



MINUTES
TOWN BOARD
TOWN OF OSSINING
BIRDSALL-FAGAN POLICE/COURT FACILITY
86-88 SPRING STREET – OSSINING, NEW YORK
JANUARY 14, 2020
REORGANIZATIONAL MEETING
7:30 P.M.

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 January 14, 2020 in the Birdsall-Fagan 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 Jackie G. Shaw, Elizabeth R. Feldman, and Gregory G. Meyer. Also present were Town Counsel Christie Tomm-Addona, Budget Officer Victoria Cafarelli, and Deputy Town Clerk Martha C. Quituisaca. Councilmember Northern Wilcher Jr. was absent.

II. ANNOUNCEMENTS

Supervisor Levenberg announced the following:

Before I get started on events going on around Town in the coming days, I would like to start our re-organizational meeting reflecting on some of our accomplishments from 2019 and what is in store for 2020.

2019 was an exciting year in the Town of Ossining.

We started the year furthering new legislation regarding solar energy systems, the taxation of these systems, and began the process of cleaning up long standing policies of our dog parks and the administration of dog licenses. We also began a frank conversation about the future of our government structure and ways I believe would have made our government more efficient. With the first codified speed limit reduction on any Town road, we started to bring the goals of the Millwood-Ossining Go! plan to fruition.

We continued to improve our parks with Buffer in a Bag/Trees for Tribes plantings, introduced new equipment and a new spray pad to our town parks for both kids and adults, undertook much needed renovations of our Ryder Park caretaker's cottage, added a GaGa pit at Ryder courtesy of the Ossining Girl Scouts, and embarked on upgrades to some of our park comfort stations. Our parks also hosted several community events including Earth Day, Food Truck Fridays in partnership with the Chamber of Commerce for the first time, Mind Body Spirit Ossining, and the Forest O' Fears Haunted Attraction, which raised over \$7,000 to support the SPCA of Westchester in addition to providing an excellent after school opportunity for kids who like to be part of something special and a little scary! We are proud of the fruitful relationships we forged this year with our private, non-profit, and community partners, and we look forward to continue to expand the potential for these relationships in the future.

We celebrated two retirements this year for two of our elected department heads, and brought in two talented people to fill these very large shoes – one appointed by

the Town Board and confirmed by a vote of the people—Pete Connolly, and one elected by the community—Sue Donnelly. We welcomed new staff members throughout our departments, and were able to draw on our existing resources by promoting several staff members this year, too. Our staff received new training this year – Cultural Competency, unlawful harassment, active shooter, and trenching training, to improve us all in our roles as public servants. These new offerings will help our staff grow and serve the community to their fullest potential, preserving their physical, mental, and emotional safety.

Our highway department has been hard at work improving our infrastructure. With less than a year under his belt, Highway Superintendent Pete Connolly, with some help from our Town/Village Engineer Paul Fraioli, and his team have completed much needed wall repairs on Old Albany Post Road—and it looks beautiful! Pete and Paul and our highway team also oversaw repaving and addressed drainage issues along Haymount Terrace and Studio Hill, and added sharrows to the striping on the newly paved Hawkes Avenue. This year was the start of the guardrail replacement program, which Superintendent Connolly hopes to complete in 2020. The Highway Department property has also received several much needed upgrades – have you seen the paint job on that garage? Westchester County Health Department has approved the design for the McCarthy Drive rehabilitation including the upgrade to the water main. We now have replacement pumps on the shelf to ensure our sewer lift stations work 24/7, without skipping a beat.

We continued to receive good news about grant funding this year, bringing the total amount of grant funding received during my tenure to just over \$1 million. In 2019, we received funding for a new energy efficient Senior bus, a food scrap recycling program, a new Comprehensive Plan with sustainability elements, a town-wide tree inventory, shelving for and outside help with records management, and rebates for plug-in hybrid cars which we have added to our fleet. Additionally, with the Village of Ossining, we were host to Cornell University's Climate Adaptive Design Studio. More about that later.

Although the ballot initiatives that were put forth by the board to convert the elective offices of Clerk, Tax Receiver, and Highway Superintendent to appointive offices did not pass, we continued to look for other opportunities to be more efficient and effective with your taxpayer dollars. The staff in our Cemetery have been working with our Parks Department, maximizing our staff resources and allowing us to curb additional hiring. We continue to look for any and all ways we can collaborate with our partners in Westchester County, the Villages of Ossining and Briarcliff, and other municipalities to save money wherever we can.

We also continue to look for ways to streamline our processes, introducing this year online dog license renewal and we are preparing to sign contracts for new financial software and building permit software which will make our departments more efficient and more easy for the public to deal with. We pride ourselves on transparency and communication – via e-mail blasts and social media. Receiver of Taxes Holly Perlowitz has greatly expanded her e-mail blast list to keep residents informed of important tax deadlines. We also introduced a new social media platform – follow us on Instagram @townofossining to see what goes on behind the scenes on a regular basis in your Town government.

I would like to thank all of our dedicated department heads, and shared department heads with the Village of Ossining, for their innovative approaches to governance, hard work, and dedication to the residents of Ossining. Our team is truly excellent, and ready to take on the challenges 2020 has in store for us. In fact, with all of this collaboration and dedication, and focus on our bottom line, we were successful in obtaining an upgrade this past year to our Moody's rating from Aa2 to Aa1, which will help save us more money when we go out to the bond market to borrow. We are very excited about this upgrade, the first in many years.

Our big ticket items for 2020 are to ensure a safe, healthy, welcoming community—and by healthy we mean economically, environmentally and physically and mentally healthy. That means we will be laser focused on getting our food scrap recycling program underway very soon, in partnership with Teatown and Green Ossining, our Comprehensive Plan underway, our Census Count as close to perfect as possible, and continuing to look at smart growth and economic development holistically including our long term plans for our critical waterfront needs. As recently as today we met with Cornell University professor Josh Cerra, Libby Zemaitis from the Hudson River Estuary Program and others, along with the Village, MTA Official, State and County representatives, and other stakeholders to discuss next steps from the CaD Studio and how we can be leaders in preparing for changes that will impact our waterfront as a result of climate change. We are also embarking, with our Community Equity task force, on raising the bar on cultural competency for our entire community so we can move that bar much closer to love rather than hate.

We are committed as always to working closely with our Town residents, businesses and organizations in collaboration to ensure we do so to the best of our ability bringing everyone along as part of our conversations.

Now for just a few events, focusing on Martin Luther King, Jr. Day, scheduled in Ossining this weekend to remember the life and legacy of this incredible and inspiring American hero.

We can honor Dr. King by attending the Cooperative Scholarship Fund Celebration and Tribute to Dr. King, to be held on Saturday, January 18th at 3pm at the Ossining High School Theater. Donations will support the Cooperative Scholarship Fund, which goes directly to OHS students heading to college.

Also, plan on joining the Briarcliff-Ossining Ministerial Association for a service remembering the life of Dr. Martin Luther King, Jr. on Sunday, January 19th at 7:30pm at Star of Bethlehem Church. This annual service will feature the theme of Renewal and Reconciliation with speaker Reverend Dr. William Shaw. Reverend Shaw has experienced the power of renewal and reconciliation advocating for peace and acceptance through sectarian conflicts in Northern Ireland. This is sure to be an inspiring evening, as it always is, honoring the life and legacy of Dr. King.

January 18th is the annual national Women's March, with a local chapter in New York City holding a march starting in Foley Square at 10am. I have participated in this march in the past, and it is so inspirational to see so many women, young women, men, children, and families come out to support and advocate for issues that truly impact us all.

Monday, January 20th we will observe Dr. Martin Luther King, Jr. Day and it is also now officially a day of service. There are many opportunities to serve our community and beyond. For listings of local organizations looking for help you can go to volunteernewyork.org/mlk.

Councilmember Shaw made the following announcement:



Housing Network

Free Income Tax Preparation

Please call 914-941-5252, starting January 15th, 2020
to schedule an appointment:

IFCA Housing Network
138 Spring Street, Ossining, NY
Monday through Saturday (February 3rd – April 15th)
Monday - 12pm-3pm (IFCA Office)- 4pm- 7pm OHS (Walk ins only)
Tuesday - 10am-3pm
Wednesday - 1pm-5pm
Thursday - 10am-3pm
Friday - 1:30pm-3:30pm
Saturday - 12:30pm-3:30pm

Walk-ins, no appointment need at:

Ossining High School
Room 202
29 S. Highland Avenue
Mondays Only February 4th – April 6th
Closed 2/17, 4/06 & 4/13
4 pm - 8 pm

*This program is for New York State Residents who work in New York State, have
incomes less than \$56,000 per year, and who are eligible for the Earned Income Tax
Credit.*

*This Volunteer Income Tax Assistance Program is sponsored
by
Wells Fargo Foundation*

III. PUBLIC COMMENT ON AGENDA ITEMS

IV. APPOINTMENTS

1. Supervisor's Liaison Appointments

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
Westchester Sustainable

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
Teatown Lake Reservation
Liaison to Village of Ossining Water Department
Liaison to Ossining Arts Project Summer Concert Series Sub-Committee
Co-Liaison to Ossining Chamber of Commerce

Gregory Meyer

Westchester County
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
Business Development Committee

Jackie Shaw

Deputy Supervisor
IFCA
Comprehensive Plan Steering Committee
Community Equity Task Force
Recreation Advisory Board
Ossining and Briarcliff School Districts
Liaison to Highway Department
Village of Briarcliff Manor
Co-Liaison to Ossining & Briarcliff Manor Fire Departments
Co-Liaison to Ossining CAP

Northern Wilcher

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

2. Deputy Supervisor

Supervisor Levenberg said the following: This year, I have decided to appoint Jackie Shaw to be my Deputy Supervisor. Thank you to Liz Feldman for working hard in 2019 in this role – you have done an excellent job! Jackie, you have been taking on more and more responsibilities during your time on the Town Board, and I love taking turns so I am looking forward to working with you in this new role.

Supervisor Levenberg appoints Jackie Shaw Deputy Supervisor for the Town of Ossining effective January 1, 2020.

3. Justice Court – Town Constables

Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution 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 2020:

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

Motion: Carried

V. ANNUAL RESOLUTIONS

A. Official Newspaper

Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution 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 2020.

Motion: Carried

B. Town Council Monthly Meeting Schedule

Supervisor Levenberg said the following in regard to the resolution: The Ossining Public Library is booked solid the first few months of the year, so we will not have Town Hall meetings on the schedule until June. However, if there is a topic that we would typically discuss during a Work Session, but feel input from the public would be beneficial to the community, we will certainly schedule a Town Hall-style meeting at a different location in the meantime. Otherwise, we are going to be able to stick to our meeting schedule for the rest of the year, with minimal interruptions due to holidays.

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 adopts the following Monthly Meeting Schedule for 2020:

**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 June 16, September 15, November 4 (Wednesday), and December 15 at the Ossining Public Library.

The Work Session scheduled for Tuesday, November 3 will be moved to Wednesday, November 4 as a Town Hall Meeting due to Election Day.

Motion: Carried

C. Setting Town Office Hours

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

Resolved, that the office hours of the Town Offices for 2020 will be Monday through Friday, 8:30 a.m. to 4:30 p.m.

Motion: Carried

D. Town Historian

Supervisor Levenberg said the following in regard to the resolution: Scott Craven continue to be a wonderful asset to our Town and in partnership with Village Historian Dana White, has offered wonderful programs highlighting the history of our Town. We look forward to more good work and thank Scott for his willingness to continue in the volunteer capacity.

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

Resolved, that the Town Board hereby re-appoints Scott Craven Town Historian for 2020.

Motion: Carried

E. 2020 Mileage Allowance

Supervisor Levenberg said the following in regard to the resolution: The IRS has actually lowered the mileage rate this year, by half a cent, which is reflected in this resolution.

Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution 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 \$0.575 per mile to be paid upon claim voucher, after audit and approval, in accordance with IRS standards.

Motion: Carried

F. Membership in the Association of Towns

Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution 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 2020 in the amount of \$1,500.

Motion: Carried

G. Authorization for Attendance at Association of Towns Annual Meeting

Supervisor Levenberg said the following in regard to the resolution: Coming up in February is the annual Association of Towns Meeting, which many Town staff members will be attending. This meeting always provides us with fruitful learning opportunities for all those that choose to attend, and for some also continuing education credits.

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 authorizes the following Town Personnel to attend the Annual Meeting of the Association of Towns to be held in New York City, February 17-19, 2020 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

H. Delegate to the Association of Towns

Supervisor Levenberg said the following in regard to the resolution: As we get closer to the annual convention, we will discuss the priorities the Association is recommending advocating for to our state and federal representatives. We get to vote on these annually as a member municipality.

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

Resolved, that the Town Board hereby designates Dana Levenberg, Supervisor, as Delegate to the Association of Towns Annual Meeting for 2020.

Motion: Carried

I. Alternate Delegate to the Association of Towns

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

Resolved, that the Town Board hereby designates Victoria Cafarelli, Budget Officer, as Alternate Delegate to the Association of Towns Annual Meeting for 2020.

Motion: Carried

J. Animal Control-SPCA of Westchester

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

Supervisor Levenberg said the following in regard to the resolution: We are excited to renew this contract once again, and we have been assured by the SPCA that they will be able to fulfill our contract throughout 2020, despite their planned renovations coming up soon, which we are very excited about.

Resolved, that the Supervisor be and hereby is, authorized and directed to execute an agreement with SPCA of Westchester for the period January 1, 2020- December 31, 2020, 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.

Motion: Carried

K. Renewal-Delta Dental Insurance Program

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 acknowledges that the Town's dental insurance program with Delta Dental of New York will continue for the period January 1, 2020- December 31, 2020 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

L. 2020 Refuse/Recycle Collection

Supervisor Levenberg said the following in regard to the resolution: We are once again taking the opportunity to renew our contract with Suburban Carting, with some exciting new offerings coming up soon. Starting in February, we will be opting into one of the addendums to the initial bid for Suburban Carting to pick-up Food Scraps for composting from a designated drop off point at Cedar Lane Park. When we went out to bid a few years ago, we knew this was an option we hoped to explore in the future, and this year, with funding from the New York State DEC, we are excited to provide this new program to all Town residents. Stay tuned for details coming out very soon.

Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution 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 2020 at a cost not to exceed \$526,000.

Motion: Carried

M. Approval of Compensation Plan for 2020

Supervisor Levenberg said the following in regard to the resolution: Most salaries in the Town are predetermined by contracts with CSEA and Teamsters. As we continue to work closely with our bargaining units, we hope to have a new contract in place very soon with our Teamsters, but for now we are rolling over salaries from 2019. It is likely that the salaries in the Non-Competitive and Labor Classes will be changing in the coming weeks as we iron out the details.

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

Resolved, that the Town Board hereby approves the following Compensation Plan for the year 2020:

TITLE OF POSITION	ANNUAL
<u>EXEMPT</u>	SALARY
ASSESSOR	\$152,776
BUDGET OFFICER/ AIDE TO THE SUPERVISOR	80,000
CONFIDENTIAL SECRETARY TO THE SUPERVISOR	VACANT
COURT CLERK (2)	69,558
DEPUTY RECEIVER OF TAXES	58,705
DEPUTY TOWN CLERK	64,312
<u>UNCLASSIFIED</u>	
TOWN CLERK	\$85,000
COUNCIL MEMBER (4)	11,737
RECEIVER OF TAXES	90,000
SUPERINTENDENT OF HIGHWAYS	85,000
SUPERVISOR	76,477
TOWN JUSTICE (3)	48,839
RUOK WEEKEND RATE	20.00/HR
<u>NON-COMPETITIVE</u>	
MOTOR EQUIPMENT OPERATOR (3)	\$85,028
PARKS FOREMAN	88,521
HIGHWAY FOREMAN	85,028
ROAD MAINTAINER (2)	78,375
AUTOMOTIVE MECHANIC	88,731
AUTOMOTIVE MECHANIC HELPER/ROAD MNT.	79,875
<u>LABOR</u>	
PARK GROUNDSKEEPER (1)	\$61,906
PARK GROUNDSKEEPER (2)	61,105
LABORER	61,906
CHAUFFEUR (2)	40,589
CHAUFFEUR (1)	38,189

FOOD SERVICE HELPER	40,589
BUS DRIVER	53,558
LEAD CEMETERY WORKER	57,291
CEMETERY WORKER	51,634

COMPETITIVE

DEPUTY ASSESSOR	\$83,742
ASSESSMENT CLERK	68,084
ASSESSMENT ASSISTANT	58,623
SENIOR OFFICE ASSISTANT	65,987
OFFICE ASST AUTO SYSTEMS/ INT. CLERK	56,408
ASSISTANT COURT CLERK	55,451
NUTRITION SITE DIRECTOR	84,551
INTERMEDIATE CLERK (1)	47,585
INTERMEDIATE CLERK (2)	52,398
INTERMEDIATE CLERK SPANISH SPEAKING	53,286
PARALEGAL	39,845
SUPERINTENDENT OF CEMETERIES	26,519

PART TIME EMPLOYEES

<u>NAME</u>	<u>TITLE</u>	<u>HOURLY RATE</u>
Abreau Jr., Larry	PT, Parks	\$20.45/HR
Rodriguez Castro, Frankelis	PT, Dale Cemetery	\$13.25/HR
DelBourgo, Constance	PT, Nutrition	\$17.14/HR
Fernandez, Richard	PT, Town Court	\$23.00/HR
Hamilton, John	PT, Building Inspector	\$73.00/HR
Jackson Jr., Franklin	PT, Town Court	\$25.00/HR
Juarez, Angela	PT, Tax Office	\$15.00/HR
Lilley, Fernanda	PT, Town Court	\$13.25/HR
Lilley, Sheila	PT, Town Court	\$23.00/HR
Santucci, Alicia	PT, Dale Cemetery	\$13.25/HR
Simkins, John	PT, Town Court	\$23.00/HR
Velez, Daniela	PT, Town Clerk	\$15.30/HR

ELECTION OFFICIALS

Coordinator/Liaison	\$2,700.00
Clerical Assistants	\$60.00

Motion: Carried

N. Surety Bonds

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

O. Consulting Engineer

Supervisor Levenberg said the following in regard to the resolution: As we do not maintain a position of staff engineer, we are pleased to continue our inter-municipal agreement with the Village of Ossining to provide engineering services. Village Engineer Paul Fraioli, Water Superintendent Andy Tiess, and Deputy Comptroller Dale Ferreira continue to provide us with their unparalleled expertise on special projects, grant applications, and so much more. We look forward to continuing this relationship as we go into 2020, with many exciting projects on the horizon including the McCarthy Drive project, repaving of Town roads, and more.

Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution 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 2020, for a fee totaling \$100,539 (\$8,378.25 per month).

Motion: Carried

P. Bond Counsel

Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution 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 the proposal received from Orrick dated December 18th, 2019.

Motion: Carried

Q. 2020 Schedule of Fees

Supervisor Levenberg said the following in regard to the resolution: This year, there are changes that have been made to the fees relating to Building Permits. As we plan to implement a new software, Symprocity, there will be added administrative costs to make the process easier, and almost completely online, for the users and our staff. We are moving to Symprocity with the Village of Ossining building department, and are hopeful this will really help streamline our operations.

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

Resolved, that the Town Board of the Town of Ossining hereby approves the following Schedule of Fees for calendar year 2020:

TOWN FEE SCHEDULE- Proposed 2020

Type of Application, License or Permit/Code Chapter Reference		Fee
Sale of Codebook	Chapter 1	Publisher's price

Type of Application, License or Permit/Code Chapter Reference		Fee
Access to Records	Chapter 45	
	Fees for copies of records not exceeding 8 ½ by 14 inches in size	\$0.25 per page
	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	\$100
	Greater than \$10,000 but less than \$20,000	\$100
	Greater than \$20,000 but less than \$50,000	\$100
	Greater than \$50,000 but less than \$100,000	\$100
	Greater than \$100,000 but less than \$150,000	\$100
	Greater than \$150,000	\$100
	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	

Type of Application, License or Permit/Code Chapter Reference		Fee
	Per dwelling	\$115
	Alteration to commercial building	\$200
	New commercial construction	\$350
	Plumbing permit	
	House sewer and tie-in	\$115
	Installation of 1 – 3 fixtures, appliances or standpipe connections	\$115
	Installation of 4 – 9 fixtures	\$165
	Installation of 10 or more fixtures	\$215
	Backflow Device	\$115
	Gas certification	\$65
	Plumbing permit if not listed	\$115
	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)	\$65 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 appt. 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

Type of Application, License or Permit/Code Chapter Reference		Fee
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
Electric Car Charging	Engel Park, Cedar Lane Park, Ryder Park	First 3 Hours Free; \$5 each additional hour
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	

Type of Application, License or Permit/Code Chapter Reference		Fee
	For the first acre or part thereof	\$200
	For each additional acre or part thereof	\$40
	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

Type of Application, License or Permit/Code Chapter Reference		Fee
	Nonresidents	\$150
Cedar Lane Arts Center	Meeting in Theater Room for Art Activities, 3 Hours or Less	\$30
	Meeting in Theater Room for Art Activities, Up to 6 Hours	\$50
	Meeting in Theater Room for Non-Art Activities, 3 Hours or Less	\$50
	Meeting in Theater Room for Non-Art Activities, Up to 6 Hours	\$100
	Meeting in Theater Room by For-Profit Groups, 3 Hours or Less	\$100
	Meeting in Theater Room by For-Profit Groups, Each Hour over 3 Hours	\$25
	Art Activity Birthday Parties for Children, 3 Hours or Less	\$200 plus instructor's fee and materials expense
	Art fair events	\$50 per artist booth fee
	Ceramic Weekend Workshop (2 Day)	\$100/day plus instructor fees
	Artists Group Use of Theater Space, 3 Hours or Less	\$10/artist/ session
	Scout Ceramics Lesson (1 learning lesson, 1 firing session)	\$20/scout
	Firing Fees	\$0.05 per cubic inch for bisque \$0.07 per cubic inch for cone 6 glaze
CLAC Clay Studio Membership	<u>Rental Fees</u>	
	Studio Access with Shelf Space (all incomplete work must be taken home when leaving)*	\$300/ quarter
	Studio Access with ½ storage unit*	\$375/ quarter
	Studio Access with 1 full storage unit*	\$450/ quarter
	*10% rental discount when you prepay six months or more in advance	
	<u>Use Fees</u>	
	Firing fee (includes both cone 05 bisque and cone 6 glaze)	\$0.05 per cubic inch
	Clay (midrange stoneware)	\$15 per 25 pound bag
	Reclaimed clay from bucket	\$10 per 25 pound bag
	Mid-range Porcelain clay	\$20 per 25 pound bag

Type of Application, License or Permit/Code Chapter Reference		Fee
	Deposit for Key to Access CLAC	\$200
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	\$100
	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	\$200, plus \$125 per lot
	Final plat	\$200, plus \$125 per lot
	Minor	\$200, 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

Type of Application, License or Permit/Code Chapter Reference		Fee	
	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

Type of Application, License or Permit/Code Chapter Reference		Fee	
	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	
	Tree Bank Fund	\$165 per caliper inch	
Zoning	Chapter 200		
	All appeals and applications made to the Board of Appeals	\$350	
	Special permit application	\$350	
	Site plan or conditional use permit	\$350	
	Application review fee	\$350, 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.	\$200	
	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	

Type of Application, License or Permit/Code Chapter Reference		Fee
	For minor applications (includes accessory apartments , wetland permits, filling and grading permits, etc.)	\$5,000 Escrow
	Variances	\$350
	Pre-application meetings to discuss conceptual proposals, per meeting	\$500
	After the fact application (Planning & Zoning)	Application Fee Tripled

Motion: Carried

R. Dale Cemetery Fee Schedule 2020

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 following Schedule of Fees for Dale Cemetery for calendar year 2020:

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

Motion: Carried

S. Records Management Officer

Supervisor Levenberg said the following in regard to the resolution: With a new Clerk, comes a new Records Management Officer! Town Clerk Sue Donnelly has been learning all there is to know about records management and access to records, so we know she will work very hard in this additional role.

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

Resolved, that pursuant to Section 57.19 of the Local Government Records Law, the Town Board hereby appoints Susanne Donnelly, Town Clerk Records Management Officer of the Town of Ossining.

Motion: Carried

T. Appointment of Marriage Officers

Supervisor Levenberg said the following in regard to the resolution: We are excited to be adding a Marriage Officer appointment to our usual line up of Clerk and Supervisor. Our Deputy Clerk is fluent in Spanish so she offers another nice addition to this post. Congratulations Martha! This is a really nice opportunity for you and our community!

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

Resolved, that the Town Board hereby appoints Susanne Donnelly, Dana Levenberg, and Martha C. Quituisaca as Marriage Officers for the Town of Ossining for 2020.

Motion: Carried

U. Finance-Investment Policy

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

Supervisor Levenberg said the following in regard to the resolution: We are adding NYClass to our list of depositories as they are cooperative investment option that has offered highly competitive interest rates to other municipalities and school districts and we are hoping to take advantage of this for the Town.

**INVESTMENT POLICY
FOR THE TOWN OF OSSINING**

RESOLVED, that the Town Board of the Town of Ossining hereby adopts the Investment Policy as follows:

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 DEPOSITORIES

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
NYCLASS	Joel Friedman
The Westchester Bank	Patricia Cappelletti

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.

Motion: Carried

V. Finance-Debt Management Policy

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 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

W. Finance – Procurement Policy

Supervisor Levenberg said the following in regard to the resolution: This year, we are proposing a change to the procurement policy, increasing the threshold amount when Department Heads need to submit a requisition for a purchase order to make a purchase. This threshold had been previously at \$1,000, but we have received feedback from Department Heads that this amount being so low often makes it

difficult to make purchases, especially when time is of the essence or in an emergency. This year, we are going to follow the model of our counterparts in the Village of Ossining, and will raise this threshold to \$2,000. Hopefully this change will allow Department Heads more flexibility to do their jobs efficiently, while still ensuring transparency and maintaining accountability.

Councilmember Feldman moved and it was seconded by Councilmember Shaw that the following resolution 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 which is intended to apply to all goods and services which are not required by law to be publicly bid.

Purchases up to \$1,999

Town Department Managers may authorize purchase of not more than one-thousand nine-hundred and ninety nine dollars (\$1,999) 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 \$2,000-\$20,000

Department Managers may make purchases between \$2,000 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 \$2,000, 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 \$2,000-\$4,999. 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 \$5,000-\$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 \$2,000. 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

X. Reimbursement of Town Employee Business Expenses

Councilmember Shaw moved and it was seconded by Councilmember Feldman that the following resolution 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 follows:

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

Y. Agreement-NYS Municipal Workers' Compensation Alliance

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 continues its membership with the NYS Workers' Compensation Alliance for fiscal year 2020 to administer workers compensation claims at a cost not to exceed \$120,851, not including the NYS assessment fees.

Motion: Carried

Z. Insurance Renewal-New York Municipal Insurance Reciprocal

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 continues its insurance policies and coverage with the New York Municipal Insurance Reciprocal (NYMIR) effective January 1, 2020 through December 31, 2020 at an amount not to exceed \$141,851.18.

Motion: Carried

VI. REGULAR MEETING – BOARD RESOLUTIONS

A. Approval of Minutes—Regular Meeting – December 23, 2019

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 December 23, 2019 minutes of the Regular Meeting as presented.

Motion: Carried

B. Approval of Minutes—Special Meeting – January 7, 2020

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

Resolved, that the Town Board of the Town of Ossining hereby approves the January 7, 2020 minutes of the Special Meeting as presented.

Motion: Carried

C. Approval of Voucher Detail Report

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 Voucher Detail Report dated January 14, 2020 in the amount of \$496,517.90.

Motion: Carried

D. Planning Board Re-Appointment – Jim Bossinas

Supervisor Levenberg said the following in regard to the resolution: A few of our beloved volunteer board members had their terms come up this year, and although we do not have term limits, we still solicited for new applicants. However, for this Planning Board seat, and the others in the forthcoming resolutions, we did not have any viable candidates. Therefore, we are happy to be re-appointing these dedicated volunteers to continue their much appreciated service to the Town.

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

Resolved, that the Town Board re-appoints Jim Bossinas to the Town Planning Board for a five-year term set to expire on December 31, 2024.

Motion: Carried

E. Planning Board Re-Appointment – Gareth Hougham

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

Resolved, that the Town Board re-appoints Gareth Hougham to the Town Planning Board for a five-year term set to expire on December 31, 2024.

Motion: Carried

F. Environmental Advisory Board – Erin Norris

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

Resolved, that the Town Board re-appoints Erin Norris to the Town Environmental Advisory Committee for a five-year term set to expire on December 31, 2024.

Motion: Carried

G. Board of Ethics – Nadia Bernstein

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

Resolved, that the Town Board re-appoints Nadia Bernstein to the Town Board of Ethics for a five-year term set to expire on December 31, 2024.

Motion: Carried

H. Appointment – Laborer

Supervisor Levenberg said the following in regard to the resolution: As I mentioned earlier, we are gearing up to start our food scrap recycling program in the Town! As part of the grant we received, we have been planning to hire a part-time staff member to assist in the oversight and management of the program. We met Marcus DaSilva, and knew he would be a perfect fit – he is

not only passionate about the environment and all things outdoors, he is trilingual and an Ossining local. His salary will be completely funded by grant funding from the DEC. As I mentioned earlier, please stay tuned very soon for details about how to get your food scrap recycling kit and get involved in this voluntary program.

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

Resolved, that the Town Board appoints Marcus DaSilva, Ossining, to the position of part-time Laborer to support the Food Scrap Recycling Program, at an hourly rate of \$16/hour, effective January 27, 2020, funded by a grant from the New York State Department of Environmental Conservation.

Motion: Carried

I. Employee Assistance Program

Supervisor Levenberg said the following in regard to the resolution: Westchester County offers an Employee Assistance Program to municipalities and their staff members throughout the County. The EAP program is a wealth of resources to the Town and our staff members – they not only provide free trainings, but also confidential assistance to our staff and their immediate family members with mental health and drug/alcohol abuse counseling and resources, assistance finding childcare or elder care, and so much more. We really get a good bang for our buck, and help to ensure that our staff is always healthy and happy when serving the public.

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

Resolved, that the Town Board hereby authorizes the Town Supervisor to execute an agreement with the Westchester County Department of Community Mental Health for the Town of Ossining to continue to receive Employee Assistance Program Services from January 1, 2020 through December 31, 2024; and

Be it further Resolved, that the price per employee for calendar year 2020 will be \$45/employee.

Motion: Carried

J. Artis Senior Living Holdings – Landscape and Wetland Mitigation Plantings Maintenance Agreement

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

BE IT RESOLVED, the Town Board of the Town of Ossining hereby accepts the wetlands mitigation bond submitted by Artis Senior Living Holdings of Briarcliff Manor, LLC in the amount of \$8,328.00; and

BE IT FURTHER RESOLVED, the Town Board hereby authorizes the Supervisor to execute a Landscape and Wetland Mitigation Plantings Maintenance Agreement with Artis Senior Living Holdings of Briarcliff Manor, LLC.

Motion: Carried

K. Symprocity Technologies Contract Approval

Supervisor Levenberg said the following in regard to the resolution: As I mentioned when we approved the fee schedule, we are preparing to launch a new program for the Building Department to offer nearly all permits online. This will help streamline the functions of that office and increase access to information online. This is sure to be a win-win for both our staff and the public.

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

BE IT RESOLVED, the Town Board of the Town of Ossining hereby authorizes the Supervisor to execute an agreement with Symprocity Technologies, Inc. to provide a computer software program allowing for data entry and forms for municipal permits, property inspections, complaint tracking and code enforcement for the Town Building Department at a cost not to exceed \$3,500 per year.

Motion: Carried

L. Approval of Contract with Gullotta House – 2020 Escape from Sing Sing Plunge

Supervisor Levenberg said the following in regard to the resolution: The Gullotta House is once again hosting its Escape from Sing Sing Plunge at our very own Louis Engel Park beach! This contract lays out the details of the event and ensures that the Town is adequately protected from any unintentional issues. I hope you will mark your calendars for February 15th and get your bathing suit ready – it's all for a good cause. You know I'll be plunging!

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

Resolved, that the Town Board authorizes the Supervisor to sign an agreement with Gullotta House to allow the 2020 Escape from Sing Sing Plunge to take place at the Louis Engel Park Beach on Saturday, February 15, 2020.

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 December 2019:

- Town Supervisor's Office

Motion: Carried

IX. VISITOR RECOGNITION

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

Stanley Dorsainville from Senator David Carlucci's Office announced that the Ossining Senior Advisory Committee will be meeting on January 23, 2020 at the Ossining Public Library at 6:30 PM. The State is currently working on finding ways to increase tenant knowledge on tenant rights. Tenants can currently go on to hcr.ny.gov to learn about housing in NYS.

X. ADJOURNMENT

At 8:40 P.M., Councilmember Feldman motioned to enter into Executive Session and Councilmember Shaw seconded.

Motion Carried: Unanimously

At 8:52 P.M., Councilmember Shaw motioned to leave Executive Session and Councilmember Wilcher seconded.

Motion Carried: Unanimously

At 8:52 P.M., Councilmember Feldman motioned to adjourn Executive Session and Councilmember Shaw seconded.

Motion Carried: Unanimously