



**MINUTES**  
**TOWN BOARD**  
**TOWN OF OSSINING**  
**JULY 28, 2020**  
**REGULAR MEETING**  
**8:28 P.M.**

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

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

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

**I.    WORK SESSION**

At 8:28 PM, Councilmember Shaw motioned to adjourn the Work Session and Councilmember Feldman seconded.

Motion Carried: Unanimously

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

The Regular Meeting of the Town Board of the Town of Ossining was held on July 28, 2020 via video conference, pursuant to Governor's Executive Order 202.1 dated March 12, 2020. The meeting was called to order at 7:28 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.

**III.   ANNOUNCEMENTS**

Supervisor Levenberg made the following announcements:

This Friday we will wrap up July with our fourth virtual Summer Concert. These concerts moved online this year to help people avoid crowds and slow the spread of the Coronavirus. This week we are welcoming Skyfactor, an acoustic-based rock/pop group. The concert will start streaming on Facebook at 7pm and thanks to Miriam and Mike at Risko Music for helping us line up some great performers and emceeing the festivities each Friday night. Order dinner from one of our fabulous local restaurants and ask for a 6:45 pick-up time. Then curl up on your couch for an evening of great food and music. There may be a few other concerts or events coming our way for August and September so stay tuned for more information.

Last week, Governor Cuomo expanded the number of states under a Travel Advisory. These states have been added because the average number of positive cases surpassed 10% of the state's tested population or 10 per every 100,000 residents. The Travel Advisory requires that anyone returning from one of these states must quarantine for 14 days. This step is crucial to keeping case numbers down in our state. We are seeing case numbers rise across the country and New York has already seen clusters caused by people traveling to other states. Try to limit your trips out of state to essential traveling only and please review the Travel Advisory before *and after* travel. Violating the mandatory quarantine can lead to fines up to \$10,000 or imprisonment up to 15 days.

More people are getting comfortable leaving their homes and reconnecting with family and friends. As a reminder, masks should be worn outside and since you are not supposed to touch your mask, it shouldn't be coming on and off. Keep your mask on until you get home or to your car. Doing this will also decrease the number of "lost" masks we are finding on sidewalks and streets. You cannot lose your mask if you are wearing it. The increase in people out and about also means New York's robust Contact Tracing program is up and running. These people are trained to inform you if you have been exposed to the virus. They can connect you with medical professionals and other important resources like senior care, groceries, and testing. Recently, we have heard reports from other municipalities of scammers requesting people add tracking software to their computers and threatening fines for non-compliance. Official contact tracers will only ever call you from the "NYS Contact Tracing" caller ID. They are there to guide you through the quarantine process and they will never ask for any financial information or direct access to your computer or phone.

Our Town/Village has been open to the public now for a couple of weeks, with limited office hours. If you must come in person, we are open M-F 9-2:30. Our Court has recently opened as well to the public. Their walk up window is open M, T, W 9:30-11:30 am, Th and Fri from 12n-2pm so if you have wanted to pay your parking or vehicle and traffic tickets, or conduct other business in person with our Town Court, you may now do so. We hope to have an announcement soon to opening up the John Paul Rodriguez Operations Center to the public as well. Thank you for your patience as we continue to figure out the safest ways to allow access to our buildings.

Additionally, there are now limited Recreation opportunities available, including such favorites as the pool at the Recreation Center and Pickle Ball. Our Spray Pad has been operating for a few weeks now, also with limited access. Please leave plenty of time if you do take your kids there. Last week, we committed additional staff to help keep our parks clean. We added trash cans at Engel Park and are encouraging a carry-in-carry-out policy for garbage. The parks have had an increase in foot traffic since March and we are continuing to take extra steps to keep up with safety, refuse, and general maintenance. You may have seen Ossining Police Chief Sylvester talk about some of these extra steps in a recent Facebook Live post. Or even Councilwoman Feldman doing the same about safely enjoying the water in our parks, which includes no swimming since it is not allowed! We are so excited that people are taking advantage of our beautiful parks to escape the heat and add some fun to their summer. As a reminder, grills can only be used in designated grill areas and gatherings of more than 20 people require a permit at the Louis Engel Park picnic areas. Our bathrooms are open at Engel and Ryder Park. The Dog Park at Cedar Lane is open and all dogs need to be registered with the Clerk's Office. Lastly, while we know the heat has been excessive, we reiterate we have no lifeguards on duty at the waterfront and for that and other safety reasons, swimming is not allowed.

We want to extend a quick shout out to Gayle Marchica of the Greater Ossining Chamber of Commerce and Superintendent of Highways Pete Connolly for helping set up some lovely flowers boxes on North State Road. As businesses adapt to health guidelines we are happy to see some wonderful outdoor dining options on North State Road. We also recently added a bike lane. The flowers and flags were paid for by a special purpose fund of the Town, and organized by the Greater Ossining Chamber of Commerce. Thanks again to Pete and Gayle for helping us make this area accessible and maintained for our businesses. The Ossining Food Pantry is looking for volunteers to help pack bags for food distribution. This is a great opportunity for middle school, high school, or college-age students who are looking to hang out with friends in a safe way. The Food Pantry serves Ossining and Briarcliff residents and has seen the demand for their services increase dramatically since March. However, many of their volunteers were considered high-rise for contracting the virus and could not help at the same levels as before. Volunteers are urgently needed to unload the food trucks Fridays 9-11:30, packing food into bags Mondays from 2-4, and

delivering bags from the Pantry to distribution points Tuesdays 2-4. Email [ossfoodpan@gmail.com](mailto:ossfoodpan@gmail.com) if you're interested in volunteering. Other food distribution opportunities continue to be available. Please see my weekly Supervisor's update as well as the COVID page on our town website to make sure you know where you can find food if you are in need or know anyway else who is as well.

Many people kicked their "Spring Cleaning" skills up a notch this year, but have bags of clothes waiting for donation centers to reopen. The Tri-State Mask Making Group has put out a call for graduation and choir gowns, which are used to combat PPE shortages. Gowns can be dropped off at 119 Edgewood Road in Ossining. I know many of you will be happy to have one less thing in those closets!

Lastly, I need to direct your attention to the Census. At this point, I believe that anyone who hasn't filled out the Census has some questions or concerns about doing so. The Census is a nationwide count of all residents so that money and representatives can be allocated. It is bound under Title 13 of the U.S. Code making it illegal to release any identifiable information about addresses, individuals, households, or businesses, even to law enforcement agencies, the FBI, CIA, DHS, or ICE. The Census is completed every ten years to help the US gauge the need for services in each area. Ultimately, results impact how billions of dollars are distributed. Right now, about 35% of Ossining is uncounted. It takes only 10 minutes to complete the Census and you can fill it out in one of 60 languages. You can also complete the Census in your preferred language over the phone. Please reach out to your friends, family, and neighbors to ask them to complete the Census. Ossining loses \$2500 for each uncounted resident.

Councilmember Feldman spoke about OVAC's Blood Drive happening on August 20, 2020 from 3 PM to 7:30 PM. People need to register online before donating blood

#### **IV. LIAISON REPORTS**

#### **V. PUBLIC COMMENT ON AGENDA ITEMS**

#### **VI. BOARD RESOLUTIONS**

##### **A. Approval of Minutes—Regular Meeting – July 14, 2020**

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

Resolved, that the Town Board of the Town of Ossining hereby approves the July 14, 2020 minutes of the Regular Meeting as presented.

Motion: Carried  
Abstain: Wilcher

##### **B. Approval of Minutes—Special Meeting – July 21, 2020**

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

Resolved, that the Town Board of the Town of Ossining hereby approves the July 21, 2020 minutes of the Special Meeting as presented.

Motion: Carried  
Abstain: Wilcher

##### **C. 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 July 28, 2020 in the amount of \$447,638.83.

Motion: Carried

**D. Contract: Senior Nutrition Program**

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

Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign a contract with the Westchester County Department of Senior Programs and Services for the purposes of receiving grant funds not to exceed \$6,669 for unmet need funds for overserved meals and associated Nutrition Program expenses for program year 2019-2020.

Supervisor Levenberg said the following: More good financial news we were not expecting, our Senior Nutrition program has received a good deal of additional grant funding! This particular grant is specifically to help fund the additional meals served this year and other associated expenses. Thanks to Site Director Kathy Asaro for administering these grant funds!

Motion: Carried

**E. Contract: CGI Communications**

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 authorizes the Supervisor to sign an agreement with CGI Communications, Rochester, NY, to participate in the 2020 Community Banner Program, with the option to renew for up to three years, at no cost to the Town.

Supervisor Levenberg said the following: Recently, Victoria Cafarelli and I participated in a call with CGI Communications to learn more about their Community Banner program. We have worked with CGI in the past through the films produced highlighting Ossining. This new-to-us program is very exciting – with the support of local sponsors CGI will provide the Town with banners for streetlights to support local businesses. These banners are replaced each year and there are opportunities to engage local artists on our own unique design. And the best part it is FREE to the Town! I look forward to signing this contract, while also working with our partners in the Villages of Ossining and Briarcliff Manor to see if they want to “hop on” with us.

Motion: Carried

**F. Contract: Comprehensive Plan Consultant**

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

Resolved, that the Town Board of the Town of Ossining authorizes the Supervisor to sign an agreement with Claire Weisz Architects, LLP, d/b/a WXY architecture + design, New York, NY, for consulting services related to the Town’s Comprehensive Plan with Sustainability Elements, at an amount not to exceed \$75,000; and

Be it further Resolved, that a portion of the cost for consulting services will be paid for by a grant from the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation, under contract #C00774, project title “Town of Ossining Climate Smart Communities Certification.”

Supervisor Levenberg said the following: We are very excited tonight to be approving the contract for WXY architecture + design to serve as our Comprehensive Plan Consultants. The Comprehensive Plan Steering Committee interviewed WXY last month and were SO impressed with their innovative approaches to planning and design. We look forward to continuing the momentum on this project, with a cutting edge – yet within budget – firm on board.

Motion: Carried

G. Personnel: Part-Time Salary Changes

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

Resolved, that the Town Board of the Town of Ossining hereby approves the following salary increases for the following part-time employees effective July 28, 2020:

| Name                  | Title              | Salary  |
|-----------------------|--------------------|---------|
| Fernandez, Richard    | Court Attendant    | \$25/hr |
| Jackson Jr., Franklin | Court Attendant    | \$28/hr |
| Lilley, Sheila        | Court Attendant    | \$25/hr |
| Santucci, Alicia      | Intermediate Clerk | \$15/hr |
| Simkins, John         | Court Attendant    | \$25/hr |

Supervisor Levenberg said the following: As the Court begins to open up, the role of Court Attendant has certainly grown and changed. They are at greater risk during the COVID pandemic and are essential to our Court operations. As such, we felt it was important to recognize this added work through a pay raise. Similarly, Alicia Santucci, who works part-time in our Highway and Cemetery departments has had to take on additional responsibilities following some personnel changes. We are lucky to have these dedicated people on “Team Town,” and are happy to recognize good work.

Motion: Carried

H. Personnel: Appointment

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 appoints Anthony Greene, Ossining, to the part-time availability position of Park Attendant at an hourly rate of \$13, effective August 1, 2020.

Supervisor Levenberg said the following: As we all know, our Parks have been used more and more over the past few months as people look for time to enjoy the great outdoors after a few too many days trapped inside. We also had our part-time park attendant, who has worked for the Town for many years, decide to resign this season. Anthony is a ray of positive sunshine, and we know he will do an excellent job keeping our parks in tip top shape on the weekends for park rentals. Welcome Anthony!

Motion: Carried

**I. Call for Public Hearing: Local Law, “Temporary Outdoor Dining Permits”**

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 calls for a public hearing in the matter of a Local Law known and cited as “Temporary Outdoor Dining Permits,” to be held at 7:30pm on Tuesday, August 11, 2020; and

Be it further Resolved, that pursuant to the Governor’s Executive Order 202.1 dated March 12, 2020 this public hearing will be held via videoconferencing only.

Supervisor Levenberg said the following: As discussed earlier, this resolution sets a Public Hearing on the Local Law to establish Temporary Outdoor Dining Permits for restaurants in the Town outside. We hope this will be a good solution to help our local businesses during this difficult time.

Motion: Carried

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

**VIII. MONTHLY REPORTS**

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

- Town Supervisor

Motion: Carried

**IX. VISITOR RECOGNITION**

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

**X. ADJOURNMENT**

At 8:58 P.M., Councilmember Shaw motioned to adjourn to Executive Session for personnel, contracts, and advice of counsel and Councilmember Feldman seconded.

Motion Carried: Unanimously

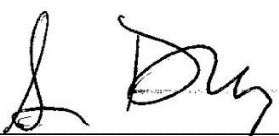
At 9:53 P.M., Councilmember Wilcher motioned to return to the Regular Meeting and Councilmember Shaw seconded.

Motion Carried: Unanimously

At 9:54 P.M., Councilmember Feldman motioned to adjourn the Regular Meeting and Councilmember Wilcher seconded.

Motion Carried: Unanimously

**Approved:**

  
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**Susanne Donnelly, Town Clerk**