

**RESOLUTION**

**NUMBER 291-21**

**RE:           Town Board Work Sessions and Official Meetings for 2021**

<b>MONDAY WORK SESSION 7:00 PM</b>	<b>MONDAY WORK SESSION 7:00 PM</b>	<b>MONDAY WORK SESSION (ISSUES ONLY) 7:00 PM</b>	<b>TUESDAY TOWN BOARD MEETING <u>7:00 PM</u></b>
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<b>January 3</b>	<b>January 10</b>	<b>January 24</b>	<b>January 11</b>
<b>February 7</b>	<b>February 14</b>	<b>February 28</b>	<b>February 15</b>
<b>March 7</b>	<b>March 14</b>	<b>March 21</b>	<b>March 15</b>
<b>April 4</b>	<b>April 11</b>	<b>April 18</b>	<b>April 12</b>
<b>May 9</b>	<b>May 16</b>	<b>May 23</b>	<b>May 17</b>
<b>June 6</b>	<b>June 13</b>	<b>June 20</b>	<b>June 14</b>
<b>July 11</b>	<b>July 18</b>	--	<b>July 19</b>
<b>August 8</b>	<b>August 15</b>	--	<b>August 16</b>
<b>September 12</b>	<b>September 19</b>	<b>September 26</b>	<b>September 20</b>
<b>October 3</b>	<b>October 17</b>	<b>October 24</b>	<b>October 18</b>
<b>November 7*</b>	<b>November 14</b>	<b>November 21</b>	<b>November 15</b>
<b>December 5**</b>	<b>December 12</b>	--	<b>December 13</b>

**All meetings will take place in the Vincent F. Nyberg General Meeting Room  
of the Town Hall, unless notified in advance of a change of location.**

**\* Special Town Board Meeting to Receive & File 2023 proposed budget**

**\*\* Town Board Meeting and Budget Public Hearing for 2023 budget**

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUE ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
At a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 292-21**

**(RE: AUTHORIZE BUDGET TRANSFERS AND AMENDMENTS AND CLOSE  
CERTAIN CAPITAL PROJECTS TO THE 2021 FISCAL BUDGET)**

**RESOLVED**, that the Town Comptroller be, and hereby is, authorized to make necessary adjustments to the Fiscal 2021 Budget to reflect the receipt of all transfers of funds, and further analysis of the Fiscal 2021 year; and

**BE IT FURTHER RESOLVED**, that the Town Comptroller will provide the Town Board and the Town Clerk during the month of January, 2022, a detailed substantiation for all such transfers and/or amendments made during this period; and

**BE IT FURTHER RESOLVED**, that the Comptroller is hereby Authorized to close out any Capital Project Funds and return them to their original source if appropriate.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 293-21**

**(AUTHORIZE THE TOWN TO CONVEY A PARCEL KNOWN AS SECTION 43.18, BLOCK 4, LOT 7 TO ADJACENT PROPERTY OWNER, SUBJECT TO PERMISSIVE REFERENDUM)**

**WHEREAS**, the Town owns a land-locked parcel (SBL 43.18-4-7) in Verplanck (the “Property”); and

**WHEREAS**, the Town sent letters to the owners of the parcels adjacent to the Property to obtain their interest in owning all or a portion of the Property; and

**WHEREAS**, the only interested parties own property located at 1 James Street (SBL 43.18-4-8) (“Adjacent Owners”); and

**WHEREAS**, the Adjacent Owners have agreed to pay certain required fees associated with the conveyance of the Property as the lot itself has no value;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town is authorized to convey the Property (SBL 43.18-4-7) to the Adjacent Owners of SBL 43.18-4-8.

**BE IT FURTHER RESOLVED**, that this Resolution shall be subject to Permissive Referendum and will be posted and published as required by law.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 294-21**

**(AUTHORIZE THE INSTALLATION OF DUGOUTS AT LETTERI FIELD IN AN AMOUNT NOT TO EXCEED \$15,000)**

**WHEREAS**, the Town's residents are very well served by not-for-profit sports organizations; and

**WHEREAS**, Cortlandt National Little League ("CNLL") utilizes Letteri Field, which is owned by the Town of Cortlandt; and

**WHEREAS**, Letteri field does not currently have dugouts; and

**WHEREAS**, the principals from CNLL have proposed installing new dugouts at the fields; and

**WHEREAS**, the Supervisor and Town Board are ardent supporters of this program, and are excited for dugouts to be installed to improve the safety and experience for the youth baseball players;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Comptroller is authorized to issue payment to the contractor installing the dugouts in an amount not to exceed \$15,000.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 295-21**

**(AUTHORIZE THE SETTLEMENT OF A CLAIM)**

**WHEREAS**, a Town resident's vehicle was accidentally struck by a sanitation vehicle;  
and

**WHEREAS**, the Town received three separate estimates for the damage; and

**WHEREAS**, the lowest estimate was \$8,878.45;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Comptroller is authorized to issue payment to Norberto Moscoso in the amount of \$8,878.45 subject to the completion of all necessary claims paperwork.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 296-21**

**(AUTHORIZE PAYMENT OF SNOW PLOWING CHARGE)**

**WHEREAS**, Sprint Spectrum L.P. sued the Town Board of the Town of Cortlandt, Croton Park Colony, Inc., and individual homeowners in the early 2000s over an application to install wireless technology in the Croton Park Colony area; and

**WHEREAS**, as part of a settlement, it was agreed that Croton Park Colony, Inc. would be reimbursed up to a specified amount for snow plowing charges; and

**WHEREAS**, the last payment owed to Croton Park Colony, Inc. was to be paid by March 15, 2021; and

**WHEREAS**, Croton Park Colony, Inc. recently requested reimbursement of \$8,500 for snow plowing charges; and

**WHEREAS**, since new telecommunications infrastructure was approved for the area, the Supervisor and Town Board believe that it is prudent to pay snow plowing charges;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Comptroller is authorized to reimburse Croton Park Colony, Inc. \$8,500 for snow plowing charges as per the request submitted by Croton Park Colony, Inc.

**BE IT FURTHER RESOLVED** that Town staff is authorized to negotiate with Croton Park Colony, Inc. on a new snow plowing agreement.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 297-21**

**(AUTHORIZE FUNDS TO OLD VAN CORTLANDTVILLE CEMETERY FOR  
UPKEEP)**

**WHEREAS**, the Town has previously contributed to the maintenance of Old Van Cortlandville Cemetery; and

**WHEREAS**, the cemetery has immense historical value related to the founding of the Town of Cortlandt and to the Revolutionary War;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Comptroller is authorized to issue payment of \$8,500. (EIGHT THOUSAND AND FIVE HUNDRED) for maintenance of the Old Van Cortlandville Cemetery.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 298-21**

**RE: (AUTHORIZE THE DIRECTOR OF TECHNICAL SERVICES TO ENTER INTO A CONSULTING SERVICE CONTRACT WITH BEHAN PLANNING AND DESIGN TO PREPARE DRAFT ZONING AMENDMENTS FOR ANNSVILLE WATERFRONT SUSTAINABLE DISTRICT)**

**WHEREAS**, the Town of Cortlandt had adopted “Envision Cortlandt” its 2016 Mater Plan identifying the Annsville Corridor for potential sustainable waterfront development; and

**WHEREAS**, the Town is currently completing a Local Waterfront Revitalization Plan (LWRP) in which the Annsville Corridor is included; and

**WHEREAS**, the next step is to prepare draft zoning amendments and complete related State Environmental Quality Review for the proposed zoning; and

**WHEREAS**, Behan Planning and Design the consultant retained by the Town assisting with the LWRP has prepared a supplement proposal in the amount of Fifty-Five Thousand Dollars (\$55,000.00) to evaluate Draft Zoning Amendments for the Annsville Corridor; and

**WHEREAS**, the Staff of Department of Technical Services – Planning Division and Director of the Department of Technical Services has reviewed this supplement proposal and recommends proceeding with such.

**NOW THEREFORE BE IT RESOLVED**, that the Supervisor and Director of Technical Services are hereby authorized to execute the consultant service contract with Behan Planning and Design, 112 Spring Street, Suite 305, Saratoga Springs, NY, subject to review by the Town Attorney and Westchester County.

**BE IT FURTHER RESOLVED**, that a contingency also be appropriated for Five Thousand Dollars (\$5,000.00) for unforeseen changes to the scope.

**BE IT FURTHER RESOLVED**, that the Comptroller is hereby authorized to amend the budget with respect to the above.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
At a Regular Meeting  
Held at the Town Hall**



**RESOLUTION**

**NUMBER 299-21**

**(RE: AUTHORIZE THE DIRECTOR OF DES TO SOLICIT BIDS FROM CONTRACTORS FOR THE ROOF SHINGLE REPLACEMENT FOR THE TOWN HALL PURCHASING BUILDING AND THE SPROUT BROOK PARK STORAGE GARAGE.)**

**WHEREAS**, the roof shingles at the *Town Hall Purchasing Department Building and the Sprout Brook Storage Garage* have been inspected and found to be in need of a full roof asphalt shingle replacement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cortlandt authorizes the Director of the Department of Environmental Services to solicit bids from licensed roofing contractors in accordance with Town procurement policy; and

**BE IT FURTHER RESOLVED**, the Director of DES shall review and compile bids and return to the Town Board with recommendations of award.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUE ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 300-21**

**(RE: AUTHORIZE THE DIRECTOR OF DES TO SOLICIT BIDS FROM CONTRACTORS FOR THE INSTALLATION OF FENCING AT THE LAKE MEAHAUGH PARK FOR THE COMMUNITY GARDEN.)**

**WHEREAS**, the members of the Community Garden Club have requested a permanent type chain link fence and access gate for the community garden at the Lake Meahaugh Park.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cortlandt authorizes the Director of the Department of Environmental Services to solicit bids from licensed fence contractors in accordance with Town procurement policy; and

**BE IT FURTHER RESOLVED**, the Director of DES shall review and compile bids and return to the Town Board with bid results and recommendations of award.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 301-21**

**(RE: AUTHORIZE THE REPLACEMENT OF THE STEEL SHOP DOORS  
AND FRAMES AT 167 ROA HOOK ROAD.)**

**WHEREAS**, the Department of Environmental Services facility located at the 167 Roa Hook Road requires a full replacement of the deteriorated steel shop doors; and

**WHEREAS**, the replacements include the steel doors, frames, saddles, panic bars and self-closing mechanisms and shall be in compliance with all required by the Town and State Building Codes; and

**WHEREAS**, the Department solicited quotes from Advanced Door Solutions Inc., from Ronkonkoma, NY (\$11,485.34), All County Lock and Safe Corp., from Peekskill, NY (\$11,828.00) and Brockton-Smith Lock and Door, from New Rochelle, NY(\$15,478.00);

**NOW, THEREFORE, BE IT RESOLVED**, that Advanced Door Solutions Inc., from Ronkonkoma, NY is authorized to proceed with the door replacements for the sum of \$11,485.34; and

**BE IT FURTHER RESOLVED**, that the Comptroller is authorized to amend the 2021 budget to fund the repairs, as appropriate.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 302-21**

**(RE: AUTHORIZE DIRECTOR OF DES TO PROVIDE REIMBURSEMENT TO THE HOMEOWNER OF 14 MONTO DRIVE FOR REPAVING OF SHARED PORTION OF THE DRIVEWAY.)**

**WHEREAS**, the Department of Environmental Services has inspected and found the condition of the shared (shared with resident at 14 Monto Drive) portion of a paved drive entrance leading to the Town of Cortlandt sewer pump station known as Cortlandt Ridge II is in need of paving; and,

**WHEREAS**, the homeowner is repaving their portion of the driveway and has solicited quotes to include our shared section for us to review; and,

**WHEREAS**, the Department has reviewed the quotes and has determined the cost from Benny Siniscalchi Paving Inc. is consistent with our current asphalt paving bid for asphalt removal and replacement and is in the Department and Town's best interest to pave this area as one.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town shall reimburse the homeowner for the Town share at a price of \$ 8,000; and,

**BE IT FURTHER RESOLVED**, that the Comptroller is authorized to amend the 2021 budget to fund the repairs, as appropriate.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 303-21**

**RE: (APPOINT GEORGE NJARAKUNNEL TO THE TITLE OF DEPUTY TOWN  
COMPTROLLER)**

**WHEREAS**, George Njarakunnel is currently in the title of Accountant in the Office of the Town of Comptroller; and

**WHEREAS**, Mr. Njarakunnel has taken the exam for the title of Deputy Town Comptroller; and

**WHEREAS**, the list for the title of Deputy Town Comptroller was canvassed in accordance with Westchester County Human Resources; and

**WHEREAS**, Town Comptroller, Patricia Robcke has asked the Town Board to consider appointing Mr. Njarakunnel to the title of Deputy Town Comptroller; and

**WHEREAS**, the Town Board has agreed to said request; and

**NOW, THEREFORE, BE IT RESOLVED**, that Mr. George Njarakunnel of 10 Victoria Road, Ardsley, NY 10502 be and hereby is appointed to the title of Deputy Town Comptroller. This appointment is for civil service purposes with no change in salary.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUE ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
At a Regular Meeting  
Held at Town Hall.**

**RESOLUTION**

**NUMBER 304-21**

**RE: (APPOINT AN INTERN IN THE OFFICE OF THE TOWN CLERK AND THE  
LEGAL DEPARTMENT)**

**NOW, THEREFORE, BE IT RESOLVED**, that following student is appointed as an intern at the Legal Department and the Office of the Town Clerk:

Amaavi Miriyagalla

**BE IT FURTHER RESOLVE**, Ms. Miriyagalla will be paid an hourly salary of \$13.50 and begin work on December 1, 2021.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 305-21**

**(RE: AUTHORIZE THE APPOINTMENT OF THE FOLLOWING SEASONAL EMPLOYEES  
IN THE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR THE YEAR 2021-2022)**

**NOW THEREFORE BE IT RESOLVED**, the following seasonal employees will be appointed in the Department of Environmental Services, with a start date of (See Below) and an end date of 03/10/2022. This appointment is subject to completion of drug screening.

<b>SANITATION</b>	<b>NAME</b>	<b>START DATE</b>
	Johnson Makind	9/10/2021
	Christopher VanTassel	9/10/2021
	Sheldon Davis	9/10/2021
<b>HIGHWAY</b>	<b>NAME</b>	<b>START DATE</b>
	Alesandro Polzella	9/10/2021

**BE IT FURTHER RESOLVED**, all temporary employees in the Department of Environmental Services shall be compensated at an hourly rate of pay of \$14.89.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 306-21**

**(RE: AUTHORIZE A LEAVE OF ABSENCE FOR AN EMPLOYEE IN DES –  
HIGHWAY EFFECTIVE DECEMBER 3, 2021)**

**RESOLVED**, that the following employee is authorized a Leave of Absence:

Employee ID # 559230 – Effective December 3, 2021 – December 31, 2021

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUE ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at Town Hall**



**RESOLUTION**

**NUMBER 307-21**

**(RE: AUTHORIZE AN INTERMITTENT LEAVE OF ABSENCE FOR AN EMPLOYEE  
IN DES – PARKS EFFECTIVE NOVEMBER 9, 2021)**

**RESOLVED**, that the following employee is authorized a Leave of Absence:

Employee ID # 571065 – Effective November 9, 2021 – November 9, 2022

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUE ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 308-21**

**(AUTHORIZE A PUBLIC HEARING ON THE BENEFIT UNIT ASSESSMENT ROLL OF THE TOWN PURSUANT TO NEW YORK STATE TOWN LAW § 231 ET AL.)**

**WHEREAS**, the Town uses a Benefit Assessment Roll to collect costs and charges on properties within the Dickerson Pond Sewer District, Cortlandt Boulevard Central Sewer Improvement Area, and the Cortlandt Boulevard West Sewer Improvement Area; and

**WHEREAS**, the Public Hearing will address the number of units assigned to each property, and the owners or their agents may be present and be heard;

**NOW, THEREFORE, BE IT RESOLVED**, that a public hearing is scheduled for December 6, 2021 at 7:00 PM at Town Hall, 1 Heady Street, Cortlandt Manor, New York 10567 for the Benefit Assessment Roll of the Town pursuant to New York State Town Law § 231 et al.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**

**RESOLUTION**

**NUMBER 309-21**

**(RE: AUTHORIZE THE DIRECTOR OF DES TO SOLICIT BIDS FROM MATERIAL SUPPLIERS FOR THE MATERIALS FOR THE PROPOSED 8<sup>TH</sup> STREET OFFICE RENOVATION PROJECT.)**

**WHEREAS**, the Director of DES and the assisting Architect have compiled a list of materials and products necessary to start the renovation work to be performed by Town of Cortlandt DES Staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Cortlandt authorizes the Director of the Department of Environmental Services and the Director of Purchasing to solicit bids from suppliers in accordance with Town procurement policy; and

**BE IT FURTHER RESOLVED**, the Director of DES shall review and compile bids and return to the Town Board with recommendations of award.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted on November 9, 2021  
at a Regular Meeting  
Held at the Town Hall**

**RESOLUTION**

**NUMBER 310-21**

**(AUTHORIZE A TRANSITIONAL ASSOCIATE DEPUTY RECEIVER OF TAXES FOR  
NO MORE THAN 45 DAYS)**

**WHEREAS**, the Tax Receiver's Office has operated with one less person than it did before the COVID-19 Pandemic; and

**WHEREAS**, to ensure continuing operations in the office and to ensure a smooth transition to the next Receiver of Taxes, a transitional associate is needed to close out the 2021 calendar year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board authorizes a Transitional Associate Deputy Receiver of Taxes for no more than 45 days.

**BE IT FURTHER RESOLVED**, that the salary shall be set at \$1,000 per week.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF CORTLANDT  
LAROUÉ ROSE SHATZKIN  
TOWN CLERK**

**Adopted November 9, 2021  
At a Regular Meeting  
Held at Town Hall**