Villages Fund – 2019 Budget to Actual Expenditures

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>EXPENDITURES</b>				
Current				
General government support	\$ 417,971	\$ 377,727	\$ 316,599	\$ 61,128
Public safety	2,366,067	2,406,311	2,385,638	20,673
Culture and recreation	360,175	360,175	360,174	1
Home and community services	43,611	43,611	9,129	34,482
Employee benefits	395,947	395,947	322,627	73,320
Total Expenditures	<u>3,583,771</u>	<u>3,583,771</u>	<u>3,394,167</u>	<u>189,604</u>
Excess of Revenues Over Expenditures	<u>190,527</u>	<u>190,527</u>	<u>897,916</u>	<u>707,389</u>
<b>OTHER FINANCING USES</b>				
Transfers in	2,600	2,600	-	(2,600)
Transfers out	(208,625)	(441,442)	(438,838)	2,604
Total Other Financing Uses	<u>(206,025)</u>	<u>(438,842)</u>	<u>(438,838)</u>	<u>4</u>
Net Change in Fund Balance	<u>(15,498)</u>	<u>(248,315)</u>	<u>459,078</u>	<u>707,393</u>
<b>FUND BALANCE</b>				
Beginning of Year	<u>15,498</u>	<u>248,315</u>	<u>3,692,263</u>	<u>3,443,948</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,151,341</u>	<u>\$ 4,151,341</u>

- Overall – Positive Budget Variance of \$189,604 or 5.3% of expenditures.
- Expenditure savings in all categories most notably in the area of employee benefits - hospital and medical insurance.



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## Town Outside Villages Fund – Major Expenditures – 3-Year Comparison

	2019	2018	2017
General Government Support	\$ 316,599	\$ 388,050	\$ 317,435
Police	2,133,985	1,975,429	1,824,400
Building inspection	240,001	202,935	197,028
Intermunicipal Agreement with Village	360,174	352,420	346,529
Hospital and medical insurance	272,744	273,280	253,523
Transfers out			
Highway Fund	390,360	225,000	362,500
Debt Service Fund	38,021	76,439	536,697
All other categories	81,121	33,122	74,684
	<u>\$ 3,833,005</u>	<u>\$ 3,526,675</u>	<u>\$ 3,912,796</u>

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## Other Considerations

- Highway Fund (pages 77-79) – remains strong, ended the year with revenues that exceeded expenditures by \$129,032 resulting in ending fund balance of \$856,779 of which \$809,588 is considered assigned for highway purposes. (Assigned Fund Balance \$809,588/\$2,651,835 - adopted 2020 Highway Budget = 30.5%.)
- Special Districts Fund – (pages 80-83) – is trending positively. Ended the year with expenditures that exceeded revenues by \$40,926 resulting in ending fund balance of \$872,940.
- Capital Projects Fund (pages 84-87) - Approximately 34 active projects. Fund deficit of \$30,948, supported by \$1,445,087 in bond anticipation notes outstanding.

2019 Fund Balance Comparison  
Highway, Special Districts and Capital Projects funds

	Highway	Special Districts	Capital Projects
<i>Nonspendable-</i>			
Prepaid expenditures	\$ 47,191	\$ 350	\$ -
<i>Assigned:</i>			
Subsequent years expenditures	-	-	-
Transportation	26,771	-	-
<i>Unassigned/assigned major funds</i>	<u>782,817</u>	<u>872,590</u>	<u>(30,948)</u>
Total Fund Balances	<u>\$ 856,779</u>	<u>\$ 872,940</u>	<u>\$ (30,948)</u>

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## Other Considerations (Cont'd)

- Debt Service requirements (page 46-47) are approximately \$450,000 for next year, \$415,000 for 2021 and \$345,000 in 2022.

Purpose	Year of Issue	Original Issue Amount	Final Maturity	Interest Rate	Amount Outstanding at December 31, 2019
Public Improvements	2000	\$ 1,561,000	June, 2020	5.500 %	\$ 90,000
Public Improvements	2007	1,695,000	April, 2027	4.125 - 4.25	330,000
Public Improvements	2012	2,425,000	February, 2032	2.000 - 3.00	1,445,000
Public Improvements	2014	1,693,947	September, 2026	2.000 - 2.50	1,035,000
Public Improvements	2019	935,000	August, 2026	1.750 - 2.00	935,000
					<u>\$ 3,835,000</u>

Year Ended December 31,	Principal	Interest	Total
2020	\$ 450,000	\$ 87,931	\$ 537,931
2021	415,000	76,744	491,744
2022	345,000	69,706	414,706
2023	425,000	60,556	485,556
2024	350,000	52,925	402,925
2025-2029	1,540,000	132,249	1,672,249
2030-2032	310,000	12,900	322,900
	<u>\$ 3,835,000</u>	<u>\$ 493,011</u>	<u>\$ 4,328,011</u>

## Other Considerations (Cont'd) - Significant Accounting estimates

- Implemented Government Accounting Standards Board (GASB) Statement No. 84 "Fiduciary Activities".**
- Other Postemployment Employees Benefits ("OPEB")
  - No funding mechanism in place in NYS.
  - Actuarially determined liability at December 31, 2019 = \$19.07 million as compared to the prior year liability of \$14.91 million.
  - The Town funds this on a pay-as-you go basis with annual contributions of approximately \$512,000 (Pages 53-55, 61).
- Pension reporting (pages 46-50) reflects ERS system being funded at 96.27%, thus creating a liability of \$751,977 (the Town's proportionate share) at a discount rate of 7%.





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## Summary – Closing Points

The continuation of the Towns overall good financial health can be credited to:

- Continued leadership of the Town Board and Administration
  - Having remained within the 2% tax cap “Tax levy Limitation Law” since it was enacted in June 2011.
- Cost effective purchasing procedures/strategic use of services from the Village

Financial Health is important because:

- Assists in the computation of the Town’s Tax levy
- Improves cash flow and can impact credit rating
  - Town currently maintains **Aa1 (upgraded from Aa2)** Bond rating from Moody’s
- Funds unexpected and unbudgeted contingent expenditures and/or revenue shortfalls while preserving Town programs
- Reduces borrowings and interest costs
- The Town guarantees the full payment of the School District (“SD”) tax warrants and assumes responsibility for uncollected taxes. Paid to SD by April.
- Enables the Town to meet future challenges

Issued Our Communication to Those Charged With Governance

“Management letter”, No material weaknesses or significant deficiencies noted.

New GASB Pronouncements

GASB Statement No. 87 – Leases 2020 (Extended 18 months due to COVID-19)



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## Contact Information

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### IV. DEPARTMENTAL REPORT

Town Clerk Susanne Donnelly provided the Town Board with updates on the Clerk’s Office. The office has been busy during the COVID-19 pandemic with marriage licenses and an unfortunate number of death certificates. The office is transition all of its forms online with Seamless Docs. The archiving team has been hard at work organizing files. Thank you to everyone who stood in line today to vote.

**V. LIAISON REPORTS**

**VI. PUBLIC COMMENT ON AGENDA ITEMS**

**VII. BOARD RESOLUTIONS**

**A. Approval of Minutes—Regular Meeting – June 9, 2020**

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 June 9, 2020 minutes of the Regular Meeting as presented.

Motion: Carried

**B. Approval of Voucher Detail Report**

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 approves the Voucher Detail Report dated June 23, 2020 in the amount of \$596,453.80.

Motion: Carried

**C. Personnel – Promotion – Town Justice Court**

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 promotes Fernanda Lilley provisionally to the position of full-time Intermediate Clerk – Spanish Speaking in the Justice Court at a pro-rated annual salary of \$46,963 for 2020, effective July 6, 2020; and be it further

Resolved, that a permanent appointment of Fernanda Lilley to the position of Intermediate Clerk – Spanish Speaking is subject to the approval of Westchester County Civil Service.

Supervisor Levenberg said the following in regard to the resolution: We are very excited to be promoting Fernanda Lilley into a full-time position in our Justice Court. Fernanda started with the Town last fall in a part-time position, and now that the Court is ramping up with their re-opening efforts, and will be very busy playing catch-up, we are pleased to be able to appoint her into the position vacated by Ana Gerena-George in January.

Motion: Carried

**D. Personnel – Resignation**

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 resignation, with regret, of Dean Carretta from the position of part-time availability Park Attendant, effective July 1, 2020.

Supervisor Levenberg said the following in regard to the resolution: After many years, it is with great regret that we accept the resignation of Dean Carretta from his position as a park attendant. Dean has been a friendly face in our parks for quite some time, but he is ready to take a break from

cleaning bathrooms and setting up pavilions for rentals this summer. Thank you Dean, and enjoy your mini retirement from this job!

Motion: Carried

E. Finance- Capital Project #2017-5207- Dale Cemetery Site Work and Building Rehabilitation

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 an increase to Capital Project 5207, Dale Cemetery Site Work and Building Rehabilitation, for stone wall repointing, paving, and rehabilitation of the house and office at 104 Havell Street. The increase of \$98,120 to the original project budget of \$390,000 will be funded by a transfer from Dale Cemetery Fund Balance for a total project budget of \$488,120 to fund additional rehabilitation needs.

Increase: 370.8810.200.5207	\$98,120 –Dale Cemetery Site Work and Building Rehabilitation (Expense)
Increase: 370050.503132.5207	\$98,120– Transfer from Dale Cemetery Rehabilitation (Revenue)
Increase: 3209550.905	\$98,120 – Transfer to Capital Fund (Expense)
Increase: 320060.4795	\$98,120 – Transfer from Fund Balance (Revenue)

Supervisor Levenberg said the following in regard to the resolution: The next few resolutions were discussed at length during last week’s Work Session. First up we have a budget adjustment for the Dale Cemetery Cottage Rehabilitation project to reflect the actual bid prices for the rehab. We hope to get this project underway in August, to finally secure the “envelope” of this historic structure with significant stucco, roof, electrical, and window repairs.

Motion: Carried

F. Finance- Capital Project #2020-5227 – 2020 Sewer Lift Station Generators- Town Highway

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 opening a 2020 Capital Project #2019-5227, entitled “2020 Sewer Lift Generators” for the Town Highway Department, with a project budget of \$144,100 to replace generators that have surpassed their useful life, and install new generators at assorted sewer lift stations. The project will be funded from Bond Anticipation Note proceeds.

Increase: 3708120.200.5227	\$144,100 – 2020 Sewer Lift Station Generators (Expense)
Increase: 370060.5730.5227	\$144,100 –Bond Anticipation Note (Revenue)

Supervisor Levenberg said the following in regard to the resolution: This resolution is to establish a capital project for generator replacements at two of our sewer lift stations. The ones that are being replaced have lived way past their useful lives. Later on this evening, we have a resolution to set a public hearing on the financing for this project.

Motion: Carried

G. Finance- Capital Project #2020-5226 –2020 Town of Ossining Comprehensive Plan

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 opening a 2020 Capital Project #2020-5226, entitled “2020 Town of Ossining Comprehensive Plan” to review and update the current plan which was finalized in 2002, parts of which were most recently updated in 2015. The total project budget of \$118,000 will be funded by State Grant funds, and transfers from appropriated fund balance from the Town Unincorporated and General Fund.

Increase:	3708020.200.5226	\$118,000 – 2020 Town of Ossining Comprehensive Plan (Expense)
Increase:	370030.3089.5226	\$ 75,000 – State Grant (Revenue)
Increase:	370050.503120.5226	\$ 37,840 – I/F Transfer In-TOV Fund (Revenue)
Increase:	370050.503100.5226	\$ 5,160 – I/F Transfer In-General Fund (Revenue)
Increase:	1009550.905	\$ 5,160 – Transfer to Capital Fund (Expense)
Increase:	100060.4795	\$ 5,160 – Transfer from Fund Balance (Revenue)
Increase:	2009550.905	\$ 37,840 – Transfer to Capital Fund (Expense)
Increase:	200060.4795	\$ 37,840 – Transfer from Fund Balance (Revenue)

Supervisor Levenberg said the following in regard to the resolution: And, we are also looking to set up a capital project for the Comprehensive Plan. As we move forward with contract negotiations with WXY and have started to incur expenses on our planning consultant for this project, we need to establish a capital project for the expenses to track our match and reimbursable expenses under our grant. As a reminder: our investment of \$25k will reap \$280k in value from our grant reimbursements and in-kind services.

Motion: Carried

H. Metro-North Short Term Parking Permit

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 authorizes the Supervisor to sign a Short-Term Parking Permit with the Metro-North Commuter Railroad Company for the use of parking spaces during the Earth Day Festival scheduled for September 26, 2020.**

**Supervisor Levenberg said the following in regard to the resolution: This year’s Earth Day Festival has been rescheduled for September 26! Each year during Earth Day, to allow for safe circulation of vehicles in the festival area, some of the parking spaces owned by Metro-North are used by the Town during the festival. This requires a temporary parking permit, so we are getting ahead of the game here a bit by approving the permit at this meeting. If weather and COVID allow, we are marking our calendars for September 26!**

**Motion: Carried**

**I. Town of Ossining Closing of Municipal Offices in Recognition of Juneteenth**

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

**WHEREAS, Juneteenth is a day representing the ending of slavery in the United States celebrated annually on June 19 and dating back to 1865; and**

**WHEREAS, on June 17, 2020, Governor Cuomo issued Executive Order 204 declaring Juneteenth a holiday for New York State employees; and**

**WHEREAS, the Town Board wishes to follow the Governor’s commendable lead and provide its employees with a paid day off on Juneteenth to commemorate such an important day in our nation’s history, as we take this opportunity to reflect upon and rejoice in the freedom and civil rights that we all share as Americans; and**

**NOW THEREFORE, BE IT**

**RESOLVED, the Town Board hereby recognizes June 19, 2020 as Juneteenth, which shall be a holiday for all Town employees, who if not required to work, shall be entitled to leave at full pay without charge to existing accruals and for those employees who are required to work, they shall receive one day of compensatory time to be used by September 30, 2020.**

**Supervisor Levenberg said the following in regard to the resolution: As mentioned in my announcements, This past Friday was Juneteenth, a holiday that celebrates the news of the Emancipation reaching enslaved persons in Texas, over two years after the Emancipation Proclamation was signed. Following recent events across the Country, there have been calls to celebrate Juneteenth, what some consider to be the true Independence Day for all Americans, to be recognized as a national holiday. This year, Governor Cuomo took the step to make Juneteenth a paid holiday for State employees, indicating he would explore avenues to include Juneteenth as an official holiday in New York State. The Town Board has decided it would like to follow suit, and this past Friday was declared a paid holiday for Town staff. This resolution affirms and memorializes this decision. Moving forward, we plan to begin conversations with our CSEA and Teamsters Unit to add Juneteenth as a paid holiday for Town employees. This is certainly not the only solution to dismantling systemic racism, but definitely a first step to recognizing that the experiences of Americans have not historically been equal.**

**Motion: Carried**



**J. Call for Public Hearing – The Increase and Improvement of Facilities of Consolidated Sewer District in the Town of Ossining, Westchester County, NY**

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

WHEREAS, the Town Board of the Town of Ossining, Westchester County, New York, has under consideration an increase and improvement of the facilities of Consolidated Sewer District in the Town of Ossining, Westchester County, New York, consisting of the purchase of generators for installation at two of the sewage pumping stations, including costs incidental thereto, at a maximum estimated cost of \$144,100; and

WHEREAS, it is now desired to call a public hearing on the question of the increase and improvement of the facilities of the Sewer District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202-b of the Town Law; NOW, THEREFORE, IT IS HEREBY

ORDERED, by the Town Board of the Town of Ossining, Westchester County, New York, as follows:

**Section 1.** A public hearing will be conducted via video conferencing only, in accordance with the Governor's Executive Order 202.1 dated March 12, 2020, on July 14, 2020, at 7:30 P.M., Prevailing Time, on the question of the increase and improvement of the facilities of the Consolidated Sewer District in the Town of Ossining, Westchester County, New York, in the manner described in the preambles hereof, and to hear all persons interested in the subject thereof, concerning the same, and to take such action thereon as is required or authorized by law.

**Section 2.** The Town Clerk is hereby authorized and directed to cause a copy of the Notice of Public Hearing hereinafter provided to be published once in the official newspaper of the Town, and also to cause a copy thereof to be posted on the sign board of the Town, such publication and posting to be made not less than ten, nor more than twenty, days before the date designated for the hearing.

**Section 3.** The notice of public hearing shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Ossining, Westchester County, New York, will meet on July 14, 2020, at 7:30 P.M., Prevailing Time, for the purpose of conducting a public hearing, via video conferencing only, in accordance with the Governor's Executive Order 202.1 dated March 12, 2020, in relation to the proposed increase and improvement of the facilities of the Consolidated Sewer District in said Town, consisting of the purchase of generators for installation at two of the sewage pumping stations, including costs incidental thereto, at a maximum estimated cost of \$144,100.

At said public hearing said Town Board will hear all persons interested in the subject matter thereof. For help connecting to the video conference you are instructed to call the Town Supervisor's Office at (914) 762-6001.

**Section 4.** This Order shall take effect immediately.

Supervisor Levenberg said the following in regard to the resolution: Closing the loop on some of our resolutions earlier, we are calling for a public

hearing to borrow \$144,100 to finance the cost of the much needed sewer generator replacements.

Motion: Carried

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

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 accepts the following Planning Board Minutes:

- June 3, 2020

Motion: Carried

**IX. MONTHLY REPORTS**

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 accepts the following monthly reports for the month of May 2020:

- Town Supervisor’s Office

Motion: Carried

**X. VISITOR RECOGNITION**

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

Tax Receiver Holly Perlowitz wished Tom Warren the best during retirement and congratulated Dale Brennan on her new position.

**XI. ADJOURNMENT**

At 9:13 P.M., Councilmember Feldman motioned to adjourn to Executive Session for personnel, contracts and advice of counsel and Councilmember Shaw seconded.

Motion Carried: Unanimously

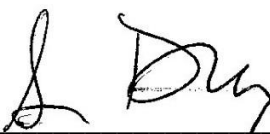
At 9:57 P.M., Councilmember Shaw motioned to return to the Regular Meeting and Councilmember Feldman seconded.

Motion Carried: Unanimously

At 9:17 P.M., Councilmember Shaw motioned to adjourn the Regular Meeting and Councilmember Feldman seconded.

Motion Carried: Unanimously

Approved:

  
\_\_\_\_\_  
Susanne Donnelly, Town Clerk